

PERSONNEL COMMITTEE

September 3, 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:

1. WIC Program

RESOLUTIONS:

- 1. To Request County Funding for Unfunded Portion of Breastfeeding Peer Counselors Personnel Costs for the WIC Program at Public Health Services.
- 2. To Upgrade the Title of a Principle Family Services Investigator Position to a Coordinator of Child Support Enforcement Position in the Department of Family Services.
- 3. To Create One (1) Part-Time Position of Secretary to the Charter Review Commission.
- 4. To reclassify a positon in the Department of Public Health Services.
- 5. To create a new position of Senior Nutrition Assistant and abolish the position of Nutrition Assistant in the Department of Public Health Services.
- 6. To abolish the position of Senior Account Clerk/Typist and create a new positon of Principal Account Clerk and immediately fill the position in the Department of Public Health Services, with approval to backfill.
- 7. To Reclassify a Position in the Probation Department.

PUBLIC COMMENT:

To:	Sullivan County Legislature		
Fr:	Nancy McGraw, Public Health Director		
Re:	Request for Consideration of a Resolution: To request county funding for unfunded portion of Breastfeeding Peer Counselors personnel costs.		
Date:	August 20, 2015		
well as WIC result will r perio	se of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as a justification for approval by the Sullivan County Legislature.] funding for the upcoming grant year (beginning 10/1/15) has been reduced. As a a portion of the personnel costs for the three part-time Breastfeeding Peer Counselors not be grant funded. We request that the County consider funding this cost for the d 10/1/15 - 12/31/15 so we can continue to improve maternal/infant health outcomes fulfill contractual obligations for the remainder of the current calendar year.		
Is sub N/A.	ject of Resolution mandated? Explain:		
Door l	Resolution require expenditure of funds? Yes X No		
	s, provide the following information:		
	ount to be authorized by Resolution: \$10,634.00		
	e funds already budgeted? Yes No		
	Yes" specify appropriation code(s): 4082-10-1011 & 4082-80-8001-8007		
	No", specify proposed source of funds:		
	imated Cost Breakdown by Source:		
Co	solution state		
Sta	te \$2,161.00 Other \$		
Fed	leral Government \$3,391.00 (Specify)		
Verifi	ed by Budget Office:		
ъ.			
	Resolution request Authority to Enter into a Contract? YesNo		
	es", 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 [
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:	
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 Mand If "Yes" cite the mandate's source; describe how this contrac	
If "No" provide other justification for County to enter into the have resources in-house, best source of the subject materials, required.	his Contract: [County does not uired by grant, etc.]:
Total Contract Cost for [year or contract period]: (If spenaximum potential cost):	
Efforts made to find Less Costly alternative:	
Efforts made to share costs with another agency or government	ental entity:
Specify Compliance with Procurement Procedures (Bid, Req	-
Person(s) responsible for monitoring contract (Title): Nancy	

Pre-Legislative Approvals:	
A. Director of Purchasing:	Date 8/31/15
B. Management and Budget:	
C. Law Department:	Date 9 - 1 - 18
D. County Manager:	Date
E. Other as Required:	Date <u>8/3//5</u>
E. Other as Required:	Date 1/3///3
Vetted in Comm	ittee on

RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO REQUEST COUNTY FUNDING FOR UNFUNDED PORTION OF BREASTFEEDING PER COUNSELORS PERSONNEL COSTS FOR THE WIC PROGRAM AT PUBLIC HEALTH SERVICES

WHEREAS, the Public Health Services Department's WIC funding for the upcoming grant year (beginning 10/1/15) has not been fully funded by the New York State Department of Health. As a result, a portion of the personnel costs for the full time and two part time Breastfeeding Peer Counselors will not be grant funded.

WHEREAS, this will result in no change in hours for the two existing part-time breastfeeding peer counselors.

