



PERSONNEL COMMITTEE

February 4, 2016 – 12:15 P.M.

Personnel Committee Members

**Nadia Rajsz, Chair
Scott Samuelson, Vice Chair
Alan Sorensen
Ira Steingart
Catherine Owens**

AGENDA

REPORTS:

1. Human Rights – Monthly Report

DEPARTMENTS:

1. Personnel
2. Risk Management and Insurance

DISCUSSION:

1. Workplace Violence Policy Amendments

RESOLUTIONS:

1. To Adopt an Updated Anti-Discrimination and Harassment Policy.
2. To create one (1) Temporary Part-Time Personnel/Payroll Technician in the Sullivan County Department of Human Resources.
3. To create a Part-Time Physician position at the Sullivan County Jail.
4. To create one (1) Temporary Part-Time Executive Director of Human Rights Position.

PUBLIC COMMENT:

**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 temporary part-time position in the Department of Human Resources

Date: January 29, 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.]

Resolution to create a temporary part-time Personnel/Payroll Technician to help process backlog of change of employment status forms (428) and updating of employment records PSTEK and assist in training new employee.

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: \$ 18,647.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: Budget Modification from Contingent Account

Estimated Cost Breakdown by Source:

County	\$ <u>18,647.00</u>	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: _____

Janet Myz

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 - Not Applicable *AK*

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: *Nancy Jones* Date *1/29/16*
- B. Management and Budget: *Janet Myers* Date *2/1/16*
- C. Law Department: *[Signature]* Date *1/29/16*
- D. County Manager: *[Signature]* Date *2/3/16*
- E. Other as Required: *[Signature]* Date *1/29/16*

Vetted in _____ Committee on _____

RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO CREATE ONE (1) TEMPORARY 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) temporary part-time Personnel/Payroll Technician position be created in the Department of Human Resources; and

WHEREAS, the Department of Human Resources handles Civil Service Administration for all municipal agencies within Sullivan County, consisting of 42 jurisdictions; and

WHEREAS, the Department of Human Resources is currently staffed at a minimum to conserve costs; and

WHEREAS, the Director of Human Resources/Personnel Officer had recently appointed a Personnel Assistant, provisionally, to fill the vacant position created by the retirement of an employee in December 2014; and

WHEREAS, the provisional appointee had taken the Civil Service Examination for the position she is currently holding on January 23, 2016, however civil service examination results typically are not available from the State Examination Services for at least eight weeks and could take longer; and

WHEREAS, if the provisional appointee is not reachable, it will take time to train a new Personnel Assistant, increasing the backlog of the Department of Human Resources; and

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

WHEREAS, the aforementioned employee's status was terminated effective December 31, 2015; and

WHEREAS, this position is needed to continue to facilitate the processing of 428s (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) temporary part-time Personnel/Payroll Technician position and this position shall be effective immediately and continue through December 31, 2016; 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 _____, 2016.

**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 update a County Policy

Date: January 29, 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.]

Resolution to update the County Anti-Discrimination and Harassment Policy to ensure that the County is in full compliance with the changes in State and Federal Law

Is subject of Resolution mandated? Explain:

Yes, State and Federal Law requires employers to create policy to ensure a Discrimination and Harassment free workplace.

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: Janet Myer

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:

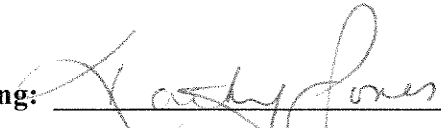

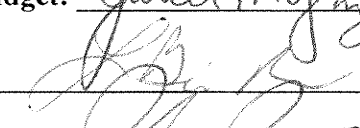
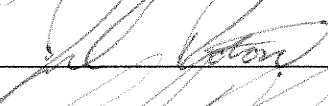
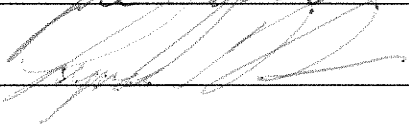
Efforts made to share costs with another agency or governmental entity:

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

N/A *Not Applicable*

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing:  Date 1/29/16
- B. Management and Budget:  Date 2/1/16
- C. Law Department:  Date 1/29/16
- D. County Manager:  Date 2/3/16
- E. Other as Required:  Date 1/29/16

