



Sullivan County
Human Resources Committee
Meeting Agenda - Final

100 North Street
Monticello, NY 12701

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

Thursday, May 11, 2023

9:30 AM

Government Center

Call To Order and Pledge of Allegiance

Roll Call

Comments:

Reports:

1. Division of Human Resources

Discussion: None

Public Comment

Resolutions:

1. TO AUTHORIZE THE HOURLY PAY RATES AND A PERFORMANCE
BASED WORK INCENTIVE FOR THE SUMMER YOUTH
EMPLOYMENT PROGRAM. [ID-5494](#)
2. To assign a stipend to two Assistant Social Worker III positions in
Community Services to take on additional duties of the vacant Clinical
Program Manager position. [ID-5509](#)
4. To abolish an Administrative Assistant position and create a Administrative
Secretary position in the Department of Public Health. [ID-5527](#)

Adjourn

Sullivan County

Legislative Memorandum

File #: ID-5494

Agenda Date: 5/11/2023

Agenda #: 1.

Narrative of Resolution:

RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO AUTHORIZE THE HOURLY PAY RATES AND A PERFORMANCE BASED WORK INCENTIVE FOR THE SUMMER YOUTH EMPLOYMENT PROGRAM

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

Amount to be authorized by Resolution: \$145,500.00

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures: N/A

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

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

WHEREAS, CWD wishes to set the pay rates for the SYEP Participants at \$15 per hour to stay parallel with other County departments; and

WHEREAS, CWD created a performance-based work incentive policy approved by OTDA allowing the participants to earn up to an additional \$300 for the six (6) week program. This will challenge the participants to do a good job based on four (4) incentive categories of \$25 for the three (3) payroll periods. This will identify up to fifty (50) eligible participants as deserving based on their performance for an amount not to exceed \$15,000.00; and

WHEREAS, the pay rates and performance-based work incentives are paid for through the OTDA under the MOA with DFS, which is made available and in effect from May 1, 2023 through September 30, 2023. Pay rates would be paid out in accordance with the County of Sullivan's payroll schedule and the incentives would be paid out in one lump sum at the end of the SYEP program.

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

Sullivan County

Legislative Memorandum

File #: ID-5509

Agenda Date: 5/11/2023

Agenda #: 2.

Narrative of Resolution:

To assign a stipend to two Assistant Social Worker III positions in Community Services to take on additional duties of the vacant Clinical Program Manager position.

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

Amount to be authorized by Resolution: \$12,000.

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures: This is not mandated, but the two Assistant Social Worker III positions has taken on additional duties since the retirement of the Clinical Program Manager.

WHEREAS, the Department of Community Services has traditionally been staffed with a Clinical Program Manager in our Care Management unit; and

WHEREAS, currently the Clinical Program Manager has been a vacant position since November of 2022; and

WHEREAS, both Assistant Social Worker III's have taken on additional duties due to the vacancy of the Clinical Program Manager; and

WHEREAS, due to these additional duties taken on by the Assistant Social Worker III's, a \$6,000 annual stipend has been requested; and

WHEREAS, the stipends will cease once the Clinical Program Manager position is filled.

NOW THEREFORE BE IT RESOLVED, that the Sullivan County Legislature hereby assigns a stipend to two Assistant Social Worker III positions in the amount of \$6,000 annually, effective January 1, 2023 until the Clinical Program Manager position is filled.

Sullivan County

Legislative Memorandum

File #: ID-5527

Agenda Date: 5/11/2023

Agenda #: 4.

Narrative of Resolution:

INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO ABOLISH AN ADMINISTRATIVE ASSISTANT POSITION AND CREATE AN ADMINISTRATIVE SECRETARY POSITION WITHIN THE DEPARTMENT OF PUBLIC HEALTH

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

Amount to be authorized by Resolution: \$77,811

Are funds already budgeted? Yes (only the difference is not budgeted \$9,329 - county share \$7,336)

Specify Compliance with Procurement Procedures: N/A

WHEREAS, the Commissioner of the Division of Health and Human Services and the Director of Public Health have identified a need to align administrative support functions within the Department of Public Health with a more appropriate job title; and

WHEREAS, there is a position within the Teamster Salary Schedule which effectively captures the administrative support needs of the Public Health Director; and

WHEREAS, the cost of the Administrative Secretary is calculated at \$62,482.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby abolishes position no. 2595, Administrative Assistant (Management Confidential) and creates an Administrative Secretary position within the Department of Public Health; and

BE IT FURTHER RESOLVED, that this position is authorized to be filled immediately, with backfills if applicable.