GOVERNMENT OPERATION COMMITTEE AGENDA
Location: Yates County Legislative Chambers
Date: October 3, 2022 at 1:30 p.m.

Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join.
https://us02web.zoom.us/j/85068156423?pwd=aFcyeFlSTXR5VjkrVUVncUtLOXlLZz09

Webinar ID: 850 6815 6423
Passcode: 061455

Or One tap mobile:
+16469313860,,85068156423# US
+16465588656,,85068156423# US (New York)

Or join by phone:
Dial(for higher quality, dial a number based on your current location):
US: +1 646 931 3860 or +1 646 558 8656

Committee members: Ed Bronson, Bonnie Percy, Rick Willson, Dick Harper, Carlie Chilson, Mark Morris

- Ed & Bonnie will do the audit this month
- Approve minutes of the September meeting
- Public Comment

Elections: Robert Brechko and Robert Schwarting
- State Legislative Update
- Issues of Significance or Needing to be Resolved
- September Objectives Achieved
- Unplanned Event
- October Objectives
- Vacancy Review
- 2023 Budget Summary

Resolution:
- Authorize Board of Election Commissioners to Create and Fill Two (2) Full Time Temporary Deputy Election Commissioner Positions

Soil & Water: Colby Petersen
- Watershed Inspection/KWIC
- Hydroseeding
- AEM-Agricultural Environmental Management
- Climate Resilient Farming Grant

Cornell Cooperative Extension: Arlene Wilson
- Nothing Submitted

IT: Tim Groth
- Help Desk Calls
- Project updates
- 2023 Budget Summary
**County Clerk: Lois Hall**
- Statistical Reports
- DMV
- Clerk
- Position Vacancy Review
- 2023 Budget Summary
- Financial Reports

Resolution:
- Authorize County Clerk to Create and Fill Motor Vehicle Supervisor Position

**Personnel: Kerry Brennan**
- Personnel Officer Conference
- Collection for October
- Gender Neutral Pronouns
- Comptrollers Audit
- 2023 Workers Compensation Budget
- 2023 Personnel Office Budget Summary
- Vacancy/Position Review Policy and Form
- Abuse and Molestation Policy
- Vacancy/Position Review Policy and Form
- Abuse and Molestation Policy
- Board of Elections Commissioner Appointment (Democratic)

Resolutions:
- Amend Yates County Administrative Guide (Yates County Administrative Guide)
- Adopt Abuse and Molestation Policy
- Adopt FY 2023 Workers’ Compensation Budget
- Reappoint Democratic Election Commissioner (Brechko)

- Vacancy Report

**Historian: Len Kataskas & Lisa Harper**
- Bicentennial
- Historical Sign Update
- 2023 Budget Summary

**County Administrator: Nonie Flynn**
- CSEA Negotiations – The negotiation team met on September 15th. The CSEA will have another vote on October 3rd.
- NYS Comptroller Audit – We were selected as part of a NYS audit on sexual harassment prevention. Sixteen counties and three school districts were chosen. The entrance conference will be October 4th at 10:00 a.m. in my conference room.
- NYSAC Conference – I attended the summer conference in Buffalo September 12th – 14th. Some of the highlights from the Albany Update are:
  - NYS still has not reconciled our ACA eFMAP payments since 2017.
  - The foster care rate mandated increase does not have matching NYS funding.
  - The adoption subsidy mandated increase does not have matching NYS funding.
  - Article 18-b attorney fees may increase from $75/hour to $150/hour.
  - Yates County had the highest 3-year average percent increase in sales tax revenue of all NYS counties at 14.6%.
• 2023 Budget Summary – A1230 County Administrator – attached.

Resolutions:
• Authorizing Employee Retention Bonus Payments.
• Approving Memoranda of Understanding with CSEA and Council 82 Unions.

**Legislative Clerk: Emilee Miller**
• 2023 Budget Summary

Executive session if needed
To: Government Operations Committee
From: Bob Brechko, Rob Schwarting
Date: 9/29/22
Subject: Monthly Report to be reviewed October Meeting

State Legislative Update: The State Legislature’s last day was 6/1 for this session
- None

Issues of significance or needing to be resolved:
- Resolution to make Deputies Temporary Fulltime
- Resolution to appoint Robert Brechko as Commissioner (D)

September Objectives Achieved:
- NOTE: The State has taken off our plate the expensive and cumbersome Absentee Ballot process for Voters who have some visual impairment. Saves money (depending on the year, $35 to $455), but puts more management/reporting on one Commissioner.
- Prepared for the November General Election
- Met with IT regarding problems with the Dominion Server and started implementing safeguarding procedures for the November Election.
- Reduced list of incomplete County Mandated Training to approximately 22 Inspectors.
- Trained, tested and recertified inspectors not completed in June and August
- Defended the BOE Budget
- Built the ballot for the General Election, tested, and sent absentee voters overseas and to permanent absentee voters by September 27th target date.
- Planned and scheduled staffing for October testing, training and Early Voting. Drafted staffing plan for November
- Processed 10 new inspectors for training and staffing the General Election.
- Reduced staffing hours where possible through September
- Started the special absentee process staffed by the Deputies with no changes to procedure from the last election.
- Technicians prepared ballots which we then posted as sample ballots on the Yates County Elections Website.
- Minimally Promoted Voting, Voter Enrollment and Early Voting during September and planned more for October.
- Supported parties and candidates with voter lists, absentee lists, registration forms and absentee balloting applications

Unplanned Event:
- Met with and negotiated with Hart Election Systems for a replacement to the old Dominion Election Management System. Requested updated quote for Capital Planning and vetted procedures with Deputies and Technicians. Requested special privileges and costs as an “Early Adopter” in NYS. Favorable response, details TBD.
October Objectives:
- Train, test and certify Inspectors, Imagescan machines, electronic Poll Books, prepare for Early Voting (Oct 29-Nov6) and General Election (Nov 8)
- Changed the hours for early voting because of current building hours. We reduced 6 hours of early voting by starting at noon on Tuesday and Thursday instead of 9:00 AM as we did in the past. We have to be open until 8:00 PM 2 days a week.
- We have a new person representing the Republican side of the Tech team. Sandy Burt has been working as an Inspector coordinator at the Penn Yan Academy poll site for several years, and formerly served as a technical support person.

VACANCY REVIEW FORM

Department: Board of Elections

Position Title: Deputy

1. Does this position perform services that are mandated by the Federal or State government? ☒ YES ☐ NO

2. If the answer to #1 is no, does this position perform services that the County has traditionally maintained? ☐ YES ☐ NO

3. If the answer to #2 is yes, can an entity other than Yates County government perform these services? ☐ YES ☐ NO

4. If this position is not refilled, can other positions be reconfigured to handle the work performed by the person in this position? If so, what positions? If not, how will the work conducted by the person in this position be handled? ☒ YES ☐ NO

5. If applicable, is there an existing Civil Service Eligibility List for this position? ☒ YES ☐ NO

6. Will the loss of this position impact overtime? If yes, why and how can this be minimized? (Please attach an analysis showing any impact on overtime.) ☒ YES ☐ NO

7. Does federal and/or state aid offset the cost of this position? (If yes, how much) ☐ YES ☐ NO

$ 

8. If the position were eliminated, what would be the net county savings? (Include fringe benefits and retirement) $ Mandated
AUTHORIZE BOARD OF ELECTION COMMISSIONERS TO CREATE AND FILL TWO (2) FULL-TIME TEMPORARY DEPUTY ELECTION COMMISSIONER POSITIONS

WHEREAS, the Board of Elections Commissioners requested to create and fill two (2) full-time temporary Deputy Election Commissioner positions due to the increasing demands being placed on the Board of Elections Office; and

WHEREAS, the estimated cost to create and fill one (1) position, including fringe is $7,438; therefore, the cost to create and fill two (2) positions, including fringe is $14,877;

NOW, THEREFORE, BE IT RESOLVED, that effective October 11, 2022 the Board of Election Commissioners are hereby authorized to create and fill two (2) full-time temporary Deputy Election Commission positions for a period not to exceed December 31, 2022; and be it further

RESOLVED, that the two (2) incumbent Deputy Election Commissioners, shall be appointed to the temporary full-time positions; and be it further

RESOLVED, that copies of this Resolution be given to the Board of Elections Commissioners, Personnel Officer, County Administrator, Director of Finance, and the Treasurer.

REQUESTED BUDGET SUMMARY: A1450 Elections

The Requested 2023 Budget represents an overall increase of $26,529.00 compared to the 2022 Adopted Budget.

- A decrease of $64,821.00 in revenues because of decrease in available grants and decrease of costs to towns.

- A decrease of $19,196.00 in expenditures primarily because of grant money decrease.

BUDGET AT A GLANCE:

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Government Operations Report
October 2022

Watershed Inspection/KWIC:
District staff have conducted 355 inspections to date in the Towns of Barrington, Jerusalem, Milo, Torrey and the Villages of Dresden and Penn Yan. We anticipate completing 400 inspections in 2022. Staff have conducted 49 soils evaluations and reviewed 81 designs for new and replacement septic systems. Staff will be working with Scott Demmin to update the KWIC online database. The intent is to add more tools to track reminder letters to make the process more efficient and timelier.

Hydroseeding:
Staff have applied 60 loads of hydroseed to 34 sites. The District was able to use FLLOWPA funds to hydroseed the Habitat for Humanity house on East Elm Street at no cost to the organization. Hydroseeding will continue in to October and will be dependent on soil temperatures. Wheat or rye may be added to some applications to help it get established quickly.

AEM-Agricultural Environmental Management:
The two under row vineyard mowers that were purchased under the Round 5 Climate Resilient Farming (CRF) grant have finally arrived from the Netherlands, we took delivery on 9/27. Once insurance and user agreements are finalized, the mowers will be put into service. The District was also able to purchase a few years’ worth of spare parts through the grant to keep up with service and wear items.

November is the open enrollment period for additions to the agricultural district. Colby will work with Emilee to submit a public notice to the local newspaper and notify the town assessors.

Governor Hochul announced funding for Climate Resilient Farming Grant Program Round 6. Yates County had two projects funded through this round of applications for a total cost of $385,550.

$98,530 was awarded to Yates County Soil and Water Conservation District to work with a farm to protect 50 acres of farmland for row and high-value vegetable crop production by implementing erosion control management. This system will include diversion ditches, grass waterways, underground outlets, conversion of 1.8 acres of farmland to permanent grass and cover cropping to protect from extreme
For Immediate Release: 9/22/2022

GOVERNOR KATHY HOCHUL

GOVERNOR HOCHUL ANNOUNCES NEARLY $7.9 MILLION TO HELP NEW YORK FARMS ADDRESS IMPACTS OF CLIMATE CHANGE

Awards Will Help Over 70 Farms Reduce Their Environmental Footprints and Prepare for Extreme Weather Events

Selected Projects Will Reduce Greenhouse Gases by an Estimated 68,495 Metric Tons of CO2e Per Year

Supports Governor's Nation-Leading Climate Agenda and the Climate Leadership and Community Protection Act

Governor Kathy Hochul today announced nearly $7.9 million is being awarded through the Climate Resilient Farming Grant Program to help over 70 farms across the state reduce their environmental footprints and prepare for extreme weather events related to climate change. The selected projects will reduce greenhouse gases by an estimated 68,495 metric tons of CO2e per year, or as much as eliminating almost 14,800 cars per year from the road.