Vetted in _____ Committee on _____

**RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO ADOPT AN
UPDATED ANTI-DISCRIMINATION AND HARASSMENT POLICY**

WHEREAS, the County of Sullivan adopted a General Anti-Discrimination and Harassment Protection Policy and Procedure by Resolution No. 178-01 on April 26, 2001; and

WHEREAS, since the adoption of the aforementioned policy there have been numerous changes to state and federal laws regarding this subject matter; and

WHEREAS, the Director of Human Resources/Personnel Officer has been working with the firm of Roemer Wallens Gold and Mineaux, LLC, the County's retained labor counsel, to update the aforementioned policy to ensure that the County's policy is in full compliance with the current state of the law.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby adopts the attached Sullivan County Anti-Discrimination and Harassment Policy.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2016.

Sullivan County Anti-Discrimination and Harassment Policy

I. PURPOSE

The County of Sullivan (“County”) is an equal opportunity employer committed to compliance with federal, state and local laws prohibiting employment discrimination. It is the policy of the County to maintain a work environment which is free from unlawful discrimination based on sex (with or without sexual conduct), race, creed, color, religion, national origin, age, disability, sexual orientation, military status, marital status, predisposing genetic characteristics or genetic information, domestic violence victim status and any other class protected by law. Harassment based on any of these characteristics (“discriminatory harassment”) is a form of unlawful discrimination. Discrimination and discriminatory harassment is prohibited in each and every work environment and each and every situation which directly impacts the work environment.

II POLICY

The County considers unlawful discrimination and discriminatory harassment to be forms of employee misconduct and considers this type of misconduct to be a serious offense which will not be tolerated. Allegations of discrimination and/or discriminatory harassment will be investigated thoroughly and if substantiated, will be met with appropriate corrective and/or disciplinary action commensurate with the seriousness of the offense(s), and in accordance with the parameters of applicable collective bargaining agreements and/or state law.

All employment decisions at the County shall be made on the basis of merit, fitness and equality of opportunity and without unlawful discrimination on the basis of sex, race, creed, color, religion, national origin, age, disability, sexual orientation, military status, marital status, predisposing genetic characteristics or genetic information, domestic violence victim status and any other class protected by law.

Retaliation against any individual making a harassment complaint or assisting in the investigation of such a complaint is also unlawful and prohibited. Retaliation is a serious violation of this policy which may result in disciplinary action.

III DEFINITIONS

A. Sexual Harassment is defined as:

Unwanted sexual advances, request for sexual favors, and other verbal and physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of

an individual's employment (e.g., promotion, training, assignments, etc.), or submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual ("quid pro quo" harassment); or

2. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of specific behaviors that may be considered sexual harassment include, but are not limited to :

- Spoken or written words related to an employee's sex
- Any sexual advance that is unwelcome
- Sexually oriented comments
- Showing or displaying pornographic or sexually explicit objects or pictures in the workplace
- Offensive touching, patting or pinching
- Requests for sexual acts or favors
- Abusing the dignity of an employee through insulting or degrading sexual remarks or conduct
- Threats, demands or suggestions that an employee's work status is contingent upon his/her toleration of or acquiescence to sexual advances
- Subtle pressure for sexual activities
- Leering at a person

Sexual harassment is gender neutral and may involve members of the same or different gender.

B. Discriminatory Harassment

In addition to sexual harassment, harassment on the basis of any other protected characteristic also constitutes discriminatory harassment and is prohibited.

Discriminatory harassment includes conduct that constitutes "quid pro quo" harassment (see section III(A) above) or that which creates a hostile work environment. Hostile work environment harassment includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, creed, color, religion, gender, national origin, age, disability, or sexual orientation (and any other class or characteristic protected by law), or that of his/her relatives, friends, or associates, and that (i) has the purpose or effect of creating a hostile, intimidating or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Discriminatory harassment includes, but is not limited, to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to a protected class or

characteristic. This also includes acts that purport to be "jokes" or "pranks", but that are hostile or demeaning acts regarding member(s) of a protected class and any written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on a protected class or characteristic that is placed on walls, bulletin boards, or elsewhere on the employer's premise, or circulated in the workplace.

