

PERSONNEL COMMITTEE

November 5, 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. To create a Cook position and abolish a Food Service Helper at the Sullivan County Jail.
- 2. To amend Resolution No. 357-15.
- 3. To amend Resolution No. 354-15.
- 4. To reclassify a Position in the Department of Purchasing and Central Services.
- 5. To create the position of Law Intern in the Sullivan County District Attorney's Office and set the salary of that position.

RESOLUTIONS: None

PUBLIC COMMENT:

To:	Sullivan County Legislature		
Fr:	Michael Schiff, Sullivan County	Sheriff	
Re:	Request for Consideration of a R	desolution: To create and abo	olish a position
Date:	November 5, 2015		
well as To cr	se of Resolution: [Provide a detaile a justification for approval by the Seate a Cook position and abolisty Jail	Sullivan County Legislature.]	•
Is sub	ject of Resolution mandated? Exp	•	
Does 1	Resolution require expenditure of	funds? Yes X No	
If "Ye	s, provide the following informati	on:	
	ount to be authorized by Resoluti		
	e funds already budgeted? Yes		
	Yes" specify appropriation code(s		50-10-1012
	No", specify proposed source of fu		
	imated Cost Breakdown by Sourc		•
	unty \$ <u>62,245.01</u>	Grant(s)	\$
Sta	te \$leral Government \$	Other (Specify)	\$
	ed by Budget Office:	lantmy,	
Does 1	Resolution request Authority to E	nter into a Contract? Yes_	No
If "Ye	es", provide information requested	d 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	То
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 contrac	et(s):
Resolutions authorizing prior contracts (Resolution #s):
Future Renewal Options if any:	
	/or services Mandated? Yes No e how this contract satisfies the requirements:
If "No" provide other justification for Countain have resources in-house, best source of the sul	nty to enter into this Contract: [County does not bject materials, required by grant, etc.]:
Total Contract Cost for [year or contrac maximum potential cost):	t period]: (If specific sum is not known state
Efforts made to find Less Costly alternative	e:
Efforts made to share costs with another ag	gency or governmental entity:

Specify Compliance with Procurement Proced	
- not t	top 1. carle 8f.
Person(s) responsible for monitoring contract ((Title):
Pre-Legislative Approvals:	
A. Director of Purchasing:	fores Date 118/15
B. Management and Budget:	Date 111415
C. Law Department:	Cawley Date 1/4/15
D. County Manager:	Date
E. Other as Required;	
Vetted in Personnel Committee	Committee on 11/05/2015

RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO CREATE A COOK POSITION AND ABOLISH A FOOD SERVICE HELPER AT THE SULLIVAN COUNTY JAIL

WHEREAS, the Sullivan County Jail currently only has one Cook position and there is a need to have an additional Cook position;

WHEREAS, the Sullivan County Sheriff wishes to create one Cook position and abolish one Food Service Helper position (No. 1087);

WHEREAS, the creation of this position will better serve the needs of the Sullivan County Jail and reduce the overtime costs associated with having only one Cook position.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby creates a new position of Cook and abolishes the Food Service Helper position (No. 1087).

Moved by Seconded by and declared duly adopted on motion

To:	Sullivan County Legislature			
Fr:	Jeffrey Mulinelli, Director of Pro	bation II		
Re:	Request for Consideration of a Resolution: Amend Resolution No. 357-15			
Date:	09/30/15			
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. 357-15 to reflect the correct effective date of the reclassification of position #956 to Senior Probation Officer. The effective date shall be April 28, 2015.				
Is sub	ject of Resolution mandated? Exp	olain:		
x-11-11-11-11-11-11-11-11-11-11-11-11-11	·			
	Resolution require expenditure of			
	s, provide the following information			
	ount to be authorized by Resolutice funds already budgeted? Yes			
	Yes" specify appropriation code(s			
	No", specify proposed source of fu			
	imated Cost Breakdown by Source			
	unty \$1,494.00	Grant(s)	\$	
Sta	-	Other	\$	
Fed	leral Government \$	(Specify)		
Verifi	ed by Budget Office:	anet my		
Desa	Desclution manuact A 4h 4th / E	man into a Continue 19 V	N/o V	
	Resolution request Authority to En		No X	
	es", provide information requeste		se go straignt to Page 3	
and a	cquire all pre-legislative approvals	S.		

