

**MANAGEMENT AND BUDGET COMMITTEE
THURSDAY, January 21, 2016 10:30 AM**

**Committee Members: Scott Samuelson, Chair, Nadia Rajs, Vice Chair,
Terri Ward, Catherine Owens, Alan Sorensen**

AGENDA

PRESENTATIONS: None

DISCUSSIONS:

- 1. 2016 Budget Calendar**

RESOLUTIONS:

AUDIT – None

COUNTY TREASURER – None

GRANTS- None

MANAGEMENT AND BUDGET –

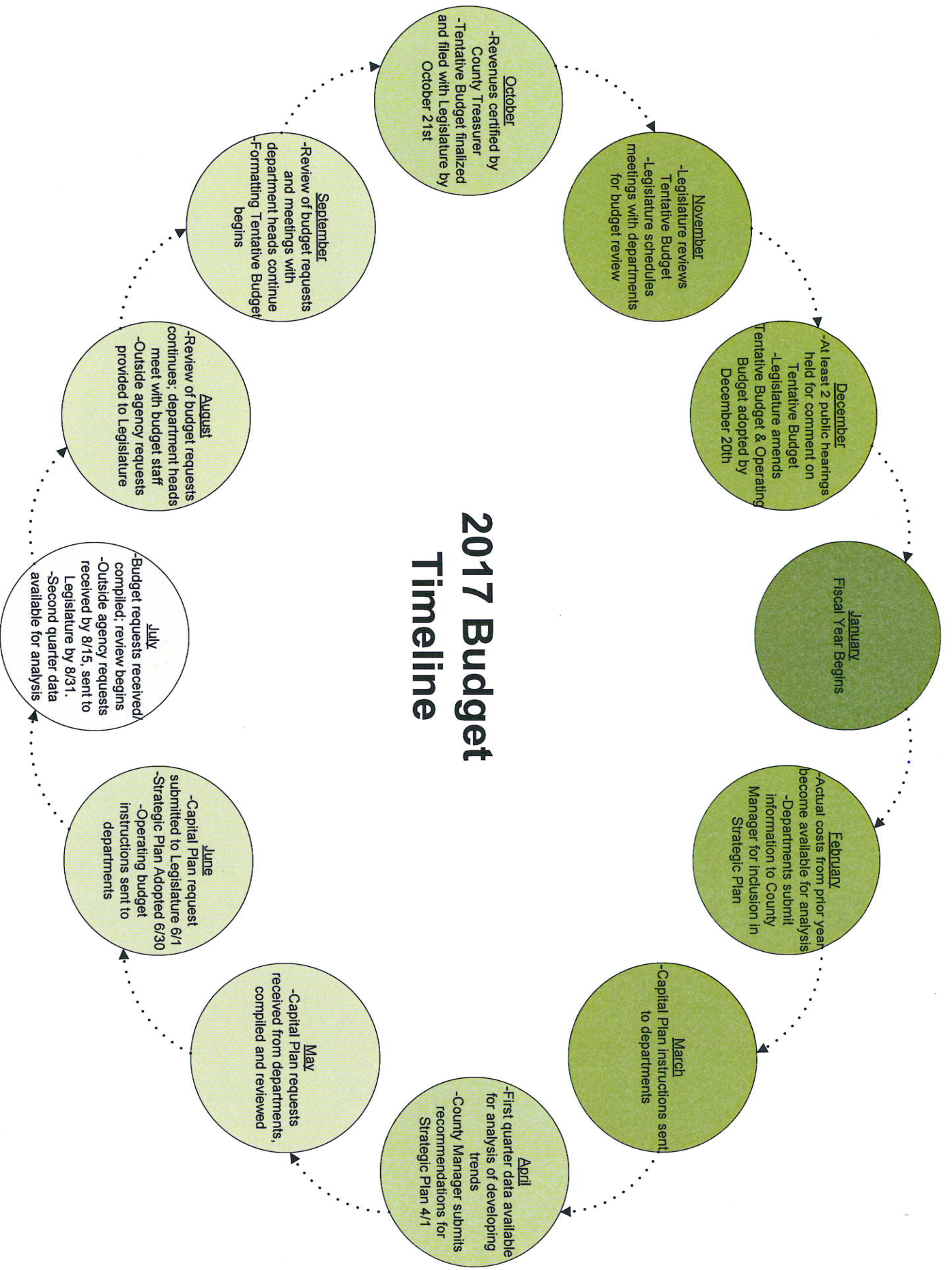
- 1. To execute any and all necessary documents, accept the award, and enter into a contract with New York State Office of Indigent Legal Services and modification agreements with Sullivan Legal Aid Panel, Inc. and Sullivan County Conflict Legal Aid Society.**

MANAGEMENT INFORMATION SYSTEMS –

- 2. To adopt a Social Media Policy covering County Owned and Maintained Social Media Sites.**

PUBLIC COMMENT

2017 Budget Timeline



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

To: Sullivan County Legislature

Fr: Joshua Potossek, County Manager

Re: Request for Consideration of a Resolution: Authorize Agreement with NYSOILS and Mod
Agreements w/Legal Aid & Conflict Legal Aid

Date: 01/21/2016

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.]

