



Sullivan County

100 North Street
Monticello, NY 12701

Human Resources Committee

Meeting Agenda - Final

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

Thursday, July 18, 2024

8:30 AM

Government Center

Call To Order and Pledge of Allegiance

Roll Call

Comments:

Reports:

Discussion:

1. Creating a DPW Mechanics Position for BOCES Graduate (From June)

Public Comment

Resolutions:

1. To Create an additional Physical Therapist Per Diem position at the Department of Public Health [ID-6466](#)
2. RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO ABOLISH ONE (1) AUTOMOTIVE EQUIPMENT ATTENDANT POSITION AND CREATE ONE (1) AUTOMOTIVE MECHANIC POSITION IN THE DIVISION OF PUBLIC WORKS [ID-6550](#)
3. To authorize a modification to extend the contract with Authentic Communication Matters for Leadership Development Training. [ID-6551](#)
4. Abolish one part time Laundry Worker position and create one full-time Laundry Worker position [ID-6588](#)

5. RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO ASSIGN A STIPEND TO THE YOUTH INTERNSHIP COORDINATOR TO TAKE ON THE ADDITIONAL DUTIES OF THE YOUTH SERVICES MANAGER [ID-6604](#)

6. To adopt a Professional Boundaries Policy for the County of Sullivan. [ID-6566](#)

Attachments: [Professional Boundaries DRAFT FINAL.docx](#)

Adjourn



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-6466

Agenda Date: 7/18/2024

Agenda #: 1.

Narrative of Resolution:

To Create an additional Physical Therapist Per Diem position at the Department of Public Health

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

Amount to be authorized by Resolution: hourly

Are funds already budgeted? No

Specify Compliance with Procurement Procedures:

INTRODUCED BY THE HEALTH AND HUMAN RESOURCES COMMITTEE TO CREATE IN THE DEPARTMENT OF PUBLIC HEALTH AN ADDITIONAL POSITION OF PHYSICAL THERAPIST PER DIEM.

WHEREAS, due to CMS Regulations, contractual staff are unable to open new cases which in turns requires skilled nursing to open therapy only cases and incurring waste of both time and salary, the Director of the Department of Public Health has expressed a need to create an additional position of Physical Therapist Per Diem; and

WHEREAS, the Director of Public Health believes that the needs of the Department would be best served if said position was created; and

WHEREAS, while this position is not mandated, they are revenue producing positions and will reduce contractual costs; and

NOW, THEREFORE, BE IT RESOLVED that the Sullivan County Legislature authorize the creation of an additional per diem Public Health Physical Therapist position for the Department of Public Health, to advertise for said position, and give permission to the Public Health Director to appoint a qualified applicant to each position; and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby sets the hourly salary for the per diem Public Health Physical Therapist position at an amount of \$50.2458 per hour; and

BE IT FURTHER RESOLVED, that the Director of Public Health is authorized to fill this new position immediately.



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File #: ID-6550

Agenda Date: 7/18/2024

Agenda #: 2.

Narrative of Resolution:

RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO ABOLISH ONE (1) AUTOMOTIVE EQUIPMENT ATTENDANT POSITION AND CREATE ONE (1) AUTOMOTIVE MECHANIC POSITION IN THE DIVISION OF PUBLIC WORKS

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

Amount to be authorized by Resolution: \$0.00

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures:

N/A

RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO ABOLISH ONE (1) AUTOMOTIVE EQUIPMENT ATTENDANT POSITION AND CREATE ONE (1) AUTOMOTIVE MECHANIC POSITION IN THE DIVISION OF PUBLIC WORKS

WHEREAS, the Sullivan County Commissioner of the Division of Public Works has reviewed the current and future staffing needs, and

WHEREAS, the Division of Public Works requests the creation of one (1) Automotive Mechanic full-time position (\$30.1977/hour), and

WHEREAS, upon retirement of the current Automotive Equipment Attendant (Position Number 1526) effective July 31, 2024, the Automotive Equipment Attendant position will be abolished.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby creates the position of Automotive Mechanic in the Division of Public Works and abolishes the Automotive Equipment Attendant position.

