



Sullivan County
Management & Budget, Capital
Planning and Budgeting Committee

100 North Street
Monticello, NY 12701

Meeting Agenda - Final

Chairman George Conklin
Vice Chairman Michael Brooks
Committee Member Alan J. Sorensen
Committee Member Joseph Perrello
Committee Member Ira Steingart

Thursday, April 14, 2022

10:30 AM

Government Center

Call To Order

Roll Call

Comments:

Reports:

1. Budget Office Quarterly Report.

[**ID-4500**](#)

Attachments: [OMB Committee Budget Office Report 1st Quarter 2022](#)

County Treasurer

1. Office of Audit and Control Quarterly Report

[**ID-4505**](#)

Attachments: [2022 1st qtr report](#)

ITS

Discussion:

Public Comment

Resolutions:

1. Authorize County Manager to apply for and accept a FY2020 Cyber Security Grant Program
2. Authorize Software support Agreement for the Allen Tunnel Tax Collection System
3. Proposed Local Law 2 of 2022

[**ID-4489**](#)

[**ID-4490**](#)

[**ID-4352**](#)

Attachments: [BOL20220215100943](#)

-
4. Modify the 2021 County Budget

[ID-4504](#)

Attachments: [Year End #8 2021 Resolution Needed 2](#)

Adjourn



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4500

Agenda Date: 4/14/2022

Agenda #: 1.

Narrative of Resolution:

Click or tap here to enter text.

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? Choose an item.

Specify Compliance with Procurement Procedures: Click or tap here to enter text.

Management and Budget Committee Report

Budget Office

1st Quarter 2022

- The 1095 Forms, which are the health insurance information reporting forms required by the Affordable Care Act, were distributed to all employees by the March 1, 2022 deadline. The master 1095 file was also filed timely with the IRS. This file was due to be uploaded by March 31, 2022.
- Continued to conduct and attend meetings with various department heads and fiscal staff to discuss any fiscal and/or procedural questions/issues that need addressing. This included review of various New World and Kronos reports.
- As a recipient of the Coronavirus State and Local Fiscal Recovery Funds (SLFRF), authorized by the American Rescue Plan Act (ARPA) of 2021, the county is required to submit Project and Expenditure Reports on the use of the funds. The first Project and Expenditure Report was submitted to the US Treasury before the January 31, 2022 due date. The first report covers obligations and expenditures through Dec. 31, 2021. The second report is due April 30, 2021 and will include data for the period of March 3, 2021 to March 31, 2022.
- Attended the County Manager's Budget Office standing biweekly meeting.
- The Request Letter, Instructions and forms for the 2023 – 2028 Capital Plan have been sent to departments. All Capital requests are due back to the Budget Office by close of business May 6, 2022. The Budget Office will then review and summarize the requests. The capital requests will be submitted to the Legislature by June 1, 2022.
- The Budget Office worked with RBT CPA's to complete the 2021 annual audit for the Sunset Lake LDC. Financial statements have been received.
- This office continues to work with other departments as needed to provide financial support and training. In addition to focusing on Planning, Grants and the Care Center the budget office has also been working with the fiscal staff at Community Services, Public Health, Office of the Aging and County Clerk. One of the senior budget analysts from this office continues to provide onsite support at the Care Center one day a week, as well as, intermittent support the balance of the week. Another budget analyst provides assistance onsite at Community Services and Public Health usually several days

a week. The Budget Office has also been involved in yearend processes and closing procedures with various departments.

- The annual 2021 audit for the Care Center at Sunset Lake has begun. Jennie Sush, Sr. Budget Analyst, is taking the lead. PKF O'Connor Davies is the audit firm conducting the Care Center audit.
- Met with senior staff in the Planning Division to discuss the reorganization of the division. This discussion included, but was not limited to, review of Grants workflow, the need to seek software to better monitor grants, possibilities of streamlining the Grants process and the Budget Analyst's role in the new structure. The first software we will be viewing is a demo of the Grants Module available with the County's current ERP software New World.
- Venesky & Co. will continue to prepare our annual Cost Allocation Plan and Space Occupancy Cost Analysis for 2021. A planning meeting is being schedule for the third week of April. Collection of various data from all the departments is needed.
- The annual 2021 countywide audit has begun with the audit team from Drescher & Malecki. The Budget Office has been working closely with Treasurer's Office and various other departments to finalize 2021 transactions and budget modifications.
- Participation in both the New World security team and Kronos security team continues.
- The Budget Office provided Human Resources and the County Manager's Office assistance with union negotiations by providing financial impact analyses on various proposals. The proposals were also reviewed from a Payroll viewpoint to determine feasibility of implementation.
- In conjunction with IT, the Budget Office has purchased a new budgeting software, Clear Gov and implementation by the Budget Office has begun. This software interacts with the current County ERP New World and offers enhanced reporting capabilities. This software is endorsed by the Government Finance Officers Association (GFOA) and offers reporting capabilities compliant with the requirements of the GFOA's Distinguished Budget Presentation Award. The County has achieved this award for six straight years beginning in 2016. The 2022 Operating Budget has also been submitted for consideration of this award and approval is pending.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4505

Agenda Date: 4/14/2022

Agenda #: 1.



ANGELA CHEVALIER
COUNTY AUDITOR

TEL. 845-807-0547

**COUNTY OF SULLIVAN
OFFICE OF AUDIT AND CONTROL
SULLIVAN COUNTY GOVERNMENT CENTER
100 NORTH STREET
MONTICELLO, NEW YORK 12701**

1st 2022 Quarterly Report

The Office of Audit and Control audits and processes all lawful claims or charges against the County or against funds for which the County is responsible. Our goal is to promote accountability throughout the County government, and serve the public interest by providing the Legislature, County Manager and other County management with reliable information, unbiased analysis and objective recommendations. We continue to provide services in a timely manner, as we strive to be as efficient as possible.

ACCOUNTS PAYABLE

During the first quarter of 2022, the Office of Audit & Control (“Audit Department”) worked diligently to process over 11,600 invoices for payment. We are still processing under the hybrid approach to the accounts payable process which has facilitated a more efficient and accurate process and will continue throughout 2022.

My Department was also able to save the County \$114,892.46 this quarter, through voucher corrections and the removal of duplicate submissions from processing. Vouchers totaling \$5,250.23 were also removed from processing after having been submitted for payment without having a proper contract to authorize the expense.

NEC & MISC 1099 REPORTING REQUIREMENT

We continued to process new vendor creation and maintenance in the financial software which included requesting I.R.S. Form W-9 from vendors for proper business entity information.

The Audit Department complied with IRS regulations and issued over 400 of Form Misc-1099 and NEC-1099 to all applicable County vendors for fiscal year 2021. Each year this process has included manual entry of ACC data and importation of State BICS system data to properly issue 1099s County Wide.

ASSETS and LEASE REPORTING and FIXED ASSET INVENTORY

In the first quarter of 2022, we inventoried all grant related assets that are recorded in our office in an effort to ensure compliance with individual grant requirements.

Audit compiled source documents for the recording of and/or tracking of Fixed Assets (including

tagging and photographing) and completed the asset reporting for GASB reporting requirements in this quarter, as well as providing a lease report to our external auditors.

CONTRACT REPOSITORY

The Audit Department is the repository for all County contracts. As such, all contracts were analyzed to ensure they were fully and properly executed. ie. signatures, insurance, legislative authority and attachments/exhibits etc. Upon review any missing documentation is requested and once deemed complete, each contract was entered into the County's contract database, scanned & attached and made available for viewing.

CONSULTING for MOVE SULLIVAN

Move Sullivan Consulting Engagement- This report was finalized and disseminated to the County Manager, the Commissioner as well as the Legislature on March 10, 2022. Assistance with the reconciliation process continued through the first quarter of 2022. The recommendation to find an automated solution for fare collection and reconciliation cannot be expressed enough, especially in light of the plan to expand the program.

REVENUE QUESTIONNAIRE

In 2021 we conducted an online survey for Revenue. This questionnaire was developed to provide management with information regarding revenue collections by department. The 25 question survey asked users to detail any federal/state/local revenues, as well as grants from any entity. We are currently developing a matrix based on an analysis of the responses which will be provided to management.

RISK ASSESSMENT QUESTIONNAIRE

The Office of Audit & Control conducted a risk assessment survey related to internal controls within Sullivan County government. The purpose of the questionnaire was to help various offices/departments within Sullivan County government self-assess their internal control environment and any associated risk factors. Internal controls are an integral component in assuring that the use of public funds and County resources are consistent with laws, regulations, and policies; that public funds and County resources are safeguarded against waste, loss, and misuse; and that reliable data is obtained, maintained, and fairly disclosed within reports. We created a matrix based on those responses, submitted it to the County Manager and discussed it in a meeting on March 8, 2022. We are currently developing a plan to move forward with what was discussed during that meeting.

OTHER ACTIVITY (NOT ALL INCLUSIVE)

- Participated in OSC Webinar on February 16, 2022 on claims process which I will discuss in meeting.
- Worked closely with County Attorney's Office as it relates to County contracts.
- Review and approve loan packets and amortization schedules for Planning.
- Staff completed all County required trainings for first quarter 2022.
- Various meetings/phone calls/communications with key departments and personnel regarding daily operations, contract balances and general ledger questions.

Respectfully submitted,

Sullivan County

Legislative Memorandum

File #: ID-4489

Agenda Date: 4/14/2022

Agenda #: 1.

Narrative of Resolution:

Authorize County Manager to apply for and accept a FY2020 Cyber Security Grant Program

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? Choose an item.

