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

Thursday, September 10, 2026 **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 abolish, create, and modify certain positions within the Sullivan County Department of Public Health. **ID-8644**

   Attachments: PHS UPDATED 2026 Salary and Position Changes

2. To enter into contract granting Restorative Management Corporation the OASAS Authorized Settlement Funded Services for Recovery Support Fund: Client Stabilization and Barrier Reduction Program. **ID-8653**

3. To enter into contract granting Sullivan180 OASAS Authorized Settlement Funded Services for the implementation of Hope Squad Standard Program prevention programming in three Sullivan County school district high schools. **ID-8654**

Adjourn

File #: ID-8644 **Agenda Date:** 9/10/2026 **Agenda #:** 1.

Narrative of Resolution:
RESOLUTION INTRODUCED BY THE HEALTH AND HUMAN SERVICES COMMITTEE TO ABOLISH, CREATE, AND MODIFY CERTAIN POSITIONS WITHIN THE SULLIVAN COUNTY DEPARTMENT OF PUBLIC HEALTH

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

Amount to be authorized by Resolution: Click or tap here to enter text.

Are funds already budgeted? Yes

If 'Yes,' specify appropriation code(s): Personnel & Fringe Lines for A-4010-33, 4010-206, 4010-207 & 4050

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

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY THE HEALTH AND HUMAN SERVICES COMMITTEE TO ABOLISH, CREATE, AND MODIFY CERTAIN POSITIONS WITHIN THE SULLIVAN COUNTY DEPARTMENT OF PUBLIC HEALTH

WHEREAS, the Sullivan County Department of Public Health has conducted a comprehensive review of its staffing structure to ensure that positions and resources are aligned with current operational needs, regulatory requirements, program responsibilities, workforce needs, and service delivery demands; and

WHEREAS, this review identified a number of positions that no longer reflect the Department's current organizational structure or service needs, as well as opportunities to realign existing salary appropriations to strengthen administrative oversight, supervisory accountability, workforce development, and direct service capacity; and

WHEREAS, the Department has further reviewed and clarified the proposed organizational changes with the Legislature and Commissioner of Human Resources, including the purpose, responsibilities, and operational need associated with the positions being created or modified; and

WHEREAS, the vacant Deputy Public Health Director position (3496) was structured as a broad executive-level position with responsibility for departmental operations, many of which are now appropriately distributed among the Director of Public Health, program leadership, clinical supervisors, fiscal staff, emergency preparedness personnel, and other departmental leadership; and

WHEREAS, rather than recreate a duplicative deputy executive structure, the Department recommends the creation of a Director of Administrative Services position focused specifically on the administrative and operational infrastructure of the Department, including quality improvement, regulatory and administrative compliance, strategic planning, policy and procedure development, workforce development, performance management, and coordination of non-clinical administrative functions; and

WHEREAS, this structure will provide dedicated administrative leadership and accountability while allowing the Director of Public Health to maintain responsibility for overall departmental leadership, public health strategy,

community and governmental relationships, emergency and emerging public health matters, and statutory responsibilities; and

WHEREAS, the existing Community Health Coordinator position (3271) was established to coordinate health promotion activities and was not designed to provide the level of direct staff supervision and program accountability now required within the Department; and

WHEREAS, the Department therefore recommends replacing the vacant Community Health Coordinator position with a Community Health Supervisor position responsible for direct supervision of community health staff, oversight of grants and outreach initiatives, quality improvement, program evaluation, and community partnerships, thereby establishing clear supervisory authority and accountability; and

WHEREAS, within Core Programs, the Department recommends abolishing three vacant positions (2373, 3264-Per Diem, and 1636), including two positions historically categorized under Core Programs that are actually Certified Home Health Agency positions, and creating one part-time Administrative Assistant position and one full-time Senior Health Educator position; and

WHEREAS, creation of the Senior Health Educator position establishes an appropriate professional career ladder, supports succession planning, and increases leadership capacity, while the part-time Administrative Assistant position provides continued support for data analysis, dashboard development, performance reporting, and other administrative functions; and

