



**PERSONNEL COMMITTEE**

**August 7, 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 create a Temporary Six (6) Month Position in the Board of Elections.
2. To set working hours and salaries of Management/Confidential employees in the Sullivan County Sheriff's Office.
3. To abolish an Account Clerk position and create a Senior Typist position at Public Health Services.

**PUBLIC COMMENT:**

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

**To:** Sullivan County Legislature

**Fr:** Rodney Gaebel and Ann Prusinski

**Re:** Request for Consideration of a Resolution: Create a Temporary Position

**Date:** 7/30/14

**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.]

Create a Temporary Position in the Board of Elections

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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:** \$ 20,046

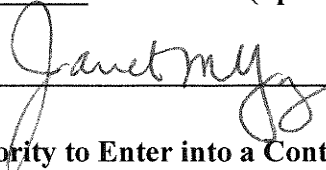
**Are funds already budgeted? Yes  No**

**If "Yes" specify appropriation code(s):** A1450

**If "No", specify proposed source of funds:** \_\_\_\_\_

**Estimated Cost Breakdown by Source:**

County	\$ <u>20,046</u>	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: Kathy Jones Date 7/31/14  
B. Management and Budget: Janet Myers Date 7/30/14  
C. Law Department: S. Y. Laguer Date 7/31/14  
D. County Manager: Janet Myers Date 8/1/14  
E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in Personnel Committee Committee on 08/07/2014

**RESOLUTION INTRODUCED BY THE PERSONNEL COMMITTEE TO CREATE A TEMPORARY SIX (6) MONTH POSITION IN THE BOARD OF ELECTIONS**

**WHEREAS**, the Sullivan County Board of Elections Commissioners have reviewed the staffing needs of the Board of Elections Office and have requested the creation of a temporary Senior Clerk position; and

**WHEREAS**, the creation of a temporary full-time Senior Clerk will help ensure the continued service and workflow in the Board of Elections.

**NOW THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby creates a temporary six (6) month full-time Senior Clerk position in the Board of Elections Office.

**Moved by**

**Seconded by**

**Declared duly adopted on motion**

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

**To:** Sullivan County Legislature

**Fr:** Sheriff Michael A. Schiff

**Re:** Request for Consideration of a Resolution: Set working hours and salaries of m/c employees in Sheriff's Office

**Date:** 8/7/14

**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.]

Set working hours of management/confidential employees from 35 hours per week to 40 hours per week and compensate at same hourly rate; adjust corrections captain and lieutenant salaries. Savings created by elimination of a corrections sergeant's position will fund increases - full year salary & benefits for a sergeant position is \$105,259. Increase for adjusted salaries is \$69,005 for a full year and \$23,002 for remainder of 2014.

**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:** \$ 0.00

**Are funds already budgeted? Yes  No**

**If "Yes" specify appropriation code(s):** A3150, A3110-30

**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: *Janet Myers* Date 7/31/14
- B. Management and Budget: *Janet Myers* Date 7/30/14
- C. Law Department: *S. Gasque* Date 7/31/14
- D. County Manager: *Janet Myers* Date 8/1/14
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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



**RESOLUTION INTRODUCED BY THE PERSONNEL COMMITTEE TO SET  
WORKING HOURS AND SALARIES OF MANAGEMENT/CONFIDENTIAL  
EMPLOYEES IN THE SULLIVAN COUNTY SHERIFF'S OFFICE**

**WHEREAS**, the Sheriff's Office has obtained permission from the NYS Commission of Corrections to eliminate a Corrections Sergeant's position in the Sullivan County Jail, and

**WHEREAS**, the Sheriff desires to adjust the salary of the Corrections Captain and Corrections Lieutenant in the Jail to reflect their responsibilities and create equity with the salaries in the CSEA collective bargaining agreement, and

**WHEREAS**, the Sheriff has further determined that all employees working at the Sheriff's Office will work a 40-hour workweek, and

**WHEREAS**, there are five management/confidential positions in the Sheriff's Office currently working a 35-hour workweek, which the Sheriff has determined will be a 40-hour workweek, and

**WHEREAS**, the adjustment to the workweek of the management employees has created a need to reestablish management salaries, and

**WHEREAS**, the cost of funding these adjustments is more than offset by the elimination of the Sergeant's position, and