Specify Compliance with Procurement Procedures: Grant Application Authorization

RESOLUTION INTRODUCED BY THE MANAGEMENT AND BUDGET AND CAPITAL PLANNING AND BUDGETING COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO APPLY FOR AND ACCEPT A FY2020 CYBER SECURITY GRANT PROGRAM (CSGP) GRANT AWARD FROM THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES

WHEREAS, the Federal Emergency Management Agency (*FEMA*) / NYS Division of Homeland Security and Emergency Services (*DHSES*) provides funding to enhance and sustain local government cyber security posture and ensure information systems are secure and protected from cyber incidents via their Cyber Security Grant Program, which is not subject to any matching requirements; and

WHEREAS, the cyber security threat landscape continues to expand in size and complexity, with local government needing to ensure their cyber security measures are kept current and updated regularly relative to emerging threats; and

WHEREAS, the Sullivan County Division of ITS Commissioner and Chief Information Officer has identified the need to acquire a network access and control solution as part of the overall effort to protect the County from a cybersecurity breach of information systems; and

WHEREAS, the anticipated total project cost is \$87,000.00, of which the County will request \$50,000.00 from the FY2020 Cyber Security Grant Program, and will contribute approximately \$37,000.00 in leveraged funds towards the project.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, Chairman of the County Legislature, and / or their authorized representative (*as required by the funding source*) to execute any and all necessary documents to submit the FY2020 Cyber Security Grant

Program application for funding; and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, and / or Chairman of the County Legislature (*as required by the funding source*) to accept the award, and enter into an award agreement or contract to administer the funding secured, in such form as the County Attorney shall approve; and

BE IT FURTHER RESOLVED, that should the FY2020 Cyber Security Grant Program funding be terminated, the County shall not be obligated to continue any action undertaken by the use of this funding.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4490

Agenda Date: 4/14/2022

Agenda #: 2.

Narrative of Resolution:

Authorize Software support Agreement for the Allen Tunnel Tax Collection System

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

Amount to be authorized by Resolution: \$40,109.00

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures: Long standing Treasurer's Office solution - renewal quote for FY 2022 obtained from vendor

RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET AND CAPITAL PLANNING AND BUDGETING COMMITTEE TO AUTHORIZE SOFTWARE SUPPORT AGREEMENT FOR THE ALLEN TUNNEL TAX COLLECTION SYSTEM.

WHEREAS, the Allen Tunnel Tax Collection system provides essential capabilities to support tax collection activities for the County and individual Towns in Sullivan County; and

WHEREAS, the County wishes to continue utilizing the Allen Tunnel Tax Collection System and sponsor its use in the individual towns and receive support as provided for in Schedule A of the proposed Allen Tunnel Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to enter into a 1-year support agreement covering January 1, 2022 thru December 31, 2022 with Allen Tunnel Corporation at a cost not to exceed \$40,109.00, said agreements to be in such form as the County Attorney shall approve.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4352

Agenda Date: 3/10/2022

Agenda #: 3.

LOCAL LAW No. **2** OF 2022

**A LOCAL LAW TO MAKE VARIOUS AMENDMENTS TO THE SULLIVAN COUNTY
ADMINISTRATIVE CODE TO REORGANIZE THE STRUCTURE OF COUNTY
GOVERNMENT**

- Explanation:** This Local Law shall set forth various amendments to the Sullivan County Administrative Code ("Administrative Code") to reflect modifications to streamline and realign certain Divisions, Departments and Agencies of the County of Sullivan and the Legislative Committees associated therewith. The Administrative Code was originally enacted by Local Law No. 11 of 1995, amended in its entirety by Local Law No. 7 of 1997 and amended subsequently thereafter.
- Legislative Intent:** The Sullivan County Legislature ("Legislature") after due diligence and careful consideration, declares that it is in the best interest of the citizens and the government of the County of Sullivan to modify and streamline the delivery of government services, reduce duplication of services and promote interaction amongst the various departments and agencies. In furtherance of those objectives the Legislature hereby amends the Administrative Code.
- Effective:** This Local Law shall become effective as of the date of filing with the New York Secretary of State.
- Amendments:** The Administrative Code is hereby amended by deleting the language of the current Administrative Code in its entirety and inserting the new Administrative Code language as follows:

**Chapter A
Administrative Code**

RECEIVED
FEB 04 2022
SULLIVAN COUNTY
LEGISLATURE

[HISTORY: Adopted by the Board of Supervisors (now County Legislature) of the County of Sullivan 12-14-1995 by L.L. No. 11-1995; amended in its entirety 7-17-1997 by L.L. No. 3-1997. Subsequent amendments noted where applicable.]

**ARTICLE I
Government of Sullivan County**

§ A1-1 Title.

This chapter shall be known as the "Sullivan County Administrative Code."

§ A1-2 Purposes.

The Sullivan County Administrative Code is intended to outline the organizational structure of the County government as prescribed in the New York County Law, to delineate the location of the responsibilities of the County government and to make provision for administrative leadership in order to promote an efficient and responsible County government

§ A1-3 Effect of local laws, enactments.

All existing laws, ordinances, legalizing acts and resolutions of the County shall remain operative except where inconsistent with this Administrative Code as adopted by local law.

Employee appointments, qualifications, rights and responsibilities set forth in this Administrative Code shall be subject to applicable qualifying provisions of New York State and federal law, including, but not limited to, the New York State Civil Service Law.

ARTICLE II

The County Legislature

§ A2-1 County Legislature.

The County Legislature shall be the elected governing body of Sullivan County which shall perform the legislative, appropriating, policy determining and administrative functions as provided for in the County Law.

§ A2-2 Membership.

The County Legislature shall be composed of the elected legislators elected from single-member legislative districts, each member elected for a term of four years and having one vote. Members of the Legislature shall be elected from the districts established in § C2.01 of the Sullivan County Charter.

§ A2-3 Powers and duties.

- A. The County Legislature shall exercise all the powers and duties now or hereafter conferred or imposed by state law upon a Board of Supervisors and/or a County Legislature of a county and all powers and duties necessarily implied or incidental thereto, and all the powers assigned to it by the Sullivan County Charter, and restricted as therein provided. Among such powers and duties, but not by way of limitation, it shall:
- (1) Make appropriations, levy taxes, incur indebtedness and adopt the County budget.
 - (2) Enact, amend or repeal this Administrative Code, local laws, legalizing acts or resolutions; and provide for the administrative implementation thereof.
 - (3) Adopt, by resolution, all necessary rules and regulations for its own conduct and procedure.
 - (4) By local law, create, alter, combine or abolish administrative units of County government not headed by elected officers or officers designated in the Sullivan County Charter, establishing or abolishing positions of employment in connection therewith.
 - (5) Appoint heads of units of County government, except those officers who are required to be elected and/or whose appointment is otherwise provided for by law, by the Sullivan County Charter or by this Administrative Code.
 - (6) Establish or abolish positions of employment.
 - (7) Fix, by resolution, the maximum compensation of all County officers and employees, except members of the judiciary and the District Attorney.
 - (8) Fix, by resolution, the compensation to be paid from County funds to persons rendering service to or in behalf of, but who are not officers or employees of, the County.

- (9) Adopt such standard rules and regulations regarding County employment as it may deem appropriate.
 - (10) Fix the amount of bonds of officers and employees paid from County funds as hereinafter provided.
 - (11) Authorize contracts for goods and services on behalf of the County.
 - (12) Conduct studies and investigations in furtherance of its legislative functions, and in connection therewith obtain and employ professional and technical advice, appoint citizens committees, commissions and boards, subpoena witnesses, administer oaths and require the production of books, papers and other evidence necessary or material to such studies or investigations.
 - (13) Legalize and validate by legalizing any act had or taken in connection with a lawful municipal purpose by a governing board or other body, office, agency or unit of a local municipality wholly within the County in the manner provided in the County Law.
- B. A member of the County Legislature of the County of Sullivan may be appointed by the County Legislature of Sullivan County to any board or committee, the members of which are public officers.

§ A2-4 Chair of County Legislature.

[Amended 12-9-1997 by L.L. No. 7-1998]

The County Legislature at its organizational meeting held only on January 1 of each and every even-numbered year following the election of the Legislators, or as soon thereafter as is practical, shall elect from its membership a Chairman who shall serve until replaced.

§ A2-5 Chair of County Legislature; powers and duties.

Except as may otherwise be provided in this Administrative Code, the Chair of the County Legislature shall have all the powers and duties now or hereafter conferred or imposed upon a Chair of a County Legislature by law. Among such powers and duties, but not by way of limitation, the Chair shall:

- A. Determine in consultation with the County Manager what officer shall perform a particular power or duty not clearly defined herein or by law.
- B. Execute and deliver documents and contracts authorized by law and by the County Legislature, which are not within the powers of the County Manager as described in § C3.06J of the Sullivan County Charter.
- C. Perform such other administrative duties as the Legislature determines to be necessary.

§ A2-6 Vice Chairman and other officers of County Legislature; selection; powers and duties.

[Amended 12-9-1997 by L.L. No. 7-1998]

The County Legislature, within the time provided for in the Sullivan County Charter to elect a Chairman, shall elect a Vice Chairman, by majority vote, and may elect other officers as it deems required, all of whom shall serve until replaced. The Vice Chairman shall, in the absence of the Chairman, preside over each duly constituted meeting of the Legislature, have and exercise all of the powers and duties of the Chairman at any meeting over which the Vice Chairman is called to preside, and, except as herein limited, shall have and exercise those additional powers and duties authorized by resolution of the Legislature, provided that such resolution shall specify the dates during which the Vice Chairman may exercise such powers and duties, and that the powers and duties authorized to the Vice Chairman shall not be exercised by the Chairman during the designated time period. The Vice Chairman shall at no time appoint a person to an office or position of employment with the County, nor appoint the Chairman or members of any committee of the Legislature. The Vice Chairman may, in the absence of the Chairman from the County, or upon the Chairman's authorization, execute all agreements on behalf of the County

which the Legislature authorized the Chairman to execute.

§ A2-7 Death, resignation or disability of Chairman, Vice Chairman and/or other officers.
[Added 12-9-1997 by L.L. No. 7-1998]

In the event of the death, resignation or disability of the Chairman, the Vice Chairman shall act as Chairman until a new Chairman is elected. In the event of the death, resignation or disability of the Vice Chairman or any other officers that may have been elected, the Legislature shall elect a replacement Vice Chairman and may elect replacements for the other officers. The election to replace the Chairman, Vice Chairman or other officers contemplated herein shall be held at the next regular meeting of the County Legislature or sooner at a special or emergency meeting if desired. The degree of disability of any officer must be such so as to render that person's ability to perform impractical in order to justify a replacement by the Legislature.