BE IT FURTHER RESOLVED, that the Commissioner of the Division of Public Works has the authority to fill the Automotive Mechanic position effective immediately.



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Legislative Memorandum

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File #: ID-6551

Agenda Date: 7/18/2024

Agenda #: 4.

Narrative of Resolution:

To authorize a modification to extend the contract with Authentic Communication Matters for Leadership Development Training.

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

Amount to be authorized by Resolution: \$240,000

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures: R-23-08

RESOLUTION INTRODUCED BY HUMAN RESOURCES COMMITTEE TO EXTEND THE CONTRACT WITH AUTHENTIC COMMUNICATION MATTERS FOR LEADERSHIP DEVELOPMENT TRAINING

WHEREAS, the Sullivan County Legislature authorized a contract with Authentic Communication Matters for Leadership Development Training pursuant to R-23-08, Resolution No. 351-23 adopted on August 17, 2023; and

WHEREAS, Authentic Communication Matters, 1769 Elk Creek Rd, Delhi, New York 13753, will continue to provide said services from September 1, 2024 through September 1, 2025, with an option to extend on a yearly basis for two (2) additional years, under the same terms and conditions; and

WHEREAS, the Sullivan County Manager’s Office and the Division of Human Resources recommends that an agreement be executed as the previous rollout was highly successful.

NOW, THEREFORE, BE IT RESOLVED, the County Manager be and hereby is authorized to execute an modification agreement with Authentic Communication Matters, at a total cost not to exceed \$240,000, for Leadership Development Training, 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-6588

Agenda Date: 7/18/2024

Agenda #: 4.

Narrative of Resolution:

Abolish one part time Laundry Worker position and create one full-time Laundry Worker position

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:

RESOLUTION INTRODUCED BY HUMAN RESOURCES COMMITTEE TO ABOLISH ONE TEMPORARY PART TIME LAUNDRY WORKER POSITION AND CREATE ONE FULL TIME PERMANENT POSITION

WHEREAS, Resolution 130-24 authorized the creation of two temporary Laundry Workers at the Sullivan County Adult Care Center to cover a few leaves of absence.

WHEREAS, there are currently three full time permanent Laundry Worker positions and one part time Laundry Worker position, which is vacant.

WHEREAS, it is the desire of the facility to convert one temporary Laundry Worker position (pos#3577) to a full-time permanent position and abolish pos 3505 Laundry Worker PT. The remaining temporary laundry position will expire in August 2024.

NOW, THEREFORE, BE IT RESOLVED, that position #3577 Laundry Worker at the Sullivan County Adult Care Center be converted to a full-time permanent position and position #3505 Laundry Worker PT be abolished.



Sullivan County

Legislative Memorandum

100 North Street
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File #: ID-6604

Agenda Date: 7/18/2024

Agenda #: 5.

Narrative of Resolution:

RESOLUTION INTRODUCED BY THE HUMAN RESOURCES COMMITTEE TO ASSIGN A STIPEND TO THE YOUTH INTERNSHIP COORDINATOR TO TAKE ON THE ADDITIONAL DUTIES OF THE YOUTH SERVICES MANAGER

WHEREAS, the Office for the Aging oversees the Youth Services department that is staffed by a Youth Services Manager and a Youth Internship Coordinator, and

WHEREAS, currently the Youth Services Manager is on an extended leave, and

WHEREAS, the Youth Internship Coordinator has been covering the essential functions of the Youth Services Manager, a higher-level position, since April 8, 2024, and

WHEREAS, due to these additional duties taken on by the Youth Internship Coordinator, a stipend of \$2,811 is requested, and

WHEREAS, this stipend will bring compensation to the rate of the Youth Services Manager, and

WHEREAS, the stipend will cease when the Youth Services Manager returns to duty.

