



PERSONNEL COMMITTEE

February 2, 2017 – 12:15 P.M.

Personnel Committee Members

Nadia Rajszy, 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 Execute A Memorandum Of Agreement With The Civil Service Employers Association, Local 1000, AFSCME, AFL-CIO Sullivan County Sheriff's Office Jail Unit, Sullivan County Local 853.
2. Abolish the Research Analyst position in the Management and Budget Office and Create the Director of Communications.
3. To authorize a stipend for the Health Insurance Portability and Accountability Act ("HIPAA") Privacy Officer.
4. To set salaries of the Attorneys in the Family Services Legal Department.
5. To Create a Per Diem Registered Professional Nurse Position at the Sullivan County Jail.
6. To Abolish a Correction Officer Position in the Sullivan County Sheriff's Office-Security and Create a Corporal Position in the Sullivan County Sheriff's Office-Security.

PUBLIC COMMENT:

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

To: Sullivan County Legislature

Fr: Lynda Levine, Personnel Officer

Re: Request for Consideration of a Resolution: Execute a MOA w/ CSEA

Date: 01/25/2017

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 A MEMORANDUM OF AGREEMENT WITH THE CIVIL SERVICE EMPLOYERS ASSOCIATION, LOCAL 1000, AFSCME, AFL-CIO SULLIVAN COUNTY SHERIFF'S OFFICE JAIL UNIT, SULLIVAN COUNTY LOCAL 853

Is subject of Resolution mandated? Explain:

Does Resolution require expenditure of funds? Yes No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ 6,807.00/2016 + \$8,935/2017

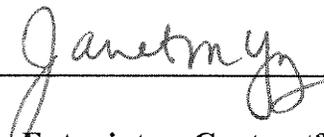
Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A3110-31-10-1011

If "No", specify proposed source of funds: Budget Mod from General Fund

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 [CSEA] of
[_____]

Nature of Other Party to Contract: Professional _____ 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

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

Pre-Legislative Approvals:

- A. ^{Assistant} Director of Purchasing: Alvin Lewis Date 1/30/17
- B. Management and Budget: Janetmy Date 1/30/17
- C. Law Department: Thomas J. Cowley Date 1/30/17
- D. County Manager: Paul Brown Date 1/30/17
- E. Other as Required: _____ Date _____

Vetted in Personnel Committee on 02/02/2017

RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO EXECUTE A MEMORANDUM OF AGREEMENT WITH THE CIVIL SERVICE EMPLOYERS ASSOCIATION, LOCAL 1000, AFSCME, AFL-CIO SULLIVAN COUNTY SHERIFF'S OFFICE JAIL UNIT, SULLIVAN COUNTY LOCAL 853

WHEREAS, the County of Sullivan ("County"), Sullivan County Sheriff ("Sheriff") and the Civil Service Employers Association, Local 1000, AFSCME, AFL-CIO Sullivan County Sheriff's Office Jail Unit, Sullivan County Local 853 (CSEA) are parties to a Collective Bargaining Agreement that expired on December 31, 2012 and there is no successor agreement at this time; and

WHEREAS, Resolution No. 2-15 adopted by the Sullivan County Legislature on January 22, 2015 authorized the abolishment of existing Security Officer positions and creation of new Correction Officer positions as current Security Officer positions are vacated to better fulfill the security needs of County buildings and facilities; and

WHEREAS, some Security Officers may have the ability to be appointed to the position of Correction Officer from an applicable eligible list; and

WHEREAS, the County and Sheriff have determined that it is in the best interests of the County to encourage existing Security Officers to accept appointments to Correction Officer, if eligible; and

WHEREAS, the County, the Sheriff and CSEA have reached an agreement with respect to the terms and conditions of employment under circumstances when a Security Officer employed by the Sullivan County Sheriff's Office is appointed to the position of Correction Officer.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager to execute the Memorandum of Agreement with the Civil Service Employers Association, Local 1000, AFSCME, AFL-CIO Sullivan County Sheriff's Office Jail Unit, Sullivan County Local 883, attached hereto as Schedule "A";

BE IT FURTHER, RESOLVED, that the effective date of this Memorandum of Agreement shall be retroactive to any appointments that would qualify under the terms of this Memorandum of Agreement made on or after July 1, 2016.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2017.