§ A2-8 Committees of County Legislature, appointment.
[Amended 12-17-1998 by L.L. No. 9-1998; 2-17-2000 by L.L. No. 1-2000; 1-23-2003 by L.L. No. 3-2003; 10-23-2008 by L.L. No. 6-2008; 11-19-2009 by L.L. No. 8-2009]

Committees are the basis for the organization of administrative units and functions of government as presented in this Administrative Code. Within 20 days after his or her election, the Chair of the County Legislature shall appoint from among the members of the Legislature the Chairs and members of the standing committees, to wit: the Management and Budget, Capital Planning and Budgeting Committee; the Government Services Committee; the Health and Family Services Committee; the Human Resources Committee; the Planning, Real Property and Economic Development Committee; the Public Safety & Law Enforcement Committee; the Public Works Committee; the ; ; and the Veterans Committee. In the case of a newly created committee, the Chair and members shall be appointed by the Chair of the County Legislature within 20 days after the creation of such new committee. In addition, the Chair of the Legislature may appoint members to new and existing special committees as may be created by the Legislature. The Chair of the County Legislature shall also fill any and all vacancies on any committee within 20 days of the creation of such vacancy. All committees shall meet at the call of the Chair and/or pursuant to the rules of the Legislature.

§ A2-9 Committees of County Legislature; jurisdiction, powers and duties.
[Amended 12-17-1998 by L.L. No. 9-1998; 2-18-1999 by L.L. No. 1-1999; 5-20-1999 by L.L. No. 4-1999; 2-17-2000 by L.L. No. 1-2000; 3-15-2001 by L.L. No. 1-2001; 1-23-2003 by L.L. No. 3-2003; 12-18-2003 by L.L. No. 8-2003; 10-19-2006 by L.L. No. 1-2006; 4-26-2007 by L.L. No. 2-2007]

A. The jurisdiction of the committees shall be as follows:

- (1) **Management and Budget, Capital Planning and Budgeting Committee.** [Amended 01/01/2021 by L.L. No. X-xxx]
 - (a) The County budget.
 - (b) The County Auditor.
 - (c) The County Treasurer (except matters related to real property tax enforcement functions).
 - (d) Information Technology Services.
 - (e) Budget Office.
 - (f) Payroll Department.
 - (g) Formulation of the six-year Capital Plan.

- (h) Legislative oversight of fiscal impacts of capital projects.
- (i) Capital budgeting and planning analyses.

(2) Government Services Committee. [Amended 01/01/2021 by LL No. x-xxx]

- (a) Purchasing and central services.
- (b) The County Clerk's office.
- (c) The Board of Elections.
- (d) Sullivan County Community College.
- (e) Cornell Cooperative Extension Services.

(3) Health and Human Services Committee.

- (a) Social services and public welfare.
- (b) Mental health, alcohol and drug abuse treatment programs.
- (c) Public health.
- (d) Health Services Advisory Committee.
- (e) Professional Advisory Committee.
- (f) Utilization Review Committee.
- (g) Adult Care Center.
- (h) Employee Wellness

(4) Human Resources

- (a) Risk Management and Insurance
- (b) Division of Human Resources
- (c) Civil services and equal employment.
- (d) Human Rights Commission

(5) Public Safety & Law Enforcement Committee.

- (a) Sullivan County Sheriff.
- (b) Sullivan County District Attorney.

- (c) Public defense/Legal Aid/Conflict Legal Aid.
- (d) Coroners.
- (e) Emergency Management, 911, EMS, Fire Services.
- (f) Probation.
- (g) The Electrical Licensing Board.
- (h) Animal welfare services.
- (i) Stop DWI.

(6) Public Works Committee. [Amended 10-23-2008 by L.L. No. 6-2008]

- (a) Public buildings and grounds; equipment and facilities management.
- (b) Public works.
- (c) Highways and bridges.
- (d) Sullivan County International Airport.
- (e) Traffic Safety Board.
- (f) The Sealer of Weights and Measures.
- (g) Flood mitigation and management.
- (h) Solid waste management.
- (i) Recycling.
- (j) Fleet maintenance.
- (k) Motor pool and transportation services.

(7) Planning Real Property and Economic Development Committee [Amended 01/01/2021 by L.L. No. x-xxx]

- (a) Comprehensive planning, land use, and state-mandated planning functions.
- (c) Environmental management and protection
- (d) Agriculture and Farmland Preservation, including maintenance of NYS-certified agricultural districts in Sullivan County.
- (e) County Treasurer (real property tax enforcement and real property administration function).
- (f) Real Property Advisory Board.
- (g) Housing and Community development. [Amended 12-20-2007 by L.L. No. 3-2008](j)

Sustainable principles, practices and technologies for future county facilities.

- (h) “Green” building standards, renewable energy, and other “best practices.”
- (i) Sustainable policies for current county facilities and fleets.
- (j) Benchmarks for measuring progress on sustainability goals.
- (k) Sustainable energy – fiscal impacts.
- (l) Parks, recreation and beautification.
- (m) Historical and cultural resource management.
- (n) County Museum. [Added 12-20-2007 by L.L. No. 3-2008]
- (o) Training and technical assistance to County Municipalities on planning, zoning, community development and sustainability policies, projects and programs.
- (p) Grants Administration Department
- (q) Sullivan County Opportunity Zones.
- (r) Sullivan County Industrial Development Agency.
- (s) Sullivan County Chamber of Commerce.
- (t) Agriculture economic development.
- (u) Community and downtown revitalization
- (v) County Historian
- (w) Division of Community Resources
 - (1) Center for Workforce Development
 - (2) Youth Services
 - (3) Office for the Aging
 - (4) Transportation
- (8) Veterans Committee.**
 - (a) Veterans' services.

- B. Unless waived by a majority vote of the County Legislature, each resolution relating to a division, department, agency or other matter within the purview of a standing committee shall first be referred to said committee for its recommendation to the Legislature, affirmative, negative or neutral, before being acted upon by the Legislature. Except in cases of overlapping responsibility, each such resolution shall be referred to only one standing committee; however, any committee may request

the opinion of another committee on any resolution.

§ A2-10 Executive Committee of County Legislature.

[Amended 2-17-2000 by L.L. No. 1-2000; 3-15-2001 by L.L. No. 1-2001]

There shall be an Executive Committee of the County Legislature consisting of the membership of the Legislature, with the Chair of the Legislature as the Chair of the Committee. The Executive Committee shall oversee compliance with legislative intent, coordinate the activities of the various committees of the Legislature, advise and assist the Chair of the Legislature in his/her duties, either at his/her request or on its own initiative, and make such recommendations to the Legislature as it may deem appropriate. The Executive Committee shall perform the annual performance review of the County Manager provided for in § C3.05 of the Sullivan County Charter. The Executive Committee shall act as the Rules Committee of the Legislature, acting in regard to the rules of the Legislature and amendments thereto; and shall receive from other jurisdictions within the County their ordinances, local laws, enactments or other legislation requiring action by the Legislature and recommend action thereon. The Executive Committee shall also consider all matters relating to optional forms of County government and reapportionment. The Executive Committee shall have legislative oversight of the Sullivan County Board of Ethics, and the County's Strategic Plan. The Executive Committee shall have additional duties as may be assigned by the Chairman of the Legislature, from time to time. The following report to the Executive Committee of the County Legislature:

- a. County Attorney
- b. County Manager
- c. Clerk to the County Legislature

§ A2-11 Clerk to County Legislature; Deputy Clerk.

There shall be a Clerk and Deputy Clerk to the County Legislature. The Clerk shall be appointed by the Legislature to serve at its pleasure and until a successor is appointed and has qualified. The Deputy Clerk shall be appointed by the Clerk to the County Legislature. In addition to duties prescribed by state law, the Clerk or Deputy shall serve as secretary to all committees of the Legislature and perform other duties as assigned by the Legislature.

ARTICLE III

County Manager

§ A3-1 County Manager.

There shall be a County Manager who shall be the Chief Executive and administrative head of the County government in accordance with § C3.00 of the County Charter.

§ A3-2 Appointment; qualifications.

The County Manager shall be appointed by the County Legislature to serve at the pleasure of the County Legislature pursuant to § C3.01 of the Charter of Sullivan County. At the time of appointment, the County Manager shall have the qualifications and be restricted as set forth in §§ C3.02, C3.03 and C3.04 of the Charter of Sullivan County.

§ A3-3 Powers and duties.

[Amended 10-23-2008 by L.L. No. 6-2008]

Without curtailing, diminishing or transferring the powers of any elected County official, the County Manager shall be responsible for the overall administration of County government and shall provide and coordinate staff services to the County Legislature, Chair of the Legislature and its committees. The County Manager shall perform all the duties now and hereafter conferred or imposed upon the officer by

law and directed by the County Legislature and shall have all powers and perform all the duties necessarily implied or incidental thereto. Among such powers and duties, but not by way of limitation, are:

- A. The County Manager shall appoint, with the approval of the County Legislature, to serve at his/her pleasure a Deputy County Manager. Where an existing Commissioner is selected, the duties described in this section shall be in addition to the positions held by such individual. Additionally, the County Legislature shall fix the salary. The Deputy County Manager shall be responsible for all executive functions in the absence of the County Manager due to vacation, illness or emergency, or any other reason, expressly written by the County Manager, unless the County Manager has either limited said authority in writing, or has designated another senior management staff member as the Acting County Manager in accordance with § C3.07 of the County Charter.
- B. To appoint such assistants within the office as may be appropriated by the County Legislature.
- C. To work in conjunction with and coordinate the activities of County division and department heads and the administration of all units of County government to most efficiently implement the directives of the County Legislature.
- D. To determine in consultation with the Chair of the Legislature what officer shall perform a particular duty not clearly defined by law or this Administrative Code.
- E. To execute and enforce all local laws, legalizing acts, ordinances and resolutions of the County Legislature and all other acts required by operation of law.
- F. To serve as an advisor to the County Legislature and develop policy and procedural recommendations for consideration of the County Legislature.
- G. To undertake research and submit to the County Legislature reports and recommendations regarding governmental operations as he may deem appropriate or the County Legislature may request, and provide such assistance to the Legislature and its committees as may be requested by the Legislature.
- H. To serve as liaison between the Legislature and the boards, commissions and advisory committees established by the State Legislature.
- I. To maintain liaison and represent the County Legislature in contacts with political subdivisions, state and federal officials and agencies.
- J. To make appointments of all division heads, subject to confirmation by the County Legislature; and make recommendations for appointments by the County Legislature for all heads of units of County government which are subject to appointment by the County Legislature.
- K. To have advisory oversight of the County Auditor regarding methods of accounting and auditing procedures for the County and its administrative agencies as he may deem necessary.
- L. To examine, approve and execute all contracts, and other documents by which the County incurs financial obligations.
- M. To coordinate with the County Auditor, except in regard to the Auditor's investigations of the County Manager and the County Manager's office, if any.
- N. To have advisory oversight of the County Auditor regarding prescribing the form of receipts, vouchers, bills or claims to be filed by all administrative agencies, departments, offices or officials, institutions and other agencies of the County.
- O. To be the budget officer of the County and be responsible for the preparation and administration of

the budget of the County.