C. Other Unacceptable Conduct

This policy also prohibits conduct which may not rise to the level of discrimination or discriminatory harassment in violation of the law, but nonetheless creates a degree of hostility or intimidation that adversely affects the work environment. Conduct which is not based on a legally protected characteristic, but is nonetheless intended to annoy, personally attack, belittle or embarrass another individual is inappropriate and unacceptable in the workplace. The County encourages the use of its complaint procedure by employees or interns who believe they have been subject to inappropriate conduct by another individual, even if such conduct may not constitute discrimination or discriminatory harassment. The County endeavors to create an environment in which employees and interns may feel free to raise concerns and confident that those concerns will be addressed.

D. Discrimination

Discrimination on the basis of any class or characteristic protected by law is prohibited. Discrimination is defined as any adverse treatment of an individual in the terms, conditions or privileges of employment because of his/her race, creed, color, religion, national origin, age, disability, sexual orientation, military status, marital status, predisposing genetic characteristic or genetic information, domestic violence victim status, or any other class protected by law.

E. Retaliation

Retaliation is any adverse action taken against an individual because he/she filed a complaint of discrimination or harassment or because he/she participated in the investigation of such complaint. Adverse actions may include, but are not limited to, firing, demotion or harassment.

IV SCOPE OF THE POLICY

This policy applies to all applicants for employment with the County and all County employees (including officers, managers, supervisors and all other employees), interns, contractors, and volunteers. This policy may be applied to the conduct of those who are not employees, volunteers, contractors or interns of the County with respect to any illegal discrimination or illegal harassment of County employees, volunteers, applicants, contractors or interns in the workplace, depending on the nature of the alleged conduct.

All employees, volunteers, contractors or interns will be expected to comply with this policy and take appropriate measures to ensure that discrimination or harassment does not occur. When discrimination or harassment is suspected, employees, volunteers, contractors and interns are encouraged to use the complaint and investigation procedures set forth in this policy.

Conduct prohibited by the policy is unacceptable in the workplace and in any work-related settings outside the normal workplace, such as during business trips, business meetings and business-related social events.

Anti-discrimination protections described in this policy apply to all of the terms and conditions of employment including, but not limited to: recruitment, testing, hiring, work assignments, salary and benefits, performance evaluations, promotions, training opportunities, transfers, discipline, discharge and working conditions.

V RESPONSIBILITIES

A. Responsibilities of Department Heads

All Department Heads shall be responsible for enforcing this policy within their Department in conjunction with the County Personnel Officer, and shall have particular responsibility for ensuring that the work environment under their supervision is free from discrimination, harassment and its effects.

All Department Heads who receive complaints or become aware of potential instances of discrimination or discriminatory harassment within the work environment under their supervision are responsible for immediately forwarding the complaint to the Personnel Officer. Failure of a Department Head to comply with this responsibility may result in disciplinary action.

B. Responsibilities of Managerial/Supervisory Personnel

All managerial and supervisory personnel who receive discrimination or discriminatory harassment complaints or become aware of potential instances of discrimination or discriminatory harassment within the work environment under their supervision will be responsible for immediately forwarding such complaints to the Department Head or the Personnel Officer. Failure of a manager or supervisor to comply with this responsibility may result in disciplinary action.

C. Responsibilities of the County

The County of Sullivan will conduct periodic training for Department Heads, managerial and supervisory personnel in each Department of the County on the

issues surrounding discrimination and discriminatory harassment, its effects and its appearances, and the role and responsibility of Department Heads and managerial/supervisory personnel in preventing incidents of discrimination and harassment.

The County shall distribute this policy to all County employees and all others covered by its parameters. Copies of this policy will be distributed to new employees as they are hired.

VI REPORTING PROCEDURE

If an individual is subject to a situation which he/she believes constitutes harassment, it is recommended that the employee confront the harasser directly and advise the harasser that his/her behavior is not welcomed and will not be tolerated; note that neither this policy nor state/federal law requires that an individual tell an alleged accused to stop his/her actions. Employees should feel free to keep written records of any alleged harassment incidents, including the date, time, location, names of people involved, witnesses (if any) and who said what to whom. If an alleged incident of harassment cannot be resolved directly between the parties involved, a written or verbal complaint should be filed as prescribed below.

An individual covered by this policy who is subject to a situation which he/she believes constitutes discrimination, discriminatory harassment or retaliation should file a written or verbal complaint with the individual's Department Head, or directly with the Personnel Officer.

