



# 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, March 13, 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 authorize the hourly pay rates and performance-based work incentives for the participants under the Summer Youth Employment Program (SYEP) [ID-7209](#)
2. Authorize the pay rates for the Crew Leader positions and one Supervisory Crew Leader position [ID-7210](#)
3. To accept funding from NY OMH and create a new position [ID-7227](#)
4. To extend additional benefits to all employees of Sullivan County who have been and will be called to Active Military Duty. [ID-7266](#)
5. TO CHANGE A TITLE BACK TO ITS ORIGINAL 2025 BUDGET POSITION AND RATE THAT WAS DEMOTED PENDING A STIPULATION WITH LIU 17. [ID-7281](#)

**Attachments:** [Resolution - Laborer II position #1512 Cover Memo, 3-2025](#)

#### Adjourn



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-7209

**Agenda Date:** 3/13/2025

**Agenda #:**

**Narrative of Resolution:**

To authorize the hourly pay rates and performance-based work incentives for the participants under the Summer Youth Employment Program (SYEP)

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

**Amount to be authorized by Resolution:** \$164,646.00

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:** N/A

**RESOLUTION INTRODUCED BY HUMAN RESOURCES COMMITTEE TO AUTHORIZE THE HOURLY PAY RATES AND PERFORMANCE-BASED WORK INCENTIVES FOR THE PARTICIPANTS UNDER THE SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)**

**WHEREAS**, the Office of Temporary and Disability Assistance (OTDA) provides State funds to the Department of Social Services (DSS), who in turn has an MOU 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**, the pay rates and performance-based work incentives are paid for through the OTDA under the MOU with DSS, which is made available and in effect from May 1, 2025 through October 31, 2025. Pay rates would be paid out in accordance with the County of Sullivan’s payroll schedule and participants will be paid the New York State minimum wage of \$15.50 per hour and CWD can identify up to fifty (50) eligible participants with a normal work week of 29 hours per week starting July 7, 2025 and ending August 15, 2025 for a six (6) week program. The total pay rates to include possible taxes/benefits are not to exceed \$149,646 for the 2025 season; and

**WHEREAS**, CWD created a performance-based work incentive policy approved by OTDA allowing 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 the incentive categories outlined. CWD can identify up to fifty (50) eligible participants as deserving based on their performance for an amount not to exceed \$15,000. Incentives will be paid out in the form of gift cards to local businesses for clothing and/or food; and

**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, with a total amount not to exceed \$164,646. All terms and conditions are contingent upon the County receiving the necessary funding allocation, and the incentives are contingent upon suitable funds.



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-7210

**Agenda Date:** 3/13/2025

**Agenda #:**

**Narrative of Resolution:**

To authorize the pay rates for the Crew Leader positions and a Supervising Crew Leader position for the Summer Youth Employment Program (SYEP)

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

**Amount to be authorized by Resolution:** \$27,000.00

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:** N/A

**RESOLUTION INTRODUCED BY HUMAN RESOURCES COMMITTEE TO AUTHORIZE THE PAY RATES FOR THE CREW LEADER POSITIONS AND A SUPERVISORY CREW LEADER POSITION FOR THE SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)**

**WHEREAS**, the Office of Temporary and Disability Assistance (OTDA) provides State funds to the Department of Social Services (DSS) who in turn has an MOU 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 in the workforce, help them acquire skills that can be used to improve school performance, and become responsible adults. The youth participants are supervised and taught by Crew Leaders; and

**WHEREAS**, CWD currently has budgeted four (4) Crew Leader positions and is seeking to change one of the positions to a Supervising Crew Leader. This position will be responsible for supervising the other Crew Leaders, checking all sites, submitting payroll, covering other sites if a Crew Leader is out, and much more. This is a six (6) week program for participants, but the Crew Leaders and the Supervising Crew Leader may work additional weeks or hours if needed. The (3) three Crew Leader positions will be paid at a pay rate of \$25 per hour, and the Supervising Crew Leader position will be paid at a pay rate of \$28 per hour. Pay rates would be paid in accordance with the County of Sullivan’s payroll schedule and CWD is responsible for paying all payroll taxes, for an amount not to exceed \$27,000; and

**WHEREAS**, all funds including salaries, benefits and taxes are paid for through OTDA under the MOU with DSS which is made available and in effect from May 1, 2025 through October 31, 2025; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby agrees to allow CWD to fill the three (3) Crew Leader positions at \$25 per hour and the one (1) Supervising Crew Leader position at \$28 per hour, for an amount not to exceed \$27,000. All terms and conditions are contingent upon the County receiving the necessary funding allocations.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-7227

**Agenda Date:** 3/13/2025

**Agenda #:** 3.

**Narrative of Resolution:** To accept funding from NYS OMH and create one new position in the Department of Community Service and to enhance mobile crisis team services.