TO EXECUTE ANY AND ALL NECESSARY DOCUMENTS, ACCEPT THE AWARD, AND ENTER INTO A CONTRACT WITH NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES AND MODIFICATION AGREEMENTS WITH SULLIVAN LEGAL AID PANEL, INC. AND SULLIVAN COUNTY CONFLICT LEGAL AID SOCIETY

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: \$ _____

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)	\$ _____
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State	\$ _____	Other	\$ _____
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Federal Government	\$ _____	(Specify)	_____
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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 [NYS Office of Indigent Legal] of [Services, Legal Aid Panel, Inc. and SC Conflict Legal Aid Society]

Nature of Other Party to Contract: Professional **Other:**

Duration of Contract: From 01/01/2016 To 12/31/2018

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.]:

This is additional funding from the NYS Office of Indigent Legal Service to enhance the existing Legal Aid offices with additional support to better the services offered

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): State will reimburse the County \$242,997 over 3 years

Efforts made to find Less Costly alternative:

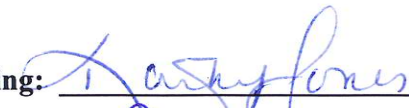
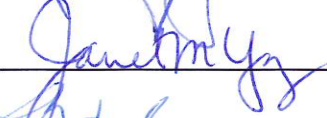


Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Not Applicable (N/A).

Person(s) responsible for monitoring contract (Title): Michelle Huck

Pre-Legislative Approvals:

- A. Director of Purchasing:  Date 1/19/16
- B. Management and Budget:  Date 1/19/16
- C. Law Department:  Date 1/19/16
- D. County Manager:  Date 1/20/16
- E. Other as Required: _____ Date _____

Vetted in Management & Budget Committee on 01/21/2016

RESOLUTION NO. INTRODUCED BY THE MANAGEMENT & BUDGET COMMITTEE TO EXECUTE ANY AND ALL NECESSARY DOCUMENTS, ACCEPT THE AWARD, AND ENTER INTO A CONTRACT WITH NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES AND MODIFICATION AGREEMENTS WITH SULLIVAN LEGAL AID PANEL, INC. AND SULLIVAN COUNTY CONFLICT LEGAL AID SOCIETY

WHEREAS, New York State Office of Indigent Legal Services (“NYSOILS”) has offered the County of Sullivan (“County”) funding in the amount of \$242,997 over a three (3) year period in order to improve the quality of indigent legal services provided by the County pursuant to Article 18-b of the County Law; and

WHEREAS, in order to acquire the funding the County must submit the necessary documents to NYSOILS, accept the award, and enter into an agreement with NYSOILS to administer the funding; and

WHEREAS, in order to provide the additional funding to the Legal Aid Panel and Conflict Legal Aid it will be necessary to modify their respective contracts, and

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager to execute any and all necessary documents to submit to NYSOILS to apply for 2016-2018 funding; and

BE IT FURTHER RESOLVED, that the County Manager is hereby authorized to execute an agreement for a 3 year period for a total amount of \$242,997 to acquire the funding from NYSOILS, said documents to be in a form approved by the County Attorney; and

BE IT FURTHER RESOLVED, that the County Manager is hereby authorized to executive Modification Agreements with Legal Aid Panel for an amount not to exceed \$55,000 per year for a 3 year period, and Conflict Legal Aid for an amount not to exceed \$25,999 per year for a 3 year period and/or any other appropriate entity that contracts with the County of Sullivan for Indigent Legal services under Article 18-b of the County Law as outlined above, said Modification Agreements to be in a form approved by the County Attorney’s Office.

BE IT FURTHER RESOLVED, that should the NYSOILS funding be terminated, the County shall not be obligated to continue any action undertaken by the use of this funding.

**Moved by,
Seconded by,
and adopted on motion, 2016**

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

To: Sullivan County Legislature

Fr: Joshua Potosek, County Manager and Lorne Green, Chief Information Officer

Re: Request for Consideration of a Resolution: Adopt Social Media Policy

Date: 01/21/2016

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.]

To adopt a Social Media Policy covering County Owned and Maintained Social Media Sites.

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: \$ _____

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 [_____] 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: *Cody Jones* Date *1/19/16*
- B. Management and Budget: *Janet Myers* Date *1/19/16*
- C. Law Department: *[Signature]* Date *1/19/16*
- D. County Manager: *[Signature]* Date *1/20/16*
- E. Other as Required: _____ Date _____

Vetted in Management & Budget Committee on 01/21/2016

**RESOLUTION INTRODUCED BY THE MANAGEMENT AND BUDGET COMMITTEE TO
ADOPT A SOCIAL MEDIA POLICY COVERING COUNTY OWNED AND MAINTAINED
SOCIAL MEDIA SITES**

WHEREAS, the County of Sullivan desires to utilize social media platforms to communicate pertinent information in a timely manner to members of the public, and

WHEREAS, as a municipality, the County of Sullivan has a management responsibility to establish an appropriate policy to administer the use of social media sites and the content that is distributed through those sites.

