



Sullivan County Executive Committee

100 North Street
Monticello, NY 12701

Meeting Agenda - Final - Revised

Chairman Robert Doherty
Vice Chairman Michael Brooks
Committee Member Nadia Rajsz
Committee Member Nicholas Salomone Jr.
Committee Member George Conklin
Committee Member Luis Alvarez
Committee Member Joseph Perrello
Committee Member Ira Steingart
Committee Member Alan J. Sorensen

Thursday, May 19, 2022

9:00 AM

Government Center

Call To Order

Roll Call

Comments:

Reports:

Discussion:

Resolutions:

1. To Adopt the County of Sullivan’s Section 504 Grievance Procedure [ID-4578](#)
Attachments: [Grievance Procedure](#)
2. Amend the Rules to Reflect the Recent Changes Made in the Administrative Code [ID-4597](#)
Attachments: [FINAL2022legrulesmay19](#)
3. RESOLUTION UNCOMMITTING THE FORT DELAWARE FUND BALANCE AND AUTHORIZING THE CREATION OF AN ASSIGNED FUND BALANCE FOR DEBT SERVICE [ID-4601](#)
4. Authorize MOA with Probation Teamsters [ID-4607](#)
Attachments: [Finalprobationmoa](#)
5. Establish a Standard Work Day for an Elected Official [ID-4608](#)

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6. Authorize three (3) Traffic Safety Board Endorsement 2023 Grants [ID-4609](#)
 7. Set CDBG Public Hearing June 16, 2022 at 10:35AM (Healthy Kids) [ID-4610](#)
 8. Set CDBG Public Hearing June 16, 2022 at 10:40AM [ID-4611](#)
 9. Create a Part-Time Caseworker position and Upgrade Four Caseworker positions in DSS [ID-4612](#)
 10. Reclassify a position in the Department of Grants Administration [ID-4613](#)
 11. Authorize contract with FBA for HRA Administration Services [ID-4615](#)
 12. Authorize IMA with Orange County to provide Police Tactical Team Cooperation [ID-4616](#)
 13. Authorize County of Sullivan to pursue lead agency status for SEQRA Process for 2 cell towers [ID-4617](#)
 14. Authorize contract with SCVA for providing transportation services [ID-4618](#)
 15. Authorize contract with NYS OCFS to accept grant monies [ID-4619](#)
 16. Accept the 2022-2023 Snowmobile Grant [ID-4620](#)
 17. To Establish a “Ban the Box” Policy for the County of Sullivan [ID-4621](#)
Attachments: [Criminal Background Checks](#)
 18. Authorize County Manager to sign Software Order Forms/Agreement with Experience Care, LLC [ID-4622](#)
 19. Authorize Reimbursement for Honor EHG, Inc. [ID-4614](#)

Adjourn



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4578

Agenda Date: 5/19/2022

Agenda #: 1.

Narrative of Resolution:

To Adopt the County of Sullivan’s Section 504 Grievance Procedure

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 EXECUTIVE COMMITTEE TO ADOPT THE COUNTY OF SULLIVAN’S SECTION 504 GRIEVANCE PROCEDURE

WHEREAS, a requirement to receive funding from the New York State Community Development Block Grant Program is to be in compliance with Section 504 and to adopt and publicly notice the Grievance Procedure, and

WHEREAS, it is the policy of the County of Sullivan (“County”) not to discriminate on the basis of disability, and

WHEREAS, the County has drafted an internal grievance procedure for resolution of complaints alleging prohibited action by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794).

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature, hereby adopts the Section 504 Grievance Procedure, attached hereto as Schedule “A”, and

BE IT FURTHER RESOLVED, the Grievance Procedure be publicly noticed as required by Section 24CFR8.54.

SECTION 504 GRIEVANCE PROCEDURE

It is the policy of the **County of Sullivan** not to discriminate on the basis of disability. The **County of Sullivan** has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of **Edward McAndrew, PE, Commissioner, County of Sullivan Department of Public Works, 845-807-0261**, who has been designated to coordinate the efforts of the **County of Sullivan** to comply with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the **County of Sullivan** to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure:

- Grievances must be submitted to the Section 504 Coordinator within **7 days** of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of the **County of Sullivan** relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the **Michelle Huck, Assistant County Manager, Appeal Officer, 845-807-0450**, within 15 days of receiving the Section 504 Coordinator's decision. The **Appeal Officer** shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

The **County of Sullivan** will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4597

Agenda Date: 5/19/2022

Agenda #: 2.

Narrative of Resolution:

Amend the Rules to Reflect the Recent Changes Made in the Administrative Code

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:

WHEREAS, pursuant to Section 153 (8) of the County Law, the Sullivan County Legislature and its committees shall conduct their meetings in accordance with the Rules of the County Legislature (“Rules”), and

WHEREAS, these Rules shall be interpreted by the Executive Committee, with amendments an additional rules to be adopted in accordance with the provisions of Rule 65 after consideration by said committee, and

WHEREAS, in absence of a rule or order not covered by these Rules, Robert’s Rules of order shall govern.

WHEREAS, the Rules need to be amended to reflect current changes to some Legislative Committee titles.

NOW, THEREFORE, BE IT RESOLVED, that the Rules are amended to reflect title changes and responsibilities to some legislative committees and the Sullivan County Legislature hereby adopts the Rules of the Legislature as amended.

**RULES
OF THE
COUNTY LEGISLATURE
COUNTY OF SULLIVAN
NEW YORK**

Rev. 10/15/98, 6/17/99, 8/27/99, 2/28/00, 1/23/03, 3/15/03, 5/17/07, 1/2/08, 8/15/13, 7/19/18, &
11/21/19, 1/23/20, 1/28/21, 1/27/22, 5/19/22

INTRODUCTION

RULE 1. APPLICABILITY: The Sullivan County Legislature and its committees shall conduct their meetings in accordance with these Rules. These Rules shall be interpreted by the Executive Committee. Amendments and additional rules shall be adopted in accordance with the provisions of Rule 63 after consideration by the said Committee. In absence of a rule or order not covered by these Rules, Roberts' Rules of Order shall govern. These Rules shall continue in effect until modified or amended and shall govern the procedure of the organization meeting of the Legislature.

RULE 2. DEFINITIONS: Unless the context requires a different meaning, the terms set forth herein shall have the following meaning:

- (a) County: County of Sullivan
- (b) Legislature: County Legislature
- (c) Chair: Chairman of the Legislature
- (d) Vice Chair: Vice Chair of the Legislature
- (e) Clerk: Clerk of the Legislature
- (f) Rules: Rules of the Legislature
- (g) Legislative Oversight: All manner of supervision properly exercised by an elected legislative body and its committees including but not limited to review, study and investigation of the operations, programs and proposals of a department or agency of the County.

The County Legislature at its organizational meeting, shall elect from its membership a Chair and a Vice Chair pursuant to the provisions of the Sullivan County Code.

RULE 2A. MAJORITY AND MINORITY LEADERS: Annually, the enrolled members of the two political parties which shall have the greatest number of members seated in the Legislature, shall elect a leader of the respective parties, in caucus, prior to the first committee meeting of the year. The leader of the political party whose membership of the Legislature constitutes a majority of the Legislature shall be known as the Majority Leader. The leader of the other party shall be known as the Minority Leader. In the event that neither the members of one party nor the other constitute a majority of the members of the County Legislature, then in said event, the

Chairman of the County Legislature shall designate one party leader as the Majority Leader and the other as the Minority Leader for the purpose of budgetary appropriation and other matters.

MEETINGS

RULE 3. REGULAR MEETINGS: The regular monthly meeting of the Legislature shall be set annually by the Chairman after consultation with the remaining members of the Legislature.

RULE 3A. NON-MANDATORY WORKSHOP MEETINGS: Each week, prior to Committee Meetings or Regular Meetings of the Legislature, at the discretion of the Chair, Vice Chair or majority of the members, a meeting shall be convened for the purpose of reviewing issues that are scheduled to be presented before the body at the next scheduled meeting. Any legislator requesting a Commissioner or Department Head to attend a Non-Mandatory Workshop, must go through the County Manager.

RULE 4. A. SPECIAL MEETINGS: Special meetings of the Legislature shall be held at the call of the Clerk upon direction of the Chair or the Vice Chair, or upon written request signed by a majority of the members of the Legislature. Notice in writing stating the time, place and purpose of the special meeting shall be served personally or by facsimile transmission or by telephone or by mail upon each member of the Legislature at least forty-eight hours before the time fixed for holding the meeting or a member may waive the service of the notice for such meetings by a writing signed by him/her. Only business specified in the notice or otherwise in order may be transacted at a special meeting.

B. EMERGENCY MEETINGS: Emergency meetings are those whose subject matter mandates, in the opinion of the Chair, the Vice Chair or a majority of the members of the Legislature, that said meeting be called with less than forty-eight hours notice. The meeting shall be called at the request of the Chair, the Vice Chair or a majority of the members of the Legislature upon such notice to each member of the Legislature, the public and/or the media as is practicable under the circumstances.

RULE 5. LOCATION OF MEETINGS: All meetings of the Legislature shall be held at the Legislature's Chambers at the Sullivan County Government Center, Monticello, New York, unless provided otherwise by a motion for adjournment or by the call for a special or emergency meeting.

RULE 6. OPEN MEETINGS: Every meeting of the Legislature, except executive sessions, shall be open

to members of the public and media in compliance with the Open Meetings Law of the State of New York.

RULE 7. QUORUM: A majority of the whole number of the membership of the Legislature shall constitute a quorum for the transaction of business, but a lesser number may adjourn any meeting of the Legislature from time to time.

RULE 8. CONVENING OF MEETING: The Chair, or in the Chair's absence, the Vice Chair, shall call the meeting of the Legislature to order at the time appointed therefor, and shall be the presiding officer. Upon the appearance of a quorum, the Clerk shall call the roll of Legislators inserting the names of those absent in the minutes. In the event a Legislator arrives late or departs early, the minutes shall so reflect. In the event a quorum is not present, the Legislators present shall request the Clerk to call an adjourned meeting upon appropriate notice.

RULE 9. MINUTES; APPROVAL; MODIFICATIONS; COPIES: The Clerk shall take minutes of all meetings of the Legislature. The minutes of each meeting of the Legislature shall be deemed to be approved without formal motion unless a Legislator desires to make an objection, alteration or addition. The minutes of each meeting shall be transcribed and made available to each member of the Legislature or the public at the Clerk's Office at least three days prior to the next regular meeting, except that the minutes of a special meeting or emergency meeting shall be transcribed and made available at the Clerk's office within twenty-five hours following said meeting.

