



PERSONNEL COMMITTEE

July 7, 2016 – 12:15 P.M.

Personnel Committee Members

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

AGENDA

DEPARTMENTS:

1. Personnel
2. Risk Management and Insurance

DISCUSSION: None

RESOLUTIONS:

1. To create and fill a Temporary Position in the Sullivan County Adult Care Center.

PUBLIC COMMENT:

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

To: Sullivan County Legislature

Fr: Shennoy Wellington, Administrator

Re: Request for Consideration of a Resolution: to create and fill a temporary Assistant Cook position in the Sullivan County Adult Care Center

Date:

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 and fill a temporary Assistant Cook position to cover for a
Assistant cook who is currently on a leave of absence

Is subject of Resolution mandated? Explain:
not mandated

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 9,076.00

Are funds already budgeted? Yes No

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

If "No", specify proposed source of funds: can be covered from unpaid leave of absence

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: [Signature] Date 7/1/16
- B. Management and Budget: [Signature] Date 7/6/16
- C. Law Department: [Signature] Date 7/1/16
- D. County Manager: [Signature] Date 7/6/16
- E. Commissioner: [Signature] Date 5/27/16

Vetted in _____ Committee on _____

**RESOLUTION NO. INTRODUCED BY THE PERSONNEL COMMITTEE TO
CREATE AND FILL A TEMPORARY POSITION IN THE SULLIVAN COUNTY
ADULT CARE CENTER**

WHEREAS, the Sullivan County Adult Care Center has four Assistant Cooks, and

WHEREAS, one Assistant Cook is currently on a leave of absence for an unknown period of time, and

WHEREAS, the Sullivan County Adult Care Center has requested a temporary Assistant Cook position be created and filled while the Assistant Cook is on a leave of absence.

NOW, THEREFORE, BE IT RESOLVED, that the temporary Assistant Cook position shall be effective during this leave of absence and shall be hereby abolished when the Assistant Cook returns to work.

**Moved by _____ ,
Seconded by _____ ,
Declared duly adopted on motion _____ , 2016**