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

**Amount to be authorized by Resolution:** \$600,000.

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED TO THE HUMAN RESOURCES COMMITTEE TO ACCEPT FUNDS FROM NEW YORK STATE OFFICE OF MENTAL HEALTH AND TO CREATE ONE NEW POSITION IN THE DEPARTMENT OF COMMUNITY SERVICES, AS WELL AS ENHANCE MOBILE CRISIS TEAM SERVICES.**

**WHEREAS**, the Department of Community Services has received State Aid Funding from the NYS Office of Mental Health to implement a Crisis Intervention Team (CIT) and create a CIT/Crisis Mental Hygiene Coordinator and to enhance mobile crisis team services; and

**WHEREAS**, this position is to help individuals with crisis intervention, trauma informed care, both mental health and behavioral disorders, as well as co-occurring disorders; and

**WHEREAS**, the Commissioner of Human Resources/Personnel Officer and the Deputy Commissioner of the Division of Health and Human Services request the creation of one (1) full-time, grant funded position titled CIT/Crisis Mental Hygiene Coordinator in the Department of Community Services at a salary set at a Grade XI. Per the Teamsters Main Unit salary schedule; and

**WHEREAS**, to create an RFP to enhance services provided by a mobile crisis team for crisis' that may occur within the county; and

**WHEREAS**, the Deputy Commissioner of the Division of Health and Human Services will request the creation of an RFP to enhance services provided by a Mobile Crisis Team with a stipulation that following initial funding provided they will need to be self-sustainable by end of year two; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Legislature hereby authorizes the Commissioner of Human Resources/Personnel Officer to create and fill one (1) full-time CIT/Crisis Mental Hygiene Coordinator effective immediately, and said position shall continue for two years, as funded by the State or until other funding sources are available.

**NOW, THEREFORE, BE IT RESOLVED**, that the Legislature hereby authorizes the Deputy Commissioner of the Health and Human Services to request the creation of an RFP to enhance services provided by a mobile crisis team.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-7266

**Agenda Date:** 3/13/2025

**Agenda #:** 4.

**Narrative of Resolution:**

To extend additional benefits to all employees of Sullivan County who have been and will be called to Active Military Duty. This resolution removes the requirement to be call to “active duty overseas” and replaces it with “active duty”.

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

**Amount to be authorized by Resolution:** unknown

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

N/A

**INTRODUCED BY HUMAN RESOURCES COMMITTEE EXTENDING ADDITIONAL BENEFITS TO ALL EMPLOYEES OF SULLIVAN COUNTY WHO HAVE BEEN AND WILL BE CALLED TO ACTIVE MILITARY DUTY**

**WHEREAS**, certain County employees serving in the military reserve have been or are liable to be called to active duty (other than for training purposes) and will have been required to interrupt their regular County employment; and

**WHEREAS**, under Section 242 of the New York State Military Law, Reservists and National Guard members are eligible for paid leave while performing ordered military duty for thirty (30) calendar days or twenty-two (22) workdays (whichever provides the greater benefit to the employee) in any calendar year or continuous period of absence which spans more than one calendar year; and

**WHEREAS**, by Resolution No. 492-06, the County of Sullivan adopted an amendment to the County’s Military Leave Policy and Policies for paid and unpaid leave time; and

**WHEREAS**, by Resolution No. 208-15, the County Legislature extended additional benefits to all employees called to active military duty; and

**WHEREAS**, Sullivan County does wish to continue to extend and grant certain additional benefits to all such employees called to active duty, not just called to active duty overseas as previously adopted.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature does hereby extend and provide the following additional benefits to employees, effective January 1, 2025, who have been and will be called to active duty (other than for training purposes) resulting in such an interruption of their regular County employment:

1. Following exhaustion of their leave provided under Section 242 of the New York State Military Law, eligible employees must be granted a total of thirty (30) calendar days or twenty-two (22) workdays (whichever provides the greater benefit to the employee) of supplemental leave with pay. Employees may receive only one

such grant of supplemental leave.

