

**MANAGEMENT AND BUDGET COMMITTEE
THURSDAY, October 9, 2014 11:45 AM**

**Committee Members: Jonathan Rouis, Chair, Gene Benson, Vice Chair,
Kitty Vetter, Cora Edwards, Ira Steingart**

AGENDA

PRESENTATIONS: None

DISCUSSIONS:

- 1. 2015 Budget**
- 2. Fiscal Stress Report**

RESOLUTIONS:

AUDIT – None

COUNTY TREASURER – None

GRANTS- None

MANAGEMENT AND BUDGET –

- 1. To modify the 2014 County Budget.**

MANAGEMENT INFORMATION SYSTEMS -

COMMUNITY SERVICES-

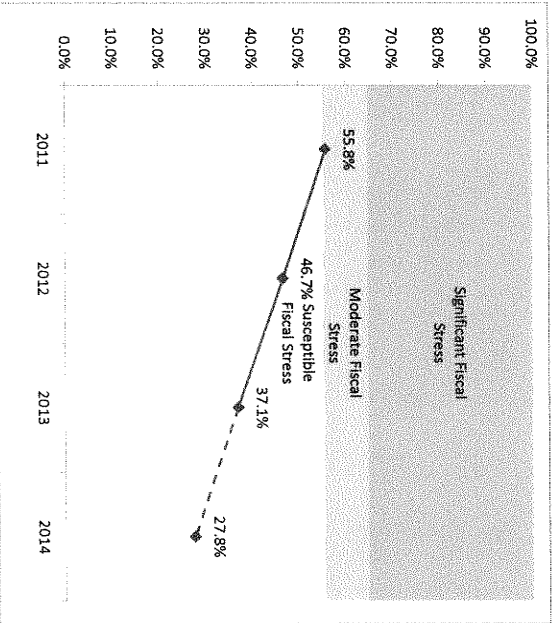
- 2. To execute an agreement with DocuTrac, Inc. for data exchange with the Department of Community Services.**

PUBLIC COMMENT

Fiscal Stress Summary

| % Score | |
|---------|-------|
| 2011 | 55.8% |
| 2012 | 46.7% |
| 2013 | 37.1% |
| 2014 | 27.8% |

based on 3 year trend



The summary graph projects a fiscal stress score based on a three-year trend analysis. This score is not based on data submitted by the locality. The predicted score is most reliable for municipalities which have followed a level trend but is less reliable for municipalities with scores that do not follow a steady trend.

Financial information provided on this page is pulled from reports submitted by the municipality. OSC performs a formal review of the information on an annual basis. However, OSC is unable to verify the accuracy of all the data elements upon which an entity's prior year fiscal stress score is based.
Note: Fiscal data may change after fiscal stress scores are released for a given year. As a result, the data presented in this workbook may vary slightly from previously released scores.

As of 29-AUG-2014

Indicator Scoring Summary

| Fiscal Indicators | Value | | Scores | |
|-------------------------------------------------------------------------|--------|--------|--------|------|
| | 2012 | 2013 | 2012 | 2013 |
| 1 Assigned/Unassigned FB (General Fund) | 8.5% | 12.2% | 2 | 1 |
| Assigned/Unassigned FB (Combined Funds) | -4.3% | -3.0% | 2 | 2 |
| 2 Total FB (General Fund) | 15.8% | 18.0% | 2 | 2 |
| Total FB (Combined Funds) | 2.5% | 3.2% | 2 | 2 |
| 3 # of Operating Deficits in Three Years or last year's deficit <= -10% | 2 | 2 | 2 | 2 |
| 4 Cash Ratio (Cash/Current Liability) | 74.7% | 79.2% | 2 | 1 |
| 5 Cash % of Monthly Exp | 164.3% | 175.9% | 0 | 0 |
| 6 Short Term Debt Issuance (Debt/Revenues) | 6.5% | 6.1% | 2 | 2 |
| 7 Short Term Debt Trend (consecutive debt or BN in last year) | 3 | 3 | 3 | 3 |
| 8 Pers Svc and Emp Benefits % Revs (3 yr avg) | 42.3% | 41.4% | 0 | 0 |
| 9 Debt Service % Revenues (3 yr avg) | 5.9% | 6.3% | 0 | 0 |

| Environmental Indicators | Value | Score |
|-----------------------------------------|-----------|-------|
| 1 Change in Population | 4.8% | 0 |
| 2 Change in Median Age | 7.5% | 0 |
| 3 Median Age of Population | 41.7 | 0 |
| 4 Child Poverty Rate | 23.4% | 1 |
| 5 Change in Child Poverty Rate | 0.6% | 1 |
| 6 Change in Property Value (4 year avg) | -4.6% | 3 |
| 7 Property Value Per Capita | \$102,270 | 0 |
| 8 Change in Unemployment Rate | 0.5 | 1 |
| 9 Unemployment Rate | 9.6% | 1 |
| 10 Change in Total Jobs in County | 0.3% | 0 |
| 11 Reliance on State and Federal Aid | 20.4% | 0 |
| 12 Change in State and Federal Aid | 1.4% | 0 |
| 13 Constitutional Tax Limit | N/A | N/A |
| 14 Change in Sales Tax Receipts | -0.7% | 3 |

