

PERSONNEL COMMITTEE

September 7, 2017 – 12:00 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 confirm a temporary Sullivan County Adult Care Center Onsite Supervising Administrator.
- 2. To upgrade an Account Clerk/Database to a Senior Account Clerk/Database within the Department of Family Services.
- 3. To upgrade the title of a Family Services Investigator Trainee to a Family Services Investigator position in the Department of Family Services.

PUBLIC COMMENT:

RESOLUTION NO. INTRODUCED BY THE PERSONNEL COMMITTEE TO CREATE AND APPOINT A TEMPORARY SULLIVAN COUNTY ADULT CARE CENTER ONSITE SUPERVISING ADMINISTRATOR

WHEREAS, the Sullivan County Adult Care Center's Nursing Home Administrator has resigned effective May 26, 2017; and

WHEREAS, 10 NYCRR Section 415.26(a)(1) states "No Nursing Home shall operate unless it is under the supervision of an administrator who holds a currently valid nursing home administrator's license and registration, or temporary license, issued pursuant to Article 28-D if the Public Health Law"; and

WHEREAS, The Sullivan County Adult Care Center is required to have a Supervisory Administrator of Record for 4 hours per week - 10 NYCRR Section 415.26(3)(c) requires a minimum of 4 hours of onsite supervision weekly during normal business hours unless the DOH determines that more hours are necessary; and

WHEREAS, Shennoy Wellington holds a valid Nursing Home Administrators License and agreed to be the Supervising Administrator 4 hours per week starting May 27, 2017 and ending on August 12, 2017 for an hourly rate of \$80.255.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the creation of a temporary Sullivan County Adult Care Center Onsite Supervising Administrator and the County Manager hereby confirms the appointment of Shennoy Wellington which commenced May 27, 2017 and concluded on August 12, 2017 for an hourly rate of \$80.255.

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:	Joeseph A. Todora, Commission	ner DHFS	
Re:	Request for Consideration of a		the appointment of a inistrator to the ACC
Date:			
well a	ose of Resolution: [Provide a details a justification for approval by the reate and confirm the appointmainistrator from 5/27/2017 to 8/	Sullivan County Legislature.] nent of Shennoy Wellington	n to Supervisory
Yes,	oject of Resolution mandated? Exthe NYS Department of Healt Center	-	nistrator coverage at the Adu
		\/	
	Resolution require expenditure o es, provide the following informa		
	es, provide the following informa- nount to be authorized by Resolu		
	e funds already budgeted? Yes		
	"Yes" specify appropriation code		1-200
	"No", specify proposed source of		
Es	timated Cost Breakdown by Sour	rce:	
Co	ounty \$	Grant(s)	\$
	s	Other	\$
Fe	deral Government \$	(Specify)	
Verif	ied by Budget Office:	antmy	
Doos	Resolution request Authority to 1	Entar into a Contract? Vos	No. X
	es", provide information request		
	ecquire all pre-legislative approva	-	or my south and the south and

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? Ye If "Yes" cite the mandate's source; describe how this contract satisfies	
If "No" provide other justification for County to enter into this Contradiction have resources in-house, best source of the subject materials, required by §	- •
Total Contract Cost for [year or contract period]: (If specific sumaximum potential cost):	
Efforts made to find Less Costly alternative:	
Efforts made to share costs with another agency or governmental enti	ty:
Specify Compliance with Procurement Procedures (Bid, Request for	Proposal, Quote, etc.)
Person(s) responsible for monitoring contract (Title):	

Pre-Legisl	lative Approvals:	, /
Α.	Director of Purchasing: Muson Wins	Date 9/1/17
В.	Management and Budget:	Date 9 6 17
C.	Law Department:	Date 9/1//
D.	County Manager:	Date
E.	Commissioner:	Date 8/1/17
		9/4/15
Vetted in	Committe	ee on

RESOLUTION NO. INTRODUCED BY THE PERSONNEL COMMITTEE TO UPGRADE AN ACCOUNT CLERK/DATABASE TO A SENIOR ACCOUNT CLERK/DATABASE WITHIN THE DEPARTMENT OF FAMILY SERVICES

WHEREAS, the Accounting Unit of the Department of Family Services (DFS) is responsible for all duties related to the financial operation of DFS; and

WHEREAS, a job reclassification form was filed to upgrade Budget Position #2693 from Account Clerk/Database to Senior Account Clerk/Database; and

WHEREAS, the Personnel Director has determined that the Account Clerk/Database is working out of title and recommends that the position be upgraded to Senior Account Clerk/Database; and

NOW, THEREFORE, BE IT RESOLVED, that Account Clerk/Database, Budget Position #2693, be upgraded to the title of Senior Account Clerk/Database in the Department of Family Services; and

BE IT FURTHER RESOLVED, the salary for this position be retroactive to August 10, 2017.