RULE 10. ORDER OF BUSINESS

- (a) The order of business at each regular meeting of the Legislature shall be as follows:
- (1) Roll call of Legislators.
 - (2) Reading of the minutes of the preceding meeting in whole or in part, upon the request of a Legislator. (In the absence of any objection or corrections, the minutes shall stand approved without formal motion and without having been read aloud.) (Rule 9)
 - (3) Presentation of communications.
 - (4) Public comment in accordance with Rule 11 (b).
 - (5) Unfinished business.
 - (6) Presentation of pre-filed resolutions, laws, acts, ordinances, etc., by committees and members of the Legislature for discussion and vote.
 - (7) Presentation of other motions, resolutions, laws, acts, ordinances, etc., and new business.

- (8) Good and welfare pursuant to Rule 11(c).
 - (9) Recognition of Legislators.
 - (10) Announcements from the Chair.
 - (11) Meeting adjournment or close.
- (b) The order of business at a special or emergency meeting of the Legislature shall be as follows:
- (1) Roll call of Legislators.
 - (2) Reading of Notice of Meeting.
 - (3) Presentation of Motions, Resolutions, laws or other business for which the meeting was called.
 - (4) Other business in order.
 - (5) Announcements from the Chair.
 - (6) Meeting Adjournment or close.
- (c) The order of business at a public hearing of the Legislature shall be as follows:
- (1) Roll call of Legislators.
 - (2) Reading of the Notice of Public Hearing.
 - (3) Reading of local law or other matter for which hearing is required.
 - (4) Public discussion.
 - (5) Public Hearing adjournment or close.

RULE 11. CONDUCT OF MEETINGS; PUBLIC DISCUSSION:

- (a) The business of the Legislature at a regular meeting thereof, shall be conducted by the members of the Legislature. Staff of the County of Sullivan may be requested to provide information that is relevant to any subject under discussion before the Legislature.
- (b) A member of the public shall be permitted to make a statement at any regular meeting or public hearing of the Legislature on any issue for a period of not more than three (3) minutes each in the discretion of the Clerk, who shall be responsible for tracking the presenter's time.
- (c) During good and welfare, the presiding officer shall permit public comment on any matter. The length of each comment, as well as the length of this portion of the meeting shall solely be in the discretion of the presiding officer.

DEBATE AND VOTING

RULE 12. PRESIDING OFFICER: The Chair shall preside at all meetings of the Legislature at which the

Chair is present, preserve order and decorum and confine discussion to the matter at issue. In the absence of the Chair, the Vice-Chair shall preside at the meeting with all of the powers and authority of the Chair. The presiding officer shall decide all questions of order, subject to appeal by a member. Except as provided in these Rules, the presiding officer may participate in debate and vote on any question before the Legislature.

RULE 12A PARLIAMENTARIAN: The Chair shall, at the organizational meeting, appoint a Parliamentarian to assist and advise the presiding officer on questions of order.

RULE 13. APPEALS: On an appeal of the presiding officer's decision on a question of order, the presiding officer may first present the reason for a decision after which any Legislator may speak once thereon before the presiding officer puts the questions, "Shall the presiding officer's ruling be sustained?" The question will be decided without debate by a majority of the Legislature, including the presiding officer's vote. The presiding officer shall have a vote on an appeal.

- RULE 14. DEBATE; RECOGNITION: Each Legislator by raising a hand shall be recognized by the presiding officer prior to speaking. When two or more Legislators desire recognition by raising their hands simultaneously, the presiding officer shall determine the order of speaking.
- RULE 15. DEBATE; RIGHT TO SPEAK: At the discretion of the presiding officer, no Legislator may speak more than once on any question until all Legislators desiring to speak shall have spoken.
- RULE 16. DEBATE; LIMITS; OUT OF ORDER: Legislators shall limit their discussion to the matter before the Legislature and shall speak for a reasonable time. If the presiding officer shall decide that a Legislator has spoken for more than a reasonable time or is otherwise not acting in conformity to the decorum required by these rules, the presiding officer may interrupt the Legislator and require the Legislator to conclude his/her discussion or call such Legislator out of order. A Legislator called out of order shall immediately cease debate unless the presiding officer shall permit an explanation.
- RULE 17. DEBATE; PRIVATE DISCUSSION: While a Legislator is addressing the presiding officer, no other Legislator shall entertain any private discourse, walk about the room, or pass between a speaker and the presiding officer.
- RULE 18. METHOD OF ACTION: Except as otherwise expressly provided by law, the power of the Legislature shall be exercised through a local law, resolution, or motion duly adopted by the Legislature.
- RULE 19. VOTING; METHOD OF VOTING: All votes of the Legislature shall be by aye or nay unless otherwise required by law. Upon the request of a Legislator or if required by law, the Clerk will take a roll call vote in numerical order on a rotating basis in chronological order by Legislative District, and record said vote in the minutes next to each Legislator's name. When a roll call vote is not required or requested, the Clerk shall record in the minutes next to each Legislator's name an aye vote unless a Legislator shall specifically vote "Nay". An abstention shall not be counted as a vote.
- RULE 20. ABSTENTIONS: Every member who shall be physically present in the Legislative Chambers when a question is stated by the Chairman must cast his or her vote on the same. The only exception to this procedure is when a member who, after stating the reason, abstains from voting because such member seeks to avoid a conflict of interest, as defined by law including but not limited to the 2013 Ethics Law of the County. If a member wrongfully attempts to avoid casting his or her vote, abstain, or otherwise refuses to vote, the Chairman shall direct the Clerk to record such member's vote in the affirmative on the question or matter being

voted upon.

- RULE 21. VOTING; ADOPTION: Except as provided by Rules 22 and 40, a question before the Legislature shall be adopted only when it receives a majority of the vote of the entire number of Legislators.
- RULE 22. VOTING; ADOPTION; 2/3 VOTE: Every local law or resolution of the Legislature legalizing informal acts of a town board meeting, village election, town or village officers, authorizing the contracting of a funded debt, taking a vote pursuant to Municipal Home Rule Law §20(4) under a certificate of necessity, or as may otherwise be specified by law, shall require for its passage two-thirds of the vote of the entire number of Legislators.
- RULE 23. VOTING; EQUALLY DIVIDED VOTE: An equally divided vote on any matter before the Legislature shall be deemed a defeat and the question shall be lost.

COMMITTEE OF THE WHOLE

- RULE 24. COMMITTEE OF WHOLE CREATION: The Legislature may, by a majority vote or by order of the Chair, resolve itself into a Committee of the Whole for the purpose of informal discussion by the Legislators which shall be stated in the motion or order therefor.
- RULE 25. COMMITTEE OF THE WHOLE; CHAIR: In the Committee of the Whole, the Chair, or in his/her absence, the Vice Chair, shall serve as the presiding officer thereof.
- RULE 26. COMMITTEE OF THE WHOLE; RULES: These Rules shall govern the Committee of the Whole so far as they may be applicable, except that the limitation of the number of times of speaking shall not apply and the ayes and nays shall not be taken. A motion to rise and report progress shall always be in order and shall be decided without debate.

RESOLUTIONS

- RULE 27. RESOLUTIONS; FILING: Unless unanimous consent of the Legislators present is given to its presentation, no resolution shall be in order unless filed, in writing, with the Clerk prior to noon of the third business day, exclusive of Saturday, Sunday and legal holidays, preceding the meeting at which it is to be offered. This rule shall not apply to the organization meeting, any special or emergency meeting, meetings held in the month of December, or in the month of January in the year in which the Legislature organizes.

RULE 27(A) RESOLUTIONS NOT PROPERLY FILED in accordance with Rule 27, may be submitted, by the County Manager or Elected Official advocating for such, to the Chair of the appropriate committee to take up consideration of the Motion, before agendas are published.

RULE 28. RESOLUTIONS; FORM, CAPTIONS, OFFERORS, NUMBERING; DISTRIBUTION: Each resolution shall state the name of the Committee or Legislator offering same and the subject matter thereof. Upon adoption, resolutions shall be consecutively numbered and shall state the names of the Legislators moving and seconding same. The Clerk shall provide certified copies upon request of all adopted resolutions to the departments or agencies having an interest therein. Nothing contained in these rules shall prevent a Legislator from offering any resolution for consideration by the Legislature at a regular meeting,, except that a resolution tabled by a committee cannot be brought to the floor of the Legislature for a vote by an individual Legislator(s) unless and until the resolution shall have been withdrawn by the committee. A resolution tabled by a committee cannot be voted upon by another committee unless specifically tabled to that committee for the purpose of a discussion and vote thereon. A resolution tabled by a committee cannot be tabled more than twice by that committee; after the second table, if it is not voted upon at the next regular meeting of that committee, then it shall be deemed withdrawn.

RULE 29. RESOLUTIONS; EFFECTIVE DATE: Unless a different date is specified, all resolutions shall become effective upon their adoption.

RULE 30. RESOLUTIONS; AGENDA; COPIES; DUTIES OF THE CLERK: Every resolution filed with the Clerk in accordance will Rule 27 shall be placed on the agenda of the next regular meeting. The Clerk shall prepare for each regular meeting copies of each resolution to be acted upon and have same available to the members and the public twenty-four (24) hours prior to the time of the meeting, except late-filed resolutions. All Resolutions to be placed on the agenda of a special or emergency meeting shall be prepared by the Clerk and distributed as soon as possible prior to the meeting of which action is to be taken thereon.

RULE 31. RESOLUTIONS; SECOND REQUIRED: Except with respect to nominations, no motion shall be stated, debated or put unless it is seconded.

RULE 32. RESOLUTIONS; WRITTEN FORM: Every motion shall be stated by the presiding officer or read by the Clerk before debate and before the question is taken. Every motion shall be reduced to writing if the Chair or any other Legislator desires. In the discretion of the presiding officer, a

number of resolutions can be read and voted upon in a block.

- RULE 33. RESOLUTIONS; WITHDRAWAL; CONSENT: After a motion is stated by the Clerk or the presiding officer, it shall be in possession of the Legislature, but may be withdrawn by the introducer with consent of the seconder, at any time before a vote or amendment, if no objection is made. If objection is made, then the same may be withdrawn with the consent of a majority of the vote of the Legislature.
- RULE 34. RESOLUTIONS; DIVISION: If the matter in debate contains several distinct propositions, any Legislator may have the same divided.
- RULE 35. RESOLUTIONS; PRIORITY: All questions relating to the priority of one question or subject matter over another, under the same order of business, shall be decided by the Chair without debate.
- RULE 36. RESOLUTIONS; OTHER MOTIONS: When a motion is under debate, no other motion shall be entertained except a motion:
- (a) For an adjournment of the Meeting.
 - (b) For a roll call of the Legislature.
 - (c) For the previous question.
 - (d) To lay on the table.
 - (e) To postpone indefinitely.
 - (f) To postpone to a certain date.
 - (g) To go into a Committee of the Whole on the pending subject immediately.
 - (h) To commit to the Committee of the Whole.
 - (i) To commit to a Standing or Special Committee.
 - (j) To amend.
- RULE 37. RESOLUTIONS; MOVING QUESTIONS: A previous question shall be as follows: "Shall the resolution or question be voted on without amendment?" The previous question shall be authorized by vote of any three Legislators present. If not so authorized, there shall first be taken upon such amendments in reverse order and then upon the main question without further debate or amendment.
- RULE 38. RESOLUTIONS; TABLING: Any motion to lay a question on the table shall be decided without amendment or debate, and a motion to postpone the question indefinitely or to postpone to a

certain date, until it is decided without amendment or debate, shall preclude all amendments to the main question.