Name County of Sullivan
MuniCode 480100000000
County Sullivan

Fiscal Year End 31-Dec
Year Last Filed 2013
Enter data here and scroll down to see the projected fiscal stress level for the current fiscal year.

| | | Most Recent Three Fiscal Years Filed | | | Projection: Current Fiscal Year End |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------|----------------|-------------------------------------|
| Fiscal Stress Financial Indicator Components | | 2011 | 2012 | 2013 | 2014 |
| Assigned Unappropriated and Unassigned FB | Total Assigned Unappropriated (account code 915) and Unassigned (code 917) Fund Balance: General Fund only | 3,894,923.72 | 13,161,800.74 | 18,656,552.94 | |
| | Total Assigned Unappropriated (code 915) and Unassigned (code 917 and code 924 for Enterprise Funds) Fund Balance: Combined Funds only | (14,751,693.35) | (8,295,967.83) | (5,679,469.96) | |
| Total Fund Balance | Total Fund Balance: General Fund only | 23,632,588.57 | 24,422,869.13 | 27,509,119.40 | |
| | Total Fund Balance: Combined Funds | 5,908,660.45 | 4,894,142.04 | 6,116,894.26 | |
| Expenditures | Gross Expenditures (this includes transfers out): General Fund only | 151,262,025.69 | 154,333,399.74 | 153,180,486.22 | |
| | Gross Expenditures (this includes transfers out): Combined Funds | 189,619,032.83 | 192,398,283.08 | 188,909,259.58 | |
| Revenues | Total Revenues (do not include transfers in): General Fund | 150,375,177.26 | 154,897,345.62 | 156,780,691.15 | |
| | Total Revenues (do not include transfers in): All Funds (Excluding Capital Project Fund) | 188,269,610.41 | 197,528,937.45 | 197,995,976.51 | |
| | Gross Revenues (includes transfers in): Combined Funds | 184,471,761.11 | 191,883,764.67 | 190,897,344.15 | |
| Cash and Investments | Cash and Investments A (codes 200 to 223, 450 and 451): Combined Funds | 33,087,909.46 | 27,131,186.64 | 28,918,275.26 | |
| | Cash and Investments B (codes 200, 201, 450 and 451): Combined Funds | 32,084,045.76 | 26,340,870.20 | 27,689,435.02 | |
| Current Liabilities | Current Liabilities (codes 600 to 626, 631 to 668): Combined Funds | 55,016,468.65 | 51,991,861.94 | 51,708,036.13 | |
| Taxes Receivable | Taxes Receivable (codes 280,290, and 295): Combined Funds | 15,433,234.10 | 15,692,627.38 | 15,172,435.55 | |
| Debt Related | Short Term Debt Issued during the year (Revenue Anticipation Notes, Tax Anticipation Notes, and Budget Notes only): All Funds | 13,000,000.00 | 10,000,000.00 | 9,500,000.00 | |
| | Budget Note issued during fiscal year: All Funds | No | No | No | |
| | Debt Service Expenditures (Expenditure Object Code .6 and .7): All Funds except Capital Projects Fund | 12,208,571.07 | 12,336,514.91 | 12,279,393.14 | |
| | Proceeds from current refunding bonds (code 5792): Debt Service Fund | 0.00 | 0.00 | 0.00 | |
| Personal Service and Employee Benefits | Personal Service and Employee Benefits (Expenditure Object Codes .1 (Personal Services) and .8 (Employee Benefits): All Funds except Capital Projects Fund | 81,251,345.38 | 80,186,894.97 | 80,365,094.50 | |

| Fiscal Stress Financial Indicators | | 2011 | 2012 | 2013 | 2014 |
|------------------------------------|-------------------------------------------------------------------------------------|------|------|------|---------|
| Indicator # 1 | Assigned and Unassigned Fund Balance as a percentage (%) of Expenditures | 4 | 2 | 1 | #DIV/0! |
| Indicator # 2 | Total Fund Balance as a percentage (%) of Expenditures | 2 | 2 | 2 | #DIV/0! |
| Indicator # 3 | Operating Deficits | 2 | 2 | 2 | #DIV/0! |
| Indicator # 4 | Cash Ratio- Cash and Investments as a percentage (%) of Current Liabilities | 1 | 2 | 1 | 0 |
| Indicator # 5 | Cash as a Percentage of Monthly Expenditures | 0 | 0 | 0 | #DIV/0! |
| Indicator # 6 | Short Term Debt issuance as a percentage (%) of Revenues | 2 | 2 | 2 | 0 |
| Indicator # 7 | Number of years of short term debt was issued or BN in last year | 3 | 3 | 3 | 0 |
| Indicator # 8 | Personal Service and Employee Benefits as a percentage (%) of Revenues (3 year avg) | 0 | 0 | 0 | #DIV/0! |
| Indicator # 9 | Debt Service as a Percentage (%) of Revenues (3 year avg) | 0 | 0 | 0 | #DIV/0! |

| | | | | |
|------------------------------|------------------------|---------------------------|----------------|---------|
| Total Raw Score | 14 | 13 | 11 | #DIV/0! |
| Total Weighted Average Score | 16.19 | 13.53 | 10.75 | #DIV/0! |
| Percentage of Total Score | 55.8% | 46.7% | 37.1% | #DIV/0! |
| Score Classification | Moderate Fiscal Stress | Susceptible Fiscal Stress | No Designation | N/A |