- P. To develop and recommend a budget program that includes long-range capital budgeting and annual operating capital budgets under the direction of the Legislature.
- Q. To manage the plan for Sullivan County Self-Insurance and Employer's Liability.
- R. To place all County insurance which shall be deemed necessary with the business and property of the County within appropriations set by the County Legislature.
- S. To establish and maintain as its agent a uniform purchasing system to provide for the purchase, sale, rental and servicing of all supplies, materials, equipment and services for the County and all its units, including inspection, supervision and determination as to quality and conformity with specifications, and be responsible for compliance therewith.
- T. To be responsible for and conduct collective negotiations with organized employee representatives.
- U. To have such other powers and perform such other duties as may now or hereafter be conferred or imposed upon him by the County Legislature.
- V. To exercise such other duties and powers, including the powers of appointment and discharge, as may be conferred on the County Manager by the Sullivan County Charter.
- W. Development of goals and functions of sustainable energy, including measures for energy conservation, generation, and efficiencies, and may direct functions related to County facilities and fleet with the Division of Public Works and the Division of Management and Budget, and functions related to external organizations with the Office of Sustainable Energy.
- X. To develop and implement a countywide Corporate Compliance program and a HIPAA Privacy and Security program. The County Manager shall appoint officers to serve as the County's Corporate Compliance Officer, Department Compliance Officers, HIPAA Privacy Officer, HIPAA Security Officer, and Covered Entities HIPAA Privacy Designees.

§ A3-4 Acting County Manager.

The County Manager shall designate an Acting County Manager or Managers pursuant to the provisions of § C3.07 of the Charter of Sullivan County.

ARTICLE IV Elected Offices

§ A4-1 County Treasurer.

[Amended 4-26-2007 by L.L. No. 2-2007]

There shall be a County Treasurer elected from the County at large for a term of four years. The duties of the County Treasurer shall be those duties including but not limited to receiving, disbursing and keeping official accounts of County funds; borrowing and investing; and collection of taxes. The Treasurer is responsible to the County Legislature in matters of budget, tax enforcement functions and personnel.

§ A4-2 Committee oversight of County Treasurer.

[Amended 12-17-1998 by L.L. No. 9-1998; 4-26-2007 by L.L. No. 2-2007]

The County Treasurer shall be subject to the legislative oversight of the Planning Real Property and, Economic Development Committee on matters relating to the Treasurer's tax enforcement functions. On other matters, the County Treasurer shall be subject to the legislative oversight of the Management and Budget, Capital Planning and Budgeting Committee and Human Resources Committee. § A4- Real

Property Tax Services Agency

- (1) There shall be a Real Property Tax Services Agency headed by the Director of Real Property Tax Services who shall be appointed by the County Manager subject to confirmation by the Legislature on the basis of his/her education and experience pursuant to the provisions of the Real Property Tax Law.
- (2) For administrative purposes only, the Real Property Tax Services Agency shall be part of the County Treasurer's Office.
- (3) The Director of Real Property Tax Services shall retain all powers and duties as conferred by the laws of New York State.
- (4) The Planning, Community Development, Real Property and Capital Planning and Budgeting Committee of the County Legislature shall have legislative oversight of the Real Property Tax Services Agency.

Committee oversight of Real Property Tax Services Director and Real Property Tax Services Agency.

[Amended 12-17-1998 by L.L. No. 9-1998; 4-26-2007 by L.L. No. 2-2007]

The Real Property Tax Services Director and the Real Property Tax Services Agency shall be subject to the legislative oversight of the Planning, Community Development, Real Property and Capital Planning and Budgeting Committee.

§ A4-3 County Clerk.

[Amended 4-26-2007 by L.L. No. 2-2007]

There shall be a County Clerk who shall be elected for a four-year term as required by law. The duties of the County Clerk shall be those prescribed by law. The County Clerk is responsible to the County Legislature in matters of budget and personnel and works through the Government Services Committee on these matters when necessary.

§ A4-4 Committee oversight of County Clerk.

[Amended 4-26-2007 by L.L. No. 2-2007]

The County Clerk shall be subject to the legislative oversight of the Committee of Government Services and Management and Budget, Capital Planning and Budgeting Committee.

§ A4-5 District Attorney.

There shall be a District Attorney elected from the County at large for a term of four years. At the time of nomination and election, and throughout the term of office, the District Attorney shall be and remain duly licensed and entitled to practice law in the State of New York. The powers and duties of the District Attorney shall be all the powers and duties now or hereafter conferred or imposed by law, including but not limited to prosecuting all crimes and criminal offenses within the County and prosecuting related civil matters.

§ A4-6 Committee oversight of District Attorney.

[Amended 1-23-2003 by L.L. No. 3-2003]

The District Attorney shall be subject to the legislative oversight of the Public Safety Committee, Management and Budget, Capital Planning and Budgeting Committee and Human Resources Committee.

§ A4-7 County Sheriff.

There shall be a Sheriff elected from the County at large for a term of four years. The powers and duties of the Sheriff shall be those, both criminal and civil, now or hereafter conferred or imposed upon a County Sheriff by law, including but not limited to the following:

- A. Act as the chief police and law enforcement officer for, and have jurisdiction throughout, the County.
- B. Be the keeper of the County Jail.
- C. Undertake the processes required pursuant to civil litigations in accordance with the State constitution.

§ A4-8 Committee oversight of County Sheriff.

[Amended 1-23-2003 by L.L. No. 3-2003]

The County Sheriff shall be subject to the legislative oversight of the Public Safety Committee, Management and Budget Committee and Human Resources Committee.

§ A4-9 County Coroners.

There shall be four County Coroners elected from the County at large for a term of four years, who shall have all the powers and perform all the duties now or hereafter conferred or imposed by law.

§ A4-10 Committee oversight of County Coroners.

[Amended 1-23-2003 by L.L. No. 3-2003]

The County Coroners shall be subject to the legislative oversight of the Public Safety Committee, Management and Budget Committee and Human Resources Committee.

ARTICLE V

Legislative Appointments, Miscellaneous

§ A5-1 County Attorney.

[Amended 1-23-2003 by L.L. No. 3-2003; 4-26-2007 by L.L. No. 2-2007]

There shall be a County Attorney who shall be appointed and qualified, and restricted, and have the powers as set forth in §§ C4.00, C4.01 and C4.02 of the Charter of Sullivan County. When the interests of the County Legislature, the County and/or the County Manager are inconsistent with the interests of a County officer or employee, the County Attorney shall represent the County, the County Legislature or the County Manager, as the case may be. When the interests of the County and/or the County Legislature are in conflict with the County Manager, the County Attorney shall represent the County or the County Legislature, as the case may be. The County Attorney works through the Management and Budget and Human Resources Committees in budget and personnel matters respectively.

§ A5-2 Office of Civil Service Administration.

- A. There shall be an Office of Civil Service Administration which shall be headed by a Personnel Officer. The Personnel Officer shall be recommended by the County Manager and appointed by the County Legislature for a six-year term as required by law. The Personnel Officer shall perform the following duties:

- (1) Administration of the civil service system for the County and all municipalities therein as prescribed by law.

- (2) Assist in labor negotiations.

**§ A5-3 Committee oversight of Personnel Officer and Office of Civil Service Administration.
[Amended 1-23-2003 by L.L. No. 3-2003]**

The Personnel Officer and the Office Civil Service Administration shall be subject to the legislative oversight of the Human Resources Committee.

**§ A5-4 Real Property Tax Service Agency.
[Amended 12-17-1998 by L.L. No. 9-1998]**

There shall be a Real Property Tax Service Agency headed by a Director of Real Property Tax Services who shall be appointed by the County Manager and confirmed by the Legislature for a term of six years as required by law. The Director of Real Property Tax Services shall retain all powers and duties conferred by the laws of New York State. The Director shall be chosen on a basis of their knowledge of principles and methods relating to the assessment of real property and their executive and administrative experience and shall meet the minimum qualifications established by the State Board of Real Property Services. The powers and duties of the Director shall be all those provided by law and state regulations, including but not limited to the following:

- A. Prepare and maintain tax maps in current condition and provide copies for the County.
- B. Provide advisory appraisals to towns in the County as required by law.
- C. Coordinate any County-wide revaluation program.
- D. Advise and train Assessors on procedures for preparing and maintaining assessment rolls, property report cards and appraisal cards.
- E. Cooperate and assist in the training programs provided by the state board.
- F. Prepare and furnish an annual report to the County Legislature, a copy of which shall be sent to the state board.
- G. Act as Team Coordinator of the Sullivan County Damage Assessment Team pursuant to Resolution 178 of the year 1987.

**§ A5-5 Committee oversight of Real Property Tax Services Director and Real Property Tax Services Agency.
[Amended 12-17-1998 by L.L. No. 9-1998; 4-26-2007 by L.L. No. 2-2007]**

The Real Property Tax Services Director and the Real Property Tax Services Agency shall be subject to the legislative oversight of the Planning, Real Property and Economic Development Committee.

§ A5-6 Sullivan County Community College; Board of Trustees.

There shall be a community college within the County known as the "Sullivan County Community College," which shall be administered by the County Legislature and the Board of Trustees of the Sullivan County Community College pursuant to the provisions of the Education Law. The members of the Board of Trustees authorized by law to be appointed by the County government shall be appointed by the County Legislature.

**§ A5-7 Committee oversight of Sullivan County Community College.
[Amended 1-23-2003 by L.L. No. 3-2003; 4-26-2007 by L.L. No. 2-2007]**

The Sullivan County Community College shall be subject to the legislative oversight of the Government

Services Committee of the Legislature.

§ A5-8 County Historian.