RULE 39. RESOLUTIONS, TABLING; REMOVING FROM TABLE: All reports, resolutions and other matters laid on the table may be called therefrom under "unfinished business" in the regular order of business. No report, resolution or other matter postponed indefinitely shall be called from the table except by vote of the majority of the Legislators.

RULE 40. RESOLUTIONS; LAYING OVER QUESTIONS; ORDER OF BUSINESS: All questions laid over by rule or by request of any Legislator for one day shall be considered in order on the succeeding day, or at the next session, under the heading of "unfinished business" as decided by the presiding officer. Such decision may be overruled by a vote of two-thirds of the Legislature.

RULE 41. RESOLUTIONS; RECONSIDERATION: A motion to reconsider any resolution or motion can only be entertained by the presiding officer when moved by a Legislator who originally voted with the majority thereon, when such motion to reconsider is to be voted upon at the same meeting. A motion to reconsider requires a vote of a majority of the committee or voting members of the Legislature at a scheduled legislative meeting.

RULE 42. RESOLUTIONS; MOTION TO ADJOURN: Unless a vote is in progress, a motion for a meeting's adjournment shall be decided without debate and shall always be in order.

COMMITTEES

RULE 43. COMMITTEES: The following shall constitute the Standing Committees of the Legislature:

- (a) Executive Committee (Rule 49)
- (b) Management and Budget, Capital Planning and Budgeting Committee (Rule 50)
- (c) Government Services Committee (Rule 51)
- (d) Public Works Committee (Rule 52)
- (e) Health and Human Services Committee (Rule 53)
- (f) Human Resources Committee (Rule 54)
- (g) Public Safety & Law Enforcement Committee (Rule 55)
- (h) Veterans Committee (Rule 56)
- (i) Planning, Real Property and Economic Development Committee (Rule 57)

RULE 44. COMMITTEES; APPOINTMENT: Appointment of members of the Legislature to its committees, except the Executive Committee and the Public Works Committee, is the sole responsibility and duty of the Chair. The Chair will appoint the Committee Chair, Committee

responsibility and duty of the Chair. The Chair will appoint the Committee Chair, Committee Vice Chair and members within twenty days after the Chair's election, and file a list of said committees with the Clerk. The Chair shall serve ex-officio on any Legislative committee which the Chair has the power to appoint. Each committee shall, to the extent possible, have as a member at least one member of the minority party on the Legislature. Additional Committees, temporary or standing, may be authorized by the Legislature whose Committee Chair and membership shall be appointed by the Chair. Members may be replaced in accordance with Rule 58.

RULE 45. COMMITTEES; MEETINGS; LOCATION: All standing Committees other than the Veterans' Committee shall have regular monthly meetings, as well as special, recessed and emergency meetings as necessary. All committee meetings shall be held at the Legislative Chambers at the Sullivan County Government Center, Monticello, New York or at such other location as the Committee Chair may direct. The Committee Chairs shall file with the Clerk annually, the dates and times of the regular meetings of the committees. Notice of special meetings and emergency meetings shall follow the procedure set forth in Rule 4.

RULE 46. COMMITTEES; OPEN MEETINGS; MINUTES; QUORUM; VOTE: All committee meetings shall be public, unless an executive session is called. A quorum shall consist of a majority of the membership of the Committee. Favorable action by a Committee shall require the vote of a majority of the membership of the committee. In the absence of the Committee Chair, the Committee Vice Chair shall preside at a meeting.

RULE 47. COMMITTEES; DUTIES OF CLERK: The Clerk shall print the list of committees, their membership, dates and times of regular meetings and distribute said list to each member of the Legislature, each county division, department and agency, and each town and village clerk. The Clerk shall transcribe minutes of the committee proceedings.

DUTIES OF COMMITTEES

RULE 48. DUTIES OF COMMITTEES: Committees shall have jurisdiction over the departments and agencies under their control as defined in the Sullivan County Code and perform such other duties as may be therein or herein set forth.

RULE 49. THE EXECUTIVE COMMITTEE: There shall be an Executive Committee consisting of the membership of the Legislature with the powers and duties set forth in Section A2-10 of the

request of any four members.

RULE 50. MANAGEMENT AND BUDGET, CAPITAL PLANNING AND BUDGETING COMMITTEE: The functions of the Management and Budget, Capital Planning and Budgeting Committee shall, but not by way of limitation, include the following:

- (a) Legislative oversight of the Division of Management and Budget, Office of Audit and Control, County Treasurer (except matters related to real property tax enforcement functions), Information Technology Services, Budget Office, Payroll Department, Formulation of the six-year Capital Plan, Legislative oversight of fiscal impacts of capital projects and Capital budgeting and planning analyses set forth in Sections A2-9 (A)(1) ,A4-2, A2-9, A6-1, A6-2, A6-3, A7-2 of the Sullivan County Code.
- (b) Review and recommend action with respect to all resolutions relating to appropriations, issuance of bonds and notes, and other matters of county finance.
- (c) Review budget estimates and formulate, with the County Manager, the tentative budget, and review and recommend action with respect to adoption of the budget.
- (d) Review of all claims which have been audited and paid.
- (e) Legislative oversight over all the financial and administrative actions and functions of county divisions, departments, and agencies.
- f) Review, oversight and recommendation of action and fiscal impacts of capital planning and projects
- (g) Review and oversight of the preparation of the County's six-year Capital Plan.

RULE 51. GOVERNMENT SERVICES COMMITTEE: The functions of the Government Services Committee shall, but not by way of limitation, include the following:

- (a) Legislative oversight of Department of Purchasing and Central Services, Office of the County Clerk, Sullivan County Community College and Cornell Cooperative Extension set forth in Sections A2-9A(2), A4-4, A7-2(D) of the Sullivan County Code.
- (b) Oversee all matters relating to elections.
- (c) Except as provided by Rule 52, approve all purchases, and all bids and contracts for purchases and public work, submitted by the Department of Purchasing and Central Services

RULE 52. PUBLIC WORKS COMMITTEE: The functions of the Public Works Committee shall, but not by way of limitation, include the following:

RULE 51. GOVERNMENT SERVICES COMMITTEE: The functions of the Government Services Committee shall, but not by way of limitation, include the following:

- (a) Legislative oversight of Department of Purchasing and Central Services, Office of the County Clerk, Sullivan County Community College and Cornell Cooperative Extension set forth in Sections A2-9A(2), A4-4, A7-2(D) of the Sullivan County Code.
- (b) Oversee all matters relating to elections.
- (c) Except as provided by Rule 52, approve all purchases, and all bids and contracts for purchases and public work, submitted by the Department of Purchasing and Central Services

RULE 52. PUBLIC WORKS COMMITTEE: The functions of the Public Works Committee shall, but not by way of limitation, include the following:

Membership: The Public Works Committee shall have a membership consisting of the Chair of the Legislature, the Chairs of the Committees of Management and Budget; Capital Planning, and Budgeting Committee, and four additional members selected by the Chair. The Chair shall also select a Chair for the Committee.

- (a) Legislative oversight of the divisions, departments, and agencies set forth in Sections A2-9(A) (6), A7-3, A7-4, and A7-5 of the Sullivan County Code.
- (b) Review and recommend action with respect to the construction, reconstruction and improvement of all County roads and bridges.
- (c) Oversee cooperation with the federal, state and local agencies having jurisdiction over highways, parks, airports, and the regulation, construction and improvement thereof; review and recommend action with respect thereto.
- (d) Study and recommend action with respect to and public facilities relating to the general improvement of transportation in the County.
- (e) Oversee and recommend action with respect to maintenance, repair, improvement and purchases of equipment, furniture and fixtures for all buildings, offices, parks and grounds, and approve the acquisition, repair and disposal of all County motor vehicles.
- (f) Review all purchases of equipment by the Commissioner of the Division of Public Works with a value in excess of the amount set forth in Section 133 of the Highway Law for purchases chargeable to the county road machinery fund and in excess of the

amount set forth in Section 103 of the General Municipal Law in all other cases; approve and recommend action on all rights of way options.

- (g) Oversight and recommendation of action with respect to solid waste management and related facilities.
- (h) Oversight and recommendation of action with respect to administration of local laws and other regulations related to solid waste management control.
- (i) Oversight and recommendation of action with respect to recycling programs and the funding and disposition of revenues therefrom.

RULE 53. HEALTH AND HUMAN SERVICES COMMITTEE: The functions of the Health and Human Services Committee shall, but not by way of limitation, include the following:

- (a) Legislative oversight of social services and public welfare, mental health, alcohol and drug abuse treatment programs, public health, Health Services Advisory Board, Division of Health and Human Services including Department of Social Services, Community Services, Department of Public Health, Health Services Advisory Committee, Professional Advisory Committee, Utilization Review Committee, Adult Care Center and Employee Wellness as set forth in Section A2-9A(3) and A7-6 of the Sullivan County Code.
- (b) Recommend policy and maintain contact with voluntary associations providing social services to residents of the county.
- (c) Recommend programs for the purpose of preventing and eliminating poverty in the county.
- (d) Review and recommend actions on all matters subject to the New York State Public Health Law, Mental Hygiene Law, Family Court Act, Penal Law, Criminal Procedure Law and other laws and regulations relating to the jurisdiction of the Committee.
- (e) Recommend policy and maintain contact with voluntary associations providing alcohol abuse, drug abuse, mental illness, mental retardation, and other community services to residents of the community. Study and recommend programs for the purpose of treating and caring for those who suffer from these issues.

RULE 54. HUMAN RESOURCES COMMITTEE: The functions of the Human Resources Committee shall, but not by way of limitation, include the following:

- (a) Legislative oversight of the Division of Human Resources; Department of Human Resources; Office of Civil Service Administration, Risk Management and Insurance and Human Rights Commission as set forth in Sections A2-9 (A) (4) A5-2 and Section A7-10 of the Sullivan County Code.
- (b) Oversee, review, and recommend, consistent with the provisions of Civil Service Law, Article 10, action relating to the compensation of County officers and employees, including the annual preparation and recommendation of a proposed schedule of salaries and compensation of officers and employees not subject to Article 10 of the Civil Service Law; the hiring, increase and reduction of employees in the County.
- (c) Review with the Commissioner of Human Resources Countywide Human Resource Management and Administration,
- (d) Review with the Personnel Officer, all matters relating to enforcement of the Civil Service Law.
- (e) Review and recommend action with respect to negotiation and ratification of all agreements with employee organizations.
- (f) Review and recommend, consistent with law, action with respect to all employment programs.