Revenue and Expenditure Definitions

Gross Revenues = Revenues and Other Sources
Total Revenues = Revenues
Gross Expenditures = Expenditures and Other Uses
Total Expenditures = Expenditures

| | General Fund | Combined Funds |
|---------------------------|--------------------|------------------------------------------|
| Counties | A | A, D, DM, FX, G, + All Enterprise |
| | Point Range | Percent Range (out of 29 max pts) |
| Significant Fiscal Stress | 18.85 - 29 | 65 - 100% |
| Moderate Fiscal Stress | 15.95 - 18.84 | 55 - 64.9% |
| Susceptible Fiscal Stress | 13.05 - 15.94 | 45 - 54.9% |
| No Designation | 0 - 13.04 | 0 - 44.9% |

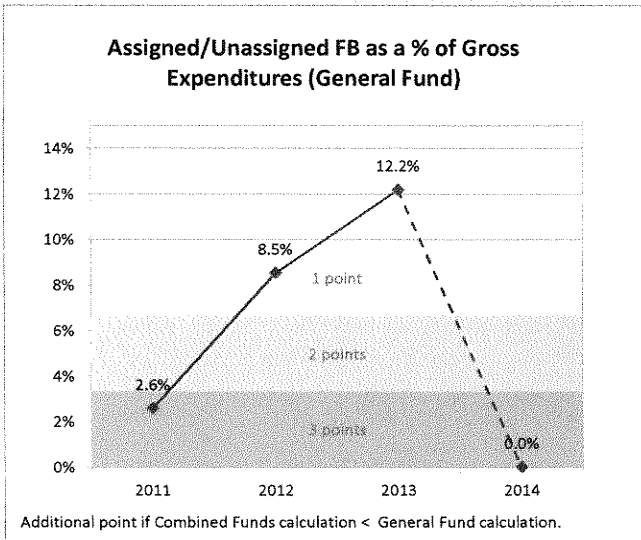
Prior year data has not been verified by OSC, but is shown here as reported by the local government for the sake of comparison over time. This projection tool allows the user to project future outcomes based on various scenarios. However, this worksheet does not limit entries based on feasibility. OSC takes no responsibility for the accuracy of the projections.

Note: Fiscal data may change after fiscal stress scores are released for a given year. As a result, the data presented in this workbook may vary slightly from previously released scores.