WHEREAS, this will result in the reduction in status of one full time breastfeeding peer counselor position to that of part-time,

WHEREAS, Public Health Services is requesting that the County consider funding this cost for the period 10/1/15 - 12/31/15.

WHEREAS, the county share of funding for 3 part-time breastfeeding peer counselors will be \$5,082.00,

WHEREAS, the state share is \$2,161.00, and the federal share is \$3,391.00; making the total cost \$10,634.00 for the period 10/1/15-12/31/15,

WHEREAS, this funding will enable Public Health Services Department's WIC Breastfeeding Program to continue to improve maternal/infant health outcomes, and to support to pregnant and postpartum women in Sullivan County.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby abolishes one full-time breastfeeding peer counselor position and creates one part-time breastfeeding peer counselor position; and

BE IT FURTHER RESOLVED, the Sullivan County Legislature hereby approves County funding for a portion of the personnel costs for three part- time Breastfeeding Peer Counselors for the WIC Program at Public Health Services for the period of 10/1/2015 – 12/31/2015.

Moved by Seconded by and declared duly adopted on motion RESOLUTION NO. INTRODUCED BY THE PERSONNEL COMMITTEE TO UPGRADE THE TITLE OF A PRINCIPLE FAMILY SERVICES INVESTIGATOR POSITION TO A COORDINATOR OF CHILD SUPPORT ENFORCEMENT POSITION IN THE DEPARTMENT OF FAMILY SERVICES

WHEREAS, the Child Support Enforcement Unit of the Department of Family Services determines the non-custodial parent's ability to provide financial support for their child(ren) in accordance with the Child Support Standards Act's mandatory statewide guide; and

WHEREAS, there is a need for a supervisory position in the Child Support Enforcement Unit; and

WHEREAS, a job reclassification form was filed, it was reviewed and approved by the Personnel Department; and

NOW, THEREFORE, BE IT RESOLVED, that Principal Family Services Investigator, Budget Position #2358, will be upgraded to the title of Coordinator of Child Support Enforcement in the Department of Family Services; and

BE IT FURTHER RESOLVED, the salary for this position will be set at \$70,000 and will be retroactive to June 20, 2015.

Moved by	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Seconded by	
And adopted on motion	. 2015

To:	Sullivan County Legislature		
Fr:	Joseph A. Todora, Acting Commissioner, DHFS		
Re:	Request for Consideration of a Resolution: Upgrade title from Principal FS Investigat Coordinator of Child Support Enforcement		
Date:	9/3/2015		
well as	se of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as a justification for approval by the Sullivan County Legislature.] the need for a supervisory position in the Child Support Enforcement Unit of the retment of Family Services		
Is sub	ect of Resolution mandated? Explain:		
Does 1	Resolution require expenditure of funds? Yes X No		
	s, provide the following information:		
	ount to be authorized by Resolution: \$11,179.51		
Are	funds already budgeted? Yes No X		
	Yes" specify appropriation code(s):		
	No", specify proposed source of funds: Funding will be provided through the existence of		
	imated Cost Breakdown by Source: current vacancies throughout DFS.		
	Inty \$5,974.00 Grant(s) \$		
Sta	The state of the s		
	eral Government \$5,205.51 (Specify) ed by Budget Office:		
Does 1	Resolution request Authority to Enter into a Contract? Yes No		
	s", provide information requested on Pages 2. If "NO", please go straight to Page 3		
	equire all pre-legislative approvals.		

