



HUMAN RESOURCES DIVISION 2025 ANNUAL REPORT

COUNTY OF SULLIVAN



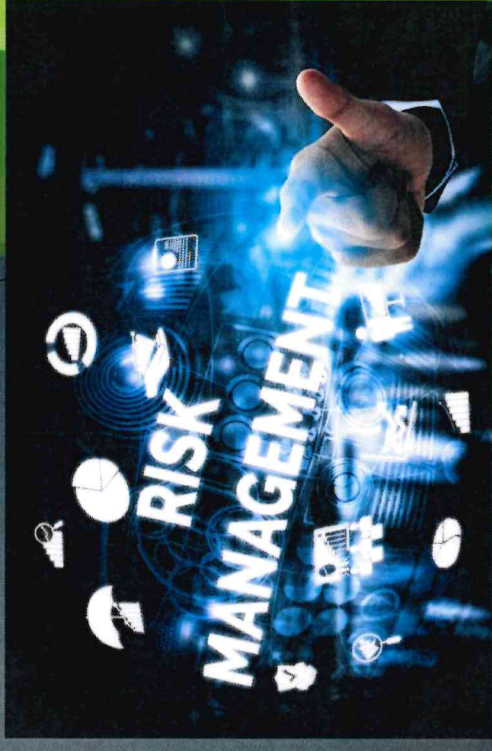
Risk Management

STAFF & ROLES

RISK MANAGEMENT

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- Kathryn Taggart - Manager of Risk Management and Insurance
- Kim Moore - Risk Management and Insurance Program Coordinator
- Natalia Moore - Human Resources Benefits Coordinator
- Colleen Couturier - Employee Benefits Administrator



BENEFITS ACCOMPLISHMENTS

- ▶ At the close of 2025, provided benefit overview in **24** orientations for **194** new hires, of which **84** enrolled in benefits.
- ▶ Processed a total of **120** COBRA Notifications - **41** of these notices were to Dependents that aged out of coverage.
- ▶ Updated **49** employees dental/vision contributions in accordance with contract language requirements (36 month mark).
- ▶ Bill Reconciliations - **873** employees Empire, **19** NYSNA, **705** Delta Dental, **680** Davis Vision and **381** Anthem.
- ▶ Coordinated and provided **5** 2026 Open Enrollment sessions for the Anthem Plan across four locations.
- ▶ **10** - Safety Committee Meetings

RETIREMENT PROCESSING ACCOMPLISHMENTS

- ▶ Processed and researched **48** Retiree Health Benefits Eligibility Requests, which consisted of verifying dates of hire, calculating any unpaid time and years of service with County in line with contract requirements.
- ▶ Met with **30** potential retirees to review the benefits they would be entitled to in retirement based on their respective contract language.
- ▶ Processed **387** annual Medicare Part B premium reimbursements for the 2024 plan year (paid in 2025) ensuring all qualifications are met.
- ▶ Notified **200** retirees and COBRA participants of premium amounts in line with 2025 plan year insurance changes.
- ▶ Processed approximately **200** retiree/COBRA employee payments each month.



WORKER'S COMPENSATION SUMMARY

Worker's Compensation Claims

115 Entered Into Database

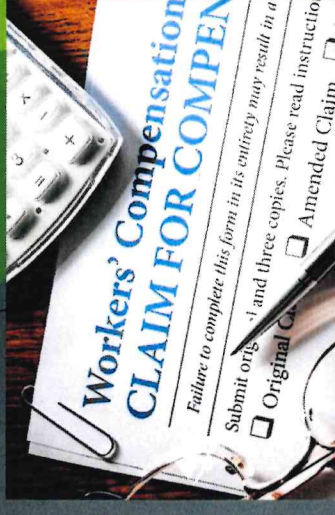
27 Incident Only Claims

82 Medical Claims

9 207c Claims

Continued investigating several old claims for closure.