MEMORANDUM OF AGREEMENT

By and between

The County of Sullivan,

Sullivan County Sheriff

And

Civil Service Employees Association, Inc.

Local 1000, American Federation of State, County and Municipal Employees, AFL-CIO

Sheriff's Office Jail Unit,

Sullivan County Local 853

WHEREAS, the County of Sullivan ("County") together with the Sullivan County Sheriff ("Sheriff") and the Civil Service Employees Association, Inc., Local 1000, American Federation of State, County and Municipal Employees, AFL-CIO, Sheriff's Office Jail Unit, Sullivan County Local 853 ("CSEA" or "Union"), are parties to a Collective Bargaining Agreement ("Agreement") for the term January 1, 2008 through December 31, 2012; and

WHEREAS, the County, the Sheriff and CSEA have reached an agreement with respect to certain terms and conditions of employment when a Security Officer employed by the Sullivan County Sheriff's Office is appointed to the position of Correction Officer, as follows:

1. Upon appointment to the position of Correction Officer, the employee shall be compensated at the salary step or year that is closest the compensation he/she was receiving as a Security Officer at the time of said appointment, without reduction in compensation. (For the purposes of this agreement the terms "Step" and "Year" shall constitute the same meaning.);
2. Said employee shall receive all subsequent salary increases contained in the Agreement as if the employee had served in the Correction Officer position for the period of time that is required to reach the step in which he/she is compensated at his/her appointment as contemplated in provision 1 above;
3. Longevity compensation shall be based on the employee's original date of appointment in the Sheriff's Office;
4. Seniority for collective bargaining agreement purposes shall be based on the date of appointment to the position of Correction Officer;
5. This agreement shall have no effect on the administration of the provisions of the Civil Service Law;
6. The effective date of this agreement shall be retroactive to any appointments made on or after July 1, 2016;
7. The provisions of this Memorandum of Agreement are not subject to the grievance procedures contained in Article 21 of the Collective Bargaining Agreement.

Agreed to this ____ January, 2017, Sullivan County

For Sullivan County:

For CSEA:

Joshua Potosek
County Manager

Christopher Decker
Labor Relations Specialist, CSEA

Hon. Michael Schiff
Sullivan County Sheriff

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

To: Sullivan County Legislature

Fr: Joshua Potosek, County Manager

Re: Request for Consideration of a Resolution: Abolish and Create

Date: January 27, 2017

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 POSITION NO. 2695 RESEARCH ANALYST IN THE MANAGEMENT AND BUDGET OFFICE AND CREATE A DIRECTOR OF COMMUNICATIONS POSITION IN THE COUNTY MANAGER'S OFFICE

Is subject of Resolution mandated? Explain:

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 50,000.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A1340-10-1011

If "No", specify proposed source of funds: Budget Mod Needed from A1340 to A1230

Estimated Cost Breakdown by Source:

County	\$ <u>50,000.00</u>	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: Janetmy

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* _____

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

Pre-Legislative Approvals:

- A. ^{Assistant} Director of Purchasing: Austin Seuss Date 1/30/17
- B. Management and Budget: Janet My Date 1/30/17
- C. Law Department: Thomas Cowley Date 1/30/17
- D. County Manager: [Signature] Date 1/30/17
- E. Other as Required: _____ Date _____

Vetted in Personnel Committee on 02/02/2017

RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO ABOLISH POSITION NO. 2695 RESEARCH ANALYST IN THE MANAGEMENT AND BUDGET OFFICE AND CREATE A DIRECTOR OF COMMUNICATIONS POSITION IN THE COUNTY MANAGER'S OFFICE

WHEREAS, based on the review and discussions of the needs of the County Manager's Office to abolish Position No. 2695 Research Analyst in the Management and Budget Office and create the position of Director of Communications in the County Manager's Office; and

WHEREAS, the Commissioner of Management and Budget has verified that the above changes will not have an impact on the 2017 budgeted appropriations.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes that the position number 2695 Research Analyst in the Management and Budget Office is hereby abolished and a Director of Communications in the County Manager's Office position be created and the annual salary be set at \$50,000.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2017.