A manager, supervisor or Department Head who becomes aware that discrimination or discriminatory harassment may be occurring must immediately report it in accordance with Section V of this policy.

VII COMPLAINT INVESTIGATION

All complaints will be handled confidentially to the extent possible, and information obtained from the complainant will not be discussed with other personnel except as necessary to investigate and resolve the complaint.

All complaints will be investigated as promptly as possible and resolved within a reasonable time after receipt of the complaint by the Personnel Officer.

The County, through an investigator and with the oversight of the Personnel Officer or his/her designee, will coordinate an investigation of the complaint. Following the investigation, the investigator shall issue a written report of findings and conclusions to the Personnel Officer.

Thereafter, an initial determination on the complaint will be issued by the Personnel Officer and the results communicated, in writing, back to the complainant.

VII APPEAL PROCEDURE

- A. The Complainant may appeal the Personnel Officer's determination by providing a written appeal request to the County Attorney. This appeal request should be filed within seven (7) business days of the individual's receipt of the Personnel Officer's written determination and should state the reason(s) for objecting to those findings.
- B. The County Attorney will refer the appeal to a Review Board who will review the evidence gathered, the investigative findings, and the Personnel Officer's decision to determine if the decision reached was reasonable, based upon the facts.
- C. The Review Board shall consist of the County Attorney, County Manager or their designees and the Commissioner of the respective division.
- D. Within thirty (30) days of receipt of a written appeal request, the County Attorney shall issue a written report of findings of the Review Board to the parties.

VIII RESPONSE PROCEDURES

Any person found to be engaging in discrimination, harassment, retaliation or other behavior prohibited by this policy (including the failure of a Department Head, manager or supervisor to comply with their responsibilities under Section V of this policy) will be subject to disciplinary action in accordance with the provisions of his/her collective bargaining agreement or applicable state law. Based upon the seriousness of the offense, discipline may include, but is not limited to, a written reprimand, suspension without pay, demotion, transfer, fine, termination and any other measures calculated to eliminate illegal or inappropriate behavior. In addition to implementing such disciplinary action, the County shall take such steps as may be necessary to address the impact that any unlawful discrimination has had upon the complainant.

IX RETALIATION WILL NOT BE TOLERATED

Retaliation against any individual making a good faith complaint or assisting in the investigation of such a complaint is strictly prohibited and will not be tolerated. Retaliation is a serious violation of this policy which may result in disciplinary action.

X MISCELLANEOUS

Reporting of a false complaint is a serious act. In the event it is found that the individual making the complaint has made knowingly false accusation, the County may take disciplinary action in accordance with the provisions of the applicable collective bargaining agreement and/or applicable state law.

This Policy does not preclude the filing of discrimination, discriminatory harassment or retaliation complaints with either the New York State Division of Human Rights or the Federal Equal Employment Opportunity Commission, or the pursuit of any other remedies permitted by law.

revised February 18, 2016

DISCRIMINATION/HARASSMENT COMPLAINT FORM:

(Submit to Department Head and/or Personnel Officer)

This form may be used to file a charge of discrimination or harassment prohibited by federal law, the New York State law, and Sullivan County's Anti-Discrimination and Harassment Policy.

Filing of this complaint form in no way deprives you of the right to file a complaint with the US Equal Employment Opportunity Commission, New York State Division of Human Rights, or the Federal/State courts.

(PLEASE PRINT OR TYPE)

1. Name _____ Phone Number _____
Residence _____
Mailing Address (if different from residence)

City _____ State _____ Zip Code _____

2. Department that you work in _____

3. (a) Have you filed this charge with a Federal, State or local government agency?
YES/NO: _____ When _____ Where _____
(Month/Day/Year)
(b) Have you instituted a suit or court action on this charge?
YES/NO: _____ When _____ Where _____
(Month/Day/Year)

(AN AFFIRMATIVE REPLY TO THIS QUESTION WILL IN NO WAY STOP SULLIVAN COUNTY'S REVIEW OF YOUR COMPLAINT)

4. Alleged Discrimination/Harassment Occurred on or about:
Month: _____ Day: _____ Year: _____ Time: _____

Is this alleged discrimination/harassment continuing: YES _____ NO _____

Describe the alleged act of discrimination/harassment. Use additional sheets if necessary.