There shall be a County Historian appointed by the County Legislature to serve at its pleasure. The County Historian shall have all the powers and perform all the duties provided by law, including collection and preservation of material related to the history of the County, supervision of activities of local historians and preparation of an annual report of historical events occurring in the County.

§ A5-9 Committee oversight of County Historian.

[Amended 1/01/2021 by L.L. Nox-2021; 4-26-2007 by L.L. No. 2-2007]

The County Historian shall be subject to the legislative oversight of the Planning, Real Property and Economic Development Committee of the County Legislature.

ARTICLE VI

County Auditor

[Amended 5-20-1999 by L.L. No. 4-1999; 1-23-2003 by L.L. No. 3-2003; 4-26-2007 by L.L. No. 2-2007]

§ A6-1 County Auditor.

There shall be a County Auditor who shall retain all powers and duties as conferred by the Charter and the laws of New York State. The County Auditor shall retain the independence of office provided for by the Sullivan County Charter. The County Auditor shall hold no other position in the government of Sullivan County. The County Auditor shall be appointed and qualified, and restricted, and have the powers as set forth in §§ C9.00, C9.01, C9.02 and C9.03 of the Sullivan County Charter. For administrative purposes only, the County Auditor shall be part of the Division of Management and Budget.

§ A6-2 Office of Audit and Control.

- A. There shall be an Office of Audit and Control which shall be headed by the County Auditor. The County Auditor shall retain the independence of office provided for by the Sullivan County Charter. The County Auditor shall hold no other position in the government of Sullivan County. The Office of Audit and Control shall perform the duties, including but not limited to the following:
- (1) Audit all claims or charges against the County or against funds for which the County is responsible.
 - (2) Conduct financial and compliance audits of records and accounts for all officers and employees charged with any duty relating to County funds or funds for which the County is responsible.
 - (3) Conduct management and performance audits of County administrative units and County-funded programs.
 - (4) Provide assistance as needed to the County Manager in budget preparation, monitoring and maintenance, or in any other and related matter as designated by the County Manager.
 - (5) Provide information to the County Legislature as requested.
 - (6) Shall report his/her findings to the County Manager and the County Legislature.
- B. For administrative purposes only, the Office of Audit and Control shall be part of the Division of Management and Budget.

§ A6-3 Committee oversight of County Auditor and Office of Audit and Control.

The County Auditor and the Office of Audit and Control shall be subject to the legislative oversight of the Management and Budget Committee.

ARTICLE VII

Line Departments

[Amended 6-18-1998 by L.L. No. 3-1998; 8-20-1998 by L.L. No. 6-1998; 2-18-1999 by L.L. No. 1-1999; 5-20-1999 by L.L. No. 4-1999; 2-17-2000 by L.L. No. 1-2000; 3-15-2001 by L.L. No. 1-2001; 1-23-2003 by L.L. No. 3-2003; 4-26-2007 by L.L. No. 2-2007; 12-20-2007 by L.L. No. 3-2008; 3-20-2008 by L.L. No. 4-2008; 10-23-2008 by L.L. No. 6-2008]

§ A7-1 Deputy County Manager.

- A. The County Manager shall appoint, with the approval of the County Legislature, to serve at his/her pleasure a Deputy County Manager, subject to appropriations. Where an existing Commissioner is selected, the duties described in this section shall be in addition to the positions held by such individual. Additionally, the County Legislature shall fix the salary. The Deputy County Manager shall be responsible for all executive functions in the absence of the County Manager due to vacation, illness or emergency, or any other reason, expressly written by the County Manager, unless the County Manager has either limited said authority in writing, or has designated another senior management staff member as the Acting County Manager in accordance with § C3.07 of the County Charter.
- B. The Deputy County Manager shall assist the County Manager, and shall have all the powers and duties conferred upon him by the County Manager, as more fully described in the relevant job description for the Deputy County Manager. Where an existing Commissioner is appointed by the County Manager as the Deputy County Manager, the job description shall reflect the powers and duties of the Deputy County Manager, and the division that the Deputy County Manager serves as Commissioner.

§ A7-2 Division of Management and Budget; County Treasurer; County Auditor; Office of Audit and Control;; Office of Management and Budget; Department of Purchasing and Central Services;; Payroll Department; County Clerk; Board of Elections; Department of Consumer Affairs; Veteran's Services Agency;

There shall be a Division of Management and Budget headed by a Commissioner of Management and Budget who shall be appointed by and serve at the pleasure of the County Manager, subject to confirmation by the County Legislature. The Commissioner of Management and Budget shall be chosen on the basis of his/her education and experience, his/her knowledge of governmental administration, including experience in accounting and finance, and his/her executive and administrative experience. The Commissioner shall appoint a confidential secretary within the office as may be appropriated by the County Legislature. The powers and duties of the Commissioner of Management and Budget shall be all the powers and duties assigned to the departments of the division as follows, except to the extent the County Treasurer, the County Auditor and the Office of Audit and Control shall report to the Commissioner for administrative purposes only.

- A. County Treasurer. For administrative purposes only, the County Treasurer shall be part of the Division of Management and Budget. The Treasurer shall retain all powers and duties as conferred by the Charter and the laws of New York State.
- B. Department of Management and Budget. There shall be a Department of Management and Budget

within the Division of Management and Budget, which shall be headed by the Commissioner of Management and Budget. The Department shall include, but is not limited to, County fiscal personnel with job functions pertaining to receivables, performance management, performance measures, and budget forecasting, except as provided by the Charter and the laws of New York State. The Department of Management and Budget shall perform duties including but not limited to the following:

- (1) Develop and maintain proper internal controls for all fiscal procedures and policies adopted by the County Legislature.
 - (2) Prepare federal, state and other claims for reimbursement.
 - (3) Formulate and implement the capital plan and capital projects.
 - (4) Perform analyses of budget performance.
 - (5) Perform budget forecasting.
 - (6) Employee position control, numbering, and budgeting.
- (C). Payroll Office shall be headed by the Budget Director who shall be appointed by the County Manager. Payroll office shall perform duties including but not limited to the following:
- (a) All payroll functions of the County including withholding tax, pension contributions, retirement reporting, employer taxes, garnishments or other court orders associated with payroll based on union and non-union contracts, Federal and State laws.
 - (b) Federal and State bi-weekly, monthly, quarterly and annual reporting.
 - (c) Maintain and manage countywide time-keeping and scheduling systems ensuring compliance with union and non-union contracts, Federal and State laws. This includes support and training of County employees.
 - (d) Maintain and manage countywide payroll software systems. Ensure coordination and compliance with union and non-union contracts, Federal and State laws and provide training and support to County employees.
- D. Department of Purchasing and Central Services. There shall be a Department of Purchasing and Central Services within the Division of Management and Budget which shall be headed by a Director of Purchasing and Central Services, who shall be appointed by and report to the County Manager. The Department shall perform duties including but not limited to the following:
- (1) Establish and maintain purchasing procedures in accordance with statutory, regulatory and policy requirements.
 - (2) Engage in the purchasing of equipment and supplies, the provision of centralized office operational services and the purchasing of services for facilities owned or leased by the County.
- E. County Auditor and Office of Audit and Control. For administrative purposes only, the County Auditor and the Office of Audit and Control shall be part of the Division of Management and Budget.
- F. Sullivan County Community College. (See §§ A5-8 and A5-9.)
- G. Cornell Cooperative Extension Services.

- H. County Clerk. For administrative purposes only, the County Clerk shall be part of the Division of Management and Budget. The Clerk shall retain all powers and duties as conferred by the Charter and the laws of New York State.
- I. Board of Elections. For administrative purposes, the Board of Elections shall be part of the Division of Management and Budget. The Election Commissioners shall retain all powers and duties as conferred by New York State law.

§ A7-3 Division of Public Works; Commissioner of Public Works; appointment; qualifications; powers and duties.

There shall be a Division of Public Works headed by a Commissioner of Public Works who shall be appointed by the County Manager, subject to confirmation by the County Legislature. Anything in Highway Law § 100 to the contrary notwithstanding, the Commissioner of Public Works shall serve at the pleasure of the County Manager. The Commissioner of Public Works shall be chosen on the basis of his/her knowledge of governmental administration, including experience in bridge and highway construction and maintenance, infrastructure management and his/her executive and administrative experience. The Commissioner shall appoint an Executive Secretary (confidential secretary) within the office as may be appropriated by the County Legislature. The Commissioner of Public Works may also serve as the Commissioner of Solid Waste Management when so appointed by the County Manager, subject to confirmation by the County Legislature. The Commissioner of Public Works shall:

- A. Be responsible for the construction, maintenance, supervision, repair, alteration, demolition and custodial care of County buildings, highways, bridges, parking fields, drives and related facilities, , preserves, walks and other facilities in the nature of public works within County jurisdiction or where contractually or otherwise appropriate and lawful, including the establishment and maintenance of a property management system, in conjunction with the County Manager, County Auditor, and the Commissioner of the Division of Management and Budget.
- B. Possess such powers and duties with respect to drainage, flood control, watersheds, sanitation, sewerage and water supply as may be prescribed by local law.
- C. Have all the powers and perform all the duties conferred or imposed by law upon a Commissioner of Public Works and perform such other and related duties required by the County Legislature.
- D. Have the additional powers of the departments and units of the Division of Public Works set forth in § A7-4 hereof.
- E. Be responsible for the formulation and implementation of a program for the collection and sanitary disposal of solid waste in the County of Sullivan, including the possible integration of existing operations within the County, both public and private, with new and comprehensive County-wide facilities for accepting, hauling, processing, separating, selling and disposing of solid waste, as may be authorized by the County Legislature, supervise the operation of all such facilities, equipment and personnel, analyze the operation and make periodic reports of the same, together with recommendations to the Sullivan County Legislature, adopt, amend and modify rules and regulations for the use, operation and maintenance of such facilities and other than establishment of fines, penalties, costs and fees, which said rules shall be effective 30 days after the date the same shall be filed with the Clerk of the County Legislature.

§ A7-4 Additional powers and duties of Commissioner of Public Works.

- A. Department of Sullivan County International Airport. There shall be a Department of Sullivan County International Airport in the Division of Public Works of which the Commissioner of Public Works shall be the head. The Department shall perform all duties required for the administration and operation of the Sullivan County Airport. The Commissioner shall appoint an Airport

Superintendent, with the approval of the County Manager, to coordinate airport operations, maintenance, planning, construction and all other duties required for airport administration and operation.

