



Sullivan County
Human Resources Committee
Meeting Agenda - Final

100 North Street
Monticello, NY 12701

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

Thursday, April 10, 2025

9:00 AM

Government Center

Call To Order and Pledge of Allegiance

Roll Call

Comments:

Reports:

1. Division of Human Resources

Discussion:

Public Comment

Resolutions:

1. To appoint the Human Rights Commission. [ID-7342](#)
2. To create a full-time Fiscal Administrative Officer at the Care Center at Sunset Lake. [ID-7351](#)
3. TO ACCEPT RESORTS WORLD DONATION OF SPACE FOR COUNTY OF SULLIVAN PERSONNEL OFFICE TO HOST CIVIL SERVICE EXAMS SCHEDULED FOR MAY 3, 2025. [ID-7369](#)
4. TO ESTABLISH A POLICY PROHIBITING THE USE OF RECORDING DEVICES [ID-7371](#)

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

5. TO AUTHORIZE THE COUNTY MANAGER TO EXECUTE AN AGREEMENT WITH BROKER BROWN AND BROWN FOR SECURING HEALTH INSURANCE COVERAGE THROUGH ANTHEM TO REPLACE EXCELSIOR COVERAGE FOR APPLICABLE SULLIVAN COUNTY EMPLOYEES [ID-7377](#)
6. To abolish and create a position in the Office of Audit and Control. [ID-7382](#)
7. To create a position in the Office of Audit and Control. [ID-7383](#)

Adjourn

Sullivan County

Legislative Memorandum

File #: ID-7342

Agenda Date: 4/10/2025

Agenda #: 1.

Narrative of Resolution:

To appoint members to the Human Rights Commission.

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

Amount to be authorized by Resolution: \$0

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures:

N/A

[Click or tap here to enter text.](#)

RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO APPOINT MEMBERS TO THE HUMAN RIGHTS COMMISSION

WHEREAS, pursuant to Section A10-5 of the Administrative Code the Sullivan County Legislature (“Legislature”) is authorized to appoint nine members to the Sullivan County Human Rights Commission; and

WHEREAS, the Clerk of the Legislature has been provided with nine names to serve as members of the Human Rights Commission each to serve a three year term to commence on April 24, 2025.

NOW THEREFORE BE IT RESOLVED, that the Legislature does hereby appoint nine members to the Human Rights Commission as listed below,

- District 1: Joel Santiago
- District 2: Ari Pontier
- District 3: Amanda Ward
- District 4: Charlie Wade
- District 5: Margaret Gans
- District 6: Bill Liblick
- District 7: Ricardo Nieves
- District 8: Miranda Behan
- District 9: Alex Portugal

BE IT FURTHER RESOLVED that the appointments shall be for a three year term commencing on April 24, 2025.



Sullivan County

Legislative Memorandum

100 North Street
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File #: ID-7351

Agenda Date: 4/10/2025

Agenda #: 2.

Narrative of Resolution:

To create a full-time Fiscal Administrative Officer at the Care Center at Sunset Lake.

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? No

Specify Compliance with Procurement Procedures:

N/A

RESOLUTION INTRODUCED BY HUMAN RESOURCES COMMITTEE TO CREATE A FISCAL ADMINISTRATIVE OFFICER POSITION AT THE CARE CENTER AT SUNSET LAKE

WHEREAS, the Commissioner of Management and Budget feels that there is a need for a Fiscal Administrative Officer position at the Care Center at Sunset Lake to address the higher level financial duties at the Care Center on a full-time basis.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby creates one (1) Fiscal Administrative Officer position at the Care Center at Sunset Lake with a salary set in accordance with the Management/Confidential salary schedule; and

BE IT FURTHER RESOLVED, the above position shall be filled immediately

Sullivan County

Legislative Memorandum

File #: ID-7369

Agenda Date: 4/10/2025

Agenda #: 3.

Narrative of Resolution:

RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO ACCEPT RESORTS WORLD DONATION OF SPACE FOR COUNTY OF SULLIVAN PERSONNEL OFFICE TO HOST CIVIL SERVICE EXAMS SCHEDULED FOR MAY 3, 2025.

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

Amount to be authorized by Resolution: \$0

Are funds already budgeted? No

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO ACCEPT RESORTS WORLD DONATION OF SPACE FOR COUNTY OF SULLIVAN PERSONNEL OFFICE TO HOST CIVIL SERVICE EXAMS SCHEDULED FOR MAY 3, 2025.

