



**PERSONNEL COMMITTEE**

**March 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:**

None

**RESOLUTIONS:**

1. To extend the memorandum of agreement addressing salary compensation levels for potential employees of the Sullivan County Patrolmen's Benevolent Association members in the Patrol Division of the Sheriff's Office

**PUBLIC COMMENT:**

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

**To:** Sullivan County Legislature

**Fr:** Michael Schiff, Sullivan County Sheriff

**Re:** Request for Consideration of a Resolution: Extend MOA addressing salary compensation levels for potential employees

**Date:** March 6, 2014

**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.]

MOA gives authorization for the Sheriff and the County to determine the amount of years of experience to be credited and the employee starts at the base salary that corresponds with years credited and based on the Collective Bargaining Agreement in effect at the time of employment

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

No, there is an existing MOA that is due to expire

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

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

Amount to be authorized by Resolution: \$ Unknown, evaluated on case by case  
Are funds already budgeted? Yes  No  Basis at time of hire.

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 Mygale*

**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 [ Sullivan County PBA ] of  
[ \_\_\_\_\_ ]

Nature of Other Party to Contract: .

Other: Collective Bargaining  
Unit

Duration of Contract: From 01/01/2014 To 12/31/2017

Is this a renewal of a prior Contract? Yes  No

If "Yes" provide the following information:

Dates of prior contract(s): From 01/01/2006 To 12/31/2013

Amount authorized by prior contract(s): \_\_\_\_\_

Resolutions authorizing prior contracts (Resolution #s): 402-08

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.]:

Employees with previous training and experience would benefit the Sheriff and the County by saving time and high costs normally associated with training

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): Unknown, evaluated on a case by case basis

Efforts made to find Less Costly alternative:

This MOA would alleviate training costs

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: Kathy Jones Date 2/28/14
- B. Management and Budget: Jane M. [Signature] Date 2/28/14
- C. Law Department: Thomas J. Cowley Date 3/5/14
- D. County Manager: John [Signature] Date 3/5/14
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_

**RESOLUTION NO. \_\_\_\_\_ INTRODUCED BY PERSONNEL COMMITTEE TO EXTEND THE MEMORANDUM OF AGREEMENT ADDRESSING SALARY COMPENSATION LEVELS FOR POTENTIAL EMPLOYEES OF THE SULLIVAN COUNTY PATROLMEN'S BENEVOLENT ASSOCIATION MEMBERS IN THE PATROL DIVISION OF THE SHERIFF'S OFFICE**

**WHEREAS**, Resolution No. 402-08 adopted on November 20, 2008 authorized the County Manager to enter into a Memorandum of Agreement ("MOA") with the Sullivan County Sheriff's Office and Sullivan County Patrolmen's Benevolent Association approving salary compensation levels based on years of experience for the purposes of determining the starting base salary; and

**WHEREAS**, the MOA gives authorization for the Sheriff and the County to determine the amount of years of experience to be credited and the employee starts at the base salary that corresponds with years credited and based on the Collective Bargaining Agreement in effect at the time of employment; and

**WHEREAS**, the years credited shall be duly noted by the Sheriff on the Sullivan County Change of Employment Form (428); and

**WHEREAS**, the Sheriff and the County have reviewed the effectiveness of this program and wish to notify the PBA that the County would like to continue this program from January 1, 2014 to December 31, 2017.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Manager is authorized to extend the Memorandum of Agreement with the Sullivan County Police Benevolent Association approving salary compensation levels based on years of experience for the purposes of determining the starting base salary in a form approved by the County Attorney.

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