- B. Department of Engineering. There shall be a Department of Engineering in the Division of Public Works. The Department shall support and coordinate the planning of County roads and bridges. The Department shall be headed by the Deputy Commissioner of Public Works/Engineering Supervisor, who shall be appointed by the Commissioner of Public Works with the approval of the County Manager.
- C. Department of Facilities Management and Maintenance. There shall be a Department of Facilities Management and Maintenance in the Division of Public Works. The Department shall efficiently and economically repair and maintain County-owned buildings and their environment. The Department shall coordinate with the Office of Sustainable Energy, energy conservation, generation, and alternatives, relating to all County facilities. The Commissioner of the Division of Public Works shall oversee the building facilities of the County, to include maintenance and janitorial, space allocation, leases, facility planning and construction. The Commissioner shall use the personnel and such other resources of the Division of Public Works as may be required to perform these duties and such others as may be assigned by the County Manager.
- D. Department of Construction. There shall be a Department of Construction in the Division of Public Works. The Department shall maintain and construct County roads and bridges.
- E. Department of Motor Pool, Fleet and Equipment Maintenance. There shall be a Department of Motor Pool, Fleet and Equipment Maintenance in the Division of Public Works. The Department will strive to achieve the legislative goals as outlined in various policies such as the Fleet Policy and Benchmarking Policy as may be amended from time to time. The Department shall repair and maintain all County machinery and vehicles. The Commissioner shall oversee all vehicles owned, leased, or operated by the County, with the exception of vehicles assigned to the Office of the District Attorney and the Office of the County Sheriff. The Commissioner shall have the authority to assign all County-owned and -operated vehicles to a shared motor pool, to be coordinated by the Division of Public Works, with the exception of vehicles assigned to the Office of the District Attorney and the Office of the Sheriff. The Commissioner shall use the personnel and such other resources of the Division of Public Works as may be required to perform these duties and such other personnel as may be assigned by the County Manager. The Department shall coordinate with the County Manager regarding sustainable energy, energy conservation, generation, and alternatives, relating to the County fleet.
- F. Department of Weights and Measures. There shall be a Department of Weights and Measures headed by a Sealer of Weights and Measures appointed by the Commissioner of Public Works, with the approval of the County Manager. The Director shall have all the powers and perform all the duties provided by law, including but not limited to inspecting and testing all weights, seals and measures of every kind in the County used for commercial purposes and the corrections of violations. The Department of Weights and Measures shall be subject to the legislative oversight of the Government Services Committee.
- G. Department of Solid Waste Management. There shall be a Department of Solid Waste Management. The Manager of the Department of Solid Waste Management, if he is not the Commissioner of Public Works, shall be appointed by the Commissioner of Public Works subject to the approval of the County Manager. The Manager of the Department of Solid Waste Management shall be chosen on the basis of his/her education and experience, his/her knowledge of governmental administration, including experience in solid waste management and/or related fields, and his/her executive and administrative experience. The Department of Solid Waste Management shall perform duties including but not limited to formulating, implementing and operating a program for the collection and sanitary disposal of solid waste in Sullivan County.

- H. Environmental Management; Soil and Water Conservation District. There may be a Soil and Water Conservation District whose activities shall be directed by a Board of Directors composed of two Legislators, a representative from the Farm Bureau, a representative from the Grange and three members-at-large appointed by the County Legislature. The Commissioner of Public Works serves as an ex officio, nonvoting member. It shall be responsible for carrying out a conservation planning and application program, including soil erosion control, flood prevention and preservation of natural resources and wildlife of the County.

§ A7-5 Deputy Commissioner of Public Works.

The Commissioner of Public Works may appoint, with the approval of the County Manager, to serve at his/her pleasure a Deputy Commissioner of Public Works. Where existing management staff is selected, the duties described in this section shall be in addition to the positions held by such individual. Additionally, the County Manager shall approve the appointment of the Deputy Commissioner, and the County Legislature shall fix the salary. The Deputy Commissioner shall be responsible for all executive functions in the absence of the Commissioner due to vacation, illness or emergency, or any other reason.

§ A7-5(a) County Superintendent of Highways.

There shall be a County Superintendent of Highways. The County Superintendent of Highways shall be appointed by the County Legislature for a term and with responsibilities, authority and obligations pursuant to Highway Law § 102. In the discretion of the County Manager, and subject to A7-3 above, the Superintendent of Highways may also serve as the Commissioner of Public Works.

§ A7-6 Division of Health and Human Services.

- A. The Division of Health and Human Services shall perform the County's responsibilities under the Social Services Law of the State of New York and related federal, state and local programs and responsibilities, and shall perform the County's responsibilities under the Mental Hygiene Law of the State of New York and related programs, and shall perform the County's responsibilities under the New York State Public Health Law and related programs. The Division shall be headed by a Commissioner of Health and Human Services who shall be appointed by the County Manager, subject to approval by the County Legislature. The Commissioner shall appoint a confidential secretary within the office as may be appropriated by the County Legislature.
- (1) Department of Social Services. Within the Division of Health and Human Services, there shall be a County Department of Social Services, and may, at the discretion of the County Manager, be headed by a Commissioner of Social Services. The Department shall perform all of the Local District Social Services (LDSS) duties as set forth in Social Services Law. The Commissioner of Health and Human Services may be designated, in the discretion of the County Manager, as the County Commissioner of Social Services. In which event he shall have a term of office if and as required by New York State law. However, the Commissioner of Health & Human Services shall have the discretion and authority, subject to approval by the County Manager, to appoint a separate County Commissioner of Social Services who shall serve with a term if and as required by New York State law, in which event the Commissioner of Health and Human Services shall not have such term. The County Commissioner of Social Services at the time of appointment and throughout the term of office must meet the qualifications prescribed by the Social Services Law of the State of New York.
 - (2) Department of Community Services. Within the Division of Health and Human Services there shall be a County Department of Community Services, which shall be headed by a director or appointed by the Commissioner of Health and Human Services, with the approval of the County Manager, who shall perform all the functions of the Department in regard to mental hygiene services and all the duties imposed upon a County Director of Community Services.
 - (3) Community Services Board. There shall be a Community Services Board as required by statute, which shall act in an advisory capacity only. Pursuant to Mental Hygiene Law § 41.05, Subdivision

(c), all policymaking functions are vested in the Director of Community Services subject to the approval of the Commissioner of Health and Human Services.

- (4) Department of Public Health. There shall be a Department of Public Health within the Division of Health & Human Services headed by a Director of Public Health, who shall qualify as the County's "local health officer" under the laws of the State of New York. There shall be a Deputy Director of Public Health appointed by the Director of Public Health and confirmed by the Commissioner of Health & Human Services. The Department shall perform all of the duties of a partial service local health department (LHD) as set forth in Public Health Law. The Commissioner of Health & Human Services may serve as the Director of Public Health. If the County Manager elects to appoint the same person to be the Commissioner of Health & Human Services and the Director of Public Health, the County Manager shall make the appointment subject to confirmation by the County Legislature. Otherwise, the Director of Public Health shall be appointed by the Commissioner of Health & Human Services, subject to the approval of the County Manager. The powers and duties of the Director of Public Health shall include all the powers and duties assigned to the Department of Public Health by this Administrative Code and by the laws of the State of New York for a partial service local health department. The Director of Public Health shall perform duties including but not limited to the following:
 - (a) Responsible to the County Legislature, which shall be the Board of Health.
 - (b) Prepare and fulfill the requirements as documented in the Municipal Facilities Plan for the State Health Department, defined in Subpart 40-1, 1.
 - (c) Prevent epidemics and control communicable diseases, promote healthy behaviors, monitor the health status of the population, mobilize community action, respond to disasters, assure the quality, accessibility to and accountability of medical care, reach out to link high-risk and hard-to-reach people to needed services, and lead the development of sound health policy and planning.
 - (d) Supervise the general program of public health nursing as prescribed by state law.
 - (e) Supervise the management of the following services:
 - (f) Certified Home Health Agency Program.
 - (g) Long-Term Home Health Care Center.
 - (h) Diagnostic and Treatment Center.
 - (i) Early Intervention Program.
- (5) Department of Adult Care Center. There shall be a Department of Adult Care Center within the Division of Health & Human Services which shall be headed by an Administrator who shall be appointed by the Commissioner of Health & Human Services and with the approval of the County Manager. The Department of Adult Care Center shall perform duties including but not limited to the following:
 - (a) Responsible for the operation of the County Adult Care Center facility.
 - (b) Responsible for the operation of the medical model adult day-care program at the County Adult Care Center facility.
 - (c) Coordinate activities to assure compliance with federal, state and local laws.
 - (d) Coordination of contract services within the County Adult Care Center facility.

- (6) Health Services Advisory Board. There shall be a Health Services Advisory Board appointed by the County Legislature, which shall have such powers and duties as are required by state law.
- (7) Professional Advisory Committee and Utilization Review Committee. As required by regulations of the State Commissioner of Health, there shall be a Professional Advisory Committee and a Utilization Review Committee for the Certified Home Health Care Program and the Long-Term Home Health Care Program.
- (8). The Committee on Health & Human Services shall have legislative oversight of the following Departments of the Division Health and Human Services: Department of Community Services, Department of Social Services; Department of Public Health; Department of Adult Care Center; Health Services Advisory Board; and Professional Advisory Committee and Utilization Review Committee.

§ A7-7 Public Safety; Division of Public Safety and Law Enforcement; appointment; qualification; powers and duties.

There shall be a Division of Public Safety headed by a Commissioner of Public Safety who shall be appointed by and serve at the pleasure of the County Manager, subject to confirmation by the County Legislature. The Commissioner of Public Safety shall be chosen on the basis of his/her education and experience, his/her knowledge of government administration, including experience in the administration of criminal justice programs, emergency management and his/her executive and administrative experience. The Commissioner shall appoint a confidential secretary within the office as may be appropriated by the County Legislature.