RULE 55. PUBLIC SAFETY AND LAW ENFORCEMENT COMMITTEE: The functions of the Public Safety and Law Enforcement Committee shall, but not by way of limitation, include the following:

- (a) Legislative oversight of the Public Safety, Emergency Medical Services, Fire Protection, Probation Department, E-911, Sheriff's Office, District Attorney's Office, Coroner's Office, Electrical Licensing agencies set forth in Sections A2-A(5), , A4-8, and A7-7 of the Sullivan County Code.
- (b) Review and recommend action with respect to civil defense and disaster preparedness and cooperate with federal, state and local civil defense authorities.

RULE 56. VETERANS COMMITTEE: The functions of the Veterans Committee shall, but not by way of limitation, include the following:

- (a) Legislative oversight of the department as set forth in Sections A2-9 (A)(8) of the Sullivan County Code.
- (b) Review and recommend action with respect to veterans' affairs, including assistance; memorials, celebrations, the Sullivan County Veterans' Cemetery and

burial of veterans in accordance with law, and foster cooperation with veterans' organizations.

RULE 57. PLANNING, REAL PROPERTY AND ECONOMIC DEVELOPMENT COMMITTEE: The function of the Planning, Real Property and Economic Development Committee shall, but not by way of limitation, include the following:

- (a) Legislative oversight of the Departments of Planning, Real Property Tax Services and Office of the County Treasurer (tax enforcement functions), Sustainable Energy, Parks, Recreation and Beautification, County Historian, Workforce Development, Youth Services, Office for the Aging, and Transportation set forth in Section A2-9 (A) (7), A4-2, A5-5, and A7-8 of the Sullivan County Code.
- (b) Compilation of written policy and procedures regarding the handling of properties taken by the County through in rem foreclosure proceedings.
- (c) Review and recommend action with respect to:
 - (1) Levy, collection, and enforcement of all real property taxes and sales taxes.
 - (2) Applications to correct assessment and tax rolls pursuant to the Real Property Tax Law.
 - (3) Determination of the amount of taxes returned as unpaid and the re-levy of same.
 - (4) Adoption of the equalization rates established by the New York State Division of Equalization and Assessment, or in the alternative, upon direction of the Legislature, investigate the ratio and percentage which assessed value of real property bears to the full value of such property and report the percentage for such tax district so determined and recommend action by the Legislature.
 - (5) Adoption of the statement of total valuation, including equalization rates of taxable real property within the County as the basis for the apportionment of the county real property tax levy.
 - (6) Apportionment of all revenue received in the County which is payable to the Villages and Towns.
 - (7) Review of special district charges and recommend adoption of such resolutions as may be necessary to levy same on the tax roll.
 - (8) Oversee all matters relating to reassessment, revaluation, and tax map.

- (9) Review and recommend action with respect to enforcement and collection of delinquent taxes, manner of bids with respect to sale of real property acquired by tax deed, rejection of bids for real property required by tax deed, retention of title of real property acquired by tax deed and such other methods of disposition of tax title real property as the Committee shall deem appropriate.
- (10) Review and recommend action with respect to condemnation, purchase, and acquisition of all real estate by the County, including options to purchase such real estate.
- (11) Oversee and recommend action on all matters relating to County and regional planning.
- (12) Review and oversight of capital budgeting and planning analyses.

RULE 58 COMMITTEES; REMOVAL; REASSIGNMENT: A member who fails or refuses to serve and fulfill the duties of the Committee to which such member has been appointed may be removed at the discretion of the Chair. The vacancy created by such removal shall be filled by the Chair. At the request of a member, the Chair may change the appointment of a member from one Committee to another Committee. The Clerk shall note the removal, appointment or change of assignment in the minutes.

RULE 59. ASSESSMENT ROLLS: The Real Property Director shall procure the assessment roll of each town and have the town verify and correct footings, recapitulation and tabulate the results in such manner as may be required to show assessed valuations for each tax district in each town, on or before the first day of October in each and every year.

RULE 60 ACCESS BY MEDIA FOR DELAYED OR SIMULTANEOUS TRANSMISSION OF PROCEEDINGS

- (a) All representatives of newspaper, radio and television shall have equal access to county facilities to obtain information, and to attend and report the proceedings of the Legislature or of any of its committees or of any other hearing or proceeding held at the County Government Center by any public body in accordance with the Freedom of Information Law, Open Meetings Law, and these Rules. In compliance therewith, the Clerk may make and enforce reasonable regulations as may be mandated by the circumstances.

mandated by the circumstances.

RULE 61. RULES; DELEGATION OF AUTHORITY: Nothing herein shall be deemed to authorize the delegation of any powers, duties or responsibilities of the Legislature to any other officer.

RULE 62. RULES; SUSPENSION: Unless otherwise provided by law, the Legislature may suspend its rules on unanimous vote of the Legislators present and voting at any regular, special or emergency meeting.

RULE 63. RULES; AMENDMENTS: Unless otherwise provided by law, the Legislature, by a majority vote, may amend these rules upon recommendation of the Executive Committee.

RULE 64. EFFECTIVE DATE; CAPTIONS; REPEAL: These Rules shall be effective on the date of adoption by the Legislature. Captions for each rule shall be used for the purpose of identification only and shall not limit the content or meaning of any rule. Any rules heretofore in effect are hereby repealed.

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Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4601

Agenda Date: 5/19/2022

Agenda #: 3.

Narrative of Resolution:

RESOLUTION UNCOMMITTING THE FORT DELAWARE FUND BALANCE AND AUTHORIZING THE CREATION OF AN ASSIGNED FUND BALANCE FOR DEBT SERVICE

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 EXECUTIVE COMMITTEE UNCOMMITTING THE FORT DELAWARE FUND BALANCE, AUTHORIZING THE CREATION OF AN ASSIGNED FUND BALANCE FOR DEBT SERVICE AND AUTHORIZING THE CREATION OF A RESTRICTED FUND BALANCE FOR ROOM TAX - TOURISM

WHEREAS, the Sullivan County Legislature and County Manager see it fiscally responsible to reduce the outstanding debt that exists in the County, and

WHEREAS, it would be in the best interest of the County to create an Assigned Fund Balance to be used for Debt Service, and

WHEREAS, a Committed Fund Balance exists that was established to provide funds to manage Fort Delaware, and

WHEREAS, there is no longer a need to maintain this Committed Find Balance, and

WHEREAS, revenue received from Room Occupancy Tax, net of a limited percentage for administration, is restricted in use for tourism, and

WHEREAS, there is a remaining balance in 2021 that has not been spent on tourism.

NOW, THEREFORE, BE IT RESOLVED, that Sullivan County Legislature hereby creates and funds the following from the general fund:

Assigned Fund Balance - Debt Service \$2,500,000

BE IT FURTHER RESOLVED, that the Sullivan County Legislature un-commits the Committed Fund Balance Fort Delaware in the amount of \$26,985.39.

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby creates and funds the following from the reconciled balance of Room Occupancy Tax:

Restricted Fund Balance - Room Tax - Tourism \$789,941.22



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4607

Agenda Date: 5/19/2022

Agenda #: 4.

Narrative of Resolution:

Authorize MOA with Probation Teamsters

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 EXECUTIVE COMMITTEE RATIFYING A MEMORANDUM OF AGREEMENT BETWEEN THE COUNTY OF SULLIVAN AND THE TEAMSTERS LOCAL 445, INTERNATIONAL BROTHERHOOD OF TEAMSTERS PROBATION UNIT AND AUTHORIZING THE COUNTY MANAGER TO EXECUTE SAID AGREEMENT

WHEREAS, the collective bargaining agreement between the County of Sullivan and the Teamsters Local 445, International brotherhood of Teamsters Probation Unit (hereinafter “Teamsters Probation”) expired on December 31, 2020;

WHEREAS, negotiations conducted pursuant to the provisions of Article 14 of the New York State Civil Service Law (Public Employees Fair Employment Act) have resulted in a Memorandum of Agreement for calendar year 2021 through 2025, attached hereto and made a part hereof; and

WHEREAS, the employees represented by Teamsters Probation have voted and ratified the terms and conditions of employment, as set forth in the aforementioned Memorandum of Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the terms and conditions of employment of employees represented by Teamsters Probation, as set forth in the Memorandum of Agreement attached hereto and made a part hereof be and hereby are ratified, in recognition of the ratification by Teamsters Probation; and

BE IT FUTHER RESOLVED, that the County Manager is hereby authorized to execute the aforementioned Memorandum of Agreement; and

BE IT FUTHER RESOLVED, the County Manager is hereby authorized to execute an Agreement incorporating the terms and conditions of employment in accordance with the Memorandum of Agreement, said Collective Bargaining Agreement to be in such form as the County Attorney shall approve.

MEMORANDUM OF AGREEMENT

By and Between the

***County of Sullivan
(hereinafter referred to as "County")***

And the

***Teamsters Local 445, International
Brotherhood of Teamsters- Sullivan County Probation Department Unit
(hereinafter referred to as "Union")***

WHEREAS, the County and the Union are parties to a Collective Bargaining Agreement for a term which expired on December 31, 2020; and

WHEREAS, the County and the Union have been engaged in collective bargaining, which has led to a mutual understanding between the County and the Union for the terms and conditions of employment for a Successor Agreement; and

WHEREAS, the County and the Union are desirous of reducing that mutual understanding to a written document.

NOW, THEREFORE, the County and the Union agree as follows:

1. All terms and conditions of the existing Collective Bargaining Agreement shall continue in full force and effect unless specifically modified by this Memorandum of Agreement and/or the terms of the expired Agreement.

2. This Memorandum of Agreement is subject to ratification by the membership of the Union and by Legislature of the County of Sullivan.

3. **Term of Agreement:** January 1, 2021 through December 31, 2025.

4. **Housekeeping:** Delete dates no longer applicable, and make grammatical and spelling corrections mutually agreed upon.

5. **Section 302**, shall be amended to read as follows:

- i. Effective January 1, 2021: A new salary grid (attached as Appendix A) shall become effective;

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- ii. Effective January 1, 2022: 2.5% increase to the salary grid;
- iii. Effective July 1, 2022 (or upon Excelsior activation): 4% increase to the salary grid;
- iv. Effective January 1, 2023: 2.5% increase to the salary grid;
- v. Effective January 1, 2024: 2.5% increase to the salary grid;
- vi. Effective January 1, 2025: 2.5% increase to the salary grid.

Note: The increases to the salary grid referenced above are reflected within Appendix B.

6. **Section 303**, shall be deleted effective to January 1, 2021, and the remainder of Article 3 will be renumbered.

Note: The new salary grid supersedes the need for this section.

7. **Section 304**, shall be amended to read as follows:

Upon promotion, an employee shall be placed at the same step number of the promotional title as the one they currently possess.

