



# Sullivan County

## Human Resources Committee

### Meeting Agenda - Final

100 North Street  
Monticello, NY 12701

Chair Amanda Ward  
Vice Chair Brian McPhillips  
Committee Member Terry Blosser-Bernardo  
Committee Member Catherine Scott  
Committee Member Luis Alvarez

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**Thursday, March 12, 2026**

**9:00 AM**

**Government Center**

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**Call To Order and Pledge of Allegiance**

**Roll Call**

**Comments:**

**Reports:**

**1. Division of Human Resources**

**Discussion:**

**Public Comment**

**Resolutions:**

1. RESOLUTION INTRODUCED BY HUMAN RESOURCES COMMITTEE TO CREATE ONE (1) PART-TIME LEISURE TIME ACTIVITIES AIDE, AND RECLASSIFY ONE (1) VACANT FULL-TIME LEISURE TIME ACTIVITIES AIDE POSITION (POSITION #0787) INTO TWO (2) PART-TIME LEISURE TIME ACTIVITIES AIDE POSITIONS IN THE ADULT CARE CENTER AT SUNSET LAKE

[ID-8181](#)

**Adjourn**



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-8181

**Agenda Date:** 3/12/2026

**Agenda #:** 1.

**Narrative of Resolution:**

**RESOLUTION INTRODUCED BY HUMAN RESOURCES COMMITTEE TO CREATE ONE (1) PART-TIME LEISURE TIME ACTIVITIES AIDE, AND RECLASSIFY ONE (1) VACANT FULL-TIME LEISURE TIME ACTIVITIES AIDE POSITION (POSITION #0787) INTO TWO (2) PART-TIME LEISURE TIME ACTIVITIES AIDE POSITIONS IN THE ADULT CARE CENTER AT SUNSET LAKE**

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

**Amount to be authorized by Resolution:** \$48,316.80 - Cost savings of \$15,605.62 (FT budgeted cost \$63,922.42)

**Are funds already budgeted? Yes**

**If 'Yes,' specify appropriation code(s):** EI-6020-65-10-1011, 80-8001, 80-8002, 80-8005,80-8006,80-8007

**If 'No,' specify proposed source of funds:** Click or tap here to enter text.

**Specify Compliance with Procurement Procedures:**

**WHEREAS,** the Activities Department of the Adult Care Center at Sunset Lake is currently staffed with one (1) full-time Director of Activities and four (4) full-time Leisure Time Activities Aide positions, one of which is currently vacant; and

**WHEREAS,** the Administrator (the Administrator) of the Adult Care Center at Sunset Lake has evaluated the departmental needs of the Activities Department, and has determined that the optimal staffing needs of the department would be three (3) full-time Leisure Activities Aide positions, and three (3) part-time Leisure Time Activities Aide positions; and

**WHEREAS,** the Administrator has requested that the one (1) vacant full-time, Leisure Time Activities Aide position (Position #0787) be reclassified into two (2) Leisure Time Activities Aide positions in the Activities Department; and

**WHEREAS,** the Administrator additionally requests that one (1) part-time Leisure Time Activities Aide position be created in the Activities Department, and

**WHEREAS,** the Activities Department staff work on an alternating schedule that includes weekend coverage. The Administrator proposes that two (2) of the full-time Leisure Time Activities Aide employees work from 8:00 am - 4:00 pm, with the third Leisure Time Activities Aide employee working from 12:00 pm - 8:00 pm, and

**WHEREAS,** adding three (3) part-time Leisure Time Activities Aide positions to mirror the days off of the full-time Leisure Time Activities Aide employees would improve scheduling flexibility while enhancing activity coverage for the residents; and

**WHEREAS,** hiring three (3) part-time Leisure Time Activities Aide positions to work 15 hours per week, which is below the 17.5-hour threshold of a regular part-time employee as outlined in Section 202.1 of the Teamsters Local 445, International Brotherhood of Teamsters, Collective Bargaining Agreement, would result in a cost savings to the County;

and

**NOW, THEREFORE, BE IT RESOLVED**, that the Commissioner of Human Resources/Personnel Officer is hereby authorized to create and fill one (1) part-time Leisure Time Activities Aide position (with no benefits), that shall be compensated at the current hourly rate of \$20.6482, and

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the Commissioner of Human Resources/Personnel Officer is hereby authorized to reclassify one (1) vacant full-time Leisure Time Activities Aide position (Position #0787) and create and fill two (2) part-time Leisure Time Activities Aide positions (with no benefits), that shall be compensated at the current hourly rate of \$20.6482.