- A. Public defense. Within the Division of Public Safety, or by contract, the County Legislature shall provide for the representation of persons as required by Article 18B of the County Law.
- B. County Sheriff. For administrative purposes only, the County Sheriff shall be part of the Division of Public Safety. The Sheriff shall retain all powers and duties as conferred by the laws of New York State.
- C. District Attorney. For administrative purposes only, the District Attorney shall be part of the Division of Public Safety. The District Attorney shall retain all powers and duties as conferred by the laws of New York State.
- D. County Coroners. For administrative purposes only, the County Coroners shall be part of the Division of Public Safety. The County Coroners shall retain all powers and duties as conferred by the laws of New York State.
- E. County Fire Coordinator; County Fire Advisory Board. Within the Division of Public Safety there shall be a County Fire Coordinator who shall be appointed by the County Legislature. The County Fire Coordinator shall be responsible for administering County programs for fire training and mutual aid and acting as liaison among the County legislative body, The County Fire Coordinator may appoint such Deputy Fire Coordinators subject to appropriations of the County Legislature; the County Fire Advisory Board and fire-fighting forces. The County Fire Advisory Board shall consist of not less than 15 or more than 21 members, who shall be appointed by the County Legislature. At least one member of the County Advisory Board shall reside in each Town of Sullivan County. The County Fire Advisory Board shall have such powers as are conferred on it by statute. For administrative purposes only, the County Fire Advisory Board shall be part of the Division of Public Safety, and subject to the legislative oversight of the Committee on Public Safety of the County Legislature.
- F. Office of Emergency Management; Director of Emergency Management. There shall be an Office of

Emergency Management headed by a Director of Emergency Management who shall be appointed by and serve at the pleasure of the Commissioner of Public Safety, subject to approval by the County Manager. The Director of Emergency Management shall be directly responsible to the Commissioner of Public Safety and the County Manager and shall have and exercise all of the powers and perform all of the duties now and hereafter conferred or imposed by law, including responsibilities for damage assessment and situation/status evaluation imposed by Resolution 178 of 1987. The Director of Emergency Management shall be subject to the legislative oversight of the Committee on Public Safety of the County Legislature.

- G. Department of Probation; Probation Director. Within the Division of Public Safety there shall be a Department of Probation headed by a Probation Director that reports directly to the Commissioner of Public Safety. There shall be a Deputy Director of Probation appointed by the Director of Probation and confirmed by the Commissioner of Public Safety. If the County Manager elects to appoint the same person to be the Commissioner of Public Safety and the Probation Director, the County Manager shall make the appointment subject to confirmation by the County Legislature. The Probation Director shall be appointed by the County Manager. The duties and qualifications of the Director of Probation shall be those conferred or imposed by law, and related duties assigned by the County Manager to provide adequate probation services to the County.
- H. Animal welfare services. The County may obtain animal welfare services by contracting with a responsible third party or by providing such services internally. Such third-party contracts shall be approved by the County Legislature and supervised by the Commissioner of Public Safety.
- I. Electrical Licensing Board. The Sullivan County Electrical Licensing Board shall be subject to the administrative oversight of the County Manager or designee.
- J. Stop DWI Program, may be assigned to another department with the approval of the County Manager.
- K. County Emergency Medical Services (EMS) Coordinator; County Emergency Medical Services (EMS) Advisory Board. Within the Division of Public Safety there shall be a County Emergency Medical Services (EMS) Coordinator who shall be appointed by the County Legislature. The County Emergency Medical Services (EMS) Coordinator shall be responsible for administering County programs for EMS training and mutual aid and acting as liaison among the County legislative body, The EMS Coordinator may appoint such deputy EMS Coordinators subject to appropriations of the County Legislature, the County Emergency Medical Services (EMS) Advisory Board and EMS forces. The County Emergency Medical Services (EMS) Advisory Board shall consist of the Captain or his designee of each EMS unit located and operating within Sullivan County. The County Emergency Medical Services (EMS) Advisory Board shall have such powers as are conferred on it by statute, or by the County Legislature, by resolution, from time to time. The Committee on Public Safety of the County Legislature shall have oversight authority of the EMS Advisory Board.
- L. E-911 Emergency Communication shall be responsible for the operation, maintenance, supervision, repair and security of the E-911 telephone call-taking and dispatch system and of the E-911 control center, for establishing and implementing policies and procedures with respect to fire, police and emergency medical dispatch and for managing the necessary staff to carry out these functions.

§ A7-8 Division of Planning, Community Development and Environmental Management; comprehensive planning, land use, and state-mandated planning functions; watershed planning; historic and cultural resource management; and community development plan implementation; environmental protection;; agricultural economic development; Sustainability Policy, Parks, Recreation and Beautification; Grants Department

There shall be a Division of Planning Community Development and Environmental Management headed by a Commissioner of Planning, Community Development and Environmental Management who shall be

appointed by and serve at the pleasure of the County Manager, subject to confirmation by the Sullivan County Legislature on the basis of his/her education and experience and his/her knowledge of municipal planning and zoning. The Division of Planning, Community Development, and Environmental Management is responsible to prepare and update the County comprehensive and strategic planning documents and offer training and technical assistance on planning and zoning issues, including policy research and land use options that will protect and preserve the natural resources of the County of Sullivan. The Commissioner shall appoint a confidential secretary within the office as may be appropriated by the County Legislature.

- A. Comprehensive planning, land use, state-mandated planning functions, and policy research functions. The Division of Planning, Community Development and Real Property shall assist the County and other municipalities within the County in the research and development of policies, regulations, programs and capital projects with respect to planning, zoning, land use, environmental protection, economic development, housing, and quality of life. It shall also perform state-mandated General Municipal Law land use reviews and provide technical assistance and training to municipalities on matters of planning and zoning, comprehensive plan development and implementation, and community design and development.
- B. Open space and farmland preservation, including agricultural economic development
- C. Watershed planning.
- D. Agricultural districts, including compliance with regulations of the New York State Department of Agriculture and Markets, and Farmland Protection Board (for administrative purposes only).
- E. Development and implementation of plans for economic development, open space protection, waterfront revitalization, agricultural and farmland protection, transportation, parks, recreation and trails, housing, transportation, climate change and resiliency, and other topics related to improving living conditions in the County and managing growth to achieve community goals.
- F. Grants Administration Department. The Grants Administration Department shall be headed by, the Grants Administration Supervisor, who shall be appointed by the Commissioner of the Division of Planning with the approval of the County Manager. The Grants Administration Supervisor shall report to the Commissioner of the Division of Planning.
 - (1) The Department of Grants Administrations shall be responsible for all coordination, facilitation, research and assistance to all County of Sullivan departments for grant opportunities.
 - (2) The Department of Grants Administration shall assist County departments in improving the administration and management of existing grant resources and shall be authorized to provide technical assistance to towns and villages of the County, as approved by the County Manager.
- G. Office of Sustainable Energy. There shall be an Office of Sustainable Energy headed by the Deputy Commissioner of Planning who shall be appointed by the Commissioner of Planning. The Deputy Commissioner shall report to the Commissioner of the Division of Planning.
 - (1) The Office of Sustainable Energy shall be responsible for review and management of sustainable polices in current county facilities and the development of capital projects to achieve energy and cost savings.
 - (2) The Office of Sustainable Energy shall provide technical assistance to County municipalities on the development and implementation of sustainability policies.
- H. Department of Parks, Recreation and Beautification. There shall be a Department of Parks, Recreation and Beautification headed by the Director of Parks, Recreation and Beautification who

shall be appointed by the Commissioner of Planning. The Director shall perform duties, including but not limited to, maintain, developing, and promoting recreational facilities.

- (1). Parks, Recreation and Beautification Commission. There may be a Parks, Recreation and Beautification Commission whose members shall be appointed by the County Legislature to advise the Director of Parks, Recreation and Beautification regarding the development, maintenance and operation of County park and recreational facilities and programs.

I. County Historian.

A7-10 Division of Human Resources; Department of Human Resources; Office of Civil Service Administration

There shall be a Division of Human Resources headed by a Commissioner of Human Resources who shall be appointed by and serve at the pleasure of the County Manager, subject to confirmation by the County Legislature. The Commissioner of Human Resources shall be chosen on the basis of their education and experience, knowledge of government administration, including experience in the human resource management and administration, and executive and administrative experience. The powers and duties of the Commissioner of Human Resources shall be all the powers and duties assigned to the departments of the division as follows, except to the extent the Personnel Officer and the Office of Civil Service Administration shall report to the Commissioner for administrative purposes only. The Commissioner shall appoint a confidential secretary within the office as may be appropriated by the County Legislature. The Human Resources Committee of the County Legislature shall have legislative oversight over the Division of Human Resources. With respect to the obligations set forth in A3-3 Q and R the Director of Risk Management and Insurance shall have direct access to the County Manager.

A. Department of Human Resources

- (1) Countywide Human Resource Management and Administration including responsibility for planning, creating, implementing and directing all Sullivan County Human Resources policies, procedures, and employee training.
- (2) Establish and maintain a centralized system of recruitment, and ensure compliance with equal opportunity programs of the County.
- (3) Have oversight of the equal employment opportunity activities of the County.
- (4) There shall be an Equal Employment Opportunity Officer within the Department of Human Resources who shall be appointed by the Commissioner of Human Resources, with the approval of the County Manager. The Equal Employment Opportunity Officer shall have such duties required to be performed by the County of Sullivan Affirmative Action Plan now or hereafter adopted and amended, and such other duties the Commissioner of Human Resources shall assign. The Equal Employment Opportunity Officer shall report to the Commissioner of Human Resources with respect to all matters involving general administration of the Plan and to the County Manager with respect to all matters relating to evaluation of implementation and enforcement of the Plan, all complaints of discrimination and all recommendations for modification to the Plan. Nothing contained herein shall prevent the Commissioner of Human Resources from acting as the County's Equal Employment Opportunity Officer.
- (5) Assist in labor negotiations.

- B. Office of Civil Services Administration; There shall be an Office of Civil Services Administration within the Division of Human Resources which shall be headed by a Personnel Officer, who shall be

recommended by the County Manager and appointed by the County Legislature for a six-year term as required by law. The Personnel Officer shall be chosen on the basis of their education and experience, knowledge of governmental administration and executive and administrative experience. The Personnel Officer shall retain all powers and duties necessarily conferred by the laws of New York State, and shall be limited to such authority, unless additional authority has been granted in writing by the County Manager, with the consent of the County Legislature. The Personnel Officer has full autonomy in regards to civil service functions.

- (1) Administration of the civil service system for the County and all municipalities therein as prescribed by law.
- (2) Assist in labor negotiations.

