



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, June 13, 2024

8:30 AM

Government Center

Call To Order and Pledge of Allegiance

Roll Call

Comments:

Reports:

1. Division of Human Resources

Discussion:

Public Comment

Resolutions:

1. To abolish the Clinical Program Manager and Assistant Social Worker III positions and to create two Care Services Coordinator positions for Community Services. [ID-6351](#)
2. To contract with OneGroup, NY Inc. [ID-6486](#)
3. To authorize award and execution of contract with Catapult Executive Consulting for Compensation Analysis services. [ID-6506](#)
4. To abolish a Family Services Investigator and PT Caseworker to create a Social Services Intervention and Outreach Coordinator [ID-6495](#)

Adjourn



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-6351

Agenda Date: 6/13/2024

Agenda #: 1.

Narrative of Resolution:

Abolish two positions and create two positions in the Department of Community Services

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

Amount to be authorized by Resolution: \$0

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures:

To provide compliance oversight and metrics regarding various services with health homes and state requirements.

INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO ABOLISH THE CLINICAL PROGRAM MANAGER AND ASSISTANT SOCIAL WORKER III POSITIONS AND TO CREATE TWO CARE SERVICES COORDINATOR POSITIONS FOR COMMUNITY SERVICES.

WHEREAS, the Commissioner of Human Resources/Personnel Officer and the Deputy Commissioner of Health & Human Services have identified a need to align program oversight functions within the Department of Community Services; and

WHEREAS, a departmental job function analysis indicates a need for more stringent compliance oversight and various metrics on services provided,

WHEREAS, the Deputy Commissioner of Health and Human Services recommends the creation of two new Care Services Coordinator positions to be placed in the Teamster’s salary schedule at a Grade XI, and said positions to be funded by the abolishment of Clinical Program Manager #3457 and Assistant Social Worker III positions #3151 ; and

WHEREAS, creation of said positions will support the needs of the Department of Community Services through program oversight and compliance assurance; and

WHEREAS, an Assistant Social Worker III position #3210 will downgraded to an Assistant Social Worker II position.

NOW, THEREFORE, BE IT RESOLVED, the Sullivan County Legislature hereby abolishes position no. 3457, Clinical Program Manager and Position #3151 Assistant Social Worker III and creates two Care Services Coordinator positions within the Department of Community Services.

BE IT FURTHER RESOLVED, that these two Care Services Coordinator positions be authorized to be filled immediately, with backfills if applicable.



Sullivan County

Legislative Memorandum

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File #: ID-6486

Agenda Date: 6/13/2024

Agenda #: 2.

Narrative of Resolution:

RESOLUTION INTRODUCED BY HUMAN RESOURCES COMMITTEE TO CONTRACT WITH ONEGROUP NY INC.

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

\$Amount to be authorized by Resolution: \$75,088.00

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures:

WHEREAS, the County requires a safety training and education program for County employees, and;

WHEREAS, a quote was issued (#Q1906) for said services and a proposal was received from OneGroup, 706 North Clinton St., Syracuse, NY 13204, for a safety training and education program; and

WHEREAS, OneGroup currently provides a training and education program to the County, designed exclusively for municipalities and public entities known as "One Stop"; and

WHEREAS, the proposal from OneGroup was reviewed by staff and found to be the best qualified in their ability to address these required services; and

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is hereby authorized to execute an agreement with OneGroup for the contract period commencing January 1, 2024 through December 31, 2024, with the option to extend for one (1) additional year for a total not to exceed: \$75,088.00 for 2024, and a total not to extend \$75,088.00 for 2025.

BE IT FURTHER RESOLVED, that the form of said agreement be approved by the County Attorney.



Sullivan County
Legislative Memorandum

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File #: ID-6506

Agenda Date: 6/13/2024

Agenda #: 3.

Narrative of Resolution:

To authorize award and execution of contract with Catapult Executive Consulting for Compensation Analysis services.

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

Amount to be authorized by Resolution: \$20,000

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures: R-24-17

RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE

WHEREAS, a proposal was received for Compensation Analysis services for Sullivan County, and

WHEREAS, Catapult Executive Consulting, 119 W. Tupper St., Buffalo, New York 14201, will provide said services from August 1, 2024 through December 31, 2024; and

WHEREAS, the Sullivan County Manager’s Office and the Division of Human Resources has approved said proposal and recommends that an agreement be executed.

NOW, THEREFORE, BE IT RESOLVED, the County Manager be and hereby is authorized to execute an agreement with Catapult Executive Consulting, at a total cost not to exceed \$20,000, for Compensation Analysis Services, in accordance with RFP #R-24-17, said contract to be in such form as the County Attorney shall approve.



Sullivan County
Legislative Memorandum

100 North Street
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File #: ID-6495

Agenda Date: 6/13/2024

Agenda #: 4.

Narrative of Resolution:

To abolish a Family Services Investigator and PT Caseworker to create a Social Services Intervention and Outreach Coordinator

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

Amount to be authorized by Resolution: \$108,198

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures: N/A

INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO ABOLISH A FAMILY SERVICES INVESTIGATOR AND A PART TIME CASEWORKER POSITION TO CREATE A SOCIAL SERVICES INTERVENTION & OUTREACH COORDINATOR POSITION WITHIN THE DEPARTMENT OF SOCIAL SERVICES

WHEREAS, the Department of Social Services (DSS) is responsible for providing a variety of vital services to residents of Sullivan County to promote safe and stable living conditions; and

WHEREAS, the Commissioner of the Division of Health and Human Services has reviewed the needs of the Department of Social Services and has determined that there is a need for a position that enhances customer service by directly assisting DSS clients by investigating and resolving their complaints and requests for assistance while also working with community partners to ease access to the range of health and human services available to Sullivan County residents; and

WHEREAS, the total cost of a Social Services Intervention and Outreach Coordinator is calculated at \$108,080; and

WHEREAS, exceptional progress in child support collections by DSS staff and a long-term lack of candidates interested in providing casework services on a part-time basis has generated an opportunity to realign funding to provide this much needed support to the delivery and referral of human services to DSS clients; and

WHEREAS, abolishing a vacant Family Service Investigator position and a vacant part time Caseworker position (Budget Positions (BP) #309 & #3516, respectively) will fund \$108,198, leaving a savings of \$118.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby abolishes BP#309 & #3516 and creates a Social Services Intervention and Outreach Coordinator at a salary set in accordance with the Management/Confidential Salary Schedule; and

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

BE IT FURTHER RESOLVED, that in the event of a promotion to Social Services Intervention and Outreach

Coordinator from within the department, the position vacated is authorized to be backfilled.