



PERSONNEL COMMITTEE

December 5, 2013 – 9:00 A.M.

Personnel Committee Members

**Ira Steingart, Chair
Gene Benson, Vice Chair
Kathy LaBuda
Kitty Vetter
Cindy Kurpil Gieger**

AGENDA

REPORTS:

1. Human Rights – Monthly Report

DEPARTMENTS:

1. Personnel
2. Risk Management and Insurance

DISCUSSION:

1. DFS Managing Attorney Position

RESOLUTIONS:

1. To set salary for the Sullivan County Treasurer.
2. To set salary for the Sullivan County Sheriff.
3. To set salaries for Management and Confidential Employees.

PUBLIC COMMENT:

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Joshua Potossek, Acting County Manager

Re: Request for Consideration of a Resolution: Set salary for the Sullivan County Treasurer

Date: 11/26/13

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Set salary for the Sullivan County Treasurer for term of office

Is subject of Resolution mandated? Explain:

No

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

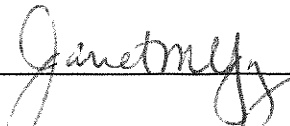
Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
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State	\$ _____	Other	\$ _____
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Federal Government	\$ _____	(Specify)	_____
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Verified by Budget Office: _____



Does Resolution request Authority to Enter into a Contract? Yes No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [_____] of [_____]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No _____

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

_____ *not Applicable* _____

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: *Joseph Jones* Date 12/2/13
- B. Management and Budget: *Jane Melby* Date 12/2/13
- C. Law Department: *S. J. Jorgensen* Date 12/2/13
- D. County Manager: *John Bond* Date 12/3/13
- E. Other as Required: _____ Date _____

Vetted in Personnel Committee Committee on 12/05/2013

Resolution No. _____

RESOLUTION INTRODUCED BY THE PERSONNEL COMMITTEE

RESOLUTION TO SET SALARY FOR THE SULLIVAN COUNTY TREASURER

WHEREAS, the salary rate for the Sullivan County Treasurer needs to be set for the term of office.

NOW, THEREFORE, BE IT RESOLVED, that the salary for the County Treasurer remain the same for 2014 as it is on December 31, 2013, and on January 1, 2014 receive a one-time payment (not added to annual salary) of seven hundred and fifty (\$750.00) dollars, and thereafter the salary shall be set at 1% above the salary rate of December 31, 2014 on January 1, 2015, 1% above the salary rate of December 31, 2015 on January 1, 2016, and 2% above the salary rate of December 31, 2016 on January 1, 2017 and end on December 31, 2017, for his respective term of office.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2013.

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Joshua Potosek, Acting County Manager

Re: Request for Consideration of a Resolution: Set salary for the Sullivan County Sheriff

Date: 11/26/13

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Set salary for the Sullivan County Sheriff for term of office

Is subject of Resolution mandated? Explain:

No

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

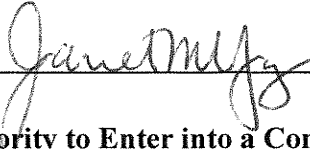
Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
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State	\$ _____	Other	\$ _____
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Federal Government	\$ _____	(Specify)	_____
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Verified by Budget Office: _____



Does Resolution request Authority to Enter into a Contract? Yes No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with _____ of

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

_____ *Not Applicable*

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: *T. Arby Jones* Date 12/2/13
- B. Management and Budget: *Janet Myers* Date 12/2/13
- C. Law Department: *W. Hargrave* Date 12/2/13
- D. County Manager: *John Bond* Date 12/3/13
- E. Other as Required: _____ Date _____

Vetted in Personnel Committee Committee on 12/05/2013

Resolution No. _____

RESOLUTION INTRODUCED BY THE PERSONNEL COMMITTEE

RESOLUTION TO SET SALARY FOR THE SULLIVAN COUNTY SHERIFF

WHEREAS, the salary rate for the Sullivan County Sheriff needs to be set for the term of office.

NOW, THEREFORE, BE IT RESOLVED, that the salary for the County Sheriff remain the same for 2014 as it is on December 31, 2013, and on January 1, 2014 receive a one-time payment (not added to annual salary) of seven hundred and fifty (\$750.00) dollars, and thereafter the salary shall be set at 1% above the salary rate of December 31, 2014 on January 1, 2015, 1% above the salary rate of December 31, 2015 on January 1, 2016, and 2% above the salary rate of December 31, 2016 on January 1, 2017 and end on December 31, 2017, for his respective term of office.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2013.

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Joshua Potosek, Acting County Manager

Re: Request for Consideration of a Resolution: Set salaries for Management & Confidential employees

Date: 11/26/13

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Set salaries for Management & Confidential employees to be consistent with negotiated collective bargaining agreements

Is subject of Resolution mandated? Explain:

No

Does Resolution require expenditure of funds? Yes No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

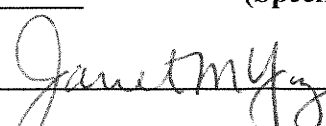
Estimated Cost Breakdown by Source:

County \$ _____ **Grant(s)** \$ _____

State \$ _____ **Other** \$ _____

Federal Government \$ _____ **(Specify)** _____

Verified by Budget Office: _____



Does Resolution request Authority to Enter into a Contract? Yes No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [_____] of
[_____]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Not Applicable

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: *Yvonne Jones* Date 12/2/13
- B. Management and Budget: *Janet Miller* Date 12/2/13
- C. Law Department: *S. Gasque* Date 12/2/13
- D. County Manager: *John Reed* Date 12/3/13
- E. Other as Required: _____ Date _____

Vetted in Personnel Committee Committee on 12/05/2013

Resolution No. _____

RESOLUTION INTRODUCED BY THE PERSONNEL COMMITTEE

RESOLUTION TO SET SALARIES FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES

WHEREAS, Legislative members are desirous of setting Management and Confidential employee salaries at rates consistent with the collective bargaining agreements negotiated with respective bargaining units.

NOW, THEREFORE, BE IT RESOLVED, that the salaries for managerial and confidential employees be set to remain the same for 2014 as it is on December 31, 2013, and on January 1, 2014 receive a one-time payment (not added to annual salary) of seven hundred and fifty (\$750.00) dollars, and thereafter the salary shall be set at 1% above the salary rate of December 31, 2014 on January 1, 2015, 1% above the salary rate of December 31, 2015 on January 1, 2016, and 2% above the salary rate of December 31, 2016 on January 1, 2017.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2013.