



**PERSONNEL COMMITTEE**

**October 2, 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 one (1) Temporary Part-Time Probation Officer position in the Sullivan County Probation Department.**

**PUBLIC COMMENT:**

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

**To:** Sullivan County Legislature  
**Fr:** Jeffrey Mulinelli, Director of Probation II  
**Re:** Request for Consideration of a Resolution:  
**Date:** September 16, 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.]

Retired Probation Officer to work part-time, as needed, in order to prepare Pre-Sentence/Pre-Plea Investigations for local courts. At present, the Probation Department does not have adequate staff and does not expect to have appropriately trained staff for approximately six (6) months that are capable of writing such reports. (see attached)

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: \$ 30,000.00

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): A-3140-16-10-1011

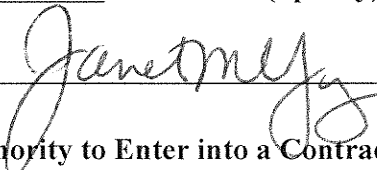
If "No", specify proposed source of funds: \_\_\_\_\_

Estimated Cost Breakdown by Source:

County	\$ <u>30,000.00</u>	Grant(s)	\$ _____
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State	\$ _____	Other	\$ _____
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Federal Government	\$ _____	(Specify)	<u>No to exceed \$30,000.00; \$23.07/hr.</u>
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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 [Sandra Doe] of  
[Retired Probation Officer]

Nature of Other Party to Contract: \_\_\_\_\_ Other: \_\_\_\_\_

Duration of Contract: From 09/29/2014 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:

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:

Pre-Sentence/Pre-Plea reports as mandated by judicial requirements CPL 390.30.

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): Not to exceed \$30,000.00; to be paid at PO rate of \$23.07/hr.

Efforts made to find Less Costly alternative:

Contacted retired Probation Officers. Sandra Doe is the only one willing and capable of preparation of this specialized report.

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

N/A

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 9/16/14
- B. Management and Budget: Janet Meyer Date 9/16/14
- C. Law Department: [Signature] Date 9-30-14
- D. County Manager: [Signature] Date 9/16/14
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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

**RESOLUTION INTRODUCED BY THE PERSONNEL COMMITTEE TO CREATE ONE (1) TEMPORARY PART-TIME PROBATION OFFICER POSITION IN THE SULLIVAN COUNTY PROBATION DEPARTMENT**

**WHEREAS**, the Probation Director has requested that one (1) temporary part-time Probation Officer position be created in the Probation Department, and

**WHEREAS**, in order to meet the staffing needs of the Sullivan County Probation Department, it is the wish of the Probation Director to create one (1) temporary part-time Probation Officer position, and

**WHEREAS**, this temporary part-time Probation Officer will be employed for a time period as needed to facilitate the preparation/submission of pre-sentence reports, commencing September 29, 2014, and expiring once the Probation Department is at full staff and has the ability to submit pre-sentence reports as required by local courts, and

**NOW, THEREFORE, BE IT RESOLVED**, that the Probation Director is hereby authorized to fill one (1) temporary part-time Probation Officer position, and this position shall be effective September 29, 2014, and shall be hereby abolished once the Probation Department is at full staff and has the ability to submit mandated pre-sentence reports as required by local courts.

**Moved by**  
**Seconded by**  
**Adopted on motion**