NOW THEREFORE BE IT RESOLVED, that the proposed Sullivan County Social Media/Social Network Policy, attached hereto, be adopted and put into place, and

BE IT FURTHER RESOLVED, that the said Sullivan County Social Media/Social Network Policy shall be subject to review, amendments, and revisions at the recommendation of management staff and discretion of the Sullivan County Legislature.

SULLIVAN COUNTY POLICIES AND PROCEDURES

- I. SUBJECT: **Social Media/Social Network Policy**
- II. ADOPTED: January 21, 2015
- III. POLICY AND PROCEDURES: To define the expectation of employees to ensure the appropriate use of social media and social networking used in connection with County business.

County Social Media use is for business communication and for the purpose of fulfilling job duties, in accordance with Department goals and objectives, and not for personal use.

Social Media - Various forms of discussion and information sharing that uses technology to create web content that produces communication and conversations. Forms may include but are not limited to: social networking, blogs, video sharing, podcasts, wikis, message boards, online forums, RSS and other syndicated web feeds. Technologies include: picture-sharing, wall-postings, e-mail, instant messaging, to name a few. Examples of social media applications include but are not limited to Google and Yahoo Groups (reference, social networking), Wikipedia (reference), MySpace (social networking), Facebook (social networking), YouTube (social networking and video sharing), Twitter (social networking and microblogging), LinkedIn (business networking) and news media comment share/bloggng.

1. Social Media Site Creation/Approval

Department Heads interested in using Social Media for official purposes must prepare a Business Case Justification for approval. The Business Case

Justification is to be submitted to Sullivan County Manager's Office. At a minimum, the business case will:

- Name the Social Media outlet to be utilized (i.e., Facebook, Blog)
- State the goals for setting up a Social Media Site
- Identify the intended audience
- Summarize the type of information expected to be shared/displayed
- Discuss the anticipated benefit from establishing the site

Business Cases approved by the County Manager will be forwarded to the Chief Information Officer who will keep the approval paperwork on file for audit purposes.

2. Account Management

Account management includes the creating, maintenance and destruction of social media accounts.

The Management Information Systems Department will be responsible for the creation of social media sites and for posting content to those sites.

Department Heads or their designee will send requested content to be posted to the County Manager's Office for approval. The County Manager's Office will forward the content to the Management Information Systems Department for posting. Content on their respective department's social media will be approved based upon a consistent message and branding consistent with the goals of Sullivan County.

The Management Information Systems Department will be responsible for maintaining a list of all social media site domain names in use and their associated account user ID and active password.

3. Acceptable Use

County social media use is for business communication and for the purpose of fulfilling job duties, in accordance with department goals and objectives and not for personal use.

Posting Guidelines

Information posted must be:

- Relevant: Information that helps residents and pertains to their daily lives.
- Timely: Information about deadlines, upcoming events, news, or related to current events.
- Actionable: Information to register, attend, go, or do.

What not to post:

- Information about items in litigation or about claims that could be brought against the county.
- Nonpublic information of any kind.
- Personnel, sensitive or confidential information of any kind.
- Medical information that violates the Health Insurance Portability and Accountability Act (HIPPA) and New York State Privacy Laws.
- Political opinions and endorsements.

4. Employee Conduct

Social Media Standards

- Customer protection and respect are paramount.
- The County will use every effort to keep interactions factual and accurate.

- The County will strive for transparency and openness in our interactions and will never seek to “spin” information for our benefit.
- The County will provide links to credible sources for information to support our interactions when possible.
- The County will publicly correct any information we have communicated that is later found to be in error.
- The County will be honest about our relationships, opinions and identity.
- The County will respect the rules of the venue.
- The County will protect privacy and permissions.

All content associated with Sullivan County is consistent with its work and with the County’s values and professional standards.

5. Content

It is the responsibility of Sullivan County departments, through the County Manager and the Management Information Systems Department to keep content accurate, up-to-date, and to adhere to the County’s style and logo use guidelines.

Wherever possible, links to more information should direct users back to Sullivan County’s website for more information, forms, documents, or online services necessary to conduct business with the County.

Nonpublic information of any kind, personnel, sensitive or confidential information of any kind and medical information that violates the Health Insurance Portability and Accountability Act (HIPPA) and New York State Privacy Laws, will not be approved for posting.

6. Security

The Management Information Systems Department is responsible for the maintenance of county social media sites. The Management Information Systems Department is also responsible for maintaining of list of county owned sites and their current user id and password.

7. Legal Issues

Sullivan County is responsible for complying with applicable laws, regulations and policies. This includes adhering to established laws and policies regarding copyright, records retentions, Freedom of Information Law, First Amendment, privacy laws, common decency and information technology polices established by Sullivan County.

8. Promotion

The County will advocate using social media to help reach County and department specific goals by assisting in developing appropriate uses for social media, assisting in the selection of appropriate social media outlets, and helping departments define a strategy for engagement using social media.

DRAFT