



**PERSONNEL COMMITTEE**

**August 6, 2015 – 12:15 P.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 Amend Resolution No. 240-15.
2. To Create Positions Within The Department Of Management Information Systems.
3. To Create One (1) Part-Time Personnel/Payroll Technician in the Sullivan County Department Of Human Resources.

**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: Amend Resolution No. 240-15

**Date:** 07/30/15

**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.]

Amend Resolution No. 240-15 to reflect the correct effective date of the salary increase and addition of Peace Officer stipend for the Director of Probation II. January 1, 2015, shall be the effective date.

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

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

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

**Amount to be authorized by Resolution:** \$ 3,409.20

**Are funds already budgeted? Yes  No**

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

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

**Estimated Cost Breakdown by Source:**

County	\$ <u>3,000.10</u>	Grant(s)	\$ _____
State	\$ <u>409.10</u>	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

**Verified by Budget Office:** Janet M. Yeo

**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:

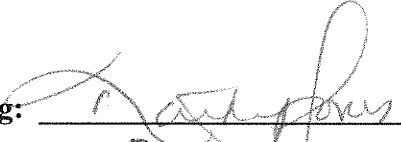


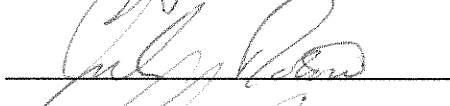
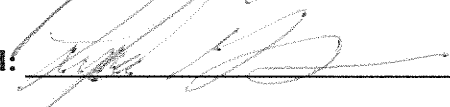
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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:  Date 7/30/15
- B. Management and Budget:  Date 8/3/15
- C. Law Department:  Date 7/30/15
- D. County Manager:  Date 7/30/15
- E. Other as Required:  Date 7/30/15

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

**RESOLUTION NO. INTRODUCED BY PERSONNEL TO AMEND  
RESOLUTION NO. 240-15**

**WHEREAS**, the Sullivan County Legislature authorized the execution of a Memorandum of Agreement (“MOA”) with Teamsters Local 445, International Brotherhood of Teamsters pursuant to Resolution No. 5-15 on January 22, 2015; and

**WHEREAS**, Resolution No. 240-15 was adopted to adjust the work week and the salary for the Probation Director II (referred to in Resolution 240-15 as “Director of Probation”) to address supervision of the department as a result of the change in the work hours for the employees covered by the above referenced MOA; and

**WHEREAS**, Resolution 240-15 failed to reflect the correct effective date of the salary increase and peace officer stipend; and

**WHEREAS**, the intent of Resolution 240-15 was to retroactively set the salary and peace officer stipend for fiscal year 2015.

**NOW, THEREFORE, BE IT RESOLVED**, that Resolution 240-15 is hereby amended to reflect that the salary and peace officer stipend for the Probation Director II shall be set at \$82,325 effective January 1, 2015.

**Moved by** \_\_\_\_\_,  
**Seconded by** \_\_\_\_\_,  
**and adopted on motion** \_\_\_\_\_ **day of** \_\_\_\_\_, **2015.**

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

**To:** Sullivan County Legislature

**Fr:** Lorne D. Green, Chief Information Officer

**Re:** Request for Consideration of a Resolution: Create (4) Positions

**Date:** July 30, 2015

**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 and fill the following positions in MIS: (1) Network Engineer position, (2) PC Specialist positions and (1) Client Support Technician I position. Dollar amounts mentioned below are total annual salary/benefits. We will only need to expend for November/December 2015 at a cost of approximately \$35,444.28 in FY2015 by the time staff are actually hired. I will have that available in my current operating budget.

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

No but a majority of what we support is mandated via the departments we service.

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

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

Amount to be authorized by Resolution: \$ 275,806.41

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): For 2015 A1680-10-1011

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

**Estimated Cost Breakdown by Source:**

County	\$ <u>275,806.41</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:

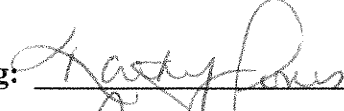
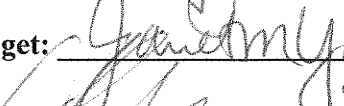

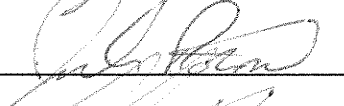
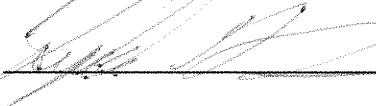
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\_\_\_\_\_  
\_\_\_\_\_