8. **Section 305**, shall be amended to read as follows:

Upon a return to a lower title, an employee shall be placed at the same step number of the lower title as the one they currently possess.

9. **Section 401**, shall be amended as follows:

Section 401 shall reflect the 8am – 4pm workday.

The following will be added to this section:

Notwithstanding Section 409 below and the remainder of this section, the employer may adjust the current five (5) day work schedule for any position covered by this Agreement to a four (4) day work schedule with increased hours so that the total number of hours worked in the four (4) day schedule equals the total number of hours required to be worked in a five (5) day schedule pursuant to this article for the same title. Employees employed by the County on the effective date of this Agreement whose position is adjusted to a four (4) day work week can either accept or reject the new work schedule. The employer may stagger work hours of employees to ensure the appropriate levels of coverage within the Probation Department.

10. **Section 403**, shall be amended to add the following:

Employees may request to sell-back any amount of earned and unused compensatory time they possess at the time of the request up to twice annually. Requests to sell-back compensatory time must be made pursuant to the following schedule: (1) the first request must be made during the month of June of the given year, which shall be paid out to the employee during the month of July of that year; (2) the second request must be submitted by the employee during the month of December of the given year, which shall be paid out to the employee during the month of January in the subsequent year. Employees who do not elect to receive such a payout in June are not precluded from making a request in December. Payment for such compensatory time shall be paid

5.12.2022

out subject to applicable withholdings and deductions. This provision shall in no way effect the amount of compensatory time that may be earned annually.

11. **Section 1503**, shall be added and will read:

In the event the County declares a State of Emergency unrelated to an incident covered by Section 1502 above, employees of this unit that are required to report to work during said State of Emergency shall receive compensatory time in addition to their regular pay for time worked during the State of Emergency. Compensatory time shall accrue under this section as one hour of compensatory time for each hour worked during the State of Emergency. Employees shall only receive compensatory time under this section up to a maximum of one work week for each State of Emergency. This section shall not apply if the employee accrues compensatory time for the hours worked during the State of Emergency under any other provision of this agreement. Compensatory time earned under this section may not be utilized in computing overtime pay.

12. **Section 3110**, shall be added and will read:

In the event that the County closes for the entirety of a work day due to a snow or inclement weather event, employees who called out of work due to said event shall not be charged leave accruals to cover the absence for that day. This would not cover situations in which the employee had a pre-scheduled absence for that day.

13. **Article XVIII**, shall be amended as follows:

Add new section 1805, which will read as follows:

Employees hired on or before [date of ratification] that opt to receive County health insurance shall be provided with an employer funded annual health reimbursement arrangement (“HRA”) at such time that the unit is transitioned into the Excelsior Plan offered by NYSHIP as the sole health insurance offered under this agreement. The HRA will be funded annually for each qualifying employee (note: upon retirement from the County, employees will receive the annual contribution amount for an individual, regardless of the type of health insurance they have opted for as the County only contributes to individual coverage in retirement) until such time as said employee is no longer an active employee and reaches Medicare eligibility, or otherwise separates from County service in any manner that is not retirement from the County. The annual contribution in the year in which the employee reaches Medicare eligibility shall be prorated based on when they attain Medicare eligibility. The HRA will have no cap and will have annual rollover with any unused amount being applied to the balance of the HRA. Employees who retire from County service and opt to remain on health insurance in retirement may continue to utilize the remaining funds in the HRA in retirement until they are exhausted. In the event the employee opts to not receive County health insurance, is terminated from County service, or resigns prior to retirement from County service, the sum in the HRA account shall remain with the County. The County will pro-rate the annual contribution for active employees if a qualifying event occurs during the year and the employee opts to change health insurance coverage to a family plan. In the event two members of the unit are on the same health insurance plan, the County will make the annual payment for only one of those employees. Rules pertaining to the administration of the HRA shall be developed by the County, follow IRS guidelines, and will remain in its sole discretion.

Employees hired after [date of ratification] shall not be eligible for the HRA.

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The annual contribution rates of the HRA will be as follows:

Year	Individual	Family
2022*	\$1,000	\$2,000
2023	\$1,000	\$2,000
2024	\$1,000	\$2,500
2025 and thereafter	\$1,000	\$2,500

*2022 annual contributions will be pro-rated based on the date the unit is moved to the Excelsior Plan of NYSHIP coverage.

Amend Article XVIII to reflect the following:

Effective July 1, 2022, or as soon thereafter as possible, every employee in the bargaining unit will move to the Excelsior Plan offered by NYSHIP. Employees' percentage contribution rates will remain the same (any cap that currently applies to certain employees will be removed), except those who were contributing 20% under the current CBA will now contribute 15% of the health insurance premium based on their chosen option within the Excelsior Plan (single/family).

Employees hired on or after July 1, 2022 will be enrolled in the Excelsior Plan at 15% contribution.

- 14. **Salary Schedule**, shall be amended to reflect the new wages.
- 15. **Retroactivity:** Retroactivity of wages and all economic benefits (compensation) shall be paid to all employees on the payroll at the date of ratification. Any employee who retired between January 1, 2021 and date of ratification will have retroactivity pro-rated.
- 16. This MOA is the full understanding of the parties as to the terms of this agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement on the

_____ day of May, 2022

COUNTY OF SULLIVAN

UNION

By: _____

By: _____

By: _____

By: _____

By: _____

By: _____

APPENDIX A

Probation Officer Trainee

	Entry	Full
1/1/2021	\$54,840	\$57,726
1/1/2022	\$56,211	\$59,169
Excelsior Effective Date	\$58,459	\$61,536
1/1/2023	\$59,920	\$63,074
1/1/2024	\$61,418	\$64,651
1/1/2025	\$62,954	\$66,267

Probation Officer

	Entry	Full	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1/1/2021	\$58,670	\$61,758	\$62,537	\$63,317	\$64,096	\$64,875	\$65,655	\$66,433	\$67,213	\$67,993	\$68,772	\$69,551
1/1/2022	\$60,137	\$63,302	\$64,100	\$64,900	\$65,698	\$66,497	\$67,296	\$68,094	\$68,893	\$69,693	\$70,491	\$71,290
Excelsior Effective Date	\$62,542	\$65,834	\$66,664	\$67,496	\$68,326	\$69,157	\$69,988	\$70,818	\$71,649	\$72,481	\$73,311	\$74,142
1/1/2023	\$64,106	\$67,480	\$68,331	\$69,183	\$70,034	\$70,886	\$71,738	\$72,588	\$73,440	\$74,293	\$75,144	\$75,996
1/1/2024	\$65,709	\$69,167	\$70,039	\$70,913	\$71,785	\$72,658	\$73,531	\$74,403	\$75,276	\$76,150	\$77,023	\$77,896
1/1/2025	\$67,351	\$70,896	\$71,790	\$72,686	\$73,580	\$74,474	\$75,369	\$76,263	\$77,158	\$78,054	\$78,949	\$79,843

Senior Probation Officer

	Entry	Full	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1/1/2021	\$62,501	\$65,790	\$66,568	\$67,348	\$68,127	\$68,907	\$69,686	\$70,465	\$71,245	\$72,024	\$72,802	\$73,582
1/1/2022	\$64,063	\$67,435	\$68,232	\$69,032	\$69,830	\$70,630	\$71,428	\$72,227	\$73,026	\$73,825	\$74,622	\$75,422
Excelsior Effective Date	\$66,625	\$70,132	\$70,961	\$71,793	\$72,623	\$73,455	\$74,285	\$75,116	\$75,947	\$76,778	\$77,607	\$78,439
1/1/2023	\$68,291	\$71,885	\$72,735	\$73,588	\$74,439	\$75,291	\$76,142	\$76,994	\$77,846	\$78,697	\$79,547	\$80,400
1/1/2024	\$69,998	\$73,682	\$74,553	\$75,428	\$76,300	\$77,173	\$78,046	\$78,919	\$79,792	\$80,664	\$81,536	\$82,410
1/1/2025	\$71,748	\$75,524	\$76,417	\$77,314	\$78,208	\$79,102	\$79,997	\$80,892	\$81,787	\$82,681	\$83,574	\$84,470

APPENDIX A (Continued)

Probation Supervisor

	Entry	Full	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1/1/2021	\$73,033	\$76,877	\$77,657	\$78,435	\$79,215	\$79,995	\$80,774	\$81,553	\$82,332	\$83,111	\$83,891	\$84,670
1/1/2022	\$74,859	\$78,799	\$79,598	\$80,396	\$81,195	\$81,995	\$82,793	\$83,592	\$84,390	\$85,189	\$85,988	\$86,787
Excelsior Effective Date	\$77,853	\$81,951	\$82,782	\$83,612	\$84,443	\$85,275	\$86,105	\$86,936	\$87,766	\$88,597	\$89,428	\$90,258
1/1/2023	\$79,800	\$84,000	\$84,852	\$85,702	\$86,554	\$87,407	\$88,258	\$89,109	\$89,960	\$90,812	\$91,664	\$92,514
1/1/2024	\$81,795	\$86,100	\$86,973	\$87,845	\$88,718	\$89,592	\$90,464	\$91,337	\$92,209	\$93,082	\$93,956	\$94,827
1/1/2025	\$83,840	\$88,253	\$89,147	\$90,041	\$90,936	\$91,832	\$92,726	\$93,620	\$94,514	\$95,409	\$96,305	\$97,198

NOTES:

Probation Officer Titles that currently have salaries over the salary schedule will receive any increases based on their current salary and not the schedule; any employee being promoted or demoted will go to their respective step on the salary schedule.

Step Increases are given on January 1 following the year of completion.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4608

Agenda Date: 5/19/2022

Agenda #: 5.

Narrative of Resolution:

Establish a Standard Work Day for an Elected Official

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:

WHEREAS, effective August 12, 2009, New York State adopted a new regulation 315.4 for additional reporting requirements for elected or appointed officials that more clearly defines the process for reporting time worked for those officials who are members of the New York State Retirement System, and

WHEREAS, one (1) three-month record of work activities were submitted to the Clerk of the Legislature by the elected official that does not maintain a daily record of actual time worked.

NOW THEREFORE BE IT RESOLVED, that the Sullivan County Legislature hereby establishes the following as a standard work day for an elected official and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of the Legislature.

Title of Elected Official	Name	Standard Work Day/ (hrs/day)	Term	Participates in Employers Time Keeping System	Days per month based on Record of Activities	Filed 30 or 90 day record
County Treasurer+	Nancy Buck	7	01/01/22-12/31/25	N	36.84	90

BE IT FURTHER RESOLVED, that the Sullivan County Legislature does hereby attest that the above elected official have submitted a three month log of activities or signed Form RS 2419 Recertification of the Record of Activities and such is on file with the Clerk to the Legislature.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4609

Agenda Date: 5/19/2022

Agenda #: 6.