"New York's farmers are on the front lines of the fight against climate change and among the first to feel the devastating effects of extreme weather events that have become all too common in recent years," Governor Hochul said. "Our Climate Resilient Farming Program gives farmers the resources they need to prepare for and respond to whatever weather events the future holds and continue their critical work contributing to our local economies, and producing fresh, healthy products for all New Yorkers."

Launched in 2015, the Climate Resilient Farming Program supports the state's agricultural sector in meeting its goals to reduce greenhouse gas emissions under the State's Climate Leadership and Community Protection Act. Through six rounds of funding to date, nearly $20 million has been awarded to assist farms across New York State.
Projects awarded in Round 6 focused on Best Management Practices to reduce greenhouse gas emissions, enhance soil health, and promote energy savings in the Capital Region, as well as Central New York, Finger Lakes, Hudson Valley, Mohawk Valley, North Country, Southern Tier, and Western New York regions. Projects also increase irrigation capacity and emphasize water management to mitigate the effects of periods of drought on crops and livestock, as well as heavy rainfall and flooding.

County Soil and Water Conservation Districts were awarded the grants on behalf of farmers in one of three tracks: manure storage cover and capture; riparian, floodplain, and upland water management; and Healthy Soils NY.

The following county Soil and Water Conservation Districts were awarded grants to assist farms to implement climate-related projects:

**CAPITAL REGION - Total Award, $393,200**
- Washington County SWCD was awarded $393,200 to assist two farms.

**CENTRAL NEW YORK - Total Award, $1,598,209**
- Cayuga SWCD was awarded $811,920 to assist nine farms.
- Cortland SWCD was awarded $492,137 to assist three farms.
- Madison SWCD was awarded $98,800 to assist several farms.
- Onondaga SWCD was awarded $195,352 to assist nine farms.

**FINGER LAKES - Total Award, $1,865,319**
- Genesee SWCD was awarded $328,364 to assist four farms.
- Livingston SWCD was awarded $671,310 to assist two farms.
- Ontario SWCD was awarded $421,320 to assist one farm.
- Wayne SWCD was awarded $58,775 to assist one farm.
- Yates SWCD was awarded $385,550 to assist two farms.

**HUDSON VALLEY - Total Award, $307,709**
- Orange SWCD was awarded $178,595 to assist five farms.
- Ulster SWCD was awarded $129,114 to assist several farms.

**MOHAWK VALLEY - Total Award, $823,381**
- Fulton SWCD was awarded $132,986 to assist four farms.
- Montgomery SWCD was awarded $470,410 to assist one farm.
- Schoharie SWCD was awarded $219,985 to assist one farm.

**NORTH COUNTRY - Total Award, $1,736,148**
- Clinton SWCD was awarded $620,580 to assist one farm.
- Essex SWCD was awarded $689,524 to assist six farms.
- St. Lawrence SWCD was awarded $426,044 to assist one farm.
SOUTHERN TIER - Total Award, $693,734

- Delaware SWCD was awarded $159,160 to assist three farms.
- Tioga SWCD was awarded $534,574 to assist four farms.

WESTERN NEW YORK - Total Award, $426,345

- Allegany SWCD was awarded $34,062 to assist one farm.
- Erie SWCD was awarded $256,923 to assist four farms.
- Niagara SWCD was awarded $135,360 to assist four farms.

A complete list of the project descriptions can be found at:

New York State Agriculture Commissioner Richard A. Ball said, "New York's Climate Resilient Farming program has a proven history of helping farmers better manage extreme weather events that are becoming more common, while reducing their environmental footprint and protecting our surrounding natural resources. I thank Governor Hochul for her historic commitment to expanding this program and wish all of our Soil and Water Conservation Districts and farmers the best as they embark on their projects, which are estimated to reduce greenhouse gas emissions at the rate of removing almost 14,800 cars from the road. That is certainly something to celebrate during Climate Week."

New York State Department of Environmental Conservation Commissioner and Climate Action Council Co-Chair Basil Seggos said, "New York's farmers are at the forefront of environmental stewardship, managing smart, sustainable production practices. DEC applauds the ongoing support for agriculture through the Climate Resilient Farming Grant Program in helping to build upon Governor Hochul's efforts to continue incorporating innovative ways to combat climate change while ensuring New York State's farms remain competitive, profitable, and thriving."

New York State Senate Agriculture Chair Michelle Hinchey said, "New York farmers are on the frontlines of climate change and have a legacy of leading on proven agricultural practices that build soil health and protect our air and water. The Climate Resilient Farming Grant Program is an important resource that allows farmers to expand these stewardship efforts while improving their resiliency to the impacts of extreme weather. I'm proud to support this vital funding for farms across New York State, including for Ulster and Montgomery County SWCD in my district, and will continue to deliver funding that helps more farmers bolster our fight against the climate crisis."

Assemblymember Donna Lupardo, Agriculture Committee Chair, said, "The agricultural community stands ready to do its part to address the climate crisis they know too well. The Climate Resilient Farming Program provides the support farmers need to better protect our soil and water resources. I'd like to thank the Governor for her strong support of the program and the Soil and Water Conservation Districts who will work closely with these New York farms."

New York Farm Bureau President David Fisher said, "New York's farmers take environmental management seriously as we continuously look to find new ways to improve what we do on the farm to safeguard our natural resources. Agriculture is part of the solution to mitigating climate change and the impacts it could have on our land, crops, and animals. New York Farm Bureau thanks the governor for her ongoing commitment to the Climate Resilient Farming Grant Programs and the support of our valuable Soil and Water Conservation Districts that partner with farmers to implement sustainability projects."
New York State Soil and Water Conservation District Chair Dale Stein said, "New York's farmers, working in partnership with our Soil and Water Districts, have long been leaders in environmental stewardship. The State's Climate Resilient Farming grants have helped them to expand their efforts to reduce their environmental footprints and protect from extreme weather events. This next round of the program builds on this success and is a tremendous support to farmers as they continue their work."

New York State’s Nation-Leading Climate Plan
New York State’s nation-leading climate agenda is the most aggressive climate and clean energy initiative in the nation, calling for an orderly and just transition to clean energy that creates jobs and continues fostering a green economy as New York State recovers from the COVID-19 pandemic. Enshrined into law through the Climate Leadership and Community Protection Act, New York is on a path to achieve its mandated goal of a zero-emission electricity sector by 2040, including 70 percent renewable energy generation by 2030, and to reach economy wide carbon neutrality. It builds on New York's unprecedented investments to ramp-up clean energy including over $35 billion in 120 large-scale renewable and transmission projects across the state, $6.8 billion to reduce buildings emissions, $1.8 billion to scale up solar, more than $1 billion for clean transportation initiatives, and over $1.6 billion in NY Green Bank commitments. Combined, these investments are supporting nearly 158,000 jobs in New York's clean energy sector in 2020, a 2,100 percent growth in the distributed solar sector since 2011 and a commitment to develop 9,000 megawatts of offshore wind by 2035. Under the Climate Act, New York will build on this progress and reduce greenhouse gas emissions by 85 percent from 1990 levels by 2050, while ensuring that at least 35 percent with a goal of 40 percent of the benefits of clean energy investments are directed to disadvantaged communities, and advance progress towards the State's 2025 energy efficiency target of reducing on-site energy consumption by 185 trillion BTUs of end-use energy savings.
MEMORANDUM

To: Government Operations Committee
From: Tim Groth  
I.T. Director
Date: September 29, 2022
Re: Report for September 2022

SUMMARY

- **Help-Desk calls**
  - In the month of August, the I.T. Help Desk took in 254 calls

- **I.T. Project Update Summary**
  - Setup MDM on all BYOD and other County owned devices
  - Risk Remediation
  - MUNIS Upgrade
  - Core Switch Upgrade
  - NYS Cyber Security Initiative
  - Cyber Attack in Suffolk County & Continuity of Operations in the Aftermath
Project Updates

- **Setup MDM on all BYOD and other County owned devices**
  
  We are moving forward with installing the MDM solution on all approved BYOD and company owned devices that are currently receiving County email.

- **Risk Remediation**
  
  Through the month of September and ongoing, the IT staff are mitigating risks identified via the Qualys scanning solution. We have been working with our 3rd party support vendor, Entre Computer Services to assist with expediting some of the higher-level concerns. These efforts will continue to enhance the software and hardware security with best practices. The process has identified some older legacy hardware that is unable to upgrade to meet the higher security requirements, which in turn is requiring replacement of the equipment where needed. I have started the process of ordering some equipment that will fit into my budget, however there will need to be further discussion related to other hardware that could require replacement.

- **MUNIS Upgrade**
  
  The Munis testing is still in progress. We have resolved the login authentication issues that we had and will be rolling out the TEST trial to the remaining end users. We are still experiencing some printing issues and I am working on a payroll import problem. I have confirmed with Tyler Tech that we will not lose support in October since we have commenced with the upgrade as scheduled, which gives a little breathing room for testing and training.

- **Core Switch Upgrade**
  
  I have budged for a Core Switch upgrade and have started working with an engineer on specifications and creating a network diagram. I will be working on seeking quotes for the recommended equipment in October and plan to have the equipment on order by the end of the month. Due to the continued supply chain issues, I am being advised that we will not receive this equipment for 9-12 months at the last update. This will require me to encumber the funds for this equipment as I had to do with equipment ordered last year.

- **NYS Cyber Security Initiative**
  
  We have fully executed the intergovernmental agreement for the endpoint detection and response (EDR) services at no cost, provided by the State’s Joint Security Operations Center (JSOC). We have been assigned a technical support rep for the project and I will be setting up a kick-off meeting with my staff near the end of October.

- **Cyber Attack in Suffolk County & Continuity of Operations in the Aftermath**
  
  I attended the Zoom meeting put together by NYSAC giving a high-level overview on the cyber attack in Suffolk County. It was very well attended (actually over booked) and I would highly recommend the Legislature, Emergency Services & Sheriff listen to the recording once it becomes available. I will be focusing additional efforts in “Planning” & response in 2023. I will be investigating running a Table-Top exercise with the Department of Homeland Security sometime next year as well.
The Requested 2023 Budget represents an overall increase of $112,944.00 compared to the 2022 Adopted Budget.

