



PERSONNEL COMMITTEE

June 5, 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. Nepotism Policy

RESOLUTIONS:

1. To Amend Resolution No. 144-14 to adjust the salaries of District Attorney Investigator and Assistant District Attorney 8.
2. To create one (1) new position in the Center for Workforce Development.

PUBLIC COMMENT:

NEPOTISM

Nepotism is defined for these purposes as the making by an employee of any official employment decision concerning a member of the employee's immediate family. Immediate family is defined as spouses, children, stepchildren, parents, siblings, in-laws, nieces, nephews or anyone else related by blood, marriage or adoption. Nepotism is prohibited.

1. No individual shall be a part of any official employment decision concerning a member of his or her immediate family. An employment decision includes, but is not limited to, the screening of applicants or resumes, telephone interviews, personal interviews, reference checks, hiring, promotion, demotion, discipline, transfer, layoff, conditions of work, compensation and selection for training.
2. No employee may be the immediate supervisor of an immediate family member. In such case, the immediate family member will be supervised by the next level supervisor.
3. Any questions about this policy should be referred to the Director of Human Resources for resolution.

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

To: Sullivan County Legislature

Fr: District Attorney's Office

Re: Request for Consideration of a Resolution: To amend Resolution No. 144-14

Date: May 29, 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.]

To amend Resolution No. 144-14 and set salaries

Is subject of Resolution mandated? Explain:

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 376,880.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A1330-204 Personal Service line

If "No", specify proposed source of funds: A601055 10, 80/A601038434308&9 \$199,718

Estimated Cost Breakdown by Source: *45,518 in additional local share is necessary

County	<u>\$76,917.00</u>	Grant(s)	\$ _____
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State	<u>\$75,855.00</u>	Other	\$ _____
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Federal Government	<u>\$224,108.00</u>	(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.)

_____ *n/a* _____

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

Pre-Legislative Approvals:

- A. Director of Purchasing: *Kathy Jones* Date 6/4/14
B. Management and Budget: *Janet Myer* Date 5/30/14
C. Law Department: *Bob Kline* Date 6/4/14
D. County Manager: *John Wood* Date 6/4/14
E. Other as Required: _____ Date _____

Vetted in Personnel Committee Committee on 06/05/2014

RESOLUTION NO. 144-14 INTRODUCED BY PERSONNEL COMMITTEE TO AMEND RESOLUTION NO. 144-14 TO ADJUST THE SALARIES OF DISTRICT ATTORNEY INVESTIGATOR AND ASSISTANT DISTRICT ATTORNEY 8

WHEREAS, Resolution No. 144-14 was adopted by the Sullivan County Legislature on April 24, 2014, and

WHEREAS, the aforesaid resolution set the salaries of the District Attorney Investigators and the Assistant District Attorney 8, and

WHEREAS, (1) District Attorney Investigator was incorrectly titled and should reflect the change in title to be a Senior District Attorney Investigator, and

WHEREAS, the set salaries need to be adjusted for (1) District Attorney Investigator and the Assistant District Attorney 8.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby changes the title of (1) District Attorney Investigator to a Senior District Attorney Investigator effective April 24, 2014, and sets the salaries for the following positions in the District Attorney's Office:

Create:

<u>Department</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
A1165	Senior District Attorney Investigator	\$70,000	4/24/2014
A1165	District Attorney Investigator	\$50,000	4/24/2014
A1165	District Attorney Investigator	\$50,000	4/24/2014
A1165	District Attorney Investigator	\$50,000	4/24/2014
A1165	Assistant District Attorney 8	up to \$65,000	4/24/2014

Moved by _____,

Seconded by _____,

and adopted on motion _____, 2014.

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

To: Sullivan County Legislature

Fr: Laura Quigley, Director Center for Workforce Development

Re: Request for Consideration of a Resolution: Create an additional Youth Intern position

Date: May 22, 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.]

To create one (1) additional Youth Intern position for the Sullivan Renaissance Program.

Is subject of Resolution mandated? Explain:

No. This is a grant from the Gerry Foundation

Does Resolution require expenditure of funds? Yes No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ 2,540.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): R1989-R247

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

Estimated Cost Breakdown by Source:

County	\$ <u>0.00</u>	Grant(s)	\$ <u>2,540.00</u>
State	\$ <u>0.00</u>	Other	\$ <u>0.00</u>
Federal Government	\$ <u>0.00</u>	(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.)

_____ *n/a - dj.*

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

Pre-Legislative Approvals:

- A. Director of Purchasing: Kathy Jones Date 6/4/14
- B. Management and Budget: Janet Myg Date 5/30/14
- C. Law Department: Robert G. Jones Date 6/4/14
- D. County Manager: John Paul Date 6/4/14
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No. _____

RESOLUTION INTRODUCED BY THE PERSONNEL COMMITTEE

**RESOLUTION TO CREATE ONE (1) NEW POSITION IN THE CENTER FOR
WORKFORCE DEVELOPMENT**

WHEREAS, Center for Workforce Development has been awarded grant monies through The Gerry Foundation to oversee the administration of the youth interns for the Sullivan Renaissance Gardening Internship Program, and

WHEREAS, the Sullivan Renaissance Gardening Internship Program operates from May 14, 2014 through August 31, 2014, and

WHEREAS, the Center for Workforce Development currently has fifteen (15) Youth Internship positions at \$10/ hour and the program is expanding to accommodate sixteen (16) interns at \$10/hour.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the creation of the additional Youth Internship position for the Center for Workforce Development.

BE IT FURTHER RESOLVED, that all sixteen (16) positions will be eliminated when the funding ceases to exist.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2014.