Narrative of Resolution:

Authorize three (3) Traffic Safety Board Endorsement 2023 Grants

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 EXECUTIVE COMMITTEE TO AUTHORIZE APPROVAL OF THREE (3) TRAFFIC SAFETY BOARD OF ENDORSEMENT 2023 GRANT APPLICATIONS

WHEREAS, Governor’s Traffic Safety Committee received three FY 2023 grant applications from Sullivan County, and

WHEREAS, and the Governor’s Traffic Safety Committee is seeking the approval on these three grant applications, and

WHEREAS, the Sullivan County Traffic Safety Board hereby approves the following grants:

Sullivan County Child Passenger Safety Program	\$15,000
Sullivan County Sheriff’s Office Police Traffic Services	\$11,578
Fallsburg Town Police Department Police Traffic Services	\$6,336

NOW, THEREFORE BE IT RESOLVED, that the Sullivan County Traffic Safety Committee hereby approves the three (3) above named grants.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4610

Agenda Date: 5/19/2022

Agenda #: 7.

Narrative of Resolution:

Set CDBG Public Hearing June 16, 2022 at 10:35AM (Healthy Kids)

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 EXECUTIVE COMMITTEE TO SET A PUBLIC HEARING FOR PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

WHEREAS, the County of Sullivan (“County”) is the current recipient of four Community Development Block Grants (“CDBG”) that are administered by the Office of Community Renewal (“OCR”) under the direction of the Housing Trust Fund Corporation (“HTFC”) for Housing; and

WHEREAS, Sullivan County is a unit of local governments within the Mid-Hudson REDC eligible to access this funding for various community and economic development activities; and

WHEREAS, the County must hold a second public hearing during the administration of an awarded grant to provide input on the effectiveness of the administration of the grants in order to comply with program guidelines; and

WHEREAS, the rules and regulations of the above program requires that each applicant issue a public hearing notice and hold a public hearing allowing for citizen feedback on the community and economic development needs of the community and provide public input on proposed activities in an application to the State and grant administration activities.

NOW THEREFORE BE IT RESOLVED, that the Sullivan County Legislature will hold a public hearing on June 16, 2022 at 10:35AM in the Legislative Hearing Room at the Sullivan County Government Center in Monticello, New York, for the purposes outlined above and will provide appropriate public notice of such hearing in the form of display advertisements.

**LEGAL NOTICE
NOTICE OF PUBLIC HEARING
COUNTY OF SULLIVAN**

County of Sullivan will hold a public hearing on June 16, 2022 at 10:35AM in the Legislative Hearing Room in the Government Center at 100 North Street, Monticello, New York for the purpose of hearing public comments on the County of Sullivan’s current Community Development Block Grant (“CDBG”) projects: 1126HO315-

19 Sullivan County Homeownership Program (\$442,500), 1126ED943-19 Healthy Kids Extended Daycare Program (\$180,000), 1126CVPF42-21 Center for Discovery Air Quality Project (\$2,000,000) and 1126HO318-21 Sullivan County Homeownership Program II (\$1,475,000). The CDBG program is administered by the New York State Office of Community Renewal (“OCR”) and provides resources to eligible local governments for housing, economic development, public facilities, public infrastructure and planning activities, with the principal purpose of benefiting low/moderate income persons. The hearing will provide further information about the progress of the ongoing CDBG projects. Comments related to the effectiveness of administration of the CDBG projects will also be received at this time. The hearing is being conducted pursuant to Section 570.486, Subpart 1 of the CFR and in compliance with the requirements of the Housing and Community Development Act of 1974, as amended.

The Legislative Hearing Room in the Government Center at 100 North Street, Monticello, New York is accessible to persons with disabilities. If special accommodations are needed for persons with disabilities, those with hearing impairments, or those in need of translation from English, those individuals should contact the Clerk of the Legislature at the Sullivan County Government Center, 100 North Street, Monticello, New York at least one week in advance of the hearing date to allow for necessary arrangements. Written comments may also be submitted to the Clerk of the Legislature at the Sullivan County Government Center, 100 North Street, Monticello, New York until June 18, 2022.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4611

Agenda Date: 5/19/2022

Agenda #: 8.

Narrative of Resolution:

Set CDBG Public Hearing June 16, 2022 at 10:40AM

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 EXECUTIVE COMMITTEE TO SET A PUBLIC HEARING
REQUIRED TO APPLY FOR FUNDING FROM THE COMMUNITY DEVELOPMENT BLOCK
GRANT PROGRAM**

WHEREAS, the New York States Homes and Community Renewal Housing Trust Fund Corporation Office of Community Renewal has issued a Notice of Funding Availability for Community and Economic Development Needs and Housing Activities through the NYS Community Development Block Grant (“CDBG”) Program making approximately \$40 million of Federal funds available; and

WHEREAS, Sullivan County (“County”) is a unit of local government within the Mid-Hudson REDC eligible to access this funding for various community and economic development activities, including public infrastructure, public facilities and community planning, as well as housing activities; and

WHEREAS, in order to comply with CDBG requirements, the County must hold a public hearing prior to the preparation and submittal of an application; and

WHEREAS, the rules and regulations of the above program requires that each applicant issue a public hearing notice and hold a public hearing allowing for citizen feedback on the community and economic development needs of the community and any/all proposed projects prior to the submission.

NOW THEREFORE BE IT RESOLVED, that the Sullivan County Legislature will hold a public hearing on June 16, 2022 at 10:40AM in the Legislative Hearing Room at the Sullivan County Government Center in Monticello, New York for the purpose outlined above and will provide appropriate public notice of such hearing in the form of display advertisements.

**LEGAL NOTICE
NOTICE OF PUBLIC HEARING
COUNTY OF SULLIVAN**

County of Sullivan will hold a public hearing on June 16, 2022 at 10:40AM in the Legislative Hearing Room in the Government Center at 100 North Street, Monticello, New York for the purpose of hearing public comments on the County of Sullivan’s community development needs, and to discuss the possible submission for one or

more Community Development Block Grant (“CDBG”) applications for the 2022 program year. The CDBG program is administered by the New York State Office of Community Renewal (“OCR”) and will make available to eligible local governments approximately \$40 million for the 2022 program year for housing, economic development, public facilities, public infrastructure and planning activities, with the principal purpose of benefiting low/moderate income persons. The County of Sullivan is anticipating applying for \$50,000 in CDBG funds to conduct a Needs Assessment for the Foxcroft community to address infrastructure and housing needs. The hearing will provide further information about the CDBG program and will allow for citizen participation in the development of any proposed grant applications and/or to provide technical assistance to develop alternate proposals. Comments on the CDBG program or proposed projects will be received at this time. The hearing is being conducted pursuant to Section 570.486, Subpart 1 of the CFR and in compliance with the requirements of the Housing and Community Development Act of 1974, as amended.

The Legislative Hearing Room in the Government Center at 100 North Street, Monticello, New York is accessible to persons with disabilities. If special accommodations are needed for persons with disabilities, those with hearing impairments, or those in need of translation from English, those individuals should contact the Clerk of the Legislature at the Sullivan County Government Center, 100 North Street, Monticello, New York at least one week in advance of the hearing date to allow for necessary arrangements. Written comments may also be submitted to the Clerk of the Legislature at the Sullivan County Government Center, 100 North Street, Monticello, New York until June 17th at 5:00PM.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4612

Agenda Date: 5/19/2022

Agenda #: 9.

Narrative of Resolution:

Create a Part-Time Caseworker position and Upgrade Four Caseworker positions in DSS

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

Amount to be authorized by Resolution:

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures:

INTRODUCED BY EXECUTIVE COMMITTEE TO CREATE A PART-TIME CASEWORKER POSITION AND UPGRADE FOUR CASEWORKER POSITIONS WITHIN THE DEPARTMENT OF SOCIAL SERVICES

WHEREAS, the Services Unit in the Department of Social Services (DSS) is responsible for providing services to the adults and children of Sullivan County to ensure safe and stable living conditions; and

WHEREAS, the Commissioner of Division of Health and Human Services has reviewed the needs of the Adult Protective and Children’s Services Units and determined that four Senior Caseworkers and one Part-time Caseworker are needed in this Unit; and

WHEREAS, there is a Child Advocacy Center (CAC) Coordinator, budget position #3229, that is vacant and will be abolished to fund one Part-time Caseworker and upgrade four Caseworker positions to Senior Caseworker positions; and

WHEREAS, abolishing the CAC Coordinator and upgrading four Caseworker positions to Senior Caseworker and creating one Part-time Caseworker will save the county \$18,939; and

WHEREAS, the Commissioner of Human Resources has suggested that a resolution be filed to create one Part-time Caseworker and upgrade four Caseworker Positions, #209, #1318, #2140, #3454, to Senior Caseworkers.

NOW, THEREFORE, BE IT RESOLVED, that the Child Advocacy Center Coordinator, position #3229, be abolished; and

BE IT FURTHER RESOLVED, one Part-time Caseworker position be created and four Caseworker budget positions #209, #1318, #2140, #3454 be upgraded to Senior Caseworkers in the Department of Social Services.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4613

Agenda Date:

Agenda #: 10.

Narrative of Resolution:

Reclassify a position in the Department of Grants Administration

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

Amount to be authorized by Resolution: \$11,800; Can be funded from vacancies

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO RECLASSIFY A POSITION IN THE DEPARTMENT OF GRANTS ADMINISTRATION

WHEREAS, a position in the Department of Grants Administration (DGA), Number 2119, currently designated as Grants Administration Supervisory Assistant, Civil Service Grade 7, will be vacated effective May 30, 2022; and

WHEREAS, after discussion with the Personnel Officer, and in consideration of such factors as the reorganization of the DGA within the Division of Planning, Community Development & Environmental Management and anticipated new Federal and State discretionary funding opportunities, the Grants Administration Supervisor believes it is in the best interest of the County to reclassify Position Number 2119 from Grants Administration Supervisory Assistant to Grant Writer, Civil Service Grade 13; and

WHEREAS, Sullivan County (“the County”) has a goal of pursuing relevant discretionary funding opportunities in order to bring more resources to the County to support County needs and objectives, and improve service to constituents; and

WHEREAS, the reclassification will increase the County’s capacity to identify, evaluate and pursue discretionary funding opportunities, and to improve the administration of secured discretionary grants;

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the reclassification of position number 2119 in the Department of Grants Administration from Grants Administration Supervisory Assistant to Grant Writer; and

BE IT FURTHER, RESOLVED, that the appointment be in accordance with the Civil Service Law and local rules and the salary be set in accordance with the Teamsters Collective Bargaining Agreement; and

BE IT FURTHER RESOLVED, that the position be filled immediately.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4615

Agenda Date: 5/19/2022

Agenda #: 11.