- ▶ Prepared and transmitted **26** DOSH logs to NYS DOL and posted notices at **26** locations.
- ▶ Requested and prepared NYS-45 forms for **15** Towns, **5** Villages, **2** Sullivan County, and **1** SCCC NYS-45 forms and sent **Quarterly** assessments-NYS GA forms to the Workers Compensation Board Finance Office.
- ▶ Requested Payroll information from **15** Towns and **5** Villages for the Apportionment for the Self Insured entities.
- ▶ Processed **25** Certificates of Insurance.
- ▶ Received and processed **31** Law Enforcement Physicals/Substance Testing as required by contracts.



RISK MANAGEMENT CLAIMS SUMMARY

Accidents with County Vehicles:

- ▶ **62** Damaged Vehicles
- ▶ **4** Subrogated

Liability Claims:

- ▶ **21** New Claims
- ▶ **9** Notice of Claims
- ▶ **6** Responsibility of outside entity
- ▶ **30** Vouchers sent to Gallagher Bassett for payment

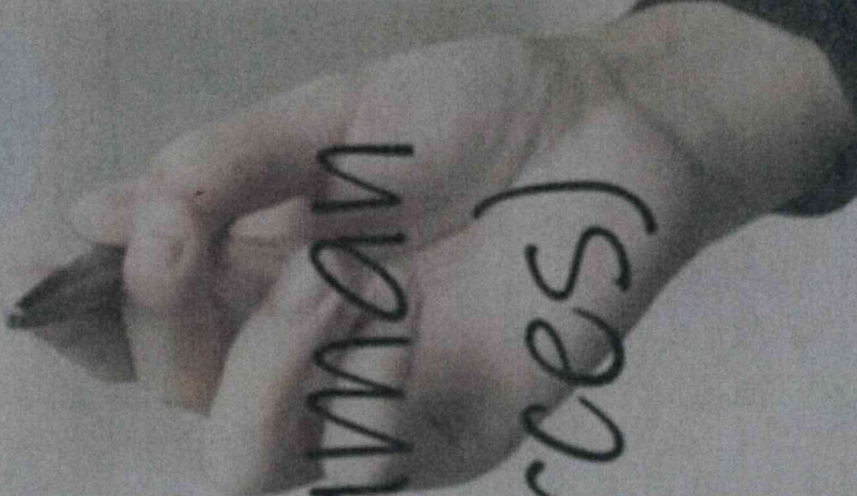
Other County Insurance:

- ▶ Coordinated with various County Departments to verify **353** vehicles, **26** Nurses (RN), Law Enforcement excess Liability and Law Enforcement Package Coverage.
- ▶ Renewed the P&L policy for the Jail and Care Center at Sunset Lake



RISK MANAGEMENT CLAIMS SUMMARY CONT.

- ▲ Renewed the Cyber Insurance.
- ▲ Processed the 17 Chargebacks for the Departments based on Insurance Cost.
- ▲ Processed **23** Disability Claims.
- ▲ Reviewed and confirmed FICA reporting of disability checks and sent to payroll **bi-weekly**.
- ▲ Received and verified in accordance with contract language **77** Health Insurance Buyouts for 2024, paid in 2025.
- ▲ Reviewed and processed **821** LENS Reports (and notified respective Departments of any applicable driving restriction).
- ▲ **185** - Employees signed up for Defensive Driving Course



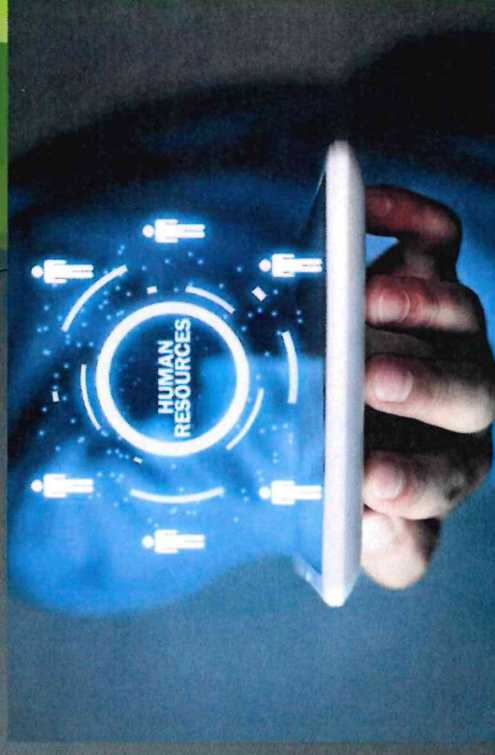
STAFF & ROLES

HR (Human Resources)