Request for Authority to Enter into Contract with []	of
Vature of Other Party to Contract: Other:	
Ouration of Contract: From To	
s this a renewal of a prior Contract? Yes No f "Yes" provide the following information:	
Dates of prior contract(s): From To Amount authorized by prior contract(s):	
Resolutions authorizing prior contracts (Resolution #s):	
s Subject of Contract – i.e. – the goods and/or services Mandated? Yes No f "Yes" cite the mandate's source; describe how this contract satisfies the requirements:	•
f "No" provide other justification for County to enter into this Contract: [County does have resources in-house, best source of the subject materials, required by grant, etc.]:	not
Total Contract Cost for [year or contract period]: (If specific sum is not known st	
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, et	

Pre-Legis	lative Approvals:		
A.	Director of Purchasing:	_Date	1/2/15
В.	Management and Budget:	_ Date	1114/15
C.	Law Department: Johns Cawley	Date _	11/4/15
D.	County Manager:	Date _	
Е.	Other as Required:	_Date _	4/1/15
Vetted in	Committ	ee on	

RESOLUTION NO. _____ INTRODUCED BY THE PERSONNEL COMMITTEE TO AMEND RESOLUTION 357-15

WHEREAS, Resolution 357-15 was adopted to reclassify Position #956 in the Probation Department from Probation Officer to Senior Probation Officer; and

WHEREAS, Resolution 357-15 failed to reflect the correct effective date of the reclassification; and

WHEREAS, the intent of Resolution 357-15 was to retroactively set the reclassification effective April 28, 2015; and

NOW, THEREFORE, BE IT RESOLVED, that Resolution 357-15 is hereby amended to reflect that the reclassification for the Senior Probation Officer shall be effective April 28, 2015.

Moved by Seconded by Adopted on motion

To:	Sullivan County Legislature		
Fr:	Nancy McGraw, Public Health Direct	etor	
Re:	Request for Consideration of a Reso	lution: To reclassify a p	oosition retroactively
Date:	October 30, 2015		
Purpo	ose of Resolution: [Provide a detailed st	atement of what the Res	olution will accomplish, as
well as	s a justification for approval by the Sulli	ivan County Legislature.]
Acco	unt Clerk position (#4082.976) wa	as originally reclassif	ied to Senior Account
Clerk	c in the WIC Program as of 10-1-1	5 to reflect accurately	y reflect the duties of
this p	position. We're requesting that this	reclassification be re	troactive to the correct
effec	tive date of this upgrade (4/23/15)	. (Note: 2015 wage a	nd benefit information
noted	l below covers the period 4/23/15	- 9/30/15.)	
	ject of Resolution mandated? Explai		
	Resolution require expenditure of fun	ds? Yes X No	
	es, provide the following information:		
Am	nount to be authorized by Resolution:	\$18,828.00	
	e funds already budgeted? Yes X No		
	'Yes" specify appropriation code(s): A		32-80-8001 to 8007
	'No", specify proposed source of fund	S:	
	timated Cost Breakdown by Source:		Φ.
	unty \$0.00	Grant(s)	5
Sta		Other (Specify)	3
rec	deral Government \$15,578.00	(Specify)	
Verifi	ed by Budget Office:	uetmy	
Does	Resolution request Authority to Enter	r into a Contract? Yes	No _X
If "Ye	es", provide information requested on	Pages 2 and 3.	