Narrative of Resolution:

Authorize contract with FBA for administration of HRA

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 EXECUTIVE COMMITTEE TO AUTHORIZE CONTRACT WITH FBA FOR HRA ADMINISTRATION

WHEREAS, the County of Sullivan (“County”) will be providing Health Reimbursement Arrangement (HRA) accounts to employees as defined by their respective Collective bargaining agreements; and

WHEREAS, in anticipation of the County requiring the services of an administrative agency to administer the HRA, a Request For Proposal (RFP) #R-22-10 was issued for services and proposals for same were received, and

WHEREAS, Flexible Benefit Administrators, Inc. (“FBA”) proposed a rate of \$3- per covered employee per month, each year for a five year term, and has the necessary expertise to administer the HRA, and;

WHEREAS, the Commissioner of Human Resources reviewed and determined that FBA services are the most cost efficient and recommends entering into a contract(s) with FBA for HRA services; and

WHEREAS, the term of the contract(s) shall be a five year term in line with FBA’s 5 year rate guarantee.

NOW THEREFORE BE IT RESOLVED, that the Sullivan County Manager is hereby authorized to enter into a contract(s) with FBA for the administration services of the County’s Health Reimbursement Arrangement program. The form of said contract(s) to be approved by the County Attorney’s Office.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4616

Agenda Date: 5/19/2022

Agenda #: 12.

Narrative of Resolution:

Authorize IMA with Orange County to provide Police Tactical Team Cooperation

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:

INTRODUCED BY EXECUTIVE COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO ENTER INTO AN INTERMUNICIPAL AGREEMENT WITH THE COUNTY OF ORANGE TO PROVIDE POLICE TACTICAL TEAM COOPERATION

Legislators Doherty, and Salamone offer the following:

WHEREAS, Section 199-o of the General Municipal Law permits municipal corporations to enter into agreement from performance amongst themselves or for one for the other of their respective functions, powers and duties on a cooperative or contract basis for the provision of a joint service, and

WHEREAS, the Sullivan County Sheriff and the Orange County Sheriff have experienced within their jurisdictions a potential need for the join response of both parties police tactical teams to deal with certain criminal acts or threats including but not limited to barricaded suspects, hostage takers or other persons committing violent acts that may be more effectively dealt with through the use of a specially trained tactical team rather than standard policy operations; **NOW THEREFORE IT IS HEREBY**

RESOLVED, that the County Manager is hereby authorized to execute an Intermunicipal Agreement with the County of Orange with a term of January 1, 2022 - December 31, 2026, to formalize the relationship between the Sullivan County Sheriff’s Office, Emergency Services Unit and the Orange County Sheriff’s Office Special Operations Group, in such form as the County Attorney shall approve; and it is further



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4617

Agenda Date: 5/19/2022

Agenda #: 13.

Narrative of Resolution:

Authorize County of Sullivan to pursue lead agency status for SEQRA Process for 2 cell towers

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 EXECUTIVE COMMITTEE TO AUTHORIZE THE COUNTY OF SULLIVAN TO PURSUE LEAD AGENCY STATUS FOR THE SEQRA PROCESS FOR THE PROPOSED CONSTRUCTION OF TWO COMMUNICATIONS TOWERS

WHEREAS, the County of Sullivan is in the process of investigating the construction of two (2) communications towers in the Village of Monticello and the Town of Liberty (“Project”); and

WHEREAS, the Project is subject to the requirements of the State Environmental Quality Review Act (SEQRA) as defined in Title 5 NYCRR Section 617; and

WHEREAS, the Project will include the acquisition of new equipment and construction of new communications towers; and

WHEREAS, in accordance with the SEQRA requirements the County of Sullivan is eligible to act as Lead Agency for the Project.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature does hereby authorize the County of Sullivan to pursue designation of and act as Lead Agency for the SEQRA process for the Project.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4618

Agenda Date: 5/19/2022

Agenda #: 14.

Narrative of Resolution:

Authorize contract with SCVA for providing transportation services

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

Amount to be authorized by Resolution: \$25,000 funded as outlined below

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE AUTHORIZING A CONTRACT WITH THE SULLIVAN CATSKILLS VISITORS ASSOCIATION FOR PURPOSES OF PROVIDING TRANSPORTATION SERVICES FOR TOURISM EVENTS IN SULLIVAN COUNTY

WHEREAS, numerous organizations throughout Sullivan County sponsor and operate tourism-related events in the County; and

WHEREAS, these events annually draw hundreds of thousands of visitors and generate millions of dollars in revenue for local businesses and governments; and

WHEREAS, the Legislature desires to increase the amount of visitors to Sullivan County by increasing the amount, availability and accessibility of tourism-related events; and

WHEREAS, it can be difficult for people to attend such events due to a lack of convenient public transportation; and

WHEREAS, officially scheduled, effectively promoted and consistently reliable public transportation to and from these events could increase attendance and revenue, potentially significantly; and

WHEREAS, the Legislature has determined the Sullivan Catskills Visitors Association is able and willing to manage such a public transportation service as part of its tourism marketing and promotion efforts;

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is hereby authorized to execute and contract with the Sullivan Catskills Visitors Association for the purpose of supplying public transportation services to and from tourism events in Sullivan County; and

BE IT FURTHER RESOLVED, that \$25,000 for this program will be appropriated from the Room Tax - Tourism Restricted Fund Balance; and

BE IT FURTHER RESOLVED, the contract will run from May 19, 2022 through December 31, 2022, said agreement to be in such form as the County Attorney shall approve.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4619

Agenda Date: 5/19/2022

Agenda #: 15.

Narrative of Resolution:

Authorize contract with NYS OCFS to accept grant monies

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:

INTRODUCED BY EXECUTIVE COMMITTEE TO ENTER INTO A CONTRACT AGREEMENT WITH THE NYS OFFICE OF CHILDREN AND FAMILY SERVICES (OCFS) TO ACCEPT GRANT MONIES FOR THE SULLIVAN COUNTY PUBLIC HEALTH SERVICES “HEALTHY FAMILIES OF SULLIVAN” FOR THE CONTRACT PERIOD 9/1/2022 TO 8/31/2025

WHEREAS, Sullivan County Public Health Services was awarded grant monies from the NYS Office of Children and Family Services (NYSOCFS), for the period September 1, 2017 - August 31, 2022, and

WHEREAS, pursuant to Resolution #289-07, the County manager was authorized to enter into a contract with the NYSOCFS to accept such grant monies, and

WHEREAS, the Sullivan County Public health Services Department recently has been awarded grant monies for the Healthy Families of Sullivan program for a three year contract period (9/1/2022 - 8/31/2025)

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and is hereby authorized to enter into a contract with NYSOCFS to accept grant monies in the amount of \$274,076 annually (9/1/2022 - 8/31/2025) of the Healthy Families of Sullivan Program, and

BE IT FURTHER RESOLVED, that the County manager is authorized to execute contract renewals for the Healthy Families of Sullivan Program on an annual basis over the three years, and

BE IT FURTHER RESOLVED, that should the NYSOCFS reduce or eliminate the grant funding for Healthy Families of Sullivan program for the grant period of September 1, 2022 - August 31, 2025, then the

above contracts may be reduced and or abolished by an amount at the discretion of the County Legislature, and

BE IT FURTHER RESOLVED, that the County Manager be hereby authorized to execute such contract renewals using the NYSOCFS Contract Management System and/or NYS Grants Gateway, and

BE IT FURTHER RESOLVED, that the form of such contract agreement (s) be approved by the Sullivan County Attorney's office.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4620

Agenda Date: 5/19/2022

Agenda #: 16.

Narrative of Resolution:

Accept the 2022-2023 Snowmobile Grant

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:

INTRODUCED BY THE EXECUTIVE COMMITTEE RESOLUTION TO AUTHORIZE SUBMISSION OF A NEW YORK OFFICE OF PARKS, RECREATION & HISTORIC PRESERVATION SNOWMOBILE TRAIL GRANT -IN-AID PROGRAM APPLICATION, AND THE EXECUTION OF CONTRACT BETWEEN SULLIVAN COUNTY TRAIL ASSOCIATION (“SCTA”) AND THE COUNTY OF SULLIVAN (“COUNTY”)

WHEREAS, the County of Sullivan and SCTA recognize that the maintenance and improvement of snowmobile trails would serve the interests of and redound to the benefit of Sullivan County citizens and tourists; and

WHEREAS, the County, on behalf of SCTA, seeks to obtain funding through the New York Office of Parks, Recreation, & Historic Preservation Snowmobile Trail Grant-in-Aid Program to provide maintenance and improvements along publically accessible designated snowmobile trails within Sullivan County; and

WHEREAS, the County would be the designated Local Sponsor, as required by this Grant-in-Aid program, with respect to the administration of the required documentation; and

WHEREAS, the County as the Local Sponsor, with the respect to the funding, would act solely as a pass through, retaining up to 10% of the State provided funds to cover administrative costs.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, Chairman of the County Legislature, and / or their authorized representative (*as required by the funding source*) to execute any and all necessary documents to submit the New York Office of Parks, Recreation, & Historic Preservation Snowmobile Trail Grant-in-Aid Program application for funding; and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, and / or Chairman of the County Legislature (*as required by the funding source*) to accept the award, and enter into an award agreement or contract to administer the funding secured, in such form as the County Attorney

shall approve; and

BE IT FURTHER RESOLVED, that the County Manager is hereby authorized to execute the New York State Snowmobile Trail Grant-in-Aid Agreement between Sullivan County Trail Association and the “County of Sullivan” for the period commencing April 1, 2022 through March 31, 2023, subject to the approval of the County Attorney; and

BE IT FURTHER RESOLVED, that should the New York Office of Parks, Recreation, & Historic Preservation Snowmobile Trail Grant-in-Aid Program funding be terminated, the County shall not be obligated to continue any action undertaken by the use of this funding.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4621

Agenda Date: 5/19/2022

Agenda #: 17.

Narrative of Resolution:

To Establish a “Ban the Box” Policy for the County of Sullivan

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 Executive Committee Establishing A “Ban The Box” Policy for The County of Sullivan

WHEREAS, the County of Sullivan (“County”) is committed to recruiting a diverse and skilled workforce; and

WHEREAS, the Sullivan County Legislature (“Legislature”) is committed to protecting the rights of all its residents, and assisting in the rehabilitation of people with criminal records; and

WHEREAS, removing the conviction history “check box” from applications is a proven method of increasing employment opportunities for individuals with criminal convictions, as even a minor conviction can be a significant limitation in seeking gainful employment; and

WHEREAS, allowing potential candidates to obtain interviews regardless of their conviction status aids in reducing the stigma and bias associated with individuals with a criminal background and works towards ending structural discrimination; and

WHEREAS, the Equal Employment Opportunity Commission has recommended, as a best practice, removing questions from job applications that create discriminatory barriers; and

WHEREAS, effective August 1, 2022 the County no longer requires an applicant for employment with the County to answer questions regarding criminal history on their application for examination or employment; and

WHEREAS, the Legislature wishes to codify this practice into policy to permanently "Ban The Box" on its employment application form to promote fairness and opportunity for all persons applying for employment with the County;

NOW THEREFORE BE IT RESOLVED, any application for examination or employment with the

County shall not contain questions or checkboxes regarding criminal history; and,
BE IT FURTHER RESOLVED, all applications for County employment shall be reviewed and judged on the qualifications presented, any applicable civil service standards and all pertinent laws and regulations; and,

BE IT FURTHER RESOLVED, the County shall inquire into and consider a candidate's prior criminal convictions only after a conditional offer of employment is made, except as when otherwise required by law; and,

BE IT FURTHER RESOLVED, the County's Personnel Department shall adhere to any County policy in place requiring an applicant for employment to submit to a background check.