- An increase of $31,000.00 in Laptop Cost for 15 Tablets in the police cars originally purchased with Grant Funds
- An increase of $8,000.00 in Printers/Scanners to replace End-of-Life hardware
- An increase of $55,000.00 in Computer Software to replace primary I.T. Support Software including Help Desk Ticketing, System & Patch Management, Inventory Management, Remote Support & System Imaging.
- An increase of $10,000.00 in Computer Software to renew KnowBe4 training for county staff.
- An increase of $8,000.00 in CSEA & Non-Union Healthcare

### BUDGET AT A GLANCE:

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<th>CATEGORY</th>
<th>ADOPTED 2022</th>
<th>PROPOSED 2023</th>
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REQUESTED BUDGET SUMMARY:

A1650 Central Communications Department

The Requested 2023 Budget remains flat compared to the 2022 Adopted Budget.

BUDGET AT A GLANCE:

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REQUESTED BUDGET SUMMARY:
A1675 Central Copier Department

The Requested 2023 Budget remains flat compared to the 2022 Adopted Budget.

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<td>$0.00</td>
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<td>0.0%</td>
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<tr>
<td>Total .52 Equipment</td>
<td>$6,000.00</td>
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<td>$13,870.00</td>
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<td>0.0%</td>
</tr>
<tr>
<td>Total .58 EE Benefits</td>
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<td>0.0%</td>
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</table>
TO: Ed Bronson, Chair
Legislators Government Operations Committee

FROM: Lois Hall, County Clerk

SUBJECT: Updates—County Clerk’s Office

DATE: September 29, 2022

STATISTICAL REPORTS

DMV transactions, 1836 with fees for retention collected for August 2022 $15,195.09 with $69,430.69 sales tax collected. COPRS Internet fees collected year to date $6,099.39. Transactions processed on the internet 531 $34,541.00 with a year to date total of $358,261.00. We are now $187,673.75 over the threshold for shared revenue.

County Clerk transactions 3036 and fees collected $269,274.53.

Total fees collected County Clerk August 2021 $265,096.27
Total fees collected DMV for retention August 2021 $13,503.18

DMV
Computer outages are still occurring. The state indicates that these will be ongoing as they update and reconfigure their systems.
Busy times are ahead with the registrations of the agriculture and trailer plates.
Teresa Hines the supervisor of the DMV has submitted her retirement documents to retire at the end of the year. With her unused vacation her last day will be November 29, 2022. We certainly will miss her.
Mary Nolan has expressed an interest in the supervisor position and I feel she will be a great asset to the office.

CLERK
I attended a meeting with the Licensing Officer (Judge Cook) Sheriff Spike, and Kay Williamson last Friday. Discussion was about the new laws for pistols and semi-automatic rifles. All documents for new applications and amendments were reviewed and discussed as to what would be the policies and procedures going forward for our county. Training certification /curriculum was also reviewed and Sheriff Spike has approved three entities at this time. This is the Sheriff’s responsibility.
Real property recordings have shown a slight increase.

Attached please find the Requested Budget Summary
Proposed Resolution for the Motor Vehicle Positions.
1. Does this position perform services that are mandated by the Federal or State government?  
   ☒ YES  ☐ NO

   NYS Vehicle and Traffic Law mandates the operation of a DMV Office in Yates County

2. If the answer to #1 is no, does this position perform services that the County has traditionally maintained?  
   ☐ YES  ☐ NO

3. If the answer to #2 is yes, can an entity other than Yates County government perform these services?  
   ☐ YES  ☒ NO

4. If this position is not refilled, can other positions be reconfigured to handle the work performed by the person in this position? If so, what positions? If not, how will the work conducted by the person in this position be handled?  
   ☐ YES  ☒ NO

   See attached information on page attached

5. If applicable, is there an existing Civil Service Eligibility List for this position?  
   ☐ YES  ☒ NO

6. Will the loss of this position impact overtime? If yes, why and how can this be minimized? (Please attach an analysis showing any impact on overtime.)  
   ☒ YES  ☐ NO

   A reduction in the number of DMV employees would result in less time available to process dealer work, desk work, auditing procedures (which are required), mail and customer transactions. Leading to loss of revenue and increasing costs if these cannot be done during business hours.

7. Does federal and/or state aid offset the cost of this position? (If yes, how much)  
   ☐ YES  ☒ NO

   $ ______________

8. If the position were eliminated, what would be the net county savings? (Include fringe benefits and retirement)  
   $ 74,775.00
9. Is there any risk, financial or otherwise, to waiting 30 days to refill this position? ☒ YES ☐ NO

Yes, the risk is related to ensuring compliance with the provision of State mandated services.

10. If you are given approval to refill this position, when do you expect to fill it? Date: ASAP

4. State DMV regulations and security prohibit employees other than qualified, trained DMV personnel to operate DMV computers and handle State monies. A DMV cashier issues legal documents e.g. all types of driver's licenses and vehicle registrations in accordance with NYS Vehicle and Traffic Laws. Actions taken to restore suspended/revoked driver's licenses and receive payment of penalties and fines, can be performed only by trained DMV employees to prevent issuance of fraudulent licenses and illegal registration of vehicles.

If this position is not refilled, Yates County will be in non-compliance with NYS DMV audits and the State Comptroller's mandates.

Each DMV cashier is held responsible for the proper collection of fees for her own workstation. For security and internal controls, each DMV cashier is registered with NYS DMV and assigned a User ID. A password is chosen and known only to the user. Tight security requires that when a cashier leaves her workstation, she must lock her cash drawer, and sign off her computer. If a different cashier uses that same workstation, that cashier must sign on using her personal User ID and password.

The NYS Comptroller mandates a separation of duties requiring specific staff coverage in a Motor Vehicle Department. A county DMV office is audited by NYS to ensure effectiveness and efficiency with the financial and operating responsibilities of the office. No single staff member can have complete control of any monies collected. Employees must segregate preparation of bank deposits and reconciliation of monthly bank statements.

An audit function requires checks and balances to be in place that require supervisory override. A cashier can be processing a transaction when abruptly the cashier's computer screen is locked. A supervisor must verify the paperwork and after determining that all is in order, override the locked screen so the transaction can be completed. When this occurs, no transactions can be processed at that computer until the override has been performed. For every supervisory override, a report is generated and forwarded to Albany.

Another instance when supervisory override is required is when Random Check Verification, and Random ID audits occur. A computer is locked down until a supervisor can perform an audit by reconciling the cashier's money and unlocking the computer.

The most recent State audit states: "Of those four users, three are designated as supervisors on WISE, one has a supervisory position in the office, one is a backup for the supervisor, and one is the County Clerk. This
level of access is appropriate for the size of this office; the number is sufficient to address the requirements of the Random ID Audit."

Enhanced Driver's License (EDL) processing requires a minimum of two DMV employees. One to collect the proofs of identification and citizenship and another to scan the documents into a Data Collection Unit. These types of transactions may require a third employee to perform a supervisory override.

**AUTHORIZE COUNTY CLERK TO CREATE AND FILL MOTOR VEHICLE SUPERVISOR POSITION**

WHEREAS, the existing Motor Vehicle Supervisor position will become vacant December 30, 2022 because of a retirement; and

WHEREAS, the County Clerk through the position review process has identified the need to create and fill a full-time Motor Vehicle Supervisor position to allow for succession planning that shall result in a seamless transition for personnel and to ensure the needs of the County and public are met; and

WHEREAS, to limit the amount of time the Department of Motor Vehicle will be operating short staffed, the County Clerk is requesting to create and fill a second Motor Vehicle Supervisor position and any subsequent vacancy in order to hire and train employees prior to the current incumbents actual last day of work, which will be November 30, 2022; and

WHEREAS, the estimated annual cost to fill the position, including fringe, is $58,623 to $76,560, depending on health insurance;

NOW, THEREFORE, BE IT RESOLVED, that effective October 11, 2022 the County Clerk is hereby authorized to create and fill a full-time Motor Vehicle Supervisor position; and be it further

RESOLVED, that the County Clerk is also authorized to fill any subsequent vacancy that will occur as the result of a promotion of an employee into the newly created Motor Vehicle Supervisor position; and be it further

RESOLVED, that copies of this Resolution be given to the County Clerk, Personnel Officer, County Administrator and Director of Finance.

**REQUESTED BUDGET SUMMARY:**

The Requested 2023 Budget represents an overall increase/decrease of $0.00 compared to the 2022 Adopted Budget.

- A decrease of $50,500.00 in revenues for Mortgage Tax and Automobile Use tax. With the economic instability in the housing market and inflation as it is today this is the most fiscally sound approach.

- A decrease of $2,400.00 in expenditures primarily for Publications as the Public Library is listed on the NYS Court Website as the holder of the Law Library for Yates County. There is no reason to spend the money to have one in this office when not required by law.

**BUDGET AT A GLANCE:**
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>ADOPTED 2022</th>
<th>PROPOSED 2023</th>
<th>AMOUNT CHANGE</th>
<th>PERCENT CHANGE</th>
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</table>
This is to update you on the recent activity of the Personnel Office.

PERSONNEL OFFICER CONFERENCE –

As a reminder, I won’t be in attendance at the October meeting as I will be attending my annual Personnel Officer Conference. If you have any questions regarding my agenda, please feel free to e-mail me and I will be happy to answer them.

COLLECTION FOR OCTOBER –

For October we will collect non-perishable food items.

GENDER NEUTRAL PRONOUNS –

After it was brought to my attention that a Legislator was inquiring about mandatory usage of gender neutral pronouns I contacted our Labor Attorney. The response I received was that there isn’t currently any requirements obligating the County to implement gender neutral pronouns. If the committee would like me to pursue implementing gender neutral pronouns into future contracts/policies/procedures/employee handbook, etc., please advise.

COMPTROLLERS AUDIT –

We received notification the week of September 19 that the NYS Comptroller’s Office will be conducting a Sexual Harassment Prevention Audit on our records. The entrance conference is scheduled for October 4, 2022.

2023 WORKERS COMPENSATION BUDGET –

The 2023 Workers Compensation budget is attached for your consideration. The County’s portion decreased by $8,757 from 2022.

2023 PERSONNEL OFFICE BUDGET SUMMARY

REQUESTED BUDGET SUMMARY: A1430 Personnel

The Requested 2023 Budget represents an overall increase of $19,006 compared to the 2022 Adopted Budget.

- The revenue will remain unchanged for 2023, at $8,000.
- An increase of $10,725 in contractual is primarily reflected in the increase to the consultant line, which was increased by $10,000 due to the anticipated training and/or 360 evaluations for Legislators, County Administrator and Department Heads.
- An increase of $8,281 is the result of the increase to health insurance, FICA/Medicare and the 2022 salary increases.
**BUDGET AT A GLANCE:**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>ADOPTED 2022</th>
<th>PROPOSED 2023</th>
<th>AMOUNT CHANGE</th>
<th>PERCENT CHANGE</th>
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</thead>
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<td>$0.00</td>
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<td>0%</td>
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<tr>
<td>Total .54 Contractual</td>
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**VACANCY/POSITION REVIEW POLICY AND FORM –**

The policy was presented to the Government Ops Committee in September. After lots of discussion I was asked to change the vacancy review approval timeframe from 3 months to 6 months and to keep the title as proposed, which was Vacancy/Position Review Policy. I e-mailed the revised policy as requested to the full Legislature on September 8, 2022 for review. I have not received any comments or suggested changes, therefore, the resolution adopting the revised policy and form is enclosed for the Legislature’s consideration.