Request for Authority to Enter into Contract with [of
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Nature of Other Party to Contract:	Other:
Duration of Contract: FromTo	
Is this a renewal of a prior Contract? YesNo 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? If "Yes" cite the mandate's source; describe how this contract satisfi	ies the requirements:
If "No" provide other justification for County to enter into this Conhave resources in-house, best source of the subject materials, required by	tract: [County does not y grant, etc.]:
Total Contract Cost for [year or contract period]: (If specific s maximum potential cost):	
Efforts made to find Less Costly alternative:	
Efforts made to share costs with another agency or governmental en	itity:
Specify Compliance with Procurement Procedures (Bid, Request fo	r Proposal, Quote, etc.)
Person(s) responsible for monitoring contract (Title):	

rre-Legis	lative Approvals:		
Α.	Director of Purchasing: Cuty fones	Date	8/31/5
В.	Management and Budget:	Date	1 K
C.	Law Department:	Date	9/1/15
D.	County Manager:	Date _	(
E.	Commissioner:	Date	8/25/5
	A Service Serv		8/31/15
Vetted in	——————————————————————————————————————	mittee on	r

To:	Sullivan County Legislature		
Fr:	Scott Samuelson, Chairman		
Re:	Request for Consideration of a	Resolution: Create One Part-t	ime Position
Date:	August 27, 2015		
well as	se of Resolution: [Provide a details a justification for approval by the eate one (1) Part-time position	Sullivan County Legislature.]	•
Is sub	ject of Resolution mandated? Ex	xplain:	
If "Ye Am Are	Resolution require expenditure of s, provide the following information to be authorized by Resolute funds already budgeted? Yes	tion: tion: \$ 50.00 \(\) \(\) \(\)	
	Yes" specify appropriation code No", specify proposed source of	77%	d and Contigory Ac
	imated Cost Breakdown by Sour		d mod Configency Ac
	unty \$	Grant(s)	\$
Sta	te \$	Other	\$
	leral Government \$ed by Budget Office:	(Specify)	
Does I	Resolution request Authority to les", provide information request	ted on Pages 2. If "NO", pleas	
and a	cquire all pre-legislative approva	ıls.	

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 _X If "Yes" provide the following information:	
Resolutions authorizing prior contracts (Resolution #s):	
Future Renewal Options if any:	
Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes "Cite the mandate's source; describe how this contract satisfies	
If "No" provide other justification for County to enter into this Cont have resources in-house, best source of the subject materials, required by	- •
Total Contract Cost for [year or contract period]: (If specific su maximum potential cost):	
Efforts made to find Less Costly alternative:	
Efforts made to share costs with another agency or governmental ent	ity:
Specify Compliance with Procurement Procedures (Bid, Request for	Proposal, Quote, etc.)
Person(s) responsible for monitoring contract (Title):	

Pre-Legislative Approvals:		7
A. Director of Purchasing:	Date	8/3//5
B. Management and Budget:	Date	83/15
C. Law Department:	Date _	9.1.15
D. County Manager:	Date	BANKANIA CALLA CAL
E. Other as Required:	Date	8/31/15
Vetted in Personnel Committee	_ Committee on _	09/03/2015

RESOLUTION NO. INTRODUCED BY PERSONNEL COMMITTEE TO CREATE ONE (1) PART-TIME POSITION OF SECRETARY TO THE CHARTER REVIEW COMMISSION

WHEREAS, the Charter Review Commission is formed every ten years to review the Sullivan County Charter; and

WHEREAS, the Charter Review Commission meets once per month to conduct business; and

WHEREAS, Resolution No. 91-15 authorized payment for an existing employee to perform secretarial duties for the Charter Review Commission in addition to her full time position of Administrative Assistant for Public Health Services at a rate of \$50.00 per hour; and

WHEREAS, the aforementioned employee has since retired from County employment and there is a need to create the part-time position of Secretary to the Charter Review Commission until such time as the Commission has prepared and filed a final report and recommendations to the Sullivan County Legislature; and

WHEREAS, the Secretary to Charter Review Commission shall attend meetings, transcribe and distribute minutes; prepare agendas and send out correspondence on behalf of the Charter Review Commission.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature approves the creation of one part-time Secretary to the Charter Review Commission and authorizes the Chairman of the Legislature to fill said position immediately; and

BE IT FURTHER RESOLVED, that the salary for the part-time Secretary to the Charter Review Commission shall be set, consistent with Resolution No. 91-15 at \$50.00 per hour; and

BE IT FURTHER RESOLVED, that this Resolution's effective date is retroactive to August 15, 2015.