Criminal Background Checks

Intent and purpose

A.

The Sullivan County Legislature (“Legislature”) has determined in order to promote the safety of the people of Sullivan County and the security of County property, it is important to investigate prospective applicants for employment with the County of Sullivan by reviewing such applicants' criminal history report.

B.

The office of the Sullivan County Commissioner of Human Resources performs the duties of Personnel Officer of the County of Sullivan pursuant to New York State Civil Service Law of §15 and the Administrative Code of the County of Sullivan. The Sullivan County Commissioner/Personnel Officer administers civil service law with respect to offices and employment in the classified service of the County pursuant to Civil Service Law §17. The Sullivan County Commissioner of Human Resources/Personnel Officer, pursuant to New York State Civil Service Law, § 50(4)(d) is directed to ascertain the fitness of applicants for positions in the competitive class of the civil service and may refuse to examine an applicant, or may refuse to certify an eligible applicant, who has been convicted of a crime. In addition, the Sullivan County Commissioner of Human Resources/Personnel Officer is responsible for the administration of personnel matters with respect to offices and employment in the unclassified service of the County.

C.

Accordingly, the purpose of this policy is to provide authority for fingerprinting and criminal history record checks of prospective employees of the County of Sullivan where such authority does not exist by statute or any other state or federal law. This policy shall be administered by and/or through the office of the Sullivan County Commissioner of Human Resources/Personnel Officer.

Employees subject to fingerprinting and background checks:

A.

Effective August 1, 2022 all prospective employees shall be subject to fingerprinting and background checks who are candidates for approved positions as set forth in the Sullivan County Civil Service Rules:

(1)

All positions which are, now or in the future, designated as classified service in the competitive class, noncompetitive class, labor class, and exempt class.

(2)

All positions which are, now or in the future, designated as unclassified service except those designated as elected officials.

B. Programs mandated to run background checks by state or federal regulatory requirements will continue with their respective background check process.

Administration

A.

The Sullivan County Commissioner of Human Resources/Personnel Officer shall be responsible for the administration of this policy and the procedures for the purpose of performing fingerprinting and criminal history review of prospective employees of the County of Sullivan who are subject to background checks and fingerprinting.

B.

The Sullivan County Commissioner of Human Resources/Personnel Officer shall utilize an approved vendor for the completion of the criminal history reports of prospective applicants for employment with the County of Sullivan. Subsequent to the effective date of the policy, all prospective applicants for employment within the classes of the civil service of the County of Sullivan as set forth in this policy shall be fingerprinted for the purpose of acquiring a criminal history report from an approved vendor.

C.

In order to determine the kind of criminal conviction which may preclude a person from employment with the County of Sullivan, the following criteria shall aid in determination:

(1)

Whether the person has been convicted of any offense denominated a felony or misdemeanor by and in violation of the laws of the United States or any of its territories or possessions or another state or of the State of New York or any political subdivision of this state.

(2)

Whether a person has been found by any court or administrative tribunal of the United State of any of its territories or possessions or another state or of the State of New York or any political subdivision of this state to have practiced any fraud, deceit or misrepresentation in the conduct of any occupation, business or profession.

D.

The criteria set forth in Subsection C of this section shall constitute sufficient legal basis for obtaining the criminal history of said person.

E.

Fingerprint cards for all prospective employees shall be prepared by the approved vendor. **Any applicable** fee shall be paid by the County and be chargeable against the respective department's budget. The fingerprint card and applicable fee will be

delivered to the Sullivan County Commissioner of Human Resources/Personnel Officer who shall forward the same to the approved vendor for processing.

F.

The criminal history record processed by the approved vendor concerning prospective employees shall be submitted to the Sullivan County Commissioner of Human Resources/Personnel Officer or his/her designee for review and consideration of the contents of those records and a decision regarding the candidate's fitness for the position.

All offers of employment at the County of Sullivan are contingent upon the results of a thorough background check. Background checks will be conducted on all final candidates.

Background checks will include:

- **Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.
- **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be conducted on the past two employers or the previous five years, whichever comes first.
- **Personal and Professional References:** calls will be placed to individuals listed as references by the applicant.
- **Educational Verification:** confirms the applicant's stated educational institution(s), including the years attended and the degree/diploma received.
- **Criminal History:** includes review of criminal convictions.

The following factors will be considered for applicants with a criminal history:

- The nature of the crime and its relationship to the position.
 - The time since the conviction.
 - The number of convictions.
 - Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the business, its employees or its customers and vendors.
- **Motor Vehicle Records:** provides a report on an applicant's driving history.

Procedure

Final candidates must complete a **background check authorization form** and return it to Human Resources. *[Note: this process will require a conditional employment offer prior to conducting a background check. Appointing authorities must require the completion of a background check authorization form at the time the offer of employment is extended.]*

Human Resources will order the background check upon receipt of the signed background check authorization form, and an employment screening service will conduct the checks. A designated Human Resources representative will review all results.

The designated representative will notify the appointing authority upon completion of the check. In instances where negative or incomplete information is obtained, the Commissioner of Human Resources/Personnel Officer will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired.

Background check information will be maintained in a file separate from employees' personnel files for a minimum of five years.

Ban The Box

The County of Sullivan is committed to recruiting a diverse and skilled workforce; and County Legislature is committed to protecting the rights of all its residents, and assisting in the rehabilitation of people with criminal records.

Removing the conviction history “check box” from applications is a proven method of increasing employment opportunities for individuals with criminal convictions, as even a minor conviction is often a significant limitation in seeking gainful employment.

Establishing A “Ban The Box” Policy for The County of Sullivan

WHEREAS, the County of Sullivan (“County”) is committed to recruiting a diverse and skilled workforce; and

WHEREAS, the Sullivan County Legislature (“Legislature”) is committed to protecting the rights of all its residents, and assisting in the rehabilitation of people with criminal records; and

WHEREAS, removing the conviction history “check box” from applications is a proven method of increasing employment opportunities for individuals with criminal convictions, as even a minor conviction can be a significant limitation in seeking gainful employment; and

WHEREAS, allowing potential candidates to obtain interviews regardless of their conviction status aids in reducing the stigma and bias associated with individuals with a criminal background and works towards ending structural discrimination; and

WHEREAS, the Equal Employment Opportunity Commission has recommended, as a best practice, removing questions from job applications that create discriminatory barriers; and

WHEREAS, effective August 1, 2022 the County no longer requires an applicant for employment with the County to answer questions regarding criminal history on their application for examination or employment; and

WHEREAS, the Legislature wishes to codify this practice into policy to permanently "Ban The Box" on its employment application form to promote fairness and opportunity for all persons applying for employment with the County;

NOW THEREFORE BE IT RESOLVED, any application for examination or employment with the County shall not contain questions or checkboxes regarding criminal history; and,

BE IT FURTHER RESOLVED, all applications for County employment shall be reviewed and judged on the qualifications presented, any applicable civil service standards and all pertinent laws and regulations; and,

BE IT FURTHER RESOLVED, the County shall inquire into and consider a candidate's prior criminal convictions only after a conditional offer of employment is made, except as when otherwise required by law; and,

BE IT FURTHER RESOLVED, the County’s Personnel Department shall adhere to any County policy in place requiring an applicant for employment to submit to a background check.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4622

Agenda Date: 5/19/2022

Agenda #: 18.

Authorize the County Manager to sign software order forms/agreements with Experience Care, LLC

Amount to be authorized by Resolution: \$1,427.69/month for 3 years; \$357.33/month for 5 years; \$59,984.76 total obligation.

Are funds already budgeted: Yes

Specify Compliance with Procurement Procedures: Long standing solution - vendor quotes received.

RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO SIGN SOFTWARE ORDER FORMS/AGREEMENTS WITH EXPERIENCE.CARE, LLC

WHEREAS, resolution 419-18 adopted by the Sullivan County Legislature on September 18, 2018, authorized an agreement with Cantata Health, LLC, now known as “Experience Care,” for use of its ‘Net Solutions’ resident management software solutions (EMR) at the Care Center at Sunset Lake (“Care Center”) with its medical, billing and financial modules; and

WHEREAS, on behalf of the residents of the Care Center, the County of Sullivan requires continued access to the clinical (limited use) and financial (full use) modules and data contained in the Net Solutions EMR solution.

NOW THEREFORE BE IT RESOLVED, that the County Manager is hereby authorized to sign software order forms/agreements for:

1. Hosted Renewal Agreement for full use financial modules for a period of three (3) years at a cost of \$1,070.36/month; and
2. Limited Use for clinical modules for a period of five (5) years at a cost of \$357.53/month; and

BE IT FURTHER RESOLVED, that said order forms/agreements to be in such form as the County

Attorney shall approve.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4614

Agenda Date: 5/19/2022

Agenda #: 19.

Narrative of Resolution:

Authorize Reimbursement for Honor EHG, Inc.

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

Amount to be authorized by Resolution: \$7,000

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO AUTHORIZE REIMBURSEMENT FOR HONOR EHG, INC. FOR EQUIPMENT TO ASSIST WITH APPLICATIONS FOR THE HOMELESS MANAGEMENT INFORMATION SYSTEM

WHEREAS, Sullivan County through the Department of Human Services has received an allocation in the amount of \$45,000 from the New York State Office of Temporary and Disability Assistance; and

WHEREAS, this allocation is to be used to support connectivity to our local Homeless Management Information System (HMIS) and other administrative actions related to our Homeless Services Plan; and

WHEREAS, HONOR EHG, Inc., currently provides services to the county and offered to upload data to Homeless Management Information System (HMIS) and to purchase related technology equipment to facilitate; and

WHEREAS, Sullivan County wishes to reimburse HONOR EHG, Inc., for the purchase of related technology equipment to help facilitate the Homeless Management Information System (HMIS) with funds from the allocation received from the New York State Office of Temporary and Disability Assistance not to exceed \$7,000; and

WHEREAS, this will be at no cost to the County.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature does hereby authorize reimbursement for HONOR EHG, Inc., not to exceed \$7,000 for the purchase of related technology equipment to support connectivity to our local Homeless Management Information System (HMIS) and other administrative actions related to our Homeless Services Plan; and

BE IT FURTHER RESOLVED, that the County Manager is hereby authorized to execute any agreements or documents as necessary to authorize this reimbursement.