WHEREAS, the County of Sullivan Personnel Office is required by Civil Service Law to administer Civil Service Exams;

WHEREAS, there are several upcoming exams, to wit: (1) Administrative Assistant; (2) Police Officer/Deputy Sheriff; (3) Director of Food Services; (4) Family Services Investigator Trainee; (5) Family Services Investigator; (6) Senior Family Services Investigator; and (7) School Lunch Manager, with a large number of applicants scheduled for May 3, 2025;

WHEREAS, the aforesaid exams would typically be held at Sullivan County Community College, which venue already has a conflicting scheduled event on May 3, 2025;

WHEREAS, Resorts World has offered to waive their usual space fee, generously donating the space needed to host the May 3, 2025 exams, and

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby accepts the generous donation from Resorts World, allowing the County of Sullivan Personnel Office to host these exams as required by Civil Service Law.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7371

Agenda Date: 4/10/2025

Agenda #: 4.

Narrative of Resolution:

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

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

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

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures:

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

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

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

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

PROHIBITED USE OF RECORDING DEVICES:

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

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

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

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

Sullivan County

Legislative Memorandum

File #: ID-7377

Agenda Date: 4/10/2025

Agenda #: 5.

Narrative of Resolution:

RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO EXECUTE AN AGREEMENT WITH BROKER BROWN AND BROWN FOR SECURING HEALTH INSURANCE COVERAGE THROUGH ANTHEM TO REPLACE EXCELSIOR COVERAGE FOR APPLICABLE SULLIVAN COUNTY EMPLOYEES

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

Amount to be authorized by Resolution: \$0

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO EXECUTE AN AGREEMENT WITH BROKER BROWN AND BROWN FOR SECURING HEALTH INSURANCE COVERAGE THROUGH ANTHEM TO REPLACE EXCELSIOR COVERAGE FOR APPLICABLE SULLIVAN COUNTY EMPLOYEES

WHEREAS, Resolution Number 234-24 authorized the County Manager to execute a contract with Brown and Brown to analyze, review, and recommend equivalent health care replacement for the phasing out of the Excelsior Plan by NYSHIP; and

WHEREAS, the County of Sullivan proceeded with securing the alternative health insurance plan as provided by Brown and Brown, which now requires an annual contract, and

WHEREAS, the contract period for these services shall be for one (1) year, to wit, January 1, 2025 to December 31, 2025, and may be renewed annually for up to four (4) years; and

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature authorizes the County Manager to sign any and all of the necessary agreements, contracts and documentation, in such form as the County Attorney shall approve, to contract for said broker services not to exceed \$93,000 annually to be paid by Anthem; and

BE IT FURTHER RESOLVED, that a certified copy of this resolution be attached to any necessary agreements in connection with this project; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

Sullivan County

Legislative Memorandum

File #: ID-7382

Agenda Date: 4/10/2025

Agenda #: 6.

Narrative of Resolution:

To abolish and create a position in the Office of Audit and Control.

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

Amount to be authorized by Resolution: \$28,376.43 (\$22.949 salary, plus benefits)

Are funds already budgeted? No

Specify Compliance with Procurement Procedures:

N/A

RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO ABOLISH AND CREATE A POSITION IN THE OFFICE OF AUDIT AND CONTROL

WHEREAS, the Charter designates powers and duties of the County Auditor and allows for a Deputy County Auditor position within the Office of Audit and Control as authorized by the Legislature within appropriations provided; and

WHEREAS, in the 2025 budget there is a vacant Staff Auditor position that can be abolished to create a Deputy County Auditor position; and

WHEREAS, the funds budgeted for the Staff Auditor position will partially fund the Deputy Auditor position and additional funds are needed for the position of Deputy County Auditor position;

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby abolishes the Staff Auditor position and hereby creates a Deputy County Auditor position in the Office of Audit and Control; and

BE IT FURTHER RESOVED, the Sullivan County Legislature authorizes the funding of this position.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-7383

Agenda Date: 4/10/2025

Agenda #: 7.

Narrative of Resolution:

To create a position in the Office of Audit and Control.

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

Amount to be authorized by Resolution: \$89,937.91 (Salary \$51,636 plus benefits)

Are funds already budgeted? No

Specify Compliance with Procurement Procedures:

N/A

WHEREAS, the Office of Audit and Control (“Department”) is responsible for the auditing all claims and charges against the County or against funds that the County is responsible for; and

WHEREAS, there is a need to create an Accounts Payable Coordinator position within the Department to assist with the timely process claims;

NOW, THEREFORE, BE IT RESOLVED, that an Accounts Payable Coordinator position be created in the Office of Audit and Control; and

BE IT FURTHER RESOLVED, that upon the future vacancy of position number 892, it is hereby abolished.