Moved by	
Seconded by,	
and adopted on motion	, 2015.

To:	Sullivan County Legislature		
Fr:	Nancy McGraw, Public Health Dir	ector	
Re:	Request for Consideration of a Res	olution: To reclassify a p	osition
Date:	Aug. 31 2015		
Purpo	ose of Resolution: [Provide a detailed	statement of what the Res	olution will accomplish, as
well as	s a justification for approval by the Sul	llivan County Legislature.]
	eclassify Account Clerk to Senior	• •	•
	the needs of the department. Co		
	al & state funding) starting 10/1/		
	es & fringe benefits.)		
N/A_			
Does 1	Resolution require expenditure of fu	nds? Yes X No	
	es, provide the following information		
Am	nount to be authorized by Resolution	: \$ <u>47,445.00</u>	
	e funds already budgeted? Yes∑ N		
If "	'Yes" specify appropriation code(s):	A-4082-10-1011, A40	<u> </u>
If "	'No", specify proposed source of fun	ds:	
Est	timated Cost Breakdown by Source:		
Co	unty \$ <u>0.00</u>	Grant(s)	\$
Sta		Other	\$
Fed	deral Government \$39,256.00	(Specify)	
	ed by Budget Office:	net My	No. V
	Resolution request Authority to/Ento es", provide information requested o		140
	C	ayes & aller	

Request for Authority to Enter into Cont	ract with [] of
Nature of Other Party to Contract:	Other:
Duration of Contract: From	То
Is this a renewal of a prior Contract? Yes _ If "Yes" provide the following information	
Dates of prior contract(s): From	To
Amount authorized by prior contra-	ct(s):
Resolutions authorizing prior contracts	(Resolution #s):
Future Renewal Options if any:	
Is Subject of Contract – i.e. – the goods and If "Yes" cite the mandate's source; describ	d/or services Mandated? Yes No be how this contract satisfies the requirements:
	anty to enter into this Contract: [County does not abject materials, required by grant, etc.]:
Total Contract Cost for [year or contract maximum potential cost):	ct period]: (If specific sum is not known state
Efforts made to find Less Costly alternativ	re:
Efforts made to share costs with another a	gency or governmental entity:

	ment Procedures (Bid, Request for Proposal, Quote, etc.
	+ Applicable My
,	
Person(s) responsible for monitor	ing contract (Title): Public Health Director
Pre-Legislative Approvals:	
A. Director of Purchasing	:
B. Management and Budg	get: Date
C. Law Department:	Date 9.1.15
D. County Manager:	Date
E. Other as Required:	Date 8/31/15
Vetted in	Committee on

RESOLUTION NO INTRODUCED BY THE PERSONNEL COMMITTEE TO RECLASSIFY A POSITION IN THE DEPARTMENT OF PUBLIC HEALTH SERVICES

WHEREAS, there is currently an employee in the position (Position no. 976) designated as Account Clerk in the Department of Public Health Services; and

WHEREAS, a job classification questionnaire was completed by said employee and her supervisor and it has been determined by the Personnel Officer that the said employee is currently assigned some duties that are above her current title of Account Clerk; and

WHEREAS, the Public Health Director believes that the title should be reclassified to Senior Account Clerk, which will include her current duties and meet the needs of the Department, and that said employee is eligible to be appointed from the certified list for Senior Account Clerk.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the reclassification of position 976 in the Department of Public Health Services from Account Clerk to Senior Account Clerk effective immediately.