**NOW, THEREFORE, BE IT RESOLVED**, that the Corrections Lieutenant salary will be set at \$72,851 annually and the Corrections Captain salary will be set at \$76,040 annually, effective commencing the pay period starting August 30, 2014 and

**BE IT FURTHER RESOLVED**, that in order to compensate for the increased workweek, the Undersheriff's annual salary be set at \$87,650; the Chief of Patrol's annual salary be set at \$86,944; the Jail Administrator's annual salary be set at \$103,572 (\$86,944 Jail Administrator salary and \$16,628 Chief Civil Officer duties); the Senior Fiscal Administrative Officer's annual salary be set at \$85,986; and the Sheriff's Confidential Secretary's annual salary be set at \$55,685, effective commencing the pay period starting August 30, 2014.

**Moved by  
seconded by  
and adopted on motion**

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

**To:** Sullivan County Legislature

**Fr:** Nancy McGraw, Public Health Director

**Re:** Request for Consideration of a Resolution: To eliminate Account Clerk position in Intake to create Senior Typist position

**Date:**

**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 current Account Clerk position (#4010-33.2460) in the Certified Home Health Agency needs to be reclassified as a Senior Typist based on the scope of responsibilities in the Intake Department at Public Health Services. In order to do this, Personnel recommends abolishing the Account Clerk position in order to create the Senior Typist position. (Note: dollar amount noted below is '14 annual wage & fringe benefits for the Senior Typist pos.)

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

No, but this position is needed to work at her current scope of responsibilities in our Intake Dept. to ensure the continued smooth coordination of homecare services to CHHA patients.

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

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

**Amount to be authorized by Resolution:** \$ 59,684.00 (Sr Typist) (Abolished position budgeted at 53,700; net diff = 5,984)

**Are funds already budgeted? Yes  No**

**If "Yes" specify appropriation code(s):** A4010-33-1011 & A4010-33-80-8001 to 8007

**If "No", specify proposed source of funds:** CHHA Medicare, Medicaid & other third party

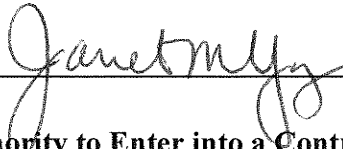
**Estimated Cost Breakdown by Source:** revenue would cover the majority of position cost

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

**State** \$ \_\_\_\_\_ **Other** \$ \_\_\_\_\_

**Federal Government** \$ \_\_\_\_\_ **(Specify)** see above for source of funds.

**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 [ not applicable ] 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): N/A

Future Renewal Options if any:

N/A

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.]:

N/A- this is not a contract  
\_\_\_\_\_  
\_\_\_\_\_

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

Efforts made to find Less Costly alternative:

N/A  
\_\_\_\_\_  
\_\_\_\_\_

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

N/A  
\_\_\_\_\_  
\_\_\_\_\_

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

N/A *Not Applicable*

Person(s) responsible for monitoring contract (Title): N/A

**Pre-Legislative Approvals:**

- A. Director of Purchasing: Janet Jones Date 7/31/14
- B. Management and Budget: Janet Myers Date 7/30/14
- C. Law Department: S. Gasque Date 7/31/14
- D. County Manager: Janet Myers Date 8/1/14
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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

**RESOLUTION NO.            INTRODUCED BY PERSONNEL COMMITTEE TO  
ABOLISH AN ACCOUNT CLERK POSITION AND CREATE A SENIOR TYPIST  
POSITION AT PUBLIC HEALTH SERVICES**

**WHEREAS**, Sullivan County Public Health Services provides a wide range of health services to persons recovering from illness and or injury and for persons who are disabled and or chronically ill, and

**WHEREAS**, staff in the Intake Department coordinates nursing and therapeutic services to patients at home, and

**WHEREAS**, the current Account Clerk position number 2460 in the Certified Home Health Agency needs to be reclassified as a Senior Typist based on the scope of responsibilities in the Intake Department at Public Health Services, and

**WHEREAS**, the Human Resources Director recommends the creation of a Senior Typist position and the elimination of the Account Clerk position number 2460 in the Certified Home Health Agency, to complete the duties of the position in the Intake Department at Public Health Services.

**NOW, THEREFORE, BE IT RESOLVED**, that the position of Account Clerk position number 2460 be abolished and the position of Senior Typist be created at Public Health Services.

**Moved by  
Seconded by  
and declared duly adopted on motion**