**ABUSE AND MOLESTATION POLICY –**

The policy was presented to the Government Ops Committee in September. I have not received any comments or suggested changes, therefore, the resolution adopting the policy is enclosed for the Legislature’s consideration.

**BOARD OF ELECTIONS COMMISSIONER APPOINTMENT (DEMOCRATIC) –**

We received notification from the Yates County Democratic Committee that their nominee for Board of Elections Commissioner for the term 1/1/2023 to 12/31/2014 is Robert Brechko. Please see the enclosed resolution for your consideration of his appointment. I’ve also enclosed a copy of the letter that was received.
ELECTION COMMISSIONER CERTIFICATION

To the Clerk of the Yates County Legislature

We Certify that:

At a meeting of the Yates County Democratic Committee held on the 27th day of September 2022 held at 148 Main Street, Penn Yan, Yates County, New York under the provisions of the Election Law and rules of the Democratic County Committee, a quorum being present,

Robert Brechko, residing at 6 white tail Lane, Penn Yan, New York 14527 was recommended unanimously by said Committee and a suitable and qualified appointment to the office of Commissioner of Elections for a 2 year term beginning January 1, 2023 and ending December 31, 2024 and that said designee is a registered voter of the County of Yates and a duly enrolled member of the Democratic Party.

Dated at Penn Yan, New York
September 27, 2022

Valerie J. Brechko, Co-Chair
Richard D. Stewart, Co-Chair

Janet H. Barrett, Secretary
Yates County Democratic Committee
WHEREAS, the Administrative Guide is in need of modification;

NOW, THEREFORE, BE IT RESOLVED, that effective October 11, 2022 that sub-section 301 titled “Vacancy Review Policy” be retitled as “Vacancy/Position Review Policy” and the remainder of the policy be updated as follows:

301 Vacancy/Position Review Policy

1. Statement of Purpose – In an effort to create cost reduction efficiencies and sustain current levels of services within available resources, the County has adopted the Vacancy/Position Review Policy and Procedure.

2. Applicability – This policy applies to all budgeted full-time and part-time positions as the result of one (1) of the following reasons:
   A. A position is vacant at the time of the request and/or a vacancy is pending as a result of a resignation, retirement, termination, etc.
   B. A Department Head/Supervising Authority is requesting to establish a new or additional position
   C. The exception being part-time positions where there are two (2) or more employees classified under the same title and who are listed in the budget under the same personnel services account number (refer to Section 3).

3. Vacancy Review Procedure –
   A. The Department Head/Supervising Authority requesting to fill a position will notify the Personnel Officer and request that he/she prepare the associated resolution to accompany the Vacancy/Position Review Form. The Personnel Officer, in collaboration with the Department Head/Supervising Authority, will then create and submit the applicable resolution to the Clerk to the Legislature as an agenda item for the Committee of Jurisdiction to review.
   B. The Department Head/Supervising Authority will complete the Vacancy/Position Review Form and submit it to the Clerk to the Legislature as an agenda item for his/her Committee of Jurisdiction to review.
   C. The Committee of Jurisdiction will review the Vacancy/Position Review Form and the resolution. If the Department Head/Supervising Authority receives approval, the resolution will go before the entire Legislature for consideration:
      a. If the Legislature disapproves the resolution, no further action is taken; OR
      b. If the Legislature approves the resolution, the supervising authority can act accordingly based on the effective date stated within the resolution.

3. Reoccurring Vacancy –
   A. In the event a position were to become vacant within six (6) months of the initial Legislative approval to fill the vacancy, the Department Head/Supervising Authority may fill the vacancy without obtaining further approval from the Legislature. For example, if a position becomes vacant and the Legislature has given approval to refill it, but for some reason within six (6) months, that same position becomes vacant again, the Department Head/Supervising Authority may refill the position without doing another vacancy review.
B. The same authorization given by the Legislature for the initial vacancy also applies to additional vacancies with the same job title within the specified time frame not to exceed six (6) months.

C. In the event part-time position(s) where there are two (2) or more employees classified under the same title and who are listed in the budget under the same personnel services account number becomes vacant, the Department Head/Supervising Authority has Legislative approval to refill ongoing vacancies without obtaining further approval from the Legislature.

4. **Benchmarking** – Benchmarking has been removed from the vacancy/position review policy and procedure. The intent is for a Department Head/Supervising Authority to benchmark with other counties at other times rather than only during the vacancy/position review process.

5. **Related Document** – [Vacancy/Position Review Form](#)

And be it further

RESOLVED, that the revised Administrative Guide be made available to Department Heads and designees by means of the Intranet; and be it further

RESOLVED, that a copy of this resolution be forwarded to all Yates County Department Heads.
Vacancy/Position Authorization Form

Enter Job Title (Required)

Request Type: >>>Select One<<<  Date Submitted: __________
Reason Vacated: >>>Select One<<<  Account Number: __________
Date Vacated: __________  Last Fill Date: __________
Position Status: >>>Select One<<<  Appointment Type: >>>Select One<<<
Hours Per Week: >>>Select One<<<

Budget

Fill Request Timeline: >>>Select One<<<  Temporary Position: >>>Select One<<<
Salary of Incumbent: $ 0.00  Reimbursed by State, Federal or Local Funds: >>>Select One<<<  0  %
Requested Base Salary: $ 0.00  Position Currently Budgeted For: >>>Select One<<<
Maximum Fringe Benefits: $ 0.00  Union Position: >>>Select One<<<

Total County Cost: $ 0.00

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.
ADOPT ABUSE AND MOLESTATION POLICY

WHEREAS, the Personnel Officer has recommended for adoption and implementation the included Abuse and Molestation Policy; and

NOW, THEREFORE BE IT RESOLVED, that effective October 11, 2022 the Abuse and Molestation Policy is hereby adopted and shall be added to the Yates County Employee Handbook, and be it further RESOLVED, that a copy of this resolution be forwarded to the County Administrator and all Department Heads.

YATES COUNTY

ABUSE AND MOLESTATION POLICY

Revision 0 – October 11, 2022
### Yates County
### Abuse and Molestation Policy

#### Revision Record

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Paragraph(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>October 11, 2022</td>
<td>All</td>
<td>Original issue.</td>
</tr>
</tbody>
</table>
# Yates County
## Abuse and Molestation Policy

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For purposes of this policy, the following terms shall be defined as indicated. The definition provided for each of these terms applies only within the context of this policy.

1. **Abuse** – Any action that intentionally harms or injures another person.

2. **Bullying** – a persistent pattern of mistreatment and/or manipulation that causes physical and/or emotional harm, and may involve an imbalance of power or strength. Bullying can take on various forms, including physical, verbal, nonverbal or relational bullying or cyberbullying.

3. **Client** – An individual, family, group of persons, incorporated body, association or community on whose behalf the County provides or agrees to provide a service or to whom the County is legally obligated to provide a service.

4. **Cyberbullying** – The intentional and overt act of mistreatment of another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve but is not limited to, sending mean, vulgar, or threatening messages or images, posting sensitive, private information or images about another person, pretending to be someone else in order to make that person look bad.

5. **Emotional Abuse** – Non-physical behavior that belittles another person and can include insults, put downs, verbal threats, or other tactics that make the victim feel threatened, inferior, ashamed, or degraded.

6. **Employee** – A person employed by the County, including, but not limited to, elected officials, appointed officials, appointed members of a board or commission, municipal officers, Department Heads, managerial employees, confidential employees, Supervising Authority employees, provisional employees, probationary employees, temporary employees, seasonal employees, trainees, volunteers and student interns, excluding employees of the Sheriff’s Office.

7. **Foster Parent** – An adult who is licensed by the state or county to provide a temporary home for children whose birth parents are unable to care for them. The services provided may be with or without compensation, and can often continue for several months or even years, depending on the circumstances of the child and the foster parents.

8. **Hazing** – An activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person’s willingness to participate.

9. **Mandated Reporter** – An individual who holds a professional position (such as a social worker, physician, teacher, or counselor) that requires him/her to report to the appropriate state agency cases of child abuse that he/she has reasonable cause to suspect.

10. **Neglect** – The failure to provide for a client’s basic needs where the employee has a duty to provide for such needs, or the failure to protect a client from harm in a situation where the employee has a duty to the client and is aware of the withholding of basic care from the client by another who has the duty to provide such care (e.g., someone is withholding food, water, shelter).

11. **Nonverbal or Relational Bullying** – The act of manipulating a relationship or desired relationship to harm another person. This includes friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
12. **Physical Abuse** – An injury that is intentionally inflicted upon another person (e.g., hitting, spanking, shaking, slapping, unnecessary restraints).

13. **Physical Bullying** – The act of engaging in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.

14. **Sexual Abuse** – Any non-consensual and/or coerced contact of a sexual nature. This includes any activity which is meant to arouse or gratify the sexual desires of the adult or the other client (i.e. inappropriate touching, exposing oneself, having sexually oriented conversations).

15. **Sexualized Bullying** – When bullying involves behaviors that are sexual in nature and non-consensual and/or coerced. Examples of sexualized bullying behaviors include non-consensual and/or coerced sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

16. **Verbal Abuse** – A type of psychological/mental abuse that involves the use of oral, and written language directed to a client (e.g., degrading, threatening, and cursing).

17. **Verbal Bullying** – The act of using words to hurt another individual, by, for example, belittling or calling another derogatory names.

18. **Yates County** – May be referred to as the “County”. For the purposes of this policy “County” may also be referring to an individual department or multiple departments within the County infrastructure.

### 102 The Purpose of the Abuse and Molestation Policy

1. **Statement of Purpose** – The purpose of this policy is to assist Employees and foster parents in understanding the types of conduct with clients that are inappropriate so they may be avoided, and to recognize situations of inappropriate conduct by others toward clients that may necessitate intervention.

2. **Policy Statement** –
   
   A. Yates County provides clients with the highest quality services available. We are committed to creating an environment that is safe, nurturing, empowering, and that promotes growth and success for clients.

   B. No form of abuse will be tolerated. All reports of suspicious or inappropriate behavior with clients or allegations of abuse will be taken seriously. The County will fully cooperate with law enforcement and other governmental authorities that respond to and/or investigate abuse/neglect allegations.

3. **Individual Departmental Procedures (Public Health, Social Services, Veteran Services, etc.)** – For the purposes of some of the policies stated herein, individual County Departments shall have the authority to promulgate their own procedures to maintain compliance with various New York State and federal requirements that are department specific so long as such procedures provide at least the level of client protection provided by this policy in which case that department’s procedures will supersede this policy to the extent the policies and procedures are inconsistent.

4. **Sheriff’s Office** – The Sheriff’s Office has existing policies which, taken together, contain standards that are comparable to or exceed those set forth in this policy. Consequently, the Sheriff’s Office and its employees are not subject to this policy.
5. **Questions** – For clarification of any guideline, or to inquire about behaviors not addressed here, contact your Department Head/Supervising Authority.