WHEREAS, within the Certified Home Health Agency, the Department recommends abolishing multiple vacant nursing positions (2185, 0849, 2782-Per Diem, and 2502-Per Diem), therapy positions (3339-Per Diem, 3340-Per Diem, 3553, and 3667-Per Diem), and coordinator position (0806), and creating one full-time Public Health Physical Therapist position based upon current patient demand and operational experience; and

WHEREAS, physical therapy represents a significant service need within the Certified Home Health Agency, and insufficient physical therapy capacity can limit the Agency's ability to accept patients and provide other needed home health services, including nursing services; and

WHEREAS, within the Diagnostic and Treatment Center, the Department recommends abolishing four vacant nursing positions (0952, 2784-Per Diem, 2927, and 3634-Per Diem) and one supervisory position (3579), as the current staffing structure, including the addition of a Registered Nurse Supervisor and Licensed Practical Nurse, adequately supports current workload and service demands; and

WHEREAS, the Department recommends that the Director of Patient Services position (3158) be moved from Grade 7 to Grade 8 on the Management/Confidential Salary Schedule to appropriately reflect the scope, complexity, regulatory accountability, and leadership responsibilities of the position, recognizing that when the position was previously advanced from Director of Patient Services Trainee to Director of Patient Services, the corresponding 5% salary adjustment associated with the increased responsibilities was not applied; and

WHEREAS, taken together, these recommendations represent a restructuring and realignment of existing staffing resources rather than an expansion of the Department's overall workforce, eliminating positions that have remained vacant or no longer meet operational needs while directing resources toward functions for which there is a demonstrated administrative, supervisory, workforce, or service-delivery need; and

WHEREAS, these staffing modifications are projected to result in a net reduction of approximately **Four Hundred Seventy Five Thousand Six Hundred and One Dollar ($475,601)** in salary appropriations while continuing to support the Department's ability to meet its regulatory responsibilities, public health obligations, and community service demands;

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the following position changes within the Sullivan County Department of Public Health, as reviewed by the Division of Human

Resources:

- **Agency Administration:** Abolish the vacant Deputy Public Health Director position (3496) and Community Health Coordinator position (3271), and create one Director of Administrative Services position and one Community Health Supervisor position;
- **Core Programs:** Abolish three vacant positions (2373, 3264 Per Diem, and 1636), and create one part-time Administrative Assistant position and one full-time Senior Health Educator position;
- **Certified Home Health Agency:** Abolish vacant nursing positions (2185, 0849, 2782 Per Diem, and 2502 Per Diem), therapy positions (3339 Per Diem, 3340 Per Diem, 3553, and 3667 Per Diem), and coordinator position (0806), and create one full-time Public Health Physical Therapist position;
- **Diagnostic and Treatment Center:** Abolish four long-vacant nursing positions (0952, 2784 Per Diem, 2927, and 3634 Per Diem) and one supervisory position (3579); and
- **Director of Patient Services:** Move position 3158 from Grade 7 to Grade 8 on the Management/Confidential Salary Schedule.

BE IT FURTHER RESOLVED, that the County Manager, Commissioner of Management and Budget, Commissioner of Human Resources, and Director of Public Health are hereby authorized and directed to take all actions necessary to implement these changes.