HUMAN RESOURCES

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- Julie Diescher - Commissioner of Human Resources/Personnel Officer
- Sherida Augustin - Deputy Commissioner of Human Resources
- Wendy Willis - Principal Project Coordinator
- Tami Delameter - Confidential Secretary to Human Resources
- Carissa Kohler - Human Resources Recruitment and Training Coordinator
- Richard Rowe - Senior Personnel Assistant
- Nya Reebe - Human Resources Clerk



RECRUITMENT INFORMATION

Career Fairs

16 On-Site Career Fairs

11 Virtual Career Fairs

- ▲ **58** - New Positions Created in 2025
- ▲ **404** Resumes reviewed from Indeed and Minorities for Success submissions.
- ▲ In addition to the County website, the County utilizes LinkedIn, Facebook, Indeed, Handshake, Colleges, School Districts, the Center for Workforce Development and various Professional Associations.

Applicant Review - Applications Log 1/1/2025 - First Week of December

- ▲ **2890** - Total Applications
- ▲ **404** - Resumes Reviewed *(In addition to Applications)*
- ▲ **2045** - Approved Applications
- ▲ **694** - Disapproved Applications



EXAMS

Decentralized Applicant Attendance

Total Decentralized Exams Scheduled - **291**

Total Decentralized Exams Administered - **233**

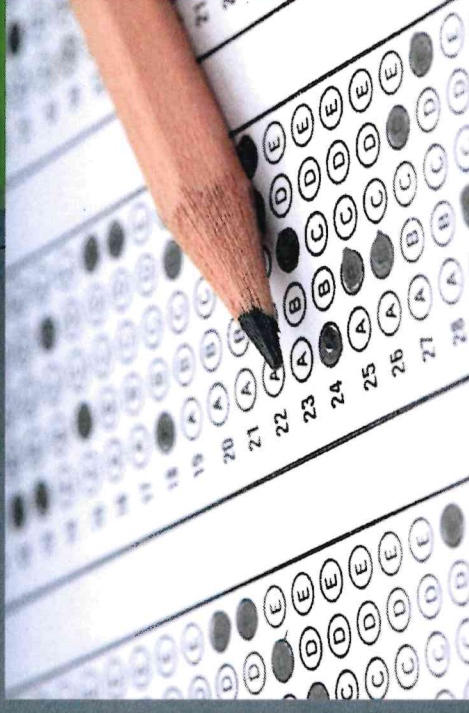
Total Failed to Appear: **15**

Applicants passed exam - **1064**

Applicants failed exam - **63**

Failed to Appear for scheduled exam - **102**

Applicants withdrew - **1**



LANGUAGE EXAMS

Language Proficiency Exams - 15 employees

- ▶ Spanish: **8 Verbal, 10 Written**
- ▶ Portuguese: **1 Verbal**
- ▶ Russian: **1 Verbal**
- ▶ Pending Scheduling: **2**

County Employees Who Provide Interpretation Services And Receive a Stipend:

Arabic: 1	Spanish: 37
Haitian/Creole: 1	Tagalog: 3
Korean: 1	Russian: 1
Polish: 1	Vietnamese: 1
Portuguese: 2	Yiddish: 1

INVESTIGATIONS

- ▶ **40** Investigations
 - **38** Completed
 - **2** Outstanding
 - **12** Confirmed Violation of Policy
 - **26** Unconfirmed Violation of Policy
- ▶ Investigations by Policy Consideration:
 - Code of Conduct: **8** Cases
 - Discrimination: **28** Cases
 - Workplace Violence: **2** Cases
 - Sexual Harassment: **5** Cases
 - Retaliation: **2** Cases
 - Withdrawn: **1** Case

