



**Sullivan County**  
**Human Resources Committee**  
**Meeting Agenda - Final**

100 North Street  
Monticello, NY 12701

Chairman Amanda Ward  
Vice Chairman Luis Alvarez  
Committee Member Brian McPhillips  
Committee Member Catherine Scott  
Committee Member Joseph Perrello

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**Thursday, May 9, 2024**

**8:30 AM**

**Government Center**

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**Call To Order and Pledge of Allegiance**

**Roll Call**

**Comments:**

**Reports:**

1. Division of Human Resources

**Discussion: None**

**Public Comment**

**Resolutions:**

1. To Create an Additional Full-Time Public Health Physical Therapist and Full-Time Public Health Occupational Therapist for the Department of Public Health [ID-6302](#)
2. To authorize the pay rates for the Crew Leader position for the Summer Youth Employment Program (SYEP). [ID-6382](#)
3. To authorize the hourly pay rates and a performance-based work incentive for the Summer Youth Employment Program (SYEP). [ID-6383](#)
4. To create a permanent part time Sheriff's Department Accounts Payable Coordinator and abolish the temporary part time Accounts Payable Coordinator Position in the Sheriff's Office [ID-6415](#)

**Adjourn**

# Sullivan County

## Legislative Memorandum

**File #:** ID-6302

**Agenda Date:** 5/9/2024

**Agenda #:** 1.

### Narrative of Resolution:

To Create an Additional Full-Time Public Health Physical Therapist and Full-Time Public Health Occupational Therapist for the Department of Public Health

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** \$296,954.00 - Budget Modification is necessary

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

**INTRODUCED BY THE HEALTH AND HUMAN RESOURCES COMMITTEE TO CREATE IN THE DEPARTMENT OF PUBLIC HEALTH THE ADDITIONAL POSITIONS OF PHYSICAL THERAPIST AND OCCUPATIONAL THERAPIST**

**WHEREAS**, due to CMS Regulations, contractual staff are unable to open new cases which in turns requires skilled nursing to open therapy only cases and incurring waste if both time and salary, the Director of the Department of Public Health has expressed a need to create an additional full-time Public Health Physical Therapist and an additional full-time Public Health Occupational Therapist position to provide and maintain consistent and dependable Physical and Occupational Therapy services to our CHHA patients; and

**WHEREAS**, the Director of Public Health believes that the needs of the Department would be best served if said positions were created; and

**WHEREAS**, while these positions are not mandated, they are revenue producing positions and will reduce contractual costs; and

**NOW, THEREFORE, BE IT RESOLVED** that the Sullivan County Legislature authorize the creation of an additional full-time Public Health Physical Therapist position and an additional full-time Occupational Therapist position for the Department of Public Health, to advertise for said position, and give permission to the Public Health Director to appoint a qualified applicant to each position; and

**BE IT FURTHER RESOLVED**, that the Sullivan County Legislature hereby sets the annual salary for the full-time Public Health Physical Therapist position at an amount not to exceed \$101,999.00, and the salary for the full-time Public Health Occupational Therapist at an amount not to exceed \$101,999.00; and

**BE IT FURTHER RESOLVED**, that the Director of Public Health is authorized to fill these new positions immediately.



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

File #: ID-6382

Agenda Date: 5/9/2024

Agenda #: 2.

**Narrative of Resolution:**

**RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO AUTHORIZE THE PAY RATES FOR THE CREW LEADER POSITION FOR THE SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)**

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** 18,200.00

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:** N/A

**WHEREAS**, the Office of Temporary and Disability Assistance (OTDA) provides State funds to the Department of Social Services (DSS) who in turn has an MOU with the Sullivan County Center for Workforce Development (CWD) to administer the New York State Summer Youth Employment Program (SYEP); and

**WHEREAS**, SYEP is an important platform to introduce eligible youth in the workforce, help them acquire skills that can be used to improve school performance, and become responsible adults. These youth participants are supervised and taught by Crew Leaders; and

**WHEREAS**, CWD currently has budgeted four (4) Crew Leader positions and seeking to only fill three (3) of the positions budgeted in order to cover the salary and benefits needed. This is a six (6) week program for participants, but Crew Leaders may work additional weeks or hours if needed, at a pay rate of \$25 per hour; and

**WHEREAS**, all funds, salaries and benefits are paid for through OTDA under the MOU with DSS which are made available and in effect from May 1, 2024 through October 31, 2024; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby agrees to allow CWD to fill the three (3) positions at a pay rate of \$25 per hour for an amount not to exceed the 2024 budgeted amount. All terms and conditions are contingent upon the County receiving the necessary funding allocations.