103 **Changes or Modifications**

1. **Rights of the County Legislature** – The County Legislature reserves the right to interpret, change, modify, or eliminate any provision contained in this policy at any time.

2. **Statutes, Laws and Ordinances** – In the event a federal or state statute or a County Law or ordinance should conflict with any provision contained in this policy, then such statute, law or ordinance will prevail.

200 **CODE OF CONDUCT WITH CLIENTS**

201 **Code of Conduct with Clients**

1. **Policy Statement (Code)** – Every employee of Yates County, and/or Foster Parent under Yates County’s jurisdiction shall be subject to, and abide by, the following standards of conduct:

   A. Clients will be treated with respect at all times
   B. Clients will be treated fairly regardless of race, color, national origin, citizenship status, sex (including pregnancy, childbirth, and related medical conditions), disability, sexual orientation, gender identification, age, religion, genetic information, genetic characteristics, marital status, familial status, sexual orientation, gender identity, gender expression, military status or service, domestic violence victim status, and any other protected classifications
   C. Employees and foster parents will adhere to uniform standards of displaying affection as outlined by departmental policies
   D. Employees and foster parents will avoid physical displays of affection with clients that are prohibited by this policy
   E. Employees and foster parents will adhere to uniform standards of appropriate and inappropriate verbal interactions as outlined by the County
   F. Employees and foster parents will not stare at or comment on clients' bodies
   G. Employees and foster parents will not date or become romantically involved with clients working directly with the department/office he/she works in
   H. Employees and foster parents will not use or be under the influence of alcohol or illegal drugs in the presence of clients while performing their job duties
   I. Employees will not have sexually oriented materials, including printed or online pornography, on County property unless possessed in connection with the proper performance of their County job duties
   J. Employees and foster parents may not assure or promise a client that information regarding the client or the client’s case will not be disclosed to the County
   K. Employees and foster parents will comply with County policies regarding interactions with clients outside of County services/programs
   L. Employees and foster parents will not engage in electronic communication with clients that are personal in nature (i.e., not related to the employee’s County work) and/or in violation of this policy
   M. Employees are prohibited from working one-on-one with clients in a private setting. Employees will use common areas when working with individual clients.
   N. Employees and foster parents will not abuse clients in anyway, including but not limited to the following:
      a. Emotional / Mental Abuse
      b. Neglect
      c. Physical Abuse
d. Sexual Abuse

e. Verbal Abuse

O. The County will not knowingly tolerate the mistreatment or abuse of one client by another client. In addition, the County will not knowingly tolerate any behavior between clients that is classified under the definition of bullying and, to the extent that such actions are disruptive, the policy will be enforced to address such behavior.

P. Employees and foster parents shall follow applicable state mandatory reporting requirements.

Q. Employees shall report suspected violations of this policy to their Department Head/Supervising Authority or, if that is not practical, to the County Administrator or Chair of the Legislature.

R. In accordance with the Garrity Rule, employees shall cooperate to the fullest extent possible in any investigation.

### 300 ABUSE AND MOLESTATION PREVENTION POLICIES

#### 301 Physical Contact

1. **Policy Statement** – It is the policy of the County to promote a positive, nurturing environment while protecting clients, employees and foster parents. The County prohibits inappropriate physical contact with clients. Any inappropriate physical contact by an employee or foster parent towards a client in one of the County programs will result in disciplinary action, up to and including termination of employment.

2. **Appropriate vs Inappropriate Physical Interactions** – The following table depicts the County’s policy for appropriate and inappropriate physical interactions.

<table>
<thead>
<tr>
<th>Appropriate Physical Interactions</th>
<th>Inappropriate Physical Interactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Pats on the shoulder or back</td>
<td>A. Full-frontal hugs</td>
</tr>
<tr>
<td>B. Handshakes</td>
<td>B. Kisses</td>
</tr>
<tr>
<td>C. High-fives and hand slapping</td>
<td>C. Showing affection in isolated area</td>
</tr>
<tr>
<td>D. Pats on the head when culturally appropriate</td>
<td>D. Lap sitting</td>
</tr>
<tr>
<td>E. Holding hands (with young children in escorting situations).</td>
<td>E. Wrestling</td>
</tr>
<tr>
<td></td>
<td>F. Piggyback rides</td>
</tr>
<tr>
<td></td>
<td>G. Tickling</td>
</tr>
<tr>
<td></td>
<td>H. Allowing a client to cling to an employee’s leg</td>
</tr>
<tr>
<td></td>
<td>I. Any type of massage given by or to a client</td>
</tr>
<tr>
<td></td>
<td>J. Any form of physical contact that the client says is unwelcome</td>
</tr>
<tr>
<td></td>
<td>K. Compliments relating to physique or body development</td>
</tr>
<tr>
<td></td>
<td>L. Touching bottom, chest, or genital areas.</td>
</tr>
</tbody>
</table>

#### 302 Verbal Interaction

1. **Policy Statement** – It is the policy of the County that employees and foster parents are prohibited from speaking to clients in a way that is, or could reasonably be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Employees and foster parents must not initiate sexually oriented conversations with clients or discuss their own sexual activities with clients.

2. **Appropriate vs Inappropriate Verbal Interactions** – The following table depicts the County’s policy for appropriate and inappropriate verbal interactions.
<table>
<thead>
<tr>
<th>Appropriate Verbal Interactions</th>
<th>Inappropriate Verbal Interactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Positive reinforcement</td>
<td>A. Name-calling</td>
</tr>
<tr>
<td>B. Appropriate jokes</td>
<td>B. Discussing sexual encounters or in any way involving clients in the personal problems or issues of employees and foster parents</td>
</tr>
<tr>
<td>C. Encouragement</td>
<td>C. Secrets</td>
</tr>
<tr>
<td>D. Praise</td>
<td>D. Cursing</td>
</tr>
<tr>
<td></td>
<td>E. Off-color or sexual jokes</td>
</tr>
<tr>
<td></td>
<td>F. Shaming</td>
</tr>
<tr>
<td></td>
<td>G. Belittling</td>
</tr>
<tr>
<td></td>
<td>H. Derogatory remarks</td>
</tr>
<tr>
<td></td>
<td>I. Harsh language that may frighten, threaten or humiliate clients</td>
</tr>
<tr>
<td></td>
<td>J. Derogatory remarks about the client or his/her family</td>
</tr>
</tbody>
</table>

303 One-on-One Interaction

1. **Policy Statement** – It is the policy of the County to eliminate or reduce situations when an adult is alone with a client and prohibit private one-on-one interactions unless approved in advance by the Department Head/Supervising Authority.

2. **Approved One-on-One Interactions** – In those situations where one-on-one interactions are approved, employees should, when possible, observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:
   - A. One-on-one meetings with a client shall be conducted in a location where the employee is in full view of others as long as confidentiality can be maintained
   - B. Avoid physical affection that can be reasonably misinterpreted
   - C. If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by
   - D. Inform other employees that you are alone with a client and ask them to randomly drop in
   - E. Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

6. **Transports/Medical Exams/Visitation/At Home Visits** – The County provides services that involve one-on-one interactions where the aforementioned approved guidelines are not practical. Applicable services include but are not limited to, transports of Veterans to and from medical appointments, medical exams conducted by nursing staff, Social Services visitation appointments and Foster Care. Employees shall follow the following guidelines:
   - A. Employees must have prior approval from his/her Department Head/Supervising Authority
   - B. Department Heads/Supervising Authorities and/or his/her designee shall keep a log/documentation of such interactions which shall include date, times, location, names of client and employees present.

304 Off-Site Contact

1. **Policy Statement** – It is the policy of the County to prohibit employee interactions off-site and outside of regularly scheduled program services with clients, unless approved by the Department Head/Supervising Authority.
2. **Unavoidable Interactions** – Although the County strives to prohibit employee interactions off-site and outside standard operating dates, times and locations, there are instances where such interaction may be unavoidable and/or allowable due to certain circumstances.

   A. For instances when off-site contacts are unavoidable and/or allowed, the County has determined that the following forms of outside contact are appropriate and inappropriate:

<table>
<thead>
<tr>
<th>Appropriate Outside Contact</th>
<th>Inappropriate Outside Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Taking groups of clients on a pre-approved outing</td>
<td>A. Taking one (1) client on an outing without the parents'/guardians' written permission</td>
</tr>
<tr>
<td>B. Attending sporting activities with groups of clients</td>
<td>B. Visiting one (1) client in the client's home, without a parent/guardian present</td>
</tr>
<tr>
<td>C. Attending functions at a client’s home, with parents/guardians present.</td>
<td>C. Entertaining one (1) client in the home of an employee</td>
</tr>
<tr>
<td></td>
<td>D. A lone client spending the night with an employee.</td>
</tr>
</tbody>
</table>

   B. Department Heads/Supervising Authorities shall identify for employees what types of outside contact are appropriate and inappropriate.

   C. Prior to having planned off-site outside contact with a client who is a minor, employees shall get the parents'/guardians' permission to engage in outside contact with the client by having the appropriate individual complete a release-of-liability statement.

305 **Electronic Communication**

1. **Policy Statement** – It is the policy of the County that any private electronic communication between employees, foster parents and clients, including the use of social media networking websites like, Facebook, Instagram, Snapchat, instant messaging, texting, etc., is only permissible when an employee and/or foster parent receive prior approval from his/her Department Head/Supervising Authority and/or the client's parent/guardian. The County reserves the right to request any record of correspondence, including but not limited to phone records, call logs, screenshots of conversations, etc.

2. **Appropriate vs Inappropriate Electronic Communication** – The following table depicts the County’s policy for appropriate and inappropriate electronic communication.

<table>
<thead>
<tr>
<th>Appropriate Electronic Communication</th>
<th>Inappropriate Electronic Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Sending and replying to emails and text messages from clients ONLY when the employee has received approval to do so from his/her Department Head/Supervising Authority and the client's parent/guardian has provided written consent to such correspondence</td>
<td></td>
</tr>
<tr>
<td>b. Communicating through Facebook or other approved public forums ONLY when the employee has received approval to do so from his/her Department Head/Supervising Authority and the client's parent/guardian has provided written consent to such correspondence</td>
<td></td>
</tr>
<tr>
<td>c. &quot;Private&quot; profiles for employees and foster parents which clients cannot access.</td>
<td></td>
</tr>
</tbody>
</table>

| a. Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating comments |
| b. Sexually oriented conversations |
| c. Private messages between employees, foster parents and clients |
| d. Posting pictures of County participants on social media sites |
| e. Posting inappropriate comments on pictures |
| f. "Friending" clients on social networking sites without proper approval. |

2. **Cell Phone Use** – It is Yates County’s policy to have employees use cell phones as an effective communication tool to enhance communication and accessibility.

   A. **Usage of County Phones** – Cell phones acquired by the County are for official use. Personal use (both incoming and outgoing) of County telephones, including cell phones, should be limited to infrequent, incidental, and emergency use, unless otherwise authorized by the employees Department Head/Supervising Authority. County cell phones and all information regarding their use and/or information stored on such phones is the property of the County and may be viewed by appropriate County representatives at any time. Employees have no expectation of privacy regarding County cell phone usage including, but not limited to, calls, text messages, e-mails, etc., and data regarding use.