Moved by,

Seconded by,

Declared duly adopted on motion

10:	Sullivan County Legislature		
Fr:	Nancy McGraw, Public Health Dire	ctor	
Re:	Request for Consideration of a Reso	lution: To reclassify a p	osition
Date:	Aug. 20, 2015		
well as To re- the de	se of Resolution: [Provide a detailed state a justification for approval by the Sull classify Nutrition Assistant to Serepartment. Funding covers position funding) starting 10/1/15. Amount	ivan County Legislature.] nior Nutrition Assistar n with WIC grant (co	to meet the needs of mprised of federal &
Is subj	ject of Resolution mandated? Explai	n:	
N/A			
If "Ye Am Are If "	Resolution require expenditure of funs, provide the following information: ount to be authorized by Resolution: funds already budgeted? Yes No	\$ <u>63,573.00</u> A-4082-10-1011, A40	82-80-8001-8007
	No", specify proposed source of fund imated Cost Breakdown by Source:	s:	
Cou Sta	\$\frac{0.00}{10,973.00}\$	Grant(s) Other	\$ \$
rea	leral Government \$ <u>52,600.00</u>	(Specify)	
	ed by Budget Office: Resolution request Authority to Enter	r into a Contract? Yes	No X
	s" provide information requested on	_	

Request for Authority to Enter into Contra	_
Nature of Other Party to Contract:	Other:
Duration of Contract: From	То
Is this a renewal of a prior Contract? Yes	No
If "Yes" provide the following information:	
	To
	(s):
Resolutions authorizing prior contracts (I	Resolution #s):
Future Renewal Options if any:	
	or services Mandated? Yes No how this contract satisfies the requirements:
If "No" provide other justification for Coun have resources in-house, best source of the sub	ity to enter into this Contract: [County does not ject materials, required by grant, etc.]:
Total Contract Cost for [year or contract maximum potential cost):	period]: (If specific sum is not known state
Efforts made to find Less Costly alternatives	:
Efforts made to share costs with another age	ency or governmental entity:

Specify Compliance with	n Procurement Procedures (Bid, Reque	est for Proposal, Quote, etc.
	not Annicody 7	4
		V
Person(s) responsible for	r monitoring contract (Title): <u>Public F</u>	Health Director
Pre-Legislative Approva	als:	des
A. Director of Pu	urchasing: \astylens	Date
B. Management	and Budget: Jane My	Date _ 9/2/115
C. Law Departm	neht:	Date
D. County Mana	nger:	Date
E. Other as Requ	uired:	Date <u>\\\\ \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\</u>
Vetted in	Comm	iittee on

RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO CREATE A NEW POSITION OF SENIOR NUTRITION ASSISTANT AND ABOLISH THE POSITION OF NUTRITION ASSISTANT IN THE DEPARTMENT OF PUBLIC HEALTH SERVICES

WHEREAS, the Public Health Services Department wishes to create a new position of Senior Nutrition Assistant and abolish the position of Nutrition Assistant (position no. 1758),

WHEREAS, the employee currently in position No. 1758 is willing and able to perform the duties and job functions of Senior Nutrition Assistant,

WHEREAS, the creation of this position will better serve the needs of the Department's WIC program to provide nutrition health education to women, infants and children,

WHEREAS, the Personnel Officer has determined that the employee currently in the position of Nutrition Assistant is qualified and can be appointed provisionally by the Director of Public Health to Senior Nutrition Assistant,

WHEREAS, the WIC grant will cover the costs of the Senior Nutrition Assistant position,

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby create a new position of Senior Nutrition Assistant and abolish the Nutrition Assistant position (no. 1758),