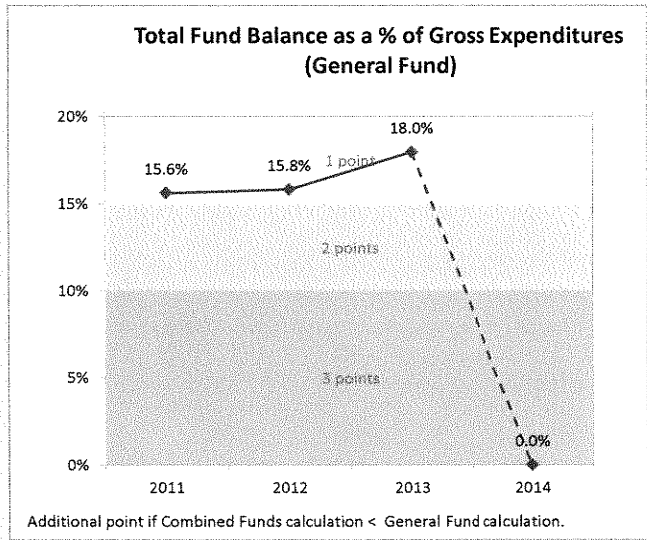
As of 29-AUG-2014

County of Sullivan: Projected data for 2014 is based on Projection Worksheet

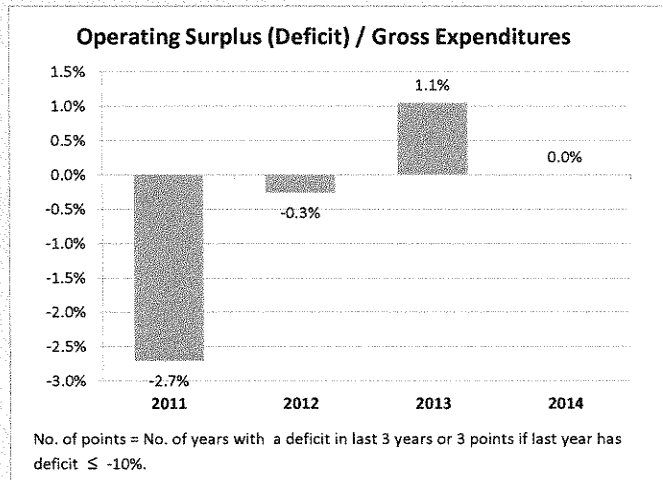
Indicator 1



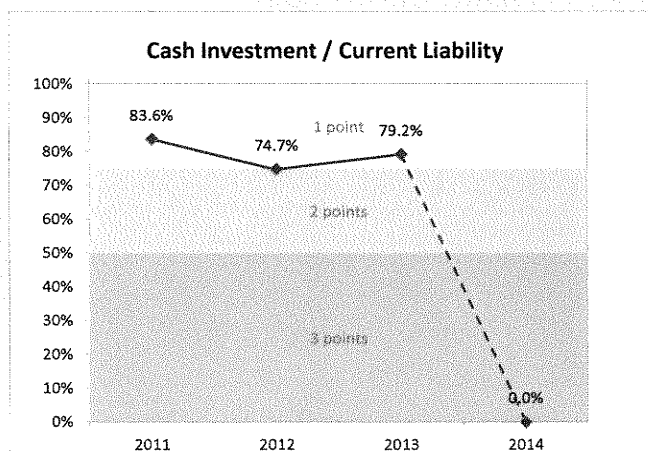
Indicator 2



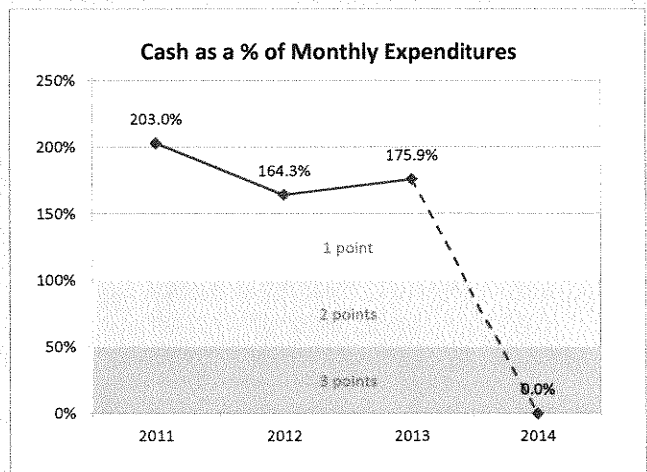
Indicator 3



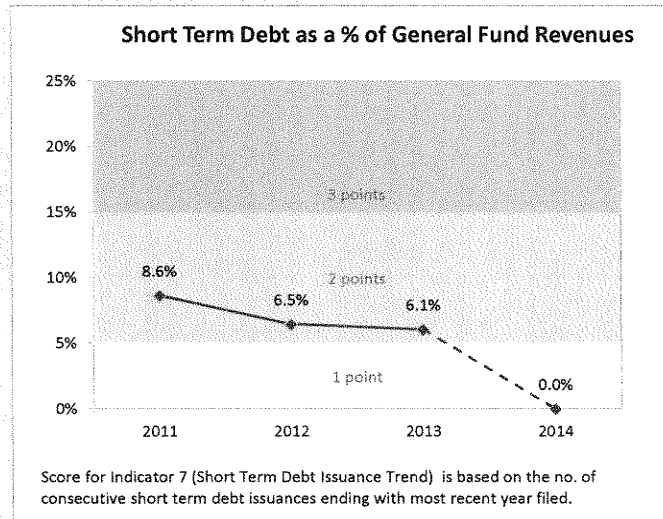
Indicator 4



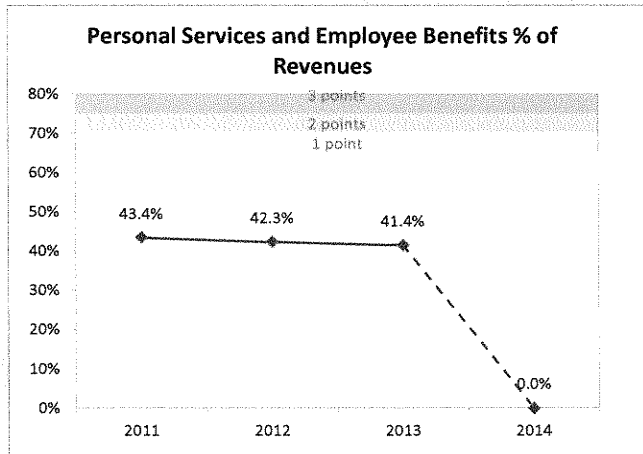
Indicator 5



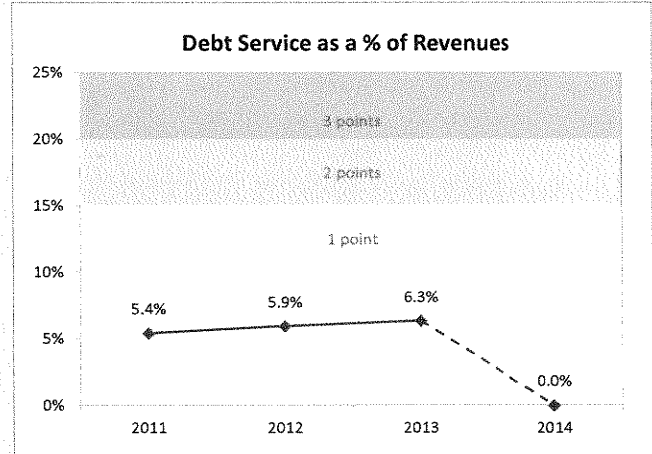
Indicator 6/7



Indicator 8



Indicator 9



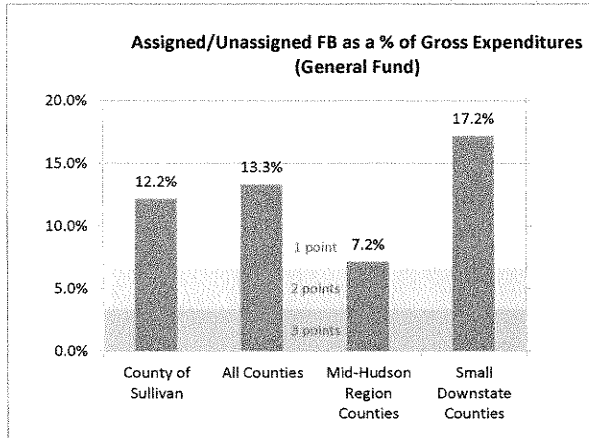
These graphs are provided for informational purposes. Calculations are based on the financial information provided by the municipality. The last data point of each graph is based on projection numbers