   B. **Personal Cell Phone / Electronic Device Usage** – Employees are permitted to carry personal cell phones during working hours. An employee may make personal telephone calls; however, such calls should be limited in duration and frequency and must not interfere with the performance of the employee’s job duties.

   a. While assigned to work with clients, employees are not permitted to use electronic communication devices except during approved breaks and emergency situations. Internet use, text messaging and/or emailing pictures while assigned to work with clients is strictly prohibited.

3. **Related Document** – [Employee Handbook §413 Cell Phone Policy](#)

306 **Gift Giving**

**Policy Statement** – It is the policy of the County that an employee is required to receive prior authorization from his/her Department Head/Supervising Authority and, in the case of gifts to clients who are minors, the parent/guardian must be notified prior to an employee giving a gift to such a client.
400  **TRAINING REQUIREMENTS**

401  **General Training Requirements**

1. **Policy Statement** – Employees of Yates County may be required to take training courses at the time of hire and at periodic intervals to satisfy Yates County, NYS Office of Mental Health (OMH), NYS Department of Social Services, etc., requirements.

2. **Training Requirements** –
   - **Direct Contact with Clients** – All Employees and foster parents who have access to clients shall participate in an Abuse Risk Management Training within the first thirty (30) days of hire/placement and on an annual on-going basis.
   - **Appointing Authorities** – Employees who are responsible for hiring new employees shall participate in a Screening and Selection Training prior to making his/her first hiring decision.
   - **Internal Investigators** – Employees who are responsible for conducting internal investigations shall complete Incident Investigation Training prior to conducting his/her first investigation.

3. **Related Documents** –
   - NYS Mandated Reporter Training
   - Armatus Training Database

500  **SCREENING AND MONITORING**

501  **Monitoring**

1. **Policy Statement** – It is the policy of the County that each department that provides services to clients shall have the following monitoring security measures in place when appropriate and applicable:
   - When anyone (clients, members, guests, residents, construction workers, etc.) enter the department during operational hours, they must check-in with the front desk employee
   - A single point of entry and exit
   - For departments with more than one (1) entrance or exit, ensure they are consistently monitored and/or have safety locking measures in place.

2. **Related Document** – Yates County Emergency Plans

502  **Background Checks and Screening**

1. **Policy Statement** –
   - It is the policy of the County to perform pre-employment medical and related examinations, background checks and other investigations (also referred to as —pre-employment screening) for the purpose of authenticating the information provided by an applicant, verifying qualifications, and determining suitability for appointment.
   - It is also the policy of the County to perform ongoing background checks throughout the tenure of an employee, as appropriate. The County will determine which employees, based upon their employment positions and/or other legitimate business needs, will be subject to such background checks.

2. **Related Documents** –
   - Background Check Policy Child Support Collection Unit
   - Pre-Employment Background Checks and Screening
C. Volunteer-Intern Background Check Policy and Procedure

600 RESPONDING

601 Response

1. **Policy Statement** – It is the policy of the County that there is zero tolerance for any type of abuse and it is imperative that every employee actively participate in protecting clients. In the event an employee observes any suspicious or inappropriate behaviors and/or policy violations, he/she is responsible to immediately report his/her observations to his/her Department Head/Supervising Authority or, if this is not practical, to the County Administrator or Chair of the Legislature.

2. **Responding to Suspicious/Inappropriate Behaviors/Policy Violations** –
   A. **Employee Response** – If an employee witnesses suspicious or inappropriate behaviors or policy violations by another employee, the employee is instructed to do the following:
      a. Interrupt the behavior, if it is safe to do so
      b. Make an immediate report to a law enforcement agency if the conduct appears to be criminal in nature and/or if any person is in imminent danger
      c. Report the behavior to his/her Department Head/Supervising Authority or, if this is not practical, to the County Administrator of Chair of the Legislature
      d. If you are not comfortable making the report directly, make it anonymously
      e. If the report is about a Department Head/Supervising Authority, contact the County Administrator, if the report is about the County Administrator, contact the Chairperson of the Legislature
      f. Document the report but do not conduct an investigation
      g. Keep reporting until the appropriate action is taken.
   B. **Department Head/Supervising Authority Response** – When a Department Head/Supervising Authority or County Administrator or Chair of the Legislature receives a report of suspicious or inappropriate behaviors or policy violations by an employee, he/she is instructed to do the following:
      a. Report to the next level of administration, if any, and determine the appropriate administrator to respond to the concern
      b. Determine the appropriate response based on the report
      c. Speak with the employee who has been reported, if appropriate, and as long as it does not jeopardize the integrity of an ongoing investigation
      d. When possible and appropriate, the County official who receives the report will consult with the report investigator before speaking with the accused employee
      e. Review the file of the employee to determine if similar complaints were reported
      f. Document the report on the appropriate form
      g. If at any point in gathering information about a report of suspicious or inappropriate behavior, a concern arises about possible abuse in a situation that requires reporting to a state agency or other entity, make a report to the appropriate state or other entity
      h. If appropriate and the report concerns the possible abuse or neglect of a minor client, notify parents and/or guardians
      i. Advise the person who reported the behavior that the report is being taken seriously.
   C. **Corrective Action** –
      a. Increase monitoring or supervision of the employee
      b. If policy violations with clients are confirmed, the employee shall be subject to disciplinary action up to and including termination and/or prosecution. Disciplinary action will take place in accordance with the Yates County Employee Handbook and/or the applicable Collective Bargaining Agreement.
3. **Responding to Suspected Abuse by an Adult** –
   A. **Mandated Reporter** – As required by mandated reporting laws, employees and foster parents must report any suspected abuse or neglect of a client whether on or off County property or whether perpetrated by an employee or someone else to state authorities and to law enforcement.
   B. Reports may be made confidentially or anonymously. An individual who mistakenly reports suspected abuse is immune from civil or criminal liability as long as the report was made in good faith and without malice.
   C. In addition to reporting to state authorities and law enforcement, employees are required to report any suspected or known abuse of clients perpetrated by another employee directly to his/her Department Head/Supervising Authority so that immediate and proper steps may be taken to ensure the safety of alleged victims and others who may be at risk.
   D. **Employee Response** –
      a. Interrupt the behavior immediately, if it is safe to do so
      b. If suspected and/or alleged abuse is disclosed to an employee, the individual disclosing the information shall be reassured that he/she was correct to disclose the information
      c. Protect the alleged victim from intimidation, retribution, or further abuse
      d. Immediately report the allegation or incident to the proper law enforcement authorities (based on mandatory reporting requirements)
      e. Document the incident, disclosure, or any circumstances that lead to the suspicion of abuse. State only the facts
      f. Report the incident to the Department Head/Supervising Authority in a timely manner
      g. Check back to make sure appropriate steps were taken. If not, a second report shall be filed to the Department Head/Supervising Authority.
   E. **Department Head/Supervising Authority Response** – When a Department Head/Supervising Authority or County Administrator or Chair of the Legislature receive notification of suspected abuse, he/she is instructed to do the following:
      a. First, determine if the client is still in danger and if so, take immediate steps to prevent any further harm.
      b. Gather as much information about the allegation. For example, who made the report, who was allegedly abused, who was the alleged abuser, what was the nature of the alleged abuse, where and when did the alleged abuse occur, etc.
      c. Accurately record everything in as much detail as possible. Stick to the facts.
      d. Contact the appropriate law enforcement authorities as indicated by the mandatory reporting procedures. Document the case number that is assigned and the name and contact information of the person with whom you speak at the reporting agency.
      e. If the alleged abuse involves an employee, notify the crisis management team and follow the crisis management plan.
      f. Suspend the accused employee until the investigation is completed.

4. **Related Documents** –
   A. [Yates County Collective Bargaining Agreements](#)
   B. [Employee Handbook §304 Corrective Action and Discipline](#)

---

**700  EMPLOYEE ACKNOWLEDGEMENT FORM**

Detach and place in employee’s personnel file.
YATES COUNTY

ABUSE AND MOLESTATION POLICY ACKNOWLEDGEMENT FORM

I hereby acknowledge that I have access to the Yates County Abuse and Molestation Policy via the Intranet. I further acknowledge that I have read, or will read the contents of the Policy and will contact my Department Head/Supervising Authority or the County Administrator if I have any questions.

I understand that, if I am covered by a collective bargaining agreement between Yates County and an employee organization as defined by the Public Employees and foster parents’ Fair Employment Act, in the event an expressed and explicit provision set forth in a collective bargaining agreement should conflict with this policy the expressed and explicit provision of the collective bargaining agreement will control.

Employee Name (please print) ____________________________

Department Head/Supervising Authority Name (please print) ____________________________

Employee Signature ____________________________

Department Head/Supervising Authority Signature ____________________________

Date of Signature ____________________________

Date of Signature ____________________________

ADOPT FY 2023 WORKERS’ COMPENSATION BUDGET

WHEREAS, the Workers’ Compensation Committee, pursuant to Article 5 of the Workers’ Compensation Law, has submitted its proposed budget for the fiscal year beginning January 1, 2023, dated October 11, 2022; the budget shows the amount chargeable to the several municipalities participating in the Yates County Workers’ Compensation Self-Insurance Fund;

NOW, THEREFORE, BE IT RESOLVED, that said budget be and hereby is filed and approved; and be it further

RESOLVED, that the Yates County Director of Finance collect from each participating village and town the amount chargeable to each, as provided by law; and be it further

RESOLVED, that the sum of $336,748.04 be apportioned to the County of Yates as its share of said budget and be included in the County’s 2023 budget; and be it further

RESOLVED, that a copy of this resolution and the budget be given to each of the Town Clerks, Village Clerks, the Personnel Officer, County Administrator and the Director of Finance.
## WORKERS' COMPENSATION BUDGET
Fiscal Year - January 1, 2023 through December 31, 2023

TO THE HONORABLE, THE YATES COUNTY LEGISLATURE, NEW YORK

We, the undersigned members of the Workers' Compensation Committee on Mutual Self Insurance, do hereby submit the following budget for the fiscal period of January 1, 2023 through December 31, 2023.

