



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

To: Personnel Committee

Fr: Joseph Todora, Commissioner of Health and Family Services

Re: Reclassify a position in Community Services

Date: June 14, 2018

Purpose of Resolution:

To abolish one (1) position and create a new position in the Health Finance Department within the Department of Community Services.

Is subject of Resolution mandated? Explain:

No, but with the changing process of billing with the Affordable Health Care Act and the person will now be able to assist and supervise the billing staff at Community Services.

Does Resolution require expenditure of funds? Yes

If "Yes", provide the following information

Amount to be authorized by Resolution: \$68,567

Are funds already budgeted? Yes

If "Yes" specify appropriation code(s): A1344-209-10.1011

If "No", specify proposed source of funds:

Estimated Cost Breakdown by Source

County: \$5,842

Grant(s): \$0

State: \$0

Other: \$0

Federal Government:\$0

(Specify):

Specify Compliance with Procurement Procedures:

N/A

Person(s) responsible for monitoring contract (Title): Joseph Todora Commissioner of Health and Family Services

Resolution No. 236-18

RECLASSIFY ONE POSITION IN THE DEPARTMENT OF COMMUNITY SERVICES

WHEREAS, the Department of Community Services and the Health Finance Department have restructured the medical billing office at Community Services and refined their medical billing processes to become more efficient; and

WHEREAS, in accordance with this restructuring, the incumbent holding Position No. 1675 entitled Intake Billing Coordinator has taken on additional duties and responsibilities causing said incumbent to be working above title in violation of Civil Service Law; and

WHEREAS, the Personnel Officer has reviewed the additional duties and has created a new job description entitled Medical Billing Coordinator which encompasses all of the duties conferred upon the aforementioned employee; and

WHEREAS, the Personnel Officer has recommended that Position No. 1675 entitled Intake Billing Coordinator be reclassified to Medical Billing Coordinator and said title be placed on the Teamsters Local Union 445 Salary Schedule at Grade VII.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes Position Number 1675, entitled Intake Billing Coordinator be reclassified to Medical Billing Coordinator and said title of Medical Billing Coordinator in the Health Finance Department within the Department of Community Services be placed on the Teamsters Local Union 445 salary schedule at Grade VII and will be retroactive to February 22, 2018.

Moved by Mr. Sorensen, **Seconded by** Ms. Rajszy, put to a vote, and by a [Unanimous] vote carried and **declared duly adopted on motion** June 14, 2018.

COUNTY OF SULLIVAN)

I, ANNMARIE MARTIN, Clerk to the Legislature of the County of Sullivan do hereby certify that I have compared the foregoing copy of a resolution with the original thereof now on file in my office and the same is a correct transcript therefrom and of the whole of said original.

WITNESS my hand and seal of said Legislature this 14th of June 2018.

Clerk to the Sullivan County Legislature