Position Title	Position #	Employee Name	2026 Salary	Action	Position Title	Position #	Employee Name	2026 Salary	Action	Management/Union
					Department 4010-206 - PH - AGENCY ADMIN					
REMOVE:										
DEPUTY PUBLIC HEALTH DIRECTOR	3496	VACANT	$ (96,916.00)	REMOVE POSITION						
COMMUNITY HEALTH COORDINATOR	3271	VACANT	$ (72,893.00)	REMOVE POSITION						
		TOTAL:	**$ (169,809.00)**		**ADD:**					
					DIRECTOR OFADMINISTRATIVE SERVICES/PH		NEW	$ 96,916.00	ADD POSITION	CON EX 37.5 - GRADE 7
					COMMUNITY HEALTH SUPERVISOR		NEW	$ 67,368.00	ADD POSITION	CON EX 37.5 - GRADE 3
							TOTAL:	**$ 164,284.00**		
CHANGE:										
DIRECTOR OF PATIENT SERVICES (TRAINEE)	3158	KAHN, TIFFANY	$ (108,412.00)	ADJUST SALARY	DIRECTOR OF PATIENT SERVICES	3158	KAHN, TIFFANY	$ 113,832.60	The additional workload and increased level of responsibility associated with the position were previously recognized when the title was changed from Director of Patient Services Trainee to Director of Patient Services. This change included an increase in grade and a corresponding 5% salary adjustment in accordance with the salary schedule.	
		TOTAL:	**$ (108,412.00)**				**TOTAL:**	**$ 113,832.60**		
		TOTAL REMOVAL/CHANGES:	**$ (278,221.00)**				**TOTAL ADDITIONS:**	**$ 278,116.60**		
							DEPT. TOTAL:	**$ (104.40)**	*(removed positions + added position)*	
					Department 4010-207 - PH - CORE PROGRAMS					
REMOVE:										
REGISTERED PROFESSIONAL NURSE	2373	VACANT	$ (67,969.00)	REMOVE POSITION						
REGISTERED PROFESSIONAL NURSE Per Diem	3264	VACANT	$ (10,000.00)	REMOVE POSITION						
PUBLIC HEALTH EDUCATOR	1636	VACANT	$ (50,998.00)	REMOVE POSITION						
		TOTAL:	**$ (128,967.00)**		**ADD:**					
					SENIOR PUBLIC HEALTH EDUCATOR		NEW	$ 58,846.00	ADD POSITION	TC 35
					ADMINISTRATIVE ASSISTANT (PART TIME)		NEW	$ 27,000.00	ADD POSITION	17.5 Hrs/Week
							TOTAL:	**$ 85,846.00**		
							DEPT. TOTAL:	**$ (43,121.00)**	*(removed positions + added position)*	
					Department 4010-33 - PH - CHHA/MAIN UNIT					
REMOVE:										
PHS PROG COORD	806	VACANT	$ (43,169.00)	REMOVE POSITION						
REGISTERED PROFESSIONAL NURSE	849	VACANT	$ (66,415.00)	REMOVE POSITION						
COMMUNITY HEALTH (CH) NURSE PUBLIC HEALTH	2185	VACANT	$ (72,231.00)	REMOVE POSITION						
REGISTERED PROFESSIONAL NURSE Per Diem	2502	VACANT	$ (2,000.00)	REMOVE POSITION						
REGISTERED PROFESSIONALL NURSE Per Diem	2782	VACANT	$ (8,000.00)	REMOVE POSITION						
PH PHYSICAL THERAPIST Per Diem	3339	VACANT	$ (10,000.00)	REMOVE POSITION						
PH OCCUPATIONAL THERAPIST Per Diem	3340	VACANT	$ (10,000.00)	REMOVE POSITION						
PHYSICAL THERAPY ASSISTANT	3553	VACANT	$ (68,332.00)	REMOVE POSITION						
PUBLIC HEALTH PHYSICAL THERAPIST Per Diem	3667	VACANT	$ (10,000.00)	REMOVE POSITION						
		TOTAL:	**$ (290,147.00)**		**ADD:**					
					PUBLIC HEALTH PHYSICAL THERAPIST		NEW	$ 104,039.00	ADD POSITION	TC 35
							TOTAL:	**$ 104,039.00**		
							DEPT. TOTAL:	**$ (186,108.00)**	*(removed positions + added position)*	
					Department 4050 - PH - DIAGNSTC/ TREATMNT					
PUBLIC HEALTH NURSE	952	VACANT	$ (75,433.00)	REMOVE POSITION						
PUBLIC HEALTH NURSE Per Diem	2784	VACANT	$ (2,000.00)	REMOVE POSITION						
COMMUNITY HEALTH NURSE (PH)	2927	VACANT	$ (72,231.00)	REMOVE POSITION						
EPIDIOMIOLOGICAL SUPERVISOR	3579	VACANT	$ (74,435.00)	REMOVE POSITION						
REGISTERED PROFESSIONAL NURSE Per Diem	3634	VACANT	$ (20,000.00)	REMOVE POSITION						
		TOTAL:	**$ (244,099.00)**							
							DEPT. TOTAL:	**$ (244,099.00)**	*(removed positions + added position)*	
							GIVE BACK TOTAL:	**$ (473,432.40)**	*M19+M27+M45+M54*	

100 North Street
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Sullivan County

Legislative Memorandum

File #: ID-8653 **Agenda Date:** 9/10/2026 **Agenda #:** 2.