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:  Date 7/30/15
- B. Management and Budget:  Date 8/3/15
- C. Law Department:  Date 7/30/15
- D. County Manager:  Date 7/30/15
- E. Other as Required:  Date 7/30/15

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



**RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO CREATE POSITIONS WITHIN THE DEPARTMENT OF MANAGEMENT INFORMATION SYSTEMS**

**WHEREAS**, the Department of Management Information Systems (MIS) provides vital and essential technology-based hardware, software and telecommunications services and support to all County Departments in their service roles on behalf of entire County of Sullivan constituency; and

**WHEREAS**, based on the exponential increase in demand for MIS services, Chief Information Officer has identified positions needed within the Department of Management Information Services to efficiently and effectively conduct business on a day to day basis; and

**WHEREAS**, the identified positions are as follows: (1) Network Engineer position, (2) PC Specialist positions and (1) Client Support Technician I position.

**NOW, THEREFORE, BE IT RESOLVED**, the Sullivan County Legislature hereby authorizes the creation of the following positions within the Department of Management Information Systems and authorizes the filling of said positions:

**CREATE:**

<u>Department</u>	<u>Position</u>	<u>TC Grade</u>	<u>Effective Date</u>
A-1680	NETWORK ENGINEER	GRADE X	August 6, 2015
A-1680	PC SPECIALIST	GRADE VII	August 6, 2015
A-1680	PC SPECIALIST	GRADE VII	August 6, 2015
A-1680	CLIENT SUPPORT TECHNICIAN I	GRADE XIII	August 6, 2015

**Moved by** \_\_\_\_\_,

**Seconded by** \_\_\_\_\_,

**and adopted on motion** \_\_\_\_\_, 2015.

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

**To:** Sullivan County Legislature

**Fr:** Lynda G. Levine, Director of Human Resources/Personnel Officer

**Re:** Request for Consideration of a Resolution: To create a part-time position in the Department of Human Resources

**Date:** July 31, 2015

**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.]

Resolution to create a part-time Personnel/Payroll Technician to help process backlog of change of employment status forms (428) and input of 2015 salaries in PSTEK .

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

Change of employment status must be done in a timely manner pursuant to state statute and collective bargaining agreements for processing payroll.

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

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

Amount to be authorized by Resolution: \$ 10,000.00

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): Budgeted through current vacancies

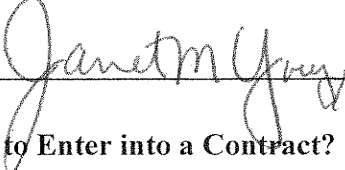
If "No", specify proposed source of funds: \_\_\_\_\_

**Estimated Cost Breakdown by Source:**

County                      \$ 10,000.00                      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.)

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

Person(s) responsible for monitoring contract (Title): \_\_\_\_\_

Pre-Legislative Approvals:

- A. Director of Purchasing: Kathy Jones Date 7/31/15
- B. Management and Budget: Janet My Date 8/3/15
- C. Law Department: Thomas J. Cowley Date 7/31/15
- D. County Manager: \_\_\_\_\_ Date \_\_\_\_\_
- E. Other as Required: [Signature] Date 7/31/15

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

**RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO CREATE ONE (1) PART-TIME PERSONNEL/PAYROLL TECHNICIAN IN THE SULLIVAN COUNTY DEPARTMENT OF HUMAN RESOURCES**

**WHEREAS**, the Director of Human Resources/Personnel Officer has requested that one (1) part-time Personnel/Payroll Technician position be created in the Department of Human Resources; and

**WHEREAS**, while the Director of Human Resources has been working on recruiting for a vacant position in the County Department of Human Resources, the workload has continued to increase; and

**WHEREAS**, the Department has been utilizing a retired Personnel/Payroll Technician in a temporary part-time capacity since February of this year; and

**WHEREAS**, the employee's temporary status must be terminated effective August 21, 2015, pursuant to Civil Service Law; and

**WHEREAS**, this position is needed to continue to facilitate the processing of 428's (change of employment status forms) and updating County employment records in PSTEK and to assist in the training of a new employee.

**NOW, THEREFORE, BE IT RESOLVED**, that the Human Resources Director/Personnel Officer is hereby authorized to create and fill one (1) part-time Personnel/Payroll Technician position and this position shall be effective immediately and continue through December 31, 2015; and

**BE IT FURTHER RESOLVED**, that the salary for the part-time Personnel/Payroll Technician shall be set at \$23.7942/hour.

**Moved by** \_\_\_\_\_,  
**Seconded by** \_\_\_\_\_,  
**and adopted on motion** \_\_\_\_\_, 2015.