



# Sullivan County

## Human Resources Committee

### Meeting Agenda

100 North Street  
Monticello, NY 12701

Chairman Alan J. Sorensen  
Vice Chairman Michael Brooks  
Committee Member Ira Steingart  
Committee Member Joseph Perrello  
Committee Member George Conklin

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**Thursday, April 20, 2023**

**9:00 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 authorize a stipend to employees for the administration of the Healing Communities Study and grant administration work for the Opioid Task Force. [ID-5422](#)
2. Set Management Salaries for the Sheriff's Office [ID-5392](#)
3. Resolution for the Reclassification of Position #1529 Equipment Painter to Automotive Body Repairer. [ID-5431](#)
4. TO ABOLISH A PRINCIPAL ACCOUNT CLERK POSITION AND CREATE A PRINCIPAL FAMILY SERVICES INVESTIGATOR WITHIN THE DEPARTMENT OF SOCIAL SERVICES [ID-5461](#)
5. TO RECLASSIFY POSITION NUMBER 3302 REAL PROPERTY TAX MAP SPECIALIST TO TAX MAP REAL PROPERTY SYSTEMS SPECIALIST [ID-5481](#)

#### **Adjourn**

# Sullivan County

## Legislative Memorandum

**File #:** ID-5422

**Agenda Date:** 4/20/2023

**Agenda #:** 1.

**Narrative of Resolution:**

To authorize a stipend to employees for the administration of the Healing Communities Study and grant administration work the Opioid Task Force.

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

**Amount to be authorized by Resolution:** \$15,000.00

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

**WHEREAS**, the Director of Community Services and the Senior Community Services Coordinator have been performing the duties of the vacant three roles of the HEALing Communities Study since the onset in 2019; and

**WHEREAS**, there is a desire to authorize a stipend in the amount of \$5,000 annually to the Director and the Senior Community Services Coordinator in the Department of Community for the additional work that has been incurred to fulfill the HEALing Communities Study grant requirements since July 1, 2022; and

**WHEREAS**, the Community Services Planner in the Department of Community Services has been assisting in the grants administration work for the Opioid Task Force and it is a desire of the department and the Task Force to authorize a stipend in the amount of \$5,000 annually to continue to assist the Task Force with the grants administration work; and

**WHEREAS**, the stipends for the Director and Senior Community Services Coordinator will be applied to the HEALing Communities Study for reimbursement; and

**WHEREAS**, the stipend for the Community Services Planner will be applied to the County's Opioid Settlement revenue; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes an annual stipend in the amount of \$5,000 each to the Director and the Senior Community Services Coordinator effective July 1, 2022; and

**BE IT FURTHER RESOLVED**, that the Sullivan County Legislature hereby authorizes an annual stipend in the amount of \$5,000 to the Community Services Planner effective immediately; and

**BE IT FURTHER RESOLVED**, that once either of the above funding sources concludes, the annual stipend (s) will end.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-5392

**Agenda Date:** 4/20/2023

**Agenda #:** 2.

**Narrative of Resolution:**

Set Management Salaries for the Sheriff's Office

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

**Amount to be authorized by Resolution:** Click or tap here to enter text.

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO SET MANAGEMENT SALARIES IN THE SHERIFF'S OFFICE AND TO SET PARAMETERS IN WHICH TO ADMINISTER SAID SALARIES IN RELATION TO COLLECTIVE BARGAINING AGREEMENTS WITHIN THE SHERIFF'S OFFICE**

**WHEREAS**, the Sullivan County Sheriff's Office contains employees in two unions, the Sullivan County Patrolmen's Benevolent Association (hereinafter "PBA"), the County Civil Service Employees Association, Inc. Local 1000 (hereinafter "CSEA"), and in the Management Confidential class, and

**WHEREAS**, the "PBA", and "CSEA" contracts have recently been ratified providing for contracts through 2025, and

**WHEREAS**, the Sullivan County Sheriff recommends that salaries for management confidential positions within his office be adjusted in order to be able to recruit, promote, and retain management staff and as a result of the new salary schedules contained in the "PBA" and "CSEA" contracts, and

**WHEREAS**, the Sullivan County Legislature has recently enacted a Management Salary Schedule which provides for rules to administer salaries for those supervising and managing subordinate staff, and

**WHEREAS**, the Management Salary Schedule requires that a supervisor/manager can make no less than three percent of their highest paid subordinate, and

**WHEREAS**, the Sullivan County Sheriff recommends that the same rule be authorized allowing for his uniformed Management Confidential Staff to make no less than three percent of their highest paid subordinate.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature effective January 1, 2023, hereby sets the salaries for the following management positions within the Sheriff's Office as follows:

Correction Lieutenant            \$106,075

Correction Captain                \$109,257

Chief Deputy-Patrol Division/Internal Affairs	\$112,535
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Jail Administrator	\$112,535
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Undersheriff	\$115,911
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**BE IT FURTHER RESOLVED,** this salary structure will be adjusted so that uniformed Management Confidential Staff will make no less than three percent of their highest paid subordinate.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-5431

**Agenda Date:** 4/20/2023

**Agenda #:** 3.

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**Narrative of Resolution:**

Resolution for the Reclassification of Position #1529 Equipment Painter to Automotive Body Repairer.