5. Indicate the name(s) of the alleged harasser(s): _____

6. State the name(s) of any potential witness(es): _____

7. I swear or affirm that I have read the above related facts and that the statements are true and correct to the best of my knowledge, information and belief.

Date: _____
(sign your name)

-INFORMATION PROVIDED WILL BE CONFIDENTIALLY MAINTAINED-

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

To: Sullivan County Legislature

Fr: Sheriff Michael Sciff

Re: Request for Consideration of a Resolution: To create a position in the Jail

Date: 1/29/2016

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 CREATE A PART-TIME PHYSICIAN POSITION AT THE SULLIVAN COUNTY JAIL

Is subject of Resolution mandated? Explain:

Yes - Pursuant to New York Correction Law Section 501

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 100.00 per Hour (Estimate \$20,000 Annually)

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A3150-40-4017 to A3150-10-1011

If "No", specify proposed source of funds: Budget Modification Needed

Estimated Cost Breakdown by Source:

County	\$ <u>20,000.00</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:

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: *[Signature]* Date 2/1/16
- B. Management and Budget: *[Signature]* Date 2/1/16
- C. Law Department: *[Signature]* Date 2/2/16
- D. County Manager: *[Signature]* Date 2/3/16
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION NO. INTRODUCED BY PERSONNEL COMMITTEE TO CREATE A PART-TIME PHYSICIAN POSITION AT THE SULLIVAN COUNTY JAIL

WHEREAS, pursuant to New York Correction Law § 501, a reputable physician, duly authorize to practice medicine must be appointed by the Sullivan County Legislature; and

WHEREAS, Gary Good, MD, is an appropriately credentialed professional that is capable of providing such services; and

WHEREAS, the Sullivan County Sheriff and the Human Resources Director recommends the creation of a Part-time Physician position at an hourly rate of \$100.00 per hour, to provide physician services at the Sullivan County Jail.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the creation of a Part-Time Physician position and appoints Gary Good, MD to said position, at the Sullivan County Jail at an hourly rate of \$100.00 per hour, and gives permission to fill this position immediately; and

BE IT FURTHER RESOLVED, that a budget modification is hereby authorized to cover this position by decreasing appropriation code A3150-40-4017 by \$20,000 and increasing appropriation code A3150-10-1011 by \$20,000.

Moved by
Seconded by
and declared duly adopted on motion

**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: To create a temporary position

Date: 1/29/2016

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 create one (1) Temporary part-time Executive Director of Human Rights Position

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: \$ 20.00/an hour

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A8040-10-1011

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: _____

Janet Myer

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 _____

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If "Yes" provide the following information:

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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:

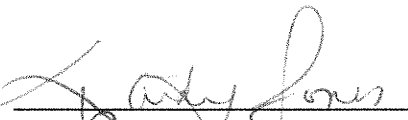
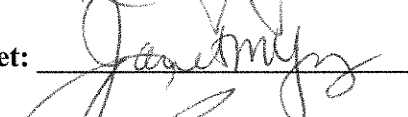

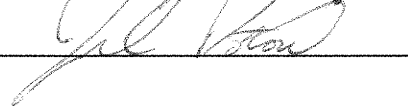
Efforts made to share costs with another agency or governmental entity:

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 2/1/16
- B. Management and Budget:  Date 2/1/16
- C. Law Department:  Date 2-2-16
- D. County Manager:  Date 2/3/16
- E. Other as Required: _____ Date _____

Vetted in Personnel Committee Committee on 02/04/2016

RESOLUTION INTRODUCED BY THE PERSONNEL COMMITTEE TO CREATE ONE (1) TEMPORARY PART-TIME EXECUTIVE DIRECTOR OF HUMAN RIGHTS POSITION

WHEREAS, there exists a vacancy in the permanent part-time Executive Director position for the Human Rights Commission, and

WHEREAS, the Human Rights Commission has requested that they be able to hire a temporary part-time Executive Director for the Human Rights Commission until such time that they can find a permanent appointment.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the creation of one (1) temporary part-time Executive Director position for the Human Rights Commission with an hourly rate of \$20.00 an hour up to 20 hours a week, and

BE IT FURTHER RESOLVED that the position is to be abolished upon filling the permanent part-time Executive Director position for the Human Rights Commission.