entered by the user. OSC takes no responsibility for the accuracy of the projection or the submitted financial information.

Note: Fiscal data may change after fiscal stress scores are released for a given year. As a result, the data presented in this workbook may vary slightly from previously released scores.

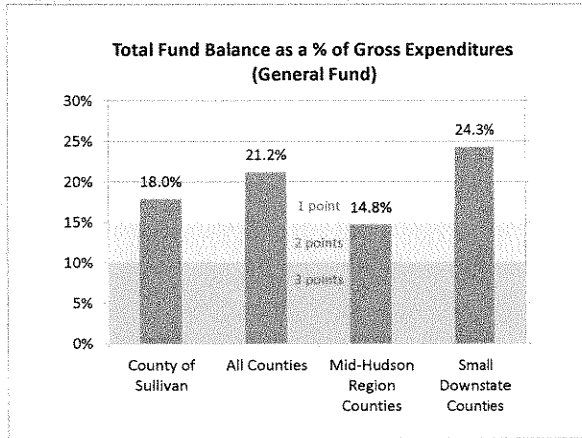
As of 29-AUG-2014

County of Sullivan

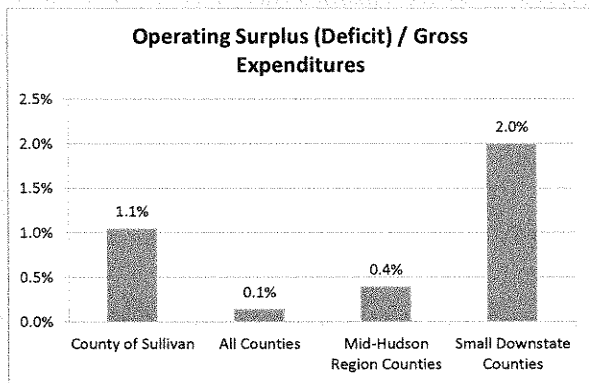
Indicator 1



Indicator 2



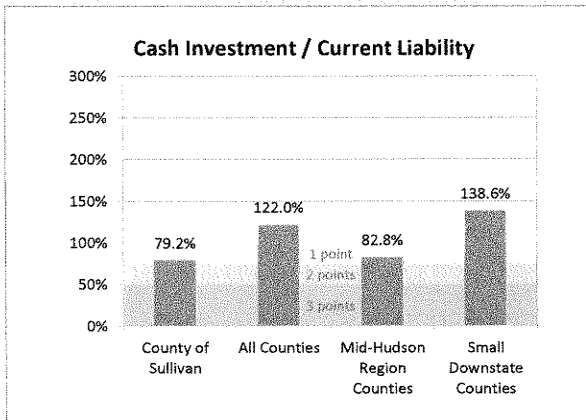
Indicator 3



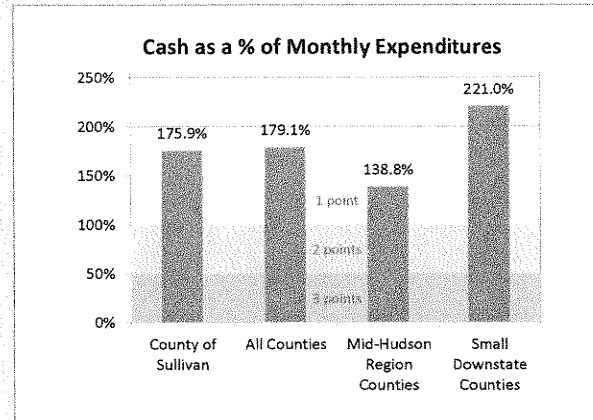
Peer Group used in Comparison For All Indicators

| | |
|----------------------------|----|
| All Counties | 54 |
| Mid-Hudson Region Counties | 7 |
| Small Downstate Counties | 2 |