Narrative of Resolution:
To enter into contract granting Restorative Management Corporation the OASAS Authorized Settlement Funded Services for Recovery Support Fund: Client Stabilization and Barrier Reduction Program.

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

Amount to be authorized by Resolution: $10,000.00

Are funds already budgeted? Yes (OASAS Authorized Settlement Funded Services)

If 'Yes,' specify appropriation code(s): Click or tap here to enter text.

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

Specify Compliance with Procurement Procedures:

Click or tap here to enter text.

RESOLUTION INTRODUCED BY THE HEALTH & HUMAN SERVICES COMMITTEE TO ENTER INTO AN AGREEMENT BETWEEN RESTORATIVE MANAGEMENT CORPORATION AND THE DEPARTMENT OF COMMUNITY SERVICES.

WHEREAS, The Department of Community Services received proposals for RFP#: R-26-20; OASAS Authorized Settlement Funded Services in support of the Sullivan County Drug Task Force; and

WHEREAS, Restorative Management Corporation, 64 Jefferson St, Suite 2, Monticello, NY has proposed to utilize $10,000.00 for the implementation of the Recovery Support Fund to provide flexible, short-term assistance to eligible clients by addressing the immediate needs of reliable transportation, clothing, and food while supporting participation in treatment, recovery programming, employment, and other recovery-oriented activities; and

WHEREAS, the Department of Community Services has approved said proposal and recommends that the funds are granted toward the Recovery Support Fund; and

NOW, THEREFORE, BE IT RESOLVED, the County Manager is hereby authorized to execute a contract with Restorative Management Corporation, at a cost not to exceed $10,000.00 per year, in accordance with the RFP#: R-26-20, for a one year period, with the option to extend on a yearly basis for three (3) additional years;

however, if the funding ceases then the agreement terminates; and

BE IT FURTHER RESOLVED, that said contract to be such form as the County Attorney's office shall approve.

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Sullivan County

Legislative Memorandum

File #: ID-8654 **Agenda Date:** 9/10/2026 **Agenda #:** 3.

Narrative of Resolution:
To enter into contract granting Sullivan180 OASAS Authorized Settlement Funded Services for the implementation of Hope Squad Standard Program prevention programming in three Sullivan County school district high schools.

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

Amount to be authorized by Resolution: $50,600.00

Are funds already budgeted? Yes **(OASAS Authorized Settlement Funded Services)**

If 'Yes,' specify appropriation code(s): Click or tap here to enter text.

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

Specify Compliance with Procurement Procedures:

RESOLUTION INTRODUCED BY THE HEALTH & HUMAN SERVICES COMMITTEE TO ENTER INTO AN AGREEMENT BETWEEN SULLIVAN180 AND THE DEPARTMENT OF COMMUNITY SERVICES.

WHEREAS, The Department of Community Services received proposals for RFP#: R-26-20; OASAS Authorized Settlement Funded Services in support of the Sullivan County Drug Task Force; and

WHEREAS, Sullivan180, 1 Cablevision Center Dr, Ferndale, NY, has proposed to utilize $50,600.00 for the purchasing and implementation of Hope Squad Standard Program in three Sullivan County school district high schools; and

WHEREAS, the Department of Community Services has approved said proposal and recommends that the funds are granted toward such programming; and

NOW, THEREFORE, BE IT RESOLVED, the County Manager is hereby authorized to execute a contract with Sullivan180, at a cost not to exceed $50,600 per year, in accordance with the RFP#: R-26-20, for a one year period, with the option to extend on a yearly basis for three (3) additional years; however, if the funding ceases then the agreement terminates; and

BE IT FURTHER RESOLVED, that said contract to be such form as the County Attorney's office shall approve.