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

To: Sullivan County Legislature

Fr: Joshua Potosek, County Manager

Re: Request for Consideration of a Resolution: Create Position

Date: January 27, 2017

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 AUTHORIZE A STIPEND FOR THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT ("HIPAA") PRIVACY OFFICER

Is subject of Resolution mandated? Explain:

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 7,000.00

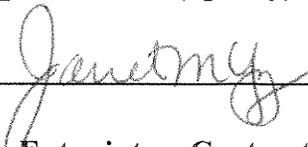
Are funds already budgeted? Yes No

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

If "No", specify proposed source of funds: Budget Mod from A1340 to A1230

Estimated Cost Breakdown by Source:

County	\$ <u>7,000.00</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.)

_____ *N/A* _____

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

Pre-Legislative Approvals:

- A. ^{Assistant} Director of Purchasing: Angen Lewis Date 1/30/17
- B. Management and Budget: Janet Myz Date 1/30/17
- C. Law Department: Thomas J. Cowley Date 1/30/17
- D. County Manager: Paul Brown Date 1/30/17
- E. Other as Required: _____ Date _____

Vetted in Personnel Committee on 02/02/2017

RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO AUTHORIZE A STIPEND FOR THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (“HIPAA”) PRIVACY OFFICER

WHEREAS, pursuant to the Health Insurance Portability and Accountability Act of 1996 “HIPAA” the County Manager is required to designate a HIPAA Privacy Officer; and

WHEREAS, the HIPAA Privacy Officer shall oversee compliance with the Privacy Rule and is responsible for coordinating, developing, approving and assisting the County Compliance Committee in overseeing and monitoring the privacy of protected health information, and

WHEREAS, the HIPAA Privacy Officer will be responsible for implementing policies, standards, and guidelines, including minimum requirements, that provide adequate privacy of protected health information for all County health care components, and responding to actual or suspected breaches in confidentiality of integrity of protected health information; and

WHEREAS, the County Manager desires to designate a Management/Confidential employee as the HIPAA Privacy Officer.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes a stipend in the amount of \$7,000 annually to be assigned to the County Manager’s designee to carry out the duties of the HIPAA Privacy Officer for the County of Sullivan.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2017.

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

To: Sullivan County Legislature

Fr: Nadia Rajsz

Re: Request for Consideration of a Resolution: Set Salaries of the DFS Legal Attorneys

Date: January 27, 2017

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 set salaries of the Attorneys in the Family Services Legal Department.

Is subject of Resolution mandated? Explain:

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 41,050.00

Are funds already budgeted? Yes No

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

If "No", specify proposed source of funds: Budget Mod from General Fund

Estimated Cost Breakdown by Source:

County	\$ <u>10,262.00</u>	Grant(s)	\$ _____
State	\$ _____	Other	\$ <u>30,788.00</u>
Federal Government	\$ _____	(Specify) Revenue	_____

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.)