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

**Amount to be authorized by Resolution:** Click or tap here to enter text.

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

Click or tap here to enter text.

**RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE FOR THE  
RECLASSIFICATION OF POSITION #1529 EQUIPMENT PAINTER TO AUTOMOTIVE BODY  
REPAIRER**

**WHEREAS**, there is currently a vacant position (Position No. 1529) designated as an Equipment Painter in the Division of Public Works (DPW); and

**WHEREAS**, there is a need for additional automotive related work that extends beyond the scope of that job position; and

**WHEREAS**, the Commissioner of the Division of Public Works reviewed the needs of the department with the Commissioner of Human Resources, and it is determined that the needs of the division would be better served with an additional Automotive Body Repairer position.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes the reclassification of position of position 1529 in the Division of Public Works from Equipment Painter to Automotive Body Repairer effective immediately.

# Sullivan County

## Legislative Memorandum

**File #:** ID-5461

**Agenda Date:** 4/20/2023

**Agenda #:** 4.

**Narrative of Resolution:**

**INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO ABOLISH A PRINCIPAL ACCOUNT CLERK POSITION AND CREATE A PRINCIPAL FAMILY SERVICES INVESTIGATOR WITHIN THE DEPARTMENT OF SOCIAL SERVICES**

**WHEREAS**, the Special Investigations and Resource Recovery Unit in the Department of Social Services (DSS) is responsible for investigating suspected welfare fraud and abuse of Public Assistance, Medicaid, Medical transportation, SNAP, HEAP and Daycare benefits received by recipients and vendors; and

**WHEREAS**, the Commissioner of Division of Health and Human Services has reviewed the needs of the Special Investigations Unit and has determined that there is need to better coordinate our resources to handle the needs of the Division of Health and Human Services; and

**WHEREAS**, the Office of the Medicaid Inspector General modified 18 NYCRR Part 521-2, which requires an Article 36 facility, providing Home Care Services, under Public Health Law of the Consolidated Laws of New York, to implement Medicaid fraud, waste and abuse prevention; and

**WHEREAS**, a vacancy of Principal Account Clerk (Budget Position (BP) #978) has created the opportunity to reorganize; and

**WHEREAS**, the cost of a Principal Family Services Investigator is \$95,692.77; and

**WHEREAS**, abolishing Principal Account Clerk (Budget Position (BP) #978) will fund \$81,497.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby abolishes BP#978 and creates a Principal Family Services Investigator position; and

**BE IT FURTHER RESOLVED**, that this position be immediately filled by the Commissioner of the Department Social Services with a qualified candidate; and

**BE IT FURTHER RESOLVED**, that in the event of a promotion to Principal Family Services Investigator from within the department, the position vacated will be backfilled.

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

**Amount to be authorized by Resolution:** \$38,195

**Are funds already budgeted?** No

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

# Sullivan County

## Legislative Memorandum

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**File #:** ID-5481

**Agenda Date:** 4/20/2023

**Agenda #:** 5.

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**Narrative of Resolution:**

**WHEREAS**, position no. 3302 (“the position”) is currently vacant due to a recent promotion within the department of Real Property Tax Services (“the department”); and

**WHEREAS**, the Director of Real Property Tax Services has discussed the vacancy within the department and the difficulty the department has had with assigning work duties, cross-training and retaining staff with the County Manager, County Treasurer and Personnel Officer and all agree that it would be beneficial for the department if the position is reclassified to the position of Tax Map Real Property Systems Specialist;

**WHEREAS**, reclassification of the position will allow for a better functioning office by allowing for a promotion of a highly qualified candidate from within the department to the same position as the reclassified position and the appointment of an additional highly qualified candidate to the reclassified position; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes the reclassification of position no. 3302, Real Property Tax Map Specialist to Tax Map Real Property Systems Specialist with starting pay in line with the current teamster’s salary schedule effective immediately.

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

**Amount to be authorized by Resolution:** \$84,685.86

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**