Indicator 4

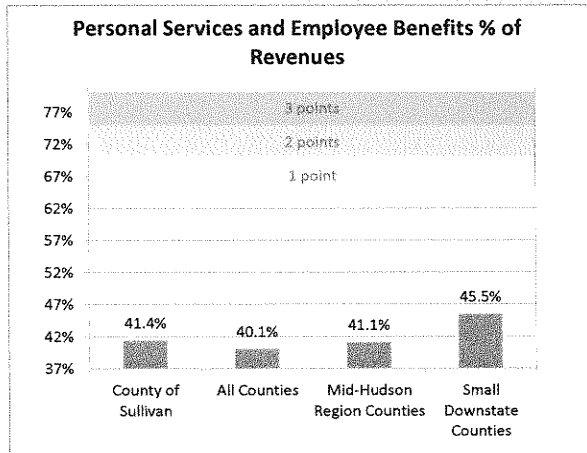


Indicator 5

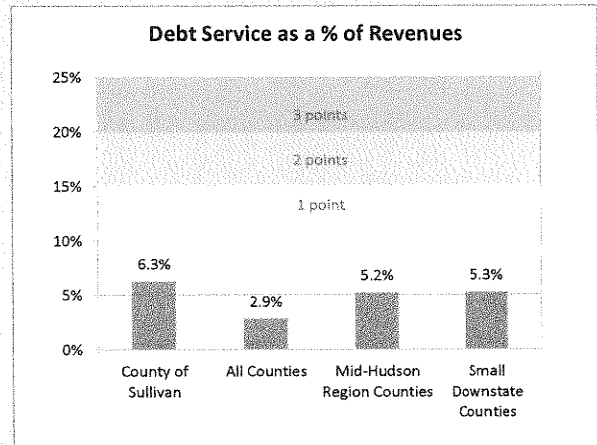


County of Sullivan

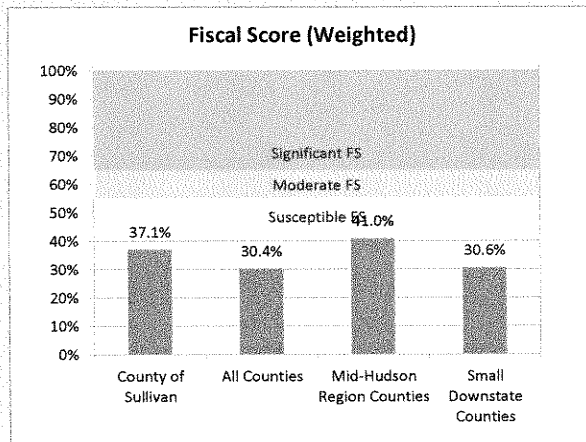
Indicator 8



Indicator 9



Fiscal Score



This page provides graphical comparisons of financial indicators for the selected municipality against selected peer groups. Peer groups include data for municipalities for which current AUDs have been filed. The tables show the number of municipalities which are included in each selected peer group. Greater caution should be taken when the number of units in the comparison group is small (for example, fewer than five).

Note: Fiscal data may change after fiscal stress scores are released for a given year. As a result, the data presented in this workbook may vary slightly from previously released scores.

