



**PERSONNEL COMMITTEE**

**April 7, 2016 – 12:15 P.M.**

**Personnel Committee Members**

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

**AGENDA**

**REPORTS: None**

**DEPARTMENTS:**

1. Personnel
2. Risk Management and Insurance

**DISCUSSION: None**

**RESOLUTIONS:**

1. **To abolish and create positions at the Sullivan County Adult Care Center in order to reorganize the Department as recommended by the Nursing Home Administrator.**
2. **To create the position of Deputy Public Health Director in the Public Health Services Department.**

**PUBLIC COMMENT:**

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

**To:** Sullivan County Legislature

**Fr:** Shennoy Wellington, ACC Administrator

**Re:** Request for Consideration of a Resolution: To create and abolish positions

**Date:** April 5, 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 abolish and create positions at the Sullivan County Adult Care Center in order to reorganize the Department as recommended by the Nursing Home Administrator.

**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:** \$ Net impact = 0

**Are funds already budgeted? Yes  No**

**If "Yes" specify appropriation code(s):** EI6020-62-10-1011, EI6020-75-10-1011

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

**Estimated Cost Breakdown by Source:**

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

**Verified by Budget Office:** \_\_\_\_\_

**Does Resolution request Authority to Enter into a Contract? Yes  No**

**If "Yes", provide information requested on Pages 2 and 3.**

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:

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

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes \_\_\_ No \_\_\_ N/A

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

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

\_\_\_\_\_

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.]:

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

\_\_\_\_\_

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:

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

\_\_\_\_\_

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

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

\_\_\_\_\_

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

N/A N/A

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

**Pre-Legislative Approvals:**

- A. <sup>Assistant</sup> Director of Purchasing: Angen Sews Date 4/5/16
- B. Management and Budget: Janetmy Date 4/5/16
- C. Law Department: Thomas Carley Date 4/5/16
- D. County Manager: Jul Date 4/5/16
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in Personnel Committee Committee on 04/07/2016

**RESOLUTION NO. INTRODUCED BY PERSONNEL COMMITTEE TO ABOLISH AND CREATE POSITIONS AT THE SULLIVAN COUNTY ADULT CARE CENTER IN ORDER TO REORGANIZE THE DEPARTMENT AS RECOMMENDED BY THE NURSING HOME ADMINISTRATOR.**

**WHEREAS**, certain positions have been difficult to fill creating staffing issues and the need for overtime in both the Nursing Department and Dietary Department; and

**WHEREAS**, staffing needs of the Sullivan County Adult Care Center would be better served by abolishing such positions and creating other full-time positions.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes the creation and abolishment of the following positions within the Sullivan County Adult Care Center and authorizes filling the five created positions:

**Create:**

- Four (4) Full-Time Licensed Practical Nurse Positions
- One (1) Full-Time Food Service Helper Position

**Abolish:**

<u>Position Number</u>	<u>Title</u>
802	Registered Professional Nurse RPT
1259	Registered Professional Nurse FT
2996	Registered Professional Nurse PT
1810	Licensed Practical Nurse RPT
2194	Licensed Practical Nurse RPT
2193	Licensed Practical Nurse RPT
2997	Licensed Practical Nurse PD
2884	Food Service Helper RPT

**Moved by** \_\_\_\_\_ ,  
**Seconded by** \_\_\_\_\_ ,  
**Declared duly adopted on motion** \_\_\_\_\_ , 2016

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

**To:** Sullivan County Legislature

**Fr:** Nancy McGraw, Public Health Director

**Re:** Request for Consideration of a Resolution: To create a position

**Date:** March 17, 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 the Deputy Public Health Director position for PHS' Agency Administration Org. We also request authorization to fill this new position once it's created and backfill if needed. (The projected costs below are full annual wages plus fringe benefits.) Salary savings from unused per-diem budgeted hours within the department will be used to cover the cost of this position for 2016.

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

No, but this position is needed to assist the Public Health Director with daily oper. incl. direct supervision of > 14 staff, personnel matters, administrative work, etc.

**Does Resolution require expenditure of funds? Yes  No**  *Position not currently budgeted; funds may be available as outlined above for 2016 only*

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

Amount to be authorized by Resolution: \$ 115,488.00

Are funds already budgeted? Yes  No  *(?)*

If "Yes" specify appropriation code(s): A4010-206-1011; A4010-206-80-8001 to 8007

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

**Estimated Cost Breakdown by Source:**

County	\$ <u>60,738.00</u>	Grant(s)	\$ _____
State	\$ <u>54,750.00</u>	Other	\$ _____
Federal Government	\$ <u>0.00</u>	(Specify)	_____

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

**Does Resolution request Authority to Enter into a Contract? Yes \_\_\_\_\_ No**

**If "Yes", provide information requested on Pages 2 and 3.**

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:

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

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes \_\_\_ No \_\_\_ N/A

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

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

\_\_\_\_\_

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.]:

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

\_\_\_\_\_

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:

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

\_\_\_\_\_

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

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

\_\_\_\_\_

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

N/A not applicable

Person(s) responsible for monitoring contract\*(Title): Public Health Director

\* responsible for supervising new staff member

Pre-Legislative Approvals:

A. Director of Purchasing: Kathy Jones Date 4/4/16

B. Management and Budget: Janet Myg Date 4/5/16

C. Law Department: [Signature] Date 4/4/16

D. County Manager: [Signature] Date 4/5/16

E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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



**RESOLUTION NO. INTRODUCED BY PERSONNEL COMMITTEE TO CREATE THE POSITION OF DEPUTY PUBLIC HEALTH DIRECTOR IN THE PUBLIC HEALTH SERVICES DEPARTMENT**

**WHEREAS**, there is a need to re-create the position of Deputy Public Health Director, which was abolished July 31, 2013. The Deputy Director position is needed in order to assist the Public Health Director with the ongoing and increasing administrative work load at Public Health Services, and

**WHEREAS**, the Public Health Director's responsibilities require considerable time out of the office, a competent Public Health professional needs to meet this responsibility in her absence and to support the managerial workload and personnel needs of the Department, and

**WHEREAS**, without the creation of the position of Deputy Public Health Director, the Public Health Director would remain tied to time consuming day-to-day personnel and operational details of the Department, leaving insufficient time for strategic planning, community health assessment, program planning and evaluation, managerial staff development and comprehensive community health planning to address emerging infectious diseases and health issues in the County. The Director needs to be able to provide reports of identified and projected disease and disability trends and to provide recommendations to county leaders for program and/or policy changes which would positively impact area health indicators, and

**WHEREAS**, the Public Health Director also presently lacks the available time to actively plan with community leaders and organizations, or to pursue potential funding sources to supplement Departmental resources to address public health concerns in the county.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby creates the position of Deputy Director of Public Health, at an annual salary of \$76,000, and authorizes to fill the position immediately with a qualified candidate, and to backfill if needed.

**Moved by**  
**Seconded by**  
**and declared duly adopted on motion**