### Appropriations:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Charges</td>
<td></td>
</tr>
<tr>
<td>Consultants</td>
<td>0.00</td>
</tr>
<tr>
<td>Conferences</td>
<td>0.00</td>
</tr>
<tr>
<td>Training</td>
<td>0.00</td>
</tr>
<tr>
<td>General Administration</td>
<td>4,500.00</td>
</tr>
<tr>
<td>TPA Contract</td>
<td>17,000.00</td>
</tr>
<tr>
<td>NYS Workers' Comp Board</td>
<td>57,000.00</td>
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<tr>
<td>Insurance - Excess Workers' Comp</td>
<td>93,356.00</td>
</tr>
<tr>
<td>Physicals</td>
<td>4,000.00</td>
</tr>
<tr>
<td>Supplies: Office</td>
<td>0.00</td>
</tr>
<tr>
<td>Public Goods Pool</td>
<td>11,000.00</td>
</tr>
<tr>
<td>Copier Charges</td>
<td>0.00</td>
</tr>
<tr>
<td>Postage</td>
<td>0.00</td>
</tr>
<tr>
<td>Mileage</td>
<td>0.00</td>
</tr>
<tr>
<td>Travel Expenses</td>
<td>980.00</td>
</tr>
<tr>
<td>Utilities: Telephone/Fax</td>
<td>0.00</td>
</tr>
<tr>
<td>Dues</td>
<td>55.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>187,891.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits &amp; Awards</td>
<td>502,706.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>690,597.00</strong></td>
</tr>
</tbody>
</table>

### WORKERS' COMPENSATION APPORTIONMENT SCHEDULE

<table>
<thead>
<tr>
<th>MUNICIPALITY</th>
<th>EXP SHARE</th>
<th>EQ SHARE</th>
<th>ADM SHARE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barrington</td>
<td>3,155.28</td>
<td>13,062.15</td>
<td>9,769.86</td>
<td>25,987.29</td>
</tr>
<tr>
<td>Benton</td>
<td>0.00</td>
<td>9,151.84</td>
<td>6,845.14</td>
<td>15,996.98</td>
</tr>
<tr>
<td>Italy</td>
<td>15,264.01</td>
<td>4,288.66</td>
<td>3,207.71</td>
<td>22,760.38</td>
</tr>
<tr>
<td>Jerusalem</td>
<td>866.29</td>
<td>34,142.01</td>
<td>25,536.59</td>
<td>60,544.89</td>
</tr>
<tr>
<td>Middlesex</td>
<td>4,229.99</td>
<td>8,762.57</td>
<td>6,553.98</td>
<td>19,546.54</td>
</tr>
<tr>
<td>Milo</td>
<td>0.00</td>
<td>24,694.16</td>
<td>18,470.05</td>
<td>43,164.21</td>
</tr>
<tr>
<td>Potter</td>
<td>6,049.91</td>
<td>4,515.22</td>
<td>3,377.17</td>
<td>13,942.30</td>
</tr>
<tr>
<td>Starkey</td>
<td>15,376.35</td>
<td>12,652.52</td>
<td>9,463.48</td>
<td>37,492.35</td>
</tr>
<tr>
<td>Torrey</td>
<td>0.00</td>
<td>8,022.18</td>
<td>6,000.20</td>
<td>14,022.38</td>
</tr>
<tr>
<td>Yates County</td>
<td>128,232.50</td>
<td>119,291.33</td>
<td>89,224.21</td>
<td>336,748.04</td>
</tr>
<tr>
<td>Dresden</td>
<td>0.00</td>
<td>647.98</td>
<td>484.66</td>
<td>1,132.64</td>
</tr>
<tr>
<td>Dundee</td>
<td>388.84</td>
<td>2,458.41</td>
<td>1,838.77</td>
<td>4,686.02</td>
</tr>
<tr>
<td>Penn Yan</td>
<td>77,789.83</td>
<td>9,663.97</td>
<td>7,228.18</td>
<td>94,682.98</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dated:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Edward Bronson, Chair</td>
<td></td>
</tr>
<tr>
<td>Bonnie Percy, Vice Chair</td>
<td></td>
</tr>
<tr>
<td>Carlie Chilson, Committee</td>
<td></td>
</tr>
<tr>
<td>Mark Morris, Committee</td>
<td></td>
</tr>
<tr>
<td>Richard Harper, Committee</td>
<td></td>
</tr>
<tr>
<td>Rick Willson, Committee</td>
<td></td>
</tr>
</tbody>
</table>
REAPPOINT DEMOCRATIC ELECTION COMMISSIONER
(Brechko)

WHEREAS, the Chair of the Yates County Democratic Committee filed with this Legislature a certificate in accordance with Election Law, Section 31, certifying that the recommendation by majority of said committee that Robert F. Brechko residing at 6 White Tail Lane, Penn Yan, NY 14527 (Town of Milo) is suitable and qualified for appointment to the office of Commissioner of Elections and recommends such reappointment be made; and

WHEREAS, the salary is as included in the salary schedule for non-represented employees;

NOW, THEREFORE, BE IT RESOLVED, that Robert F. Brechko is hereby reappointed as Commissioner of Elections for Yates County for a term commencing January 1, 2023 through December 31, 2024, or such term length as determined by the County or State Legislative bodies (EL 3-202); and be it further

RESOLVED, that a copy of this resolution be provided to the County Administrator, Personnel Officer, County Clerk, Mr. Brechko, County Administrator, Director of Finance, Yates County Democratic Committee Chair and the Yates County Democratic Committee Secretary.
**PERSONNEL OFFICE VACANCY REPORT**

**New hire orientation and paperwork processing for new hires takes roughly 2 hours per person**

<table>
<thead>
<tr>
<th>Vacant Position</th>
<th>Account Number</th>
<th>Department</th>
<th>Personnel Status</th>
<th>Vacancy Start Date</th>
<th>Position Status</th>
<th>New Hire – Recent Activity</th>
<th>Current Staffing Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Hire</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9/2022</td>
<td></td>
</tr>
<tr>
<td>Account Clerk Typist</td>
<td>A6010.51202</td>
<td>DSS</td>
<td>FT – 35 Hrs</td>
<td>7/20/22</td>
<td>Recruiting</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Correction Officer</td>
<td>A3150.51820</td>
<td>YCSO – Jail</td>
<td>FT – 40 Hrs</td>
<td>5/23/22</td>
<td>DOH 10/16/22</td>
<td>0</td>
<td>30</td>
</tr>
<tr>
<td>Correction Officer</td>
<td>A3150.51807</td>
<td>YCSO – Jail</td>
<td>FT – 40 Hrs</td>
<td>6/19/22</td>
<td>Recruiting. (Active eligible list + new exam given 6/25/22)</td>
<td>0</td>
<td>30</td>
</tr>
<tr>
<td>Deputy Director of PH</td>
<td>A4010.51153</td>
<td>Public Health</td>
<td>FT – 40 Hrs</td>
<td>8/19/22</td>
<td>Recruiting.</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Deputy Sheriff</td>
<td>A3110.51750</td>
<td>YCSO – Road</td>
<td>FT – 40 Hrs</td>
<td>3/12/22</td>
<td>Recruiting. (Active eligible list + exam given 9/17/22)</td>
<td>0</td>
<td>13</td>
</tr>
<tr>
<td>Deputy Sheriff</td>
<td>A3110.51751</td>
<td>YCSO – Road</td>
<td>FT – 40 Hrs</td>
<td>10/4/22</td>
<td>Recruiting. (Active eligible list + exam given 9/17/22)</td>
<td>0</td>
<td>13</td>
</tr>
<tr>
<td>Deputy Sheriff – Investigator</td>
<td>A3110.51737</td>
<td>YCSO - CID</td>
<td>FT – 40 Hrs</td>
<td>5/2/22</td>
<td>Promotion date 10/4/22.</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Emergency Services Dispat.</td>
<td>A3021.51707</td>
<td>YCSO – E911</td>
<td>FT – 40 Hrs</td>
<td>5/25/21</td>
<td>DOH 10/2/22.</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>E&amp;T Program Supervisor</td>
<td>A6010.51301</td>
<td>DSS</td>
<td>FT – 35 Hrs</td>
<td>9/30/22</td>
<td>On hold. Amy is evaluating department. <em>Not recruiting per DH</em></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Cashier</td>
<td>A1410.51235</td>
<td>DMV</td>
<td>FT – 35 Hrs</td>
<td>10/11/22</td>
<td>Waiting on approval for DMV Supervisor position review.</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Motor Vehicle Supervisor</td>
<td>A1410.51135</td>
<td>DMV</td>
<td>FT – 35 Hrs</td>
<td>12/31/22</td>
<td>Position review in October.</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Public Health Nurse/RN</td>
<td>A4010.51341</td>
<td>Public Health</td>
<td>FT – 35 Hrs</td>
<td>11/12/21</td>
<td>DOH 9/12/22.</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Social Services Program Examiner</td>
<td>A6010.51390</td>
<td>DSS</td>
<td>FT – 35 Hrs</td>
<td>8/1/2022</td>
<td>DOH 9/26/22.</td>
<td>1</td>
<td>11</td>
</tr>
<tr>
<td>Veteran Services Officer</td>
<td>A6510.51214</td>
<td>Veterans</td>
<td>FT – 35 Hrs</td>
<td>8/23/22</td>
<td>Currently 10 apps received (5 approved/3 conditional/2 disapproved) – recruitment ends 10/3.</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL (Including part-time):** 0

**Currently Recruiting means the Personnel Office has advertised the position and is collecting applications. The above numbers take into consideration the anticipated vacancy.**

### Continuous Recruitment

(Applications are accepted on a continuous basis)

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Account Number</th>
<th>Department</th>
<th>Personnel Status</th>
<th>New Hire - Recent Activity</th>
<th>Current Staffing Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corrections Officers</td>
<td>A3150.51990</td>
<td>YCSO - Jail</td>
<td>Part Time</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>Corrections Officers</td>
<td>A3190.51981</td>
<td>YCSO - Court</td>
<td>Part Time</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Deputy Sheriff</td>
<td>A3110.51985</td>
<td>YCSO – LE</td>
<td>Part Time</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Dispatcher</td>
<td>A3021.51986</td>
<td>YCSO – Dispatch</td>
<td>Part Time</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cook</td>
<td>A3150.51975</td>
<td>YCSO – Jail</td>
<td>Part Time</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Marine PO</td>
<td>A3110.51995</td>
<td>YCSO – LE</td>
<td>Seasonal</td>
<td>0</td>
<td>8</td>
</tr>
</tbody>
</table>

### Positions on Hold

(Positons are vacant and on hold, no action being taken)

<table>
<thead>
<tr>
<th>Vacant Position</th>
<th>Account Number</th>
<th>Department</th>
<th>Personnel Status</th>
<th>Vacancy Start Date</th>
<th>Position Status</th>
<th>Current Staffing Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessor</td>
<td>A1355.5XXXX</td>
<td>Real Property</td>
<td>FT – 40 Hrs</td>
<td>New</td>
<td>Vacant. Not filling.</td>
<td>0</td>
</tr>
<tr>
<td>Assistant DA</td>
<td>A1165.5XXXX</td>
<td>District Attorney</td>
<td>FT – 35 Hrs</td>
<td>TBD</td>
<td>Vacant.</td>
<td>0</td>
</tr>
<tr>
<td>Conflict Defender</td>
<td>A1171.51642</td>
<td>Conflict Defender</td>
<td>PT – 17.5 Hrs</td>
<td>3/31/20</td>
<td>Vacant. Not filling.</td>
<td>0</td>
</tr>
</tbody>
</table>
Bicentennial: The Bicentennial Committee has been meeting monthly and will continue to do so. All have seen the video produced by the Academy. I have sent a letter of thanks to Penn Yan Academy. A Bicentennial logo has been designed and, I am attaching a copy of the logo with this report.