TRAININGS

Specialized Department Trainings

- ▲ Supervisor Training
- ▲ Onboarding Training
- ▲ County Required Trainings for Employees with No Computer Access
- ▲ 1-1 Reviews/Supervision
- ▲ How to Address Concerns
- ▲ Mediation Training - Certification

EDUCATION

- ▶ **16** classes - SCCC Tuition Assistance Waiver Program
- ▶ **4** classes - Tuition Reimbursement Program
- ▶ **11** classes - Education & Certification Program

22 Public Student Loan Forgiveness Requests

EDUCATION CONT.

- **24** - Student Intern Applicants (with **16** students securing internship opportunities).
- Departments that took on student internships in 2025:
 - E911 - CWD - County Attorney - Human Rights
 - DPW - County Clerk - DFS
 - PH - Treasurers - District Attorney

Colleges include:

- SUNY Orange - Elmire College - Syracuse University
- SUNY Sullivan - Common Wealth University - Northeastern University
- SUNY Albany - William and Mary Law School

POLICY UPDATES

► PARS

- PERelations Board
- Nursing Mothers
- Affirmative Action
- Criminal Background Implementation

MISCELLANEOUS HR RELATED

- ▶ 7 - Americans with Disabilities Act Accommodation Requests
- ▶ 8 - Notice of Intent to Disqualify - Corrections/Police Officers
- ▶ 9 - Grievances
- ▶ 133 - Position Reclassifications
- ▶ 3 - Section 71, 72 and other Civil Service hearing related matters
- ▶ 20 - Labor Management Meetings
- ▶ 22 - Jurisdiction Trainings/Meetings
- ▶ 19 - Exit Interviews
- ▶ 22 - PSLF Requests
- ▶ 33 - Payrolls Certified
- ▶ 5 - Reinstatements
- ▶ 112 - Total FML Application Received: 104 Approved

BENEFITS AND OTHER ADDITIONS

- ▶ The County began offering **Working Advantage** to employees, which provides employees with exclusive discounts and savings on products, services and experiences.
- ▶ The County also introduced a **Defensive Driving Benefit**, which is a six-hour course available to all eligible County employees at no cost.
- ▶ Policy Updates - **Affirmative Action and Corporate Compliance Policy update** and **Domestic and Gender-Based Violence Prevention Policy addition**.
- ▶ 2 - Public Hearings
- ▶ **HELP Program** - The Human Resources office submitted **180** titles to be included into the HELP Program. These changes assist us in stabilizing the workforce.
 - **102** titles have been approved for inclusion into the HELP Program
 - **78** titles are pending approval

BACKGROUND AND SCREENING PROCESSES

- ▶ As of the first week of December, Human Resources has conducted **149** background checks.
- ▶ K-Check exclusion screenings continue to be processed by Human Resources which allows healthcare organizations, government agencies and other entities to meet federal and state regulations that require them to screen their employees, contractors, medical staff, returning physicians and affiliates against various exclusion lists maintained by government agencies such as the office of Inspector General and SAM.gov/Excluded Parties List System with nearly **275** being completed.
- ▶ Processed **255** candidates through E-Verify.



UNEMPLOYMENT

- ▶ **3** - Unemployment Hearings Attended

2025 Claims:

- ▶ **15** Unemployment Claims Received
- ▶ **7** Claims Unprotected (*1 was a settlement stipend*)
- ▶ **6** Claims Protested
 - **5** Benefits Denied
 - **1** Currently Undetermined

2024 Carryovers:

- ▶ **2** Cases were account credits
- ▶ **1** Case was carry over
- ▶ **1** Case was carry over - on appeal
- ▶ **4** Employees currently receiving benefits

SCANNING PROJECT

The Division sorted through various County files, maintaining adherence to Documentation Retention schedule.

98% of documents have been scanned and verified in accordance with Document Retention and Civil Service Laws.

The Division began scanning in boxes that were located in the Liberty location.