Moved by Seconded by and declared duly adopted on motion

To:	Sullivan County Legislature		
Fr:	Nancy McGraw, Public Health Di	rector	
Re:	Request for Consideration of a Res	solution: To reclassify a	position
Date:	Aug. 31, 2015		
Purpo	se of Resolution: [Provide a detailed	statement of what the Res	solution will accomplish, as
	s a justification for approval by the Su	· -	=
	classify Senior Account Clerk/T		
	uties of the position accurately d		
	lling in the Early Care Program	and Medicaid. (The pr	ojected costs below
are w	ages plus fringe benefits.)		
	Resolution require expenditure of fuses, provide the following information		
	ount to be authorized by Resolution		
Are	e funds already budgeted? YesX N	Vo	
If "	Yes" specify appropriation code(s):	: A4059-10-1011;A40	59-80-8001 to 800 7
If "	Yes" specify appropriation code(s): No", specify proposed source of funitioning the specific specific for the specific s	ids: Increas	e covered by Dud
Est		1 •	5 Mod
	unty \$ <u>50,540.00</u>	Grant(s)	\$
Sta		Other	\$
Fed	leral Government \$ <u>11,546.00</u>	(Specify)	
Verifi	ed by Budget Office:	net my	
Does 1	Resolution request Authority to Ent	ter into a Contract? Yes	No _X
If "Ye	es", provide information requested of	on Pages 2 and 3.	

Request for Authority to Enter into Contr	ract with [] of
Nature of Other Party to Contract:	Other:
Duration of Contract: From	To
Is this a renewal of a prior Contract? Yes _	
If "Yes" provide the following information:	:
Dates of prior contract(s): From	То
Amount authorized by prior contract	ct(s):
	(Resolution #s):
Future Renewal Options if any:	
Is Subject of Contract – i.e. – the goods and If "Yes" cite the mandate's source; describ	d/or services Mandated? Yes No be how this contract satisfies the requirements:
If "No" provide other justification for Cou have resources in-house, best source of the su	anty to enter into this Contract: [County does not abject materials, required by grant, etc.]:
Total Contract Cost for [year or contract maximum potential cost): Efforts made to find Less Costly alternative	et period]: (If specific sum is not known state
Efforts made to share costs with another ag	gency or governmental entity:

pecify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)	Specify C
not Applicable 1XL	
erson(s) responsible for monitoring contract (Title): Public Health Director	Person(s)
re-Legislative Approvals:	Pre-Legis
A. Director of Purchasing:	A.
B. Management and Budget: Date 9115	В.
C. Law Department: Date 1/1/5	C.
D. County Manager: Date	D.
E. Other as Required: Date 8/34/15	E.
etted in Committee on	Vetted in

RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO ABOLISH THE POSITION OF SENIOR ACCOUNT CLERK/TYPIST AND CREATE A NEW POSITION OF PRINCIPAL ACCOUNT CLERK AND IMMEDIATELY FILL THE POSITION IN THE DEPARTMENT OF PUBLIC HEALTH SERVICES, WITH APPROVAL TO BACKFILL.

WHEREAS, the Public Health Services Department wishes to create a new position of Principal Account Clerk and abolish the position of Senior Account Clerk/Typist (Position No. 403) in the Early Care program; and

WHEREAS, the job duties and responsibilities of this position have evolved and become more complex due to changes in state and federal regulations and requirements for billing Medicaid; and

WHEREAS, the creation of the new position will better serve the needs of the Department and maximize efficiencies in billing processes in Early Intervention and the Preschool Special Education Programs; and

WHEREAS, the Personnel Officer has recommended and approved the job duties and responsibilities of this position to be appropriate for a Principal Account Clerk title;

WHEREAS, the employee in the Senior Account Clerk/Typist position has resigned and there is a critical need to immediately fill this new position;

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby create and immediately fill a new position Principal Account Clerk, and abolish the Senior Account Clerk/Typist position (No.403), with permission to backfill if the Principal Account Clerk position is filled internally.

Moved by Seconded by and declared duly adopted on motion

To:

Sullivan County Legislature

and acquire all pre-legislative approvals.

