



**PERSONNEL COMMITTEE**

**February 6, 2014 – 11:30 A.M.**

**Personnel Committee Members**

**Ira Steingart, Chair  
Kitty Vetter, Vice Chair  
Kathy LaBuda  
Jonathan Rouis  
Cindy Kurpil Gieger**

**AGENDA**

**REPORTS:**

1. Human Rights – Monthly Report

**DEPARTMENTS:**

1. Personnel
2. Risk Management and Insurance

**DISCUSSION:**

1. Whistle Blower Policy
2. To authorize the creation of two (2) per diem van driver (non-CDL) and two (2) per diem bus driver (CDL)

**RESOLUTIONS:**

1. To authorize the creation of two (2) Per Diem Van Driver (Non-CDL) and two (2) Per Diem Bus Driver (CDL).

**PUBLIC COMMENT:**

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

**To:** Sullivan County Legislature

**Fr:** Ed McAndrew, Commissioner of DPW

**Re:** Request for Consideration of a Resolution: To Create two per diem van drivers and two per diem bus drivers

**Date:** 2/6/14

**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.]

The creation of two (2) per diem van driver (non-CDL) and two (2) per diem bus driver (CDL)

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**Is subject of Resolution mandated? Explain:**

No.

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**Does Resolution require expenditure of funds? Yes  No**

**If "Yes", provide the following information:**

**Amount to be authorized by Resolution:** \$ Actual Cost Unknown depending on need

**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:** Janet Myer

**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.)

\_\_\_\_\_

Person(s) responsible for monitoring contract (Title): \_\_\_\_\_

**Pre-Legislative Approvals:**

A. Director of Purchasing: Angela Sells Date 2/6/14

B. Management and Budget: Janet Myer Date 2/6/14

C. Law Department: S. Gasque Date \_\_\_\_\_

D. County Manager: John Rosal Date 2/6/14

E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in Personnel Committee Committee on 02/06/2014

**RESOLUTION NO \_\_\_\_\_ INTRODUCED BY PERSONNEL COMMITTEE TO  
AUTHORIZE THE CREATION OF TWO (2) PER DIEM VAN DRIVER (NON-CDL)  
AND TWO (2) PER DIEM BUS DRIVER (CDL)**

**WHEREAS**, the Sullivan County Transportation Department is in need of additional drivers to help fill-in for vacation, sick days and call-outs; and

**WHEREAS**, creating these per diem driver positions will help alleviate the need to mandate staff and save on overtime; and

**WHEREAS**, Resolution No. 158-13 created four (4) per diem Driver positions; and

**WHEREAS**, per Resolution No. 473-13 all positions not funded in the 2014 budget were to be abolished, therefore there is a need to recreate these positions; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes the recreation of two (2) per diem van drivers (Non-CDL) and two (2) per diem bus drivers (CDL).

**Moved by** \_\_\_\_\_,  
**Seconded by** \_\_\_\_\_,  
**and adopted on motion** \_\_\_\_\_, 2014.