NOW THEREFORE BE IT RESOLVED, that the Sullivan County Legislature hereby assigns a stipend to the Youth Internship Coordinator in the amount of \$2,811 annually, paid bi-weekly, effective July 8, 2024 until the Youth Services Manager returns to duty.

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

Amount to be authorized by Resolution: \$2,811.99

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures:

n/a



Sullivan County
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File #: ID-6566

Agenda Date: 7/18/2024

Agenda #: 6.

Narrative of Resolution:

To adopt a Professional Boundaries Policy for the County of Sullivan.

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

Amount to be authorized by Resolution: 0

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY HUMAN RESOURCES COMMITTEE TO ADOPT A PROFESSIONAL BOUNDARIES POLICY FOR THE COUNTY OF SULLIVAN

WHEREAS, the County of Sullivan “County” strongly believes that a work environment where employees maintain clear boundaries between employee, personal, and business interactions is necessary for effective operations; and

WHEREAS, the attached Professional Boundaries Policy has been recommended for adoption by the Justice Center and

WHEREAS, the County feels there is a need to adopt a Professional Boundaries Policy for the County of Sullivan.

NOW THEREFORE BE IT RESOLVED, that the Sullivan County Legislature hereby adopts the attached Professional Boundaries Policy.

PROFESSIONAL BOUNDARIES

The County of Sullivan (the County) strongly believes that a work environment where employees maintain clear boundaries between employee, personal, and business interactions is necessary for effective operations. This policy does not prohibit the development of friendships or romantic relationships between co-workers, but it does establish boundaries regarding relationships within the work environment, during working hours.

Individuals in supervisory or managerial roles, and those with authority over others' terms and conditions of employment, are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to affect the employment of individuals in subordinate positions.

Individuals providing services to clients are responsible to maintain appropriate boundaries in their professional relationship. It is the employee's responsibility to demonstrate that a client has not been exploited, or coerced, intentionally or unintentionally. Although employees in certain positions may need to exercise professional judgment in what this entails, it is expected that any action taken by an employee of the County will be consistent with industry or professional norms. Further, employees in a given profession are to adhere to any ethical obligations they may possess.

Employees are expected not to engage in dual relationships with clients of the County in which there may be a perception or possibility that the employee's professional judgment or actions could be questioned as potentially improper. Dual relationships include, but are not limited to:

- a. Accepting as a client anyone with whom you have had any prior personal relationship when the circumstances would make it difficult to separate the role of County employee with the relationship;
- b. Forming a sexual relationship with a current client or someone who has been your client;
- c. Treating clients to whom you are related by blood or legal ties;
- d. Taking action for one client but not providing the same relevant service to another client;
- e. Bartering with clients for the provision of services; and
- f. Entering into financial relationships with clients other than their paying for County services.

Obligations and Expectations Under This Policy

1. During working time and in working areas, employees are expected to conduct themselves in an appropriate, professional manner that does not interfere with others' work or with overall productivity.
2. At all times within or around the workplace, employees engaging in personal exchanges should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.
3. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace pursuant to County policy, whether during working hours or not.
4. Employees are expected to always put their professional responsibilities over personal relationships with co-workers.
5. Employee off-duty conduct is generally regarded as private, as long as such conduct does not have a nexus to the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates or professional licensing requirements.
6. Any supervisor, manager, executive or other official in a sensitive or influential position with the County must disclose the existence of a romantic or sexual relationship with another co-worker. Disclosure may be made to the individual's immediate supervisor or the Commissioner of HR. The County will review the circumstances to determine whether any conflict of interest exists.
7. When a conflict-of-interest or potential risk is identified due to a County official's relationship with a co-worker, the County will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or take-action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transfer of one or both parties to other positions, shifts or departments. Employees are expected to cooperate in this process.
8. The provisions of this policy apply to all employees.

May 25, 2024

9. Where doubts exist as to the specific meaning of the terms used above, employees should refer any questions regarding the meaning of the terms to the Commissioner of HR.
10. Any concerns about the overall administration of this policy should be addressed to the Commissioner of HR.