Moved by	
Seconded by	,
And adopted on motion	, 2017

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

To:	Sullivan County Legislatur	e	
Fr:	Joseph A. Todora, Commis	ssioner	
Re:	Request for Consideration	of a Resolution: Upgrade an Ac Account Clerk	count Clerk/Database to Senior /Database
Date:	9/7/2017		
well as The I	s a justification for approval b Director of Personnel has		-
	ject of Resolution mandated	-	
		cc 10V-V N-	
	- -	ure of funds? Yes X No	
	es, provide the following info		
An	ount to be authorized by Ro e funds already budgeted? `	Vos X No.	
		code(s): 6010-50-10-1011/80	01/8005/8006
		ce of funds: Amount authorize	
	imated Cost Breakdown by		to its upgrade.
	unty \$1,045.0		\$
Sta			\$
	leral Government \$1,969.0		
Verifi	ed by Budget Office:	fantmy	
	/		
Does	Resolution request Authorit	y to Enter into a Contract? Yes	sNo_X_
	***	quested on Pages 2. If "NO", p	lease go straight to Page 3
and a	cquire all pre-legislative ap _l	provals.	

Request for Authority to Enter into Contract with [
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):
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 star 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.
Person(s) responsible for monitoring contract (Title):

rre-Legisi	auve Approvais:	96.
Α.	Director of Purchasing: \	Date 8 (5) 17
В.	Management and Budget: Janutmy	Date 8 5 7
C.	Law Department:	Date <u>\$ / 15 / 1 - </u>
D.	County Manager:	Date 9610
E.	Commissioner:	Date 8/15/17
	The the second	3/3:/17
Vetted in	Committee	ee on

RESOLUTION NO. INTRODUCED BY THE PERSONNEL COMMITTEE TO UPGRADE THE TITLE OF A FAMILY SERVICES INVESTIGATOR TRAINEE TO A FAMILY SERVICES INVESTIGATOR POSITION IN THE DEPARTMENT OF FAMILY SERVICES

WHEREAS, the Special Investigations Unit of the Department of Family Services provides investigations into public assistance cases and investigates potential fraud; and

WHEREAS, there is a need for a Family Services Investigators in the Special Investigations Unit and in some cases Family Services Investigator Trainees are appointed; and

WHEREAS, when a Family Services Investigator Trainee has been in the position for one year and has successfully completed the training required to become a Family Services Investigator, the position needs to be upgraded; and

NOW, THEREFORE, BE IT RESOLVED, that Family Services Investigator Trainee, Budget Position #2242, will be upgraded to the title of Family Services Investigator in the Special Investigations Unit of the Department of Family Services; and

BE IT FURTHER RESOLVED, this will be retroactive to May 23, 2017.

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:	Joseph A. Todora, Commissioner I	OHFS	
Re:	Request for Consideration of a Res	olution: Upgrade title of Investigator	FS Investigator Trainee to FS
Date:			
well a	ose of Resolution: [Provide a detailed as a justification for approval by the Sulployee completed the one year of the get position needs to be upgraded.]	livan County Legislature.] raining for the Family	Services Investigator. The
	bject of Resolution mandated? Expla		
Does	Resolution require expenditure of fu	nds? Yes X No	
If "Y	es, provide the following information	:	
	nount to be authorized by Resolution		
	re funds already budgeted? Yes∑ N		
	"Yes" specify appropriation code(s):		
	"No", specify proposed source of fun-	ds: Amount is for upgr	ade
	timated Cost Breakdown by Source:		_
	sunty \$800.00	Grant(s)	S
	ate \$	Other	S
Fε	ederal Government \$1,700.00	(Specify)	
Verif	ied by Budget Office:	Janetry	
		(V	\/
Does	Resolution request Authority to Ente	er/into a Contract? Yes_	No X
	es", provide information requested	on Pages 2. If "NO", ple	ase go straight to Page 3
and	acquire all pre-legislative approvals.		

I Lamberton	of
Nature of Other Party to Contract: Other:	
Duration of Contract: FromTo	
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):	*****
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:	at-maus
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.]:	10t
Total Contract Cost for [year or contract period]: (If specific sum is not known sta	ate
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.	c.)
Person(s) responsible for monitoring contract (Title):	

Pre-Legisl	ative Approvals:	de de la companya de
Α.	Director of Purchasing: HUSON LOWIS	Date 9/1/17
В.	Management and Budget:	Date 9/6/17
C.	Law Department:	Date <u>9/5/17</u>
D.	County Manager:	Date 96/0
E.	Commissioner:	Date 8/7/17
	January J.	8/31/17
Vetted in	Committe	ee on