# Sullivan County

## Legislative Memorandum

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**File #:** ID-6383

**Agenda Date:** 5/9/2024

**Agenda #:** 3.

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**Narrative of Resolution:**

**RESOLUTION TO AUTHORIZE THE HOURLY PAY RATES AND A PERFORMANCE-BASED WORK INCENTIVE FOR THE SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)**

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** \$150,000.00

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:** N/A

**WHEREAS**, the Office of Temporary and Disability Assistance (OTDA) provides funds to the Department of Social Services (DSS), who in turn has an MOU with the Sullivan County Center for Workforce Development (CWD) to administer the New York State Summer Youth Employment Program (SYEP); and

**WHEREAS**, SYEP is an important platform to introduce eligible youth into the workforce, help them acquire skills that can be used to improve school performance, and become responsible adults; and

**WHEREAS**, CWD created a performance-based work incentive policy approved by OTDA allowing the participants to earn up to an additional \$300 for the six (6) week program. This will challenge the participants to do a good job based on the incentive categories outlined. This will identify up to fifty (50) eligible participants as deserving based on their performance for an amount not to exceed \$15,000.00; and

**WHEREAS**, the pay rates and performance-based work incentives are paid for through the OTDA under the MOU with DSS, which is made available and in effect from May 1, 2024 through October 31, 2024. Pay rates would be paid out in accordance with the County of Sullivan's payroll schedule and the incentives would be paid out in the form of gift cards to local businesses for clothing and/or food; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes the pay rates and the performance-based work incentives as indicated above. The Sullivan County Legislature also authorizes the fifty (50) positions to be filled. All terms and conditions are contingent upon the County receiving the necessary funding allocation, and the incentives are contingent upon suitable funds.

# Sullivan County

## Legislative Memorandum

**File #:** ID-6415

**Agenda Date:** 5/9/2024

**Agenda #:** 4.

**Narrative of Resolution:**

To create a permanent part time Sheriff's Department Accounts Payable Coordinator and abolish the temporary part time Accounts Payable Coordinator Position in the Sheriff's Office

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** Will follow the CSEA Salary Schedule

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY HUMAN RESOURCES COMMITTEE TO CREATE A PERMANENT PART TIME SHERIFF'S DEPARTMENT ACCOUNTS PAYABLE COORDINATOR AND ABOLISH THE PART TIME TEMPORARY ACCOUNTS PAYABLE COORDINATOR POSITION (CADDY) IN THE SHERIFF'S OFFICE**

WHEREAS; on or about August of 2021 the Sullivan County Jail contracted with a medical group to take over the medical care of the inmate population, and

WHEREAS; the Sheriff's Office had the position of Medical Records and Billing Coordinator to cover administrative functions in the medical department.

WHEREAS; most of, but not all, of the duties of the position were assumed by the contract company, and

WHEREAS; the incumbent in the title of Medical Records and Billing Coordinator left county employment on April 1, 2022, and

WHEREAS; the Sheriff delegated the remaining duties of the Medical Records and Billing Coordinator to a temporary part time Sheriff's Department Accounts Payable Coordinator.

WHEREAS the Sheriff has determined the remaining duties do not require a fulltime equivalent position.

NOW, THEREFORE, BE IT RESOLVED; a permanent part time position with no benefits will be created effective immediately to cover these duties and the temporary position #1621 will be abolished upon creation of the permanent part time position, and

BE IT RESOLVED, the permanent part time position will follow the salary schedule listed in the CSEA jail contract with the salary increase being retroactive to January 1, 2024.