As of 29-AUG-2014

County of Sullivan

County: Sullivan
MuniCode: 480100000000

Fiscal Year: 2013
Stress Level: No Designation

| Indicator | Description | Year | Data | Points | Weight | Score |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------|-------------------------------|
| 1 | General Fund Only Assigned and Unassigned Fund Balance 3 Points ≤ 3.33% Last Fiscal Year 2 Points > 3.33% But ≤ 6.67% Last Fiscal Year 1 Point > 6.67% But ≤ 10% Last Fiscal Year | 2013 | Assigned Unassigned FB (Codes 915 & 917 General Fund) Assigned Unassigned FB (Codes 915 & 917 Combined Funds) Gross Expenditures (General Fund) Gross Expenditures (Combined Funds) Assigned Unassigned FB / Gross Exp (General Fund) Assigned Unassigned FB / Gross Exp (Combined Funds) | 1 | | 0 pts 1 pt |
| | Combined Funds Minus General Fund 1 Point = Combined Funds Calculation < General Fund Calculation | | | | 50% | 18.8% |
| 2 | General Fund Only Total Fund Balance 3 Points ≤ 10% Last Fiscal Year 2 Points > 10% But ≤ 15% Last Fiscal Year 1 Point > 15% But ≤ 20% Last Fiscal Year | 2013 | Account code: 8029 (General Fund) Account code: 8029 (Combined Funds) Gross Expenditures (General Fund) Gross Expenditures (Combined Funds) 8029 / Gross Exp (General Fund) 8029 / Gross Exp (Combined Funds) | 2 | | 1 pt 1 pt |
| | Combined Funds Minus General Fund 1 Point = Combined Funds Calculation < General Fund Calculation | | | | | |
| 3 | Combined Funds 3 Points = Deficits in 3/3 Last Fiscal Years or a Deficit in the Last Fiscal Year ≤ -10% 2 Points = Deficits in 2/3 Last Fiscal Years 1 Point = Deficit in 1/3 Last Fiscal Years | 2011 2012 2013 | Gross Revenues (Combined Funds) Gross Expenditures (Combined Funds) Deficit (Combined Funds) Gross Revenues (Combined Funds) Gross Expenditures (Combined Funds) Deficit (Combined Funds) Gross Revenues (Combined Funds) Gross Expenditures (Combined Funds) Deficit (Combined Funds) | 1 1 1 | | 1 pts 1 pts 0 pts |
| | Combined Funds 3 Points ≤ 50% Last Fiscal Year 2 Points > 50% But ≤ 75% Last Fiscal Year 1 Point > 75% But ≤ 100% Last Fiscal Year | 2013 | Deficit / Gross Expenditures (Combined Funds) Cash and Investment Account Codes 200-223,450,451 Net Current Liability Account Codes 600-626 & 631-668 Less Codes 280,290,295 Cash Investment / Current Liability | 1 | | 0 pts |
| 4 | Combined Funds 3 Points ≤ 50% Last Fiscal Year 2 Points > 50% But ≤ 75% Last Fiscal Year 1 Point > 75% But ≤ 100% Last Fiscal Year | 2013 | Deficit / Gross Expenditures (Combined Funds) Cash and Investment Account Codes 200-223,450,451 Net Current Liability Account Codes 600-626 & 631-668 Less Codes 280,290,295 Cash Investment / Current Liability | 1 | | 0 pts |
| 5 | Combined Funds 3 Points ≤ 50% Last Fiscal Year 2 Points > 50% But ≤ 100% Last Fiscal Year 1 Point > 100% But ≤ 150% Last Fiscal Year | 2013 | Account codes: 200, 201, 450, 451 Average Monthly Gross Expenditures (Total Gross/12) Cash / Avg Monthly Exp | 0 | 20% | 3.3% |
| 6 | All Funds 3 Points > 15% Last Fiscal Year 2 Points > 5% But ≤ 15% Last Fiscal Year 1 Point > 0% But ≤ 5% Last Fiscal Year | 2013 | Debt Issued Total Revenues (General Fund) Debt / Total Revenues (General Fund) | 2 | | 2 pts |
| 7 | All Funds 3 Points = Issuance in Each of Last Three Fiscal Years or Issued a Budget Note in Last Fiscal Year 2 Points = Issuance in Each of Last Two Fiscal Years 1 Point = Issuance in Last Fiscal Year | 2011 2012 2013 | Debt Issued Debt Issued Debt Issued Budget Note Issued | 3 | 10% | 1 pt 1 pt 1 pt 0 pts |

County of Sullivan

County: Sullivan
MuniCode: 480100000000

Fiscal Year: 2013
Stress Level: No Designation

| 8 Personal Services and Employee Benefits | All Funds 3 Points = Last Three Fiscal Year Average ≥ 75% 2 Points = Last Three Fiscal Year Average ≥ 70% But < 75% 1 Point = Last Three Fiscal Year Average ≥ 65% But < 70% | 2011 | Personal Services and Employee Benefits | 81,251,345 | |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------------------------------------|-------------|--------------|
| | | | Total Revenues | 188,269,610 | |
| | | | Pers Svc & Benefits / Revenues | 43.2% | |
| | | 2012 | Personal Services and Employee Benefits | 80,186,895 | 0 |
| | | | Total Revenues | 197,528,937 | |
| | | | Pers Svc & Benefits / Revenues | 40.6% | |
| | | 2013 | Personal Services and Employee Benefits | 80,365,095 | |
| | | | Total Revenues | 197,995,977 | |
| | | | Pers Svc & Benefits / Revenues | 40.6% | |
| | | | Average Pers Svc & Benefits / Revenues | 41.4% | 0 pts |
| 9 Debt Service % Revenue | All Funds 3 Points = Last Three Fiscal Year Average ≥ 20% 2 Points = Last Three Fiscal Year Average ≥ 15% But < 20% 1 Point = Last Three Fiscal Year Average ≥ 10% But < 15% | 2011 | Debt Service - Current Refunding | 12,208,571 | |
| | | | Total Revenues | 188,269,610 | |
| | | | Debt Service / Revenues | 6.5% | |
| | | 2012 | Debt Service - Current Refunding | 12,336,515 | 0 |
| | | | Total Revenues | 197,528,937 | |
| | | | Debt Service / Revenues | 6.2% | |
| | | 2013 | Debt Service - Current Refunding | 12,279,393 | |
| | | | Total Revenues | 197,995,977 | |
| | | | Debt Service / Revenues | 6.2% | |
| | | | Average Net Debt Service / Revenues | 6.3% | 0 pts |
| TOTAL | | | | | 37.1% |

General Fund
A
A, D, DM, FX, G, + All Enterprise

Combined Funds
A, D, DM, FX, G, + All Enterprise

Counties
A
Revenues and Other Sources
Revenues
Expenditures and Other Uses
Expenditures

Note: Fiscal data may change after fiscal stress scores are released for a given year. As a result, the data presented in this workbook may vary slightly from previously released scores.