Request for Authority to Enter into Contra	act with [] of
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:	
Dates of prior contract(s): From	То
Amount authorized by prior contrac	t(s):
	Resolution #s):
Future Renewal Options if any:	
Is Subject of Contract – i.e. – the goods and If "Yes" cite the mandate's source; describe	/or services Mandated? Yes No e how this contract satisfies the requirements:
If "No" provide other justification for Cour have resources in-house, best source of the sub-	nty to enter into this Contract: [County does not oject materials, required by grant, etc.]:
	t period]: (If specific sum is not known state
Efforts made to find Less Costly alternative	**
Efforts made to share costs with another ag	ency or governmental entity:

Specify Compliance with Proc	urement Procedures (Bid, Reque	st for Proposal, Quote, etc.
	Not Applical	He 7K
		The state of the s
Person(s) responsible for mon	itoring contract (Title): <u>Public F</u>	lealth Director
Pre-Legislative Approvals:		
A. Director of Purchas	sing: Y lost of ines	Date1 2 15
B. Management and B	Sudget: Javemy	Date 1114/15
C. Law Department: _	Monard Cruley	Date//////5
D. County Manager: _		Date
E. Other as Required:	19911 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	Date
Vetted in	Comm	ittee on

RESOLUTION NO. _____ INTRODUCED BY THE PERSONNEL COMMITTEE TO AMEND RESOLUTION 354-15

WHEREAS, Resolution 354-15 was adopted to reclassify Position #976 in Public Health Services from Account Clerk to Senior Account Clerk; and

WHEREAS, Resolution 354-15 failed to reflect the correct effective date of the reclassification; and

WHEREAS, the intent of Resolution 354-15 was to retroactively set the reclassification effective April 23, 2015; and

NOW, THEREFORE, BE IT RESOLVED, that Resolution 354-15 is hereby amended to reflect that the reclassification for the Senior Account Clerk Position #976 shall be effective April 23, 2015.

Moved by Seconded by Adopted on motion

To:	Sullivan County Legislature		
Fr:	Purchasing and Central Servi	ices for Personnel Committee	
Re:	Request for Consideration of	a Resolution: Reclassify Positio	n
Date:	November 5, 2015		
well as Relca	a justification for approval by the	ailed statement of what the Resol he Sullivan County Legislature.] yer to Purchasing Coordinator ces Department.	
	ject of Resolution mandated?	Explain:	
	Resolution require expenditure		
	s, provide the following inforn		
	ount to be authorized by Reso		
	funds already budgeted? Yes		
li "	Yes" specify appropriation coe	de(s): A1345 Due to	<u>vacancy</u>
	imated Cost Breakdown by So		
	inty \$3,238.00		\$
Sta			\$
	leral Government \$	(Specify)	
	ed by Budget Office:	Ganetmy	
Does 1	Resolution request Authority to	Enter into a Contract? Yes	No
If "Ye	es", provide information requ	ested on Pages 2. If "NO", plea	se go straight to Page 3
and a	equire all pre-legislative appro	vals.	

Request for Authority to Enter into Contract with [N/A	of
	1	
Nature of Other Party to Contract:	Other:	
Duration of Contract: From To		
Is this a renewal of a prior Contract? Yes No 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 Mand If "Yes" cite the mandate's source; describe how this contract		nents:
If "No" provide other justification for County to enter into the have resources in-house, best source of the subject materials, recontact N/A	uired by grant, etc.]:	does not
Total Contract Cost for [year or contract period]: (If sp maximum potential cost): N/A		wn state
Efforts made to find Less Costly alternative: N/A		
Efforts made to share costs with another agency or governm N/A		
Specify Compliance with Procurement Procedures (Bid, Red N/A		 ote, etc.)
Person(s) responsible for monitoring contract (Title):		

Pre-Legislative Approvals:		
A. Director of Purchasing:	Octop our Date	11/2/15
B. Management and Budget: _	Janet My Date	4
C. Law Department:	nus Cawley Date	11/4/15
D. County Manager:	Date	
E. Other as Required:	Date	11/4/15
		7
Vetted in Personnel Committee	Committee on	

RESOLUTION NO INTRODUCED BY PERSONNEL COMMITTEE TO RECLASSIFY A POSITION IN THE DEPARTMENT OF PURCHASING AND CENTRAL SERVICES

WHEREAS, there is currently a vacant position (Position No. 2982) designated as Buyer in the Department of Purchasing and Central Services; and

WHEREAS, there is a need for an additional Purchasing Coordinator; and

WHEREAS, the Director of Purchasing and Central Services feels that the title should be reclassified to Purchasing Coordinator, which will better meet the needs of the Department of Purchasing and Central Services.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the reclassification of position 2982 in the Department of Purchasing and Central Services from Buyer to Purchasing Coordinator and authorizes the position to be filled effective immediately.