N/A

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

Pre-Legislative Approvals:

- A. ^{Assistant} Director of Purchasing: Cyrus Lewis Date 1/30/17
- B. Management and Budget: Janet Myz Date 1/30/17
- C. Law Department: Thomas J. Cowley Date 1/30/17
- D. County Manager: Paul Brown Date 1/30/17
- E. Other as Required: _____ Date _____

Vetted in Personnel Committee on 02/02/2017

RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO SET SALARIES FOR THE ATTORNEYS IN THE FAMILY SERVICES LEGAL DEPARTMENT

WHEREAS, the salaries of the Attorneys in the Family Services Legal Department were in need of evaluation and adjustment; and

WHEREAS, the salaries of the attorneys have been reviewed and evaluated based upon job duties, responsibilities and commensurate salaries of other Sullivan County legal staff.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby sets the Family Services Legal Department Attorney salaries as follows:

<u>Position Number</u>	<u>Title</u>	<u>Salary</u>
1954	Senior Family Services Attorney	\$100,000
2508	Family Services Attorney	\$88,915
642	Family Services Attorney	\$70,000
2945	Family Services Attorney	\$75,076

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2017.

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

To: Sullivan County Legislature

Fr: Chief Harold Smith

Re: Request for Consideration of a Resolution: Create Position

Date: January 27, 2017

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 PER DIEM REGISTERED PROFESSIONAL NURSE POSITION

Is subject of Resolution mandated? Explain:

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 33.61 /hour

Are funds already budgeted? Yes No

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

If "No", specify proposed source of funds: Covered by vacancies

Estimated Cost Breakdown by Source:

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

Verified by Budget Office: Janet Myers

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

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

Pre-Legislative Approvals:

- A. ^{Assistant} Director of Purchasing: Austin Sew Date 1/30/17
- B. Management and Budget: Janetmy Date 1/30/17
- C. Law Department: Thomas Cowley Date 1/30/17
- D. County Manager: Jul Viten Date 1/30/17
- E. Other as Required: _____ Date _____

Vetted in Personnel Committee on 02/02/2017

RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO CREATE A PER DIEM REGISTERED PROFESSIONAL NURSE POSITION

WHEREAS, the Sullivan County Jail is in need of an additional Registered Professional Nurse position to help fill-in for vacation, sick days, and call-outs, and

WHEREAS, creating this Per Diem Registered Professional Nurse position will help to alleviate the shortfall in nursing positions at the Jail.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the creation of a Per Diem Registered Professional Nurse Position at the Sullivan County Jail.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2017.

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

To: Sullivan County Legislature

Fr: Chief Harold Smith

Re: Request for Consideration of a Resolution: Create Position

Date: January 27, 2017

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 A CORRECTION OFFICER POSITION IN THE SULLIVAN COUNTY SHERIFF'S OFFICE-SECURITY AND CREATE A CORPORAL POSITION IN THE SULLIVAN COUNTY SHERIFF'S OFFICE-SECURITY

Is subject of Resolution mandated? Explain:

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 11,000.00

Are funds already budgeted? Yes No

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

If "No", specify proposed source of funds: Covered by vacancies

Estimated Cost Breakdown by Source:

County	\$ <u>11,000.00</u>	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: Janet Mey

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.)

NA

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

Pre-Legislative Approvals:

- A. ^{Assistant} Director of Purchasing: Alyson Lewis Date 1/30/17
- B. Management and Budget: Janet Myers Date 1/30/17
- C. Law Department: Thomas J. Cowley Date 1/30/17
- D. County Manager: Julie Porter Date 1/30/17
- E. Other as Required: _____ Date _____

Vetted in Personnel Committee on 02/02/2017

RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO ABOLISH A CORRECTION OFFICER POSITION IN THE SULLIVAN COUNTY SHERIFF'S OFFICE-SECURITY AND CREATE A CORPORAL POSITION IN THE SULLIVAN COUNTY SHERIFF'S OFFICE-SECURITY

WHEREAS, based on the needs of the Sullivan County Sheriff's Office there is a need to abolish a Correction Officer position in the Sullivan County Sheriff's Office-Security and create the position of Corporal in the Sullivan County Sheriff's Office-Security; and

WHEREAS, the creation of this position will better serve the needs of the Sullivan County Sheriff's Office-Security.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby abolishes a Correction Officer position in the Sullivan County Sheriff's Office-Security and authorizes the creation of a Corporal position in the Sullivan County Sheriff's Office-Security.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2017.