As of 29-AUG-2014

**RESOLUTION NO. INTRODUCED BY MANAGEMENT AND BUDGET
COMMITTEE TO MODIFY THE 2014 COUNTY BUDGET**

WHEREAS, the County of Sullivan 2014 Budget requires modification,

NOW, THEREFORE, BE IT RESOLVED, that the attached budgetary transfers be authorized.

Moved by:

Seconded by:

October 2014

Modifications to the 2014 Sullivan County Budget

| Account Code | Account Description | Revenue Increase | Revenue Decrease | Appropriation Increase | Appropriation Decrease |
|-----------------------|---------------------------------------------|------------------|------------------|------------------------|------------------------|
| A-1330-204-40-4003 | CONTRACT AUCTION SERVICES | | | 77,000.00 | |
| A-1330-204-R1232-R273 | TAX COLLECTR FEE PUBLIC AUCTN SURCHRG | 77,000.00 | | | |
| A-1620-19-44-4402 | UTILITY FUEL OIL | | | 2,000.00 | |
| A-1620-197-44-4404 | UTILITY PROPANE | | | 5,000.00 | |
| A-1620-22-44-4404 | UTILITY PROPANE | | | 1,500.00 | |
| A-1620-23-44-4404 | UTILITY PROPANE | | | 4,000.00 | |
| A-1620-25-44-4402 | UTILITY FUEL OIL | | | 7,500.00 | |
| A-4082-47-4774 | DEPT PUBLIC HEALTH EDUCATION | | | 390 | |
| A-4082-R3450-R167 | ST AID OTHR PUBLIC HEALTH DEPARTMENTAL AID | | 390 | | 20,000.00 |
| A-9901-90-9001 | TRANSFERS TRANSFERS COUNTY ROAD | | | | 20,000.00 |
| | General Fund Total | 77,390.00 | | 97,390.00 | |
| D-5110-46-45-4525 | SPEC DEPT SUPPLY BRIDGE MATERIAL & SUPPLIES | | | | 20,000.00 |
| D-9998-R5031-R209 | INTERFUND TRANSFR GENERAL FUND | | 20,000.00 | | |
| | County Road Fund Total | | 20,000.00 | | 20,000.00 |

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

To: Sullivan County Legislature

Fr: Joseph A. Todora, Director; Community Services

Re: Request for Consideration of a Resolution: Enter into an Agreement with DocuTrac, Inc.

Date: September 4, 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.]

Enter into an Agreement with DocuTrac, Inc. to allow limited access for producing, selling, installing & supporting clinical software in the course of support to PHI under the HIPAA and HITECH Act.

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): _____

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

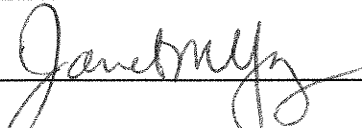
Estimated Cost Breakdown by Source:

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 [DocuTrac, Inc.] of
[_____]

Nature of Other Party to Contract: Professional 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:

DocuTrac supports our software for our electronic medical records.

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:

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 [Signature]

Person(s) responsible for monitoring contract (Title): Joseph A. Todora, Director

Pre-Legislative Approvals:

- A. Director of Purchasing: *Larry Jones* Date 10/8/14
- B. Management and Budget: *Janelle* Date 10/8/14
- C. Law Department: *Thomas J. Cowley* Date 10/8/14
- D. County Manager: *John Peterson* Date 10/8/14
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No. _____

RESOLUTION INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE TO EXECUTE AN AGREEMENT WITH DOCUTRAC, INC. FOR DATA EXCHANGE WITH THE DEPARTMENT OF COMMUNITY SERVICES.

WHEREAS, to comply with the Privacy and Security Rules under the Federal Government has passed the Health Insurance Portability & Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic & clinical Health Act, Public Law 111-005 (HITECH Act); and

WHEREAS, DocuTrac is in the business of producing, selling, installing and supporting clinical software and in the normal course of installation and support of said software will, from time to time, have access to Public Health Information (PHI); and

WHEREAS, Sullivan County Department of Community Services is in the business of providing clinical services and has purchased the software and support services from DocuTrac; and

WHEREAS, Sullivan County Department of Community Services has acknowledged DocuTrac's need for occasional access to PHI in the furtherance of its support activities; and

NOW, THEREFORE, BE IT RESOLVED, the Sullivan County Legislature authorizes the County Manager to execute an agreement between the Department of Community Services and DocuTrac, Inc.; and

BE IT FURTHER RESOLVED, the form of said agreement(s) be approved by the Sullivan County Attorney's Office.

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