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

To:	Sullivan County Legislature					
Fr:	James Farrell, DA					
Re:	Request for Consideration of a Resolution:					
Date:	10/30/15					
Creat school with t	se of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as a justification for approval by the Sullivan County Legislature.] the position of law intern in the DA's office for those hired after graduation from law l but prior to bar admission. The incumbent will be paid the lower salary associated the law intern position until bar admission and then assume the position of ADA 7 and gher rate of pay as a fully admitted attorney and ADA					
Is subj	ect of Resolution mandated? Explain:					
	Resolution require expenditure of funds? Yes X No					
	s, provide the following information:					
	funds already budgeted? Yes No					
AIC Tf 6	Yes" specify appropriation code(s): ADA 7 position budgeted (#2189) - Vacant					
If "No", specify proposed source of funds:						
Estimated Cost Breakdown by Source:						
Cou	·					
Sta						
Fed	eral Government \$ (Specify)					
Verifie	d by Budget Office:					
Door I	Resolution request Authority/to Enter into a Contract? Yes No X					
	Resolution request Authority/to Enter into a Contract? Yes No _X s", 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 # Future Renewal Options if any:	s):
Is Subject of Contract – i.e. – the goods and/or services If "Yes" cite the mandate's source; describe how this co	
If "No" provide other justification for County to enter in have resources in-house, best source of the subject material	- · ·
Total Contract Cost for [year or contract period]: (maximum potential cost):	-
Efforts made to find Less Costly alternative:	
Efforts made to share costs with another agency or gove	ernmental entity:
Specify Compliance with Procurement Procedures (Bid Out On Conference (Title):	, Request for Proposal, Quote, etc.)

A. Director	of Purchasing:	Kastyforus	Date _	11/2/15
B. Managem	ent and Budget:	Guany	Date _	1145
C. Law Depa	artment: Tho	nas Cawley	Date	11/4/15
D. County M	Ianager:		Date	
E. Other as	Required:		Date _/	14/15
Vetted in	EP.	Commi	ttee on	

Pre-Legislative Approvals:

RESOLUTION NO. INTRODUCED BY THE PERSONNEL COMMITTEE TO CREATE THE POSITION OF LAW INTERN IN THE SULLIVAN COUNTY DISTRICT ATTORNEY'S OFFICE AND SET THE SALARY OF THAT POSITION

WHEREAS, the District Attorney has hired an individual who has graduated from an accredited law school in New York but has not yet passed the New York bar examination to fill the position of Assistant District Attorney 7 (position 2189), in the Office of the Sullivan County District Attorney, and;

WHEREAS, the hired individual cannot participate as an attorney until the passage of the bar examination and admission to the bar, but can participate as a legal intern and be trained for the position of ADA 7 and can practice during the training period under the authority of a practice order obtained from the Appellate Division Third Department; and

WHEREAS, the District Attorney and the Commissioner of Personnel need to set a salary for the law intern, prior to the law intern filling the position of Assistant District Attorney 7 (position 2189) and the full salary commensurate with the position, and make the following recommendation:

Law Intern, District Attorney: \$40,000.00

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby create the position of Law Intern for the District Attorney's Office at a salary per annum of \$40,000.00, until such time that the law intern assumes full duties as Assistant District Attorney 7 within the District Attorney's Office and the salary commensurate therewith.

Moved by seconded by , put to a vote, unanimously carried and declared duly adopted on motion