

COUNTY OF SULLIVAN

HUMAN RESOURCES COMMITTEE

To: Sullivan County Legislature – Human Resources Committee

From: Legislator, Amanda Ward

Date: 5/15/2026

Re: SUNY Sullivan Internship Partnership Resolution

Purpose

This memo introduces a proposed resolution to establish a formal internship partnership between the Sullivan County Legislature and SUNY Sullivan.

Summary

The proposed initiative establishes a structured internship program that includes both:

- For-credit academic internships in partnership with SUNY Sullivan, and
- Optional part-time paid internship opportunities within the Legislature.

The program is designed to strengthen workforce development, support succession planning, and create a sustainable talent pipeline for Sullivan County government.

Key Features

- 15-week academic internship option (45 hours, credit-bearing)
- Optional paid internships (~10 hours/week)
- Hourly wage range: \$18.00–\$22.00/hour
- Academic eligibility requirements established by SUNY Sullivan
- Formal joint selection process between County HR/Legislature and SUNY Sullivan administrators
- Compliance with County policies and equal employment opportunity standards

Fiscal Impact

Minimal and controlled. Paid internships will be budgeted within existing or future appropriations. Academic internships carry no direct salary cost to the County.

Recommendation

It is recommended that the Human Resources Committee review and advance this resolution for full Legislature consideration.

SPONSOR JUSTIFICATION (HR COMMITTEE)

The Human Resources Committee is the appropriate sponsor for this initiative as it directly aligns with core HR functions, including:

1. Workforce Development

This program establishes a structured pipeline for developing future County employees through early exposure to public sector work.

2. Recruitment Strategy

Partnering with SUNY Sullivan enhances the County's ability to recruit local, trained, and engaged candidates.

3. Succession Planning

The internship program allows departments to identify and evaluate potential future hires in real working environments.

4. Talent Management & Retention

By engaging students with local ties, the County strengthens long-term workforce retention and reduces turnover-related costs.

5. Organizational Capacity

Interns provide meaningful support to County departments, increasing capacity for projects and administrative functions without full-time staffing costs.

Why this matters

- Builds a local workforce pipeline
- Strengthens County recruitment and retention
- Creates early exposure to public service careers
- Positions Sullivan County as an employer of choice

Program structure highlights

- Dual pathway: credit-based + paid internships
- Partnership with SUNY Sullivan academic oversight
- Structured supervision and selection process
- HR-led coordination with departmental input

Fiscal responsibility

- Paid internships capped at \$18–\$22/hour
- Limited hours (~10/week per intern)
- Academic internships carry no direct payroll cost
- Designed to be budget-controlled and scalable

Strategic value

- Reduces long-term hiring costs
- Builds internal talent pipeline
- Supports succession planning
- Strengthens County/university partnership

Things to consider...

- How many interns per year?
- Which departments will participate first?
- How selection will ensure fairness and transparency
- Budget source for paid internships