C. Human Rights Commission

D. Risk Management and Insurance

Department of Risk Management and Insurance. There shall be a Department of Risk Management and Insurance within the Division of Human Resources which shall be headed by the Director of Risk Management and Insurance, who shall be appointed by the Commissioner of Management and Budget with the approval of the County Manager.. The Department shall perform duties including but not limited to the following:

- a. (1) Administration of the Sullivan County Self-Insurance Plan, Employee Benefit Plans, and County's Loss Prevention Program, and the County's Disability Insurance Program.
- b. Protect the County from all reasonable risks of loss or damage, as directed by the County Manager.

A7-11 Division of Information Technology Services; Department of Information Technology Services

Information Technology Services. There shall be a Division of Information Technology Services, which shall be headed by the County Chief Information Officer, who shall be appointed by the County Manager with the approval of the County Legislature. The Chief Information Officer shall appoint a confidential secretary within the office as may be appropriated by the County Legislature. The Management and Budget Committee of the County Legislature shall have legislative oversight over the Division of Information Technology Services. The Commissioner shall appoint a confidential secretary within the office as may be appropriated by the County Legislature. Within the Division, there shall be a Department of Information Technology Services, The Department shall perform duties including but not limited to the following:

- (1) Maintain County financial system equipment.
- (2) Integration of outside software, selection and education of office automation functions and assist in selecting computers and software.
- (3) Provide training of County personnel on applications installed on the County computer network.
- (4) Provide adequate security and maintenance of electronic networks.
- (5) Establish and implement procedures for continued operations should a physical disaster occur.

- (6) Establish and maintain the telephone systems of the County.
- (7) Establish and maintain information technology and productivity.
- (8) Serve as Webmaster for the County website, and all County departments, and other agencies as determined by the County Manager.

A7-12: Division of Community Resources

There shall be a Division of Community Resources headed by the Commissioner of Community Resources who shall be appointed by and serve at the pleasure of the County Manager, subject to the confirmation by the Sullivan County Legislature on the basis of his/her education and experience and his/her knowledge of governmental administration and human services and administrative experience. The Commissioner shall appoint a confidential secretary within the office as may be appropriated by the County Legislature.

- A. Department of Transportation. The mission of the Transportation Department is to provide demand-response, curb-to-curb, advanced reservation, and shared ride and public transit services for Sullivan County. The Department provides contracted services for Veterans and seniors living in Sullivan County and public transit through Move Sullivan.
- B. Department of Aging. There shall be a Department of Aging, which shall be known as the Office for the Aging, within the Division of Community Resources which shall be headed by a Director of Aging Services, who shall be appointed by the Commissioner of Community Resources, with the approval of the County Manager. The Department of Aging Services shall perform duties including but not limited to administering federal, state and local programs for the County's elderly and their families in order to improve their quality of life by providing choices that allow them to remain in their own homes and communities longer with independence and dignity, through meaningful volunteer opportunities, nutritious and well-balanced meals and coordinated human service transportation, or any other programs that may be necessary or appropriate. The Department of Aging shall perform the County's responsibilities under the Older Americans Act.
 Department of Youth Services. There shall be a Department of Youth Services within the Department for Aging, which shall be headed by a Manager of Youth Services, who shall be appointed by the Director of Aging Services, and with the approval of the County Manager. The Department of Youth Services shall perform duties including but not limited to administering federal, state and local youth programs in order to enhance the development of the children and youth of the County.
- A. Center for Workforce Development. There shall be a Center for Workforce Development as a department within the Division of Community Resources, which shall be headed by a Director of Workforce Development, who shall be appointed by the Commissioner of Community Resources, and with the approval of the County Manager. The Center for Workforce Development's duties shall include but not be limited to administration of federal, state and local employment programs. The Center provides direct services to unemployed, underemployed, career changers that includes career readiness, career planning and training, job placement. Veterans receive priority of service. The Center also supports the business community in their efforts to find and train a qualified workforce.



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4504

Agenda Date: 4/14/2022

Agenda #: 4.

Narrative of Resolution:

Modify the 2021 County Budget

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? Choose an item.

Specify Compliance with Procurement Procedures: Click or tap here to enter text.

**RESOLUTION INTRODUCED BY MANAGEMENT AND BUDGET AND CAPITAL PLANNING AND
BUDGETING COMMITTEE TO MODIFY THE 2021 COUNTY BUDGET**

WHEREAS, yearend changes need to be made to the 2021 Sullivan County Budget, and

NOW, THEREFORE BE IT RESOLVED that the Sullivan County Legislature hereby approves the attached budget transfers effective immediately.

**2021 Year End #8 Resolution
Sullivan County 2021 Modifications**

G/L Account	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-1989-99-47-4736 - DEPT CONTINGENT				1,417,530
A-4010-206-80-8001 - EMPL BENFTS FICA AND MEDICARE			5,751	
A-4010-206-80-8006 - EMPL BENFTS WORKERS COMPENSATION			596	
A-4010-206-R1689-R248 - HEALTH DEPT INCOME MISC LOCAL GRANTS	12,348			
A-4010-206-R4401-R167 - FED AID PUBLIC HEALTH DEPARTMENTAL AID	14,015			
A-4010-207-80-8004 - EMPL BENFTS HLTH INSUR OPT OUT			6,000	
A-4010-207-R1610-R247 - HOME NURSNG CHARGE MISC FEE/REIMBURSMNT		55,633		
A-4010-207-R2280-R247 - HEALTH SERV OTHR GOV MISC FEE/REIMBURSMNT	57,223			
A-4010-33-40-4014 - CONTRACT THERAPY			316,320	
A-4010-33-80-8001 - EMPL BENFTS FICA AND MEDICARE			13,098	
A-4010-33-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE			4,817	
A-4010-33-80-8004 - EMPL BENFTS HLTH INSUR OPT OUT			750	
A-4010-33-80-8005 - EMPL BENFTS RETIREMENT			2,716	
A-4010-33-80-8006 - EMPL BENFTS WORKERS COMPENSATION			2,906	
A-4010-33-R1610-R247 - HOME NURSNG CHARGE MISC FEE/REIMBURSMNT	419,591			
A-4010-33-R2280-R247 - HEALTH SERV OTHR GOV MISC FEE/REIMBURSMNT	13,861			
A-4010-34-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE			511	
A-4010-34-80-8005 - EMPL BENFTS RETIREMENT			7,240	
A-4010-34-80-8006 - EMPL BENFTS WORKERS COMPENSATION			220	
A-4010-34-R1610-R247 - HOME NURSNG CHARGE MISC FEE/REIMBURSMNT		20,054		
A-4010-36-80-8002 - EMPL BENFTS HLTH INSUR ACTIVE EMPLOYEE			331	
A-4010-36-80-8005 - EMPL BENFTS RETIREMENT			11,970	
A-4010-36-80-8006 - EMPL BENFTS WORKERS COMPENSATION			623	
A-4010-36-R2280-R247 - HEALTH SERV OTHR GOV MISC FEE/REIMBURSMNT	144,433			
A-4010-36-R3401-R167 - ST AID PUBLIC HEALTH DEPARTMENTAL AID		2,500		
A-4010-36-R4401-R167 - FED AID PUBLIC HEALTH DEPARTMENTAL AID		139,760		
A-4010-44-80-8001 - EMPL BENFTS FICA AND MEDICARE			161	
A-4010-44-80-8005 - EMPL BENFTS RETIREMENT			425	
A-4010-44-80-8006 - EMPL BENFTS WORKERS COMPENSATION			217	

A-4050-40-4017 - CONTRACT MEDICAL			300	
A-4050-R1610-R247 - HOME NURSNG CHARGE MISC FEE/REIMBURSMNT		9,200		
A-4050-R1689-R248 - HEALTH DEPT INCOME MISC LOCAL GRANTS	35,995			
A-4050-R2280-R247 - HEALTH SERV OTHR GOV MISC FEE/REIMBURSMNT		41,628		
A-4050-R2705-R338 - GIFT/DONATION OTHER		9,100		
A-4059-41-4107 - AUTO/TRAVEL VOLUNTEER/CLIENT			150	
A-4059-80-8001 - EMPL BENFTS FICA AND MEDICARE			806	
A-4059-80-8004 - EMPL BENFTS HLTH INSUR OPT OUT			750	
A-4059-80-8005 - EMPL BENFTS RETIREMENT			1,978	
A-4059-80-8006 - EMPL BENFTS WORKERS COMPENSATION			1,113	
A-4059-R1621-R183 - EARLY INTERVENTN EARLY CARE		17,308		
A-4059-R3277-R183 - ST AID EDUCATIN HANDCP CHILD EARLY CARE		657,851		
A-4059-R4401-R215 - FED AID PUBLIC HEALTH EI & CSHCN ADMIN	17,308			
A-4082-42-4204 - OFFICE POSTAGE			353	
A-4082-44-4405 - UTILITY PHONE LAND LINES			83	
A-4082-80-8005 - EMPL BENFTS RETIREMENT			32,102	
A-4230-40-4036 - CONTRACT ADDICTION SERVICES			165,000	
A-4250-10-1011 - PERSONAL SERV REGULAR PAY			7,304	
A-4310-R4489-R297 - FED AID OTHR HEALTH SALARY SHARING		534,679		
A-4320-40-40-4023 - CONTRACT MENTAL HEALTH			300,000	
A-4320-40-47-4797 - DEPT RETURN OF REVENUE			175,000	
A-4320-40-R2701-R338 - REFND PRIOR YR EXPNSE OTHER	165,000			
A-4322-R3490-R147 - ST AID MENTAL HEALTH OFFICE OF MENTAL HEALTH	250,000			
A-8020-90-40-4006 - CONTRACT ENGINEER/ARCHITECT/DESIGN SERV				210
A-8020-90-40-4013 - CONTRACT CONTRACT OTHER				255,000
A-8020-90-R2189-R247 - HOME/COMMNTY ASSIST MISC FEE/REIMBURSMNT		5,000		
A-8020-90-R4989-R167 - FED AID HOME/COMM ASSIST DEPARTMENTAL AID		250,000		
A-8020-90-R4989-R167 - FED AID HOME/COMM ASSIST DEPARTMENTAL AID		210		
A Fund Total	1,129,774	1,742,923	1,059,591	1,672,740