



## Sullivan County Personnel Committee

January 10, 2019 AGENDA  
10:30 AM

Committee Members:

Nadia Rajsz, Chair Scott Samuelson, Vice Chair Alan Sorensen Ira Steingart Catherine Owens

### **Call to Order**

### **Comments:**

### **Reports:**

1. Personnel

### **Resolution:**

1. To create and abolish a Principal Account Clerk.
2. To authorize the County Manager to execute a MOA with the Teamsters.

### **Public Comment**

### **Adjourn**



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

**To: Personnel Committee**

**Fr: Kathleen Whiteman, Secretary**

**Re: Create and Abolish a Principal Account Clerk**

**Date: January 10, 2019**

**Purpose of Resolution: Create one (1) Principal Account Clerk training position to replace the vacancy and abolish a Principal Account Clerk position upon retirement in DFS**

**Is subject of Resolution mandated? Explain: No.**

**Is this a renewal of a prior contract? No**

**Date of prior contract:**

**Amount authorized by prior contract: \$**

**Does Resolution require expenditure of funds? Yes**

**If "Yes", provide the following information**

**Amount to be authorized by Resolution: \$ 10,000**

**Are funds already budgeted? Y/N No**

**If "Yes" specify appropriation code(s):**

**If "No", specify proposed source of funds: From current Vacancies and Budget**

**Position 921 upon being abolished.**

**Estimated Cost Breakdown by Source**

**County: \$2,500**

**Grant(s):**

**State: \$2,500**

**Other:**

**Federal Government: \$5,000**

**(Specify):**

**Specify Compliance with Procurement Procedures:**

**N/A**

**Person(s) responsible for monitoring contract (Title): Kathleen Whiteman Secretary**

**INTRODUCED BY THE PERSONNEL COMMITTEE TO ABOLISH AND CREATE ONE (1) PRINCIPAL ACCOUNT CLERK POSITION IN THE DEPARTMENT OF FAMILY SERVICES TEMPORARY ASSISTANCE UNIT**

**WHEREAS, the incumbent Principal Account Clerk holding Position No. 921 has indicated her intent to retire within the next several months; and**

**WHEREAS, the Sullivan County Division of Health and Family Services Commissioner has expressed a need to create a Principal Account Clerk training position for the purposes of continuity and consistency prior to the retirement of the aforementioned incumbent Principal Account Clerk; and**

**WHEREAS, it is the intention of the Sullivan County Division of Health and Family Services Commissioner to create a Principal Account Clerk position and upon the vacancy, abolish Principal Account Clerk No. 921.**

**NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby creates a Principal Account Clerk position in the Sullivan County Department of Family Services (DFS), effective immediately with the understanding that the Principal Account Clerk Position No. 921 will be abolished upon the retirement of the incumbent in the Sullivan County DFS; and**

**BE IT FURTHER RESOLVED, that the annual salary for this new position will be according to the Teamsters Local 445 CBA; and**

**BE IT FURTHER RESOLVED, that the Sullivan County DFS is authorized to fill this new position immediately.**



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

**To:** Personnel Committee

**Fr:** Lynda Levine, Personnel Officer/Human Resources Director

**Re:** To authorize the County Manager to execute a MOA with the Teamsters.

**Date:** January 10, 2019

**Purpose of Resolution:**

To authorize the County Manager to execute a Memorandum of Agreement with the Teamsters.

**Is subject of Resolution mandated? Explain:**

no

**Is this a renewal of a prior contract? No**

**Date of prior contract?**

**Amount authorized by prior contract**

**Does Resolution require expenditure of funds? No**

**If "Yes", provide the following information**

**Amount to be authorized by Resolution: \$**

**Are funds already budgeted?**

**If "Yes" specify appropriation code(s):**

**If "No", specify proposed source of funds:**

**Estimated Cost Breakdown by Source**

**County:**

**Grant(s):**

**State:**

**Other:**

**Federal Government:**

**(Specify):**

**Specify Compliance with Procurement Procedures:**

N/A

**Person(s) responsible for monitoring contract (Title): Lynda Levine Personnel  
Officer/Human Resources Director**

**TO AUTHORIZE THE COUNTY MANAGER TO EXECUTE A MEMORANDUM OF AGREEMENT WITH THE TEAMSTERS.**

**WHEREAS**, the County of Sullivan ("County") and Teamsters Local 445, International Brotherhood of Teamsters ("Teamsters" or "Union") are parties to a Collective Bargaining Agreement ("Agreement") for the Term January 1, 2013 through December 31, 2017; and

**WHEREAS**, although the Agreement expired, the terms and conditions remain in full force and effect until such time as a successor agreement has been negotiated and ratified by both parties; and

**WHEREAS**, the County and Teamsters have agreed to a procedure for management to follow to reduce the issue of excessive call-out by members working in the Care Center at Sunset Lake; and

**WHEREAS**, the County and Union have agreed to modify the terms and conditions of employment for employees at the Care Center at Sunset Lake.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes the County Manager to execute the attached Memorandum of Agreement with the Teamsters.