2. Effective immediately, employees who are military Reservists and are called to active duty shall be eligible for the following benefits:

(a) Upon exhaustion of the military leave pay benefit provided in paragraph 1 above, the difference between their rate of pay prior to their date of activation and compensation they receive as a result of such active duty; and

(b) The continuation, at no additional cost, of family health insurance coverage on the same basis as provided to such employees prior to their date of activation.

3. Employees shall continue to accrue entitlement to vacation leave and personal leave as a result of receiving benefits pursuant to this Agreement.

4. An employee's health benefits shall begin immediately upon the employee's return to their position with the County; and

**BE IT FURTHER RESOLVED**, that the terms of this Resolution shall apply to all County employees.



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-7281

**Agenda Date:** 3/13/2025

**Agenda #:** 5.

**Narrative of Resolution:**

**TO CHANGE A TITLE BACK TO ITS ORIGINAL 2025 BUDGET POSITION AND RATE THAT WAS DEMOTED PENDING A STIPULATION WITH LIU 17.**

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

**Amount to be authorized by Resolution:** 58905

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY THE HUMAN RESOURCE COMMITTEE TO CHANGE A TITLE BACK TO ITS ORIGINAL 2025 BUDGET POSITION AND RATE THAT WAS DEMOTED PENDING A STIPULATION WITH LIU 17.**

**WHEREAS,** Sullivan County Division of Public works had a vacant Laborer II position during a stipulation negotiation that was approved in the 2025 budget at an annual cost of \$58,905 for the salary; and

**WHEREAS,** as a result of a Stipulation between the County of Sullivan and Local 17, a settlement was reached in that a person would be demoted to a Laborer I title that didn't exist and one had to be created from the vacant Laborer II; and

**WHEREAS,** on March 3<sup>rd</sup>, 2025 the portion of the stipulation that called for the demotion was satisfied; and

**WHEREAS,** the Division of Public works would like to put staff levels back to normal as per the approved 2025 Budget and hire this vacant position at the higher title of Laborer II so that it can maintain the proper number of CDL drivers; and

**NOW, THEREFORE, BE IT RESOLVED,** that the Human Resource Department reinstate title 1512 from the current Laborer I job description and rate of \$22.6461 to the approved budgeted Laborer II job description and rate of \$28.3196 and that the Division of Public Works can hire this vacancy with the appropriate qualified candidate.



**COMBINED: LEGISLATIVE MEMORANDUM,  
CERTIFICATE OF AVAILABILITY OF FUNDS  
AND RESOLUTION COVER MEMO**

**To:** Ed McAndrew, Commissioner of Public Works

**Fr:** Mark Witkowski, Deputy Commissioner of Public Works

**Re:** Request for Consideration of a Resolution: **TO CHANGE A TITLE BACK TO ITS ORIGINAL 2025 BUDGET POSITION AND RATE THAT WAS DEMOTED PENDING A STIPULATION WITH LIU 17.**

**Date:** 3/4/25

**Purpose of Resolution:** [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Position number 1512 was demoted from Laborer II at a rate of \$28.3196 to a Laborer I at a rate of \$22.6461 as per a stipulation that the County entered into with LIU 17. That stipulation has been satisfied and this resolution will reinstate position 1512 back to a Laborer II as per the 2025 Budget.

**Does Resolution require expenditure of funds? Yes X No \_\_\_**

**If “Yes, provide the following information:**

**Amount to be authorized by Resolution: \$ 58,905**

**Are funds already budgeted? Yes X No \_\_\_**

**If “Yes” specify appropriation code(s): D-5110-45-10-1011**

**If “No”, specify proposed source of funds: \_\_\_\_\_**

**Estimated Cost Breakdown by Source:**

**County \$ 58,905**

**Grant(s) \$ \_\_\_\_\_**

**State \$ \_\_\_\_\_ Other \$ \_\_\_\_\_ Federal Government \$ \_\_\_\_\_ (Specify)**

\_\_\_\_\_

**Bid/ RFP & number**