



Sullivan County

Human Resources Committee

Meeting Agenda - Final

100 North Street
Monticello, NY 12701

Chair Amanda Ward
Vice Chair Brian McPhillips
Committee Member Terry Blosser-Bernardo
Committee Member Catherine Scott
Committee Member Luis Alvarez

Thursday, July 16, 2026

9:00 AM

Government Center

Call To Order and Pledge of Allegiance

Roll Call

Comments:

Reports:

1. Division of Human Resources

Discussion:

Public Comment

Resolutions:

1. To abolish, create, and modify certain positions within the Sullivan County Department of Public Health. [ID-8467](#)
2. RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO RECLASSIFY, ABOLISH, AND CREATE POSITIONS WITHIN THE DIVISION OF PUBLIC WORKS [ID-8489](#)
3. TO ESTABLISH A POLICY PROHIBITING THE USE OF RECORDING DEVICES [ID-7371](#)

Attachments: [Resolution - Attachment - Policy Prohibiting the Use of Recording Devices, 4-3-2025](#)

Adjourn

Sullivan County

Legislative Memorandum

File #: ID-8467

Agenda Date: 7/16/2026

Agenda #: 1.

RESOLUTION INTRODUCED BY THE HEALTH AND HUMAN SERVICES COMMITTEE TO ABOLISH, CREATE, AND MODIFY CERTAIN POSITIONS WITHIN THE SULLIVAN COUNTY DEPARTMENT OF PUBLIC HEALTH

WHEREAS, the Sullivan County Department of Public Health has conducted a review of its staffing structure to ensure alignment with current operational needs, program requirements, and service delivery demands; and

WHEREAS, the Department has identified several long-vacant positions that are no longer necessary in their current form and has recommended the creation and modification of positions to better support public health operations and organizational efficiency; and

WHEREAS, the proposed changes include the abolition of certain vacant positions and the creation of new positions to better align staffing resources with the evolving needs of the Department, grant requirements, regulatory obligations, and community health priorities; and

WHEREAS, these staffing modifications will result in a net reduction of approximately Four Hundred Sixty-Two Thousand Five Hundred and Three Dollars (\$462,503) in salary appropriations while continuing to support the Department's ability to meet its public health obligations and service demands; and

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the abolition, creation, and modification of positions within the Department of Public Health as outlined by the Department and reviewed by the Division of Human Resources, that the resulting staffing changes shall include:

- Agency Administration: Abolition of the vacant Deputy Public Health Director (3496) and Community Health Coordinator (3271) positions; creation of an Assistant Public Health Director and Community Health Supervisor position;
- Core Programs: Abolition of three vacant positions (2373, 3264, 1636) and creation of one part-time Administrative Assistant position and one full-time Senior Health Educator position;
- Certified Home Health Agency: Abolition of multiple long-vacant nursing (2185, 0849, 2782, 2502), therapy (3339, 3340, 3553, 3667), and coordinator positions (0806) and creation of one full-time Public Health Physical Therapist position; and
- Diagnostic and Treatment Center: Abolition of four long-vacant nursing (0952, 2784, 2927, 3634) and supervisory positions (3579);
- The Director of Patient Services (3158) will move from a Grade 7 to a Grade 8 on the Management/Confidential Salary Schedule;

and

BE IT FURTHER RESOLVED, that the County Manager, Commissioner of Management and Budget, Commissioner of Human Resources, and Director of Public Health are hereby authorized and directed to take all actions necessary to implement these changes.



Sullivan County

Legislative Memorandum

100 North Street
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File #: ID-8489

Agenda Date: 7/16/2026

Agenda #: 2.

Narrative of Resolution:

RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO RECLASSIFY, ABOLISH, AND CREATE POSITIONS WITHIN THE DIVISION OF PUBLIC WORKS

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

Amount to be authorized by Resolution: 0

Are funds already budgeted? Yes

If 'Yes,' specify appropriation code(s): A1620-23-10-1011

If 'No,' specify proposed source of funds: Click or tap here to enter text.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY HUMAN RESOURCES COMMITTEE TO RECLASSIFY, ABOLISH, AND CREATE POSITIONS WITHIN THE DIVISION OF PUBLIC WORKS

WHEREAS, there is currently Position No. 3106 designated as Permitting & Environmental Compliance Coordinator in the Division of Public Works; and

WHEREAS, the incumbent sitting in the aforementioned Permitting & Environmental Compliance Coordinator position has acquired additional job duties beyond his job description, rendering him out of title; and

WHEREAS, the title of Permitting & Environmental Compliance Coordinator is a Laborers' International Union of North America, Local No. 17 (LIU 17) Salary Grade X with a full salary of \$35.5784 per hour; and

WHEREAS, the Commissioner of Public Works has requested, due to the performance of additional duties, that said title be reclassified to a LIU 17 Salary Grade XI with a full salary of \$38.9680 per hour, thus, increasing the salary \$3.3896 per hour; and

WHEREAS, the title of Junior Buildings Engineer, which is a LIU 17 Salary Grade XI with a full salary of \$38.9680 per hour has been deemed no longer necessary within the Division; and

WHEREAS, to achieve a budget neutral reclassification of the Permitting & Environmental Compliance Coordinator it has been determined that the Junior Buildings Engineer title shall be abolished, and an Engineering Technician shall be created to fill the now vacant LIU 17 Salary Grade X budget allocation, which had been occupied by the Permitting & Environmental Compliance Coordinator title.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the reclassification of position 3106 in the Division of Public Works from a LIU 17 Salary Grade X with a full salary of \$35.5784 per hour to a Grade XI with a full salary of \$38.9680 per hour; the abolishment of the title Junior Buildings Engineer, LUI 17 Grade XI,

and the creation of the title Engineering Technician, LIU 17 Salary Grade X.



Sullivan County
Legislative Memorandum

100 North Street
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File #: ID-7371

Agenda Date: 7/16/2026

Agenda #: 3.

Narrative of Resolution:

**RESOLUTION INTRODUCED BY HUMAN RESOURCES COMMITTEE TO ESTABLISH A
POLICY PROHIBITING THE USE OF RECORDING DEVICES**

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

Amount to be authorized by Resolution: 0

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures:

**RESOLUTION INTRODUCED BY HUMAN RESOURCES COMMITTEE TO ESTABLISH A
POLICY PROHIBITING THE USE OF RECORDING DEVICES**

WHEREAS, it is the objective of the County to create a work place environment that reflects and supports the respectful treatment of all employees; and

WHEREAS, the County wishes to adopt the following policy regarding the prohibited use of recording devices in the work place; and

NOW, THEREFORE, BE IT RESOLVED that the Sullivan County Legislature adopt and implement the policy prohibiting the use of recording devices as annexed.

PROHIBITED USE OF RECORDING DEVICES:

Unauthorized electronic surveillance of employees is disruptive to employee morale and inconsistent with the respectful treatment of our employees. For this reason, no employee may record the conversation of another employee without his/her/their full knowledge and written consent.

No employee may record, by any means, a conversation with another employee, or customer, unless all of the following criteria are met:

1. There is a legitimate business purpose for the recording;
2. The recording device is in plain view of all participants; and
3. Written authorization is obtained from the individual(s) being recorded.

Secret recordings are strictly prohibited unless authorized in writing. A violation of this policy may result in disciplinary action up to, and including, termination/Section 75 charges.