Fr: Jeffrey Mulinelli, Director of Probation II		
Re: Request for Consideration of a Resolution: Reclassify a Position in the Probation Department		
Date: 08/25/15		
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.]		
State mandates require every Probation Department have a Terminal Agency Coodinator		
(TAC). Specialized knowledge is required to ensure proper functioning of tasks involved		
with this position. The Probation Department is unable to function without the use of a		
TAC. The only Probation Officer capable of managing these systems is currently working		
out of title as functions are those of a Senior Probation Officer. (see attached)		
Is subject of Resolution mandated? Explain:		
The Terminal Agency Coordinator (TAC) is responsible for the training and subsequent		
recertification for all staff authorized to access the NYS criminal history (see attached)		
Does Resolution require expenditure of funds? Yes X No		
If "Yes, provide the following information:		
Amount to be authorized by Resolution: \$ 4,204.00		
Are funds already budgeted? Yes No X		
If "Ves" specify appropriation code(s): (20)5)		
If "No", specify proposed source of funds: (see attached) Position can be funded		
Estimated Cost Breakdown by Source: through Funds available from vacance		
County		
State		
Federal Government \$ (Specify)		
Verified by Budget Office:		
Does Resolution request Authority to Enter into a Contract? YesNoNoNoNoNo		
If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3		

Resolution Cover Memo Continuation

"Purpose of Resolution" (continued) The Probation Department does not have any other line staff capable of functioning as TAC or administrating other specialized programs for which the incumbent is responsible. If the programs are not administered appropriately, it is likely NYS Division of Criminal Justice services would no longer provide funding assistance (\$200,000.) for the department. Additionally, should DCJS grant a temporary waiver, the department would no longer be able to run rap sheets requiring the submittal of requests to the Sullivan County Sheriff's Office for processing, thus delaying numerous functions required of Probation and delay Pre-Sentence Investigations/Court reports.

"Is Subject of Resolution Mandated?" (continued) repository and records of other criminal justice agencies. The TAC is also responsible for ensuring appropriate case records management, records are maintained, and case files requested for periodic compliance audits by DCJS. A TAC is mandated by DCJS, and the department could not function without one.

"Specify Proposed Source of Funds" (continued) The Legislature would have to approve additional funding for this position (increase in Probation budget) for the upcoming year. Currently there is a vacancy within the department, and funding for this position could be applied for funding the upgrade for the remainder of the 2015 budget cycle.

Request for Authority to Enter into Contrac	t with [] o
Nature of Other Party to Contract:	Other:
Duration of Contract: From7	Го
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 (Re	solution #s):
Future Renewal Options if any:	
Is Subject of Contract – i.e. – the goods and/or	services Mandated? Ves No
If "Yes" cite the mandate's source; describe he	ow this contract satisfies the requirements:
have resources in-house, best source of the subject	of materials, required by grant, etc.].
Total Contract Cost for [year or contract p maximum potential cost):	
Efforts made to find Less Costly alternative:	
Efforts made to share costs with another agence	cy or governmental entity:
Specify Compliance with Procurement Proced	lures (Bid, Request for Proposal, Quote, etc.)
Person(s) responsible for monitoring contract	(Title):

re-Legislative Approvais:		
A. Director of Purcha	asing: aum Deuri	Date 22015
B. Management and	Budget: Janatmy	Date _ 9 1 15
C. Law Department:	C/6 08	_ Date
D. County Manager:		Date
E. Other as Required	l: Ayah //	_ Date 8/31/15
Vetted in	Commit	tee on

Resolution	No.	

RESOLUTION INTRODUCED BY THE PERSONNEL COMMITTEE TO RECLASSIFY A POSITION IN THE PROBATION DEPARTMENT

WHEREAS, there is currently a position in the Probation Department designated as Probation Officer, and

WHEREAS, the Director of Probation has advised that some of the duties assigned to this person (position #956) are above her current title of Probation Officer, and

WHEREAS, the Director of Probation feels the title should be reclassified to Senior Probation Officer, which encompasses her current duties and meets the needs of the Probation Department,

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the reclassification of position #956 in the Probation Department from Probation Officer to Senior Probation Officer.

Moved by Seconded by Adopted on motion