A Bicentennial coin has been designed by Sheriff Spike and has been ordered. The design features the logo in the center and is surrounded by the names of all nine Towns of the County. Sheriff Spike is also working on an obelisk and time capsule. Both will be placed in front of the County Courthouse.

Other events include a gala on May 6th at Season’s in Penn Yan, a parade on Saturday, August 12th, 1823 Dinner on October 7th, November recognition of all County veterans who have served in all wars; a 2023 calendar produced by students from St Michaels; Wagener Apple tree planting; a formal recognition of the Bicentennial in February; and a travelling roadshow which will be a display that will go from Town to Town, monthly. We are still working on getting each Town involved in Bicentennial participation. To that end, I have been involved with the History Center’s “roadshow” that involves the digitizing of items brought in by each Town’s residents. I have been promoting the Bicentennial at each stop. Along with Jessica Bacher, I met with the Finger Lakes Times to announce the Bicentennial and recently was interviewed by the Dundee Observer regarding the Bicentennial.

The History Center will be featuring a year long Bicentennial tribute at their museum and will have events to coincide with the celebration.

The History Dept. had a display along with brochures at the Centennial celebration at Camp Cory on the last weekend of August, in order to make the public aware of the upcoming Bicentennial celebration.

Historical sign update: I e-mailed every Town Highway Dept in July to have them alert us to any historical signs that needed upgrading. I received notice of a few signs that are needing an upgrade. I spoke with Mr. Paddock who also did some research. He recommended that all historical signs that were not done through the William Pomeroy Foundation be upgraded. The estimated cost is $650 per sign and there are approx. 20 signs that will need to be upgraded. The Pomeroy signs are the most recent signs (since 2011) and would not require upgrading.
Budget: We are requesting a $12,000 increase in the 2023 Budget. This is an estimate. I had requested, but have not received, a line item budget from each of the Bicentennial sub-committees. This request is essentially a loan in order to cover expenses for the Bicentennial. I expect to recoup most of the expenses through sales of souvenirs and donations from local businesses.

REQUESTED BUDGET SUMMARY: A7510 History Department

The Requested 2023 Budget represents an overall increase of 58% compared to the 2022 Adopted Budget for estimated Bicentennial Expenses which will be partially recouped through sales of Bicentennial souvenirs.

BUDGET AT A GLANCE:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>ADOPTED 2022</th>
<th>PROPOSED 2023</th>
<th>AMOUNT CHANGE</th>
<th>PERCENT CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Revenues</td>
<td>-$0.00</td>
<td>-$0.00</td>
<td>-$0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total .51 Personal Services</td>
<td>$16,886.85</td>
<td>$38,886.85</td>
<td>$12,000.00</td>
<td>58%</td>
</tr>
<tr>
<td>Total .52 Equipment</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total .54 Contractual</td>
<td>$880.00</td>
<td>$880.00</td>
<td>-$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total .58 EE Benefits</td>
<td>$1255.00</td>
<td>$1292.65</td>
<td>$37.65</td>
<td>1.2%</td>
</tr>
<tr>
<td>Total Cost</td>
<td>$19,021.85</td>
<td>$41,058.65</td>
<td>$12,037.65</td>
<td>58%</td>
</tr>
<tr>
<td>Total Staff</td>
<td>1 PT</td>
<td>1 PT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REQUESTED BUDGET SUMMARY: A1460 Records Management

The Requested 2023 Budget represents an overall decrease of $1,226 compared to the 2022 Adopted Budget.

- A decrease of $2,500 in expenditures primarily because consultant no longer needed.

BUDGET AT A GLANCE:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>ADOPTED 2022</th>
<th>PROPOSED 2023</th>
<th>AMOUNT CHANGE</th>
<th>PERCENT CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Revenues</td>
<td>-$0.00</td>
<td>-$0.00</td>
<td>-$0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total .51 Personal Services</td>
<td>$35,832</td>
<td>$36,229</td>
<td>$397</td>
<td>1.1%</td>
</tr>
<tr>
<td>Total .52 Equipment</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total .54 Contractual</td>
<td>$13,420</td>
<td>$11,570</td>
<td>-$1,850</td>
<td>-13.8%</td>
</tr>
<tr>
<td>Total .58 EE Benefits</td>
<td>$2,742</td>
<td>$2,781</td>
<td>$29</td>
<td>1.19%</td>
</tr>
<tr>
<td>Total Cost</td>
<td>$51,994</td>
<td>$50,580</td>
<td>-$1,226</td>
<td>-2.4%</td>
</tr>
<tr>
<td>Total Staff</td>
<td>2 PT</td>
<td>2 PT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
REQUESTED BUDGET SUMMARY:  

A1230 County Administrator

The Requested 2023 Budget represents an overall increase of $2,741.00 compared to the 2022 Adopted Budget.
- An increase in Personal Services and Employee Benefits expenditures due to the 2022 non-union salary increase occurring after the 2022 budget adoption and the increase in the health insurance contribution.

BUDGET AT A GLANCE:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>ADOPTED 2022</th>
<th>PROPOSED 2023</th>
<th>AMOUNT CHANGE</th>
<th>PERCENT CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total .51 Personal Services</td>
<td>$107,875.00</td>
<td>$109,461.00</td>
<td>$1,586.00</td>
<td>1.5%</td>
</tr>
<tr>
<td>Total .54 Contractual</td>
<td>$5,735.00</td>
<td>$5,735.00</td>
<td>$0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total .58 EE Benefits</td>
<td>$15,146.00</td>
<td>$16,301.00</td>
<td>$1,155.00</td>
<td>15.0%</td>
</tr>
<tr>
<td>Total Cost</td>
<td>$128,756.00</td>
<td>$131,497.00</td>
<td>$2,741.00</td>
<td>2.1%</td>
</tr>
<tr>
<td>Total Staff</td>
<td>1 FT</td>
<td>1 FT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AUTHORIZING EMPLOYEE RETENTION BONUS PAYMENTS

WHEREAS, due to the COVID-19 pandemic and other recent developments, Yates County (“County”) is facing unprecedented challenges regarding recruitment and retention of employees; and

WHEREAS, the County has considered means and methods of encouraging and promoting the retention of current County employees including discretionary bonuses to employees; and

WHEREAS, the Yates County Unit, Yates County Local 862 of the Civil Service Employees Association, Inc., Local 1000, American Federation of State, County and Municipal Employees – AFL-CIO, Council 82 Corrections and Other Employees Unit, Local 086, Council 82 Emergency Communications Unit, Local 9010, and Council 82 Deputy Sheriffs Unit (“Union”) have entered into agreements with the County to permit this Legislature to provide discretionary bonus payments to their unit members; and

WHEREAS, the County has determined that it is necessary and in the best interests of the County and its citizens to authorize certain bonus payments to employees for the purpose of improving employee retention to ensure the proper and timely delivery of essential government services;

NOW, THEREFORE, BE IT RESOLVED, that this County Legislature hereby authorizes the payment of employee retention bonuses to employees; and be it further

RESOLVED, that a retention bonus of twelve hundred dollars ($1,200.00) shall be paid on or about October 14, 2022 to each full-time, permanent employee who is on the active payroll as of that date, excluding elected officials; and be it further

RESOLVED, that a retention bonus of six hundred dollars ($600.00) shall be paid on or about October 14, 2022 to each part-time, permanent employee who is on the active payroll as of that date, excluding elected officials; and be it further
RESOLVED, that copies of this resolution shall be given to the Union presidents, Personnel Officer, County Administrator, Director of Finance, and Treasurer.

APPROVING MEMORANDA OF UNDERSTANDING WITH:

YATES COUNTY UNIT, COUNTY LOCAL 862
OF THE CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.,
LOCAL 1000, AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES – AFL-CIO;

COUNCIL 82 CORRECTIONS AND OTHER EMPLOYEES UNIT, LOCAL 086;

COUNCIL 82 EMERGENCY COMMUNICATIONS UNIT, LOCAL 9010; AND

COUNCIL 82 DEPUTY SHERIFFS UNIT

AUTHORIZING DISCRETIONARY RETENTION BONUS PAYMENTS

WHEREAS, due to the COVID-19 pandemic and other recent developments, Yates County (“County”) is facing unprecedented challenges regarding recruitment and retention of employees; and

WHEREAS, the County is considering means and methods of encouraging and promoting the retention of current County employees which may include discretionary bonuses to employees; and

WHEREAS, the County has approached the Yates County Unit, Yates County Local 862 of the Civil Service Employees Association, Inc., Local 1000, American Federation of State, County and Municipal Employees – AFL-CIO, Council 82 Corrections and Other Employees Unit, Local 086, Council 82 Emergency Communications Unit, Local 9010, and Council 82 Deputy Sheriffs Unit (“Unions”) to seek authorization to provide such discretionary bonuses to employees, should the County’s Legislature choose to do so; and

WHEREAS, the Unions are amenable to such bonuses;

NOW, THEREFORE, BE IT RESOLVED, that this County Legislature hereby approves the proposed memoranda of agreement with the Unions to allow the Legislature to provide discretionary bonus payments to employees, in its sole discretion, should the Legislature choose to do so; and be it further

RESOLVED, that the Chairwoman of the County Legislature and the County Administrator are hereby authorized to execute said Memoranda of Understanding on behalf of the County; and be it further

RESOLVED, that copies of this resolution be given to the Union presidents, Personnel Officer, County Administrator, Director of Finance, and Treasurer.
REQUESTED BUDGET SUMMARY:  

A1010 Legislature

The Requested 2023 Budget represents an overall increase of $8,891.00 compared to the 2022 Adopted Budget.

- The increase of $8,891.00 reflects an increase of $2,500 for Conferences as more are attending, an increase of $350 for the Office Supply as supply costs are increasing and requests for supplies increased, an increase of $300 for Advertising as the number of advertisements are increasing and the less expensive newspaper option has closed, an increase of $400 for Postage as costs are increasing and the quantity of contracts being mailed has increased, and increases in Wages and Benefits.

BUDGET AT A GLANCE:

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Total .51 Personal Services</td>
<td>$184,676.00</td>
<td>$187,080.00</td>
<td>$2,404.00</td>
<td>1.30%</td>
</tr>
<tr>
<td>Total .54 Contractual</td>
<td>$18,830.00</td>
<td>$22,180.00</td>
<td>$3,350.00</td>
<td>17.80%</td>
</tr>
<tr>
<td>Total .58 EE Benefits</td>
<td>$33,819.00</td>
<td>$36,956.00</td>
<td>$3,137.00</td>
<td>9.30%</td>
</tr>
<tr>
<td>Total Cost</td>
<td>$237,325.00</td>
<td>$246,216.00</td>
<td>$8,891.00</td>
<td>3.70%</td>
</tr>
<tr>
<td>Total Staff</td>
<td>1 FT 14 PT</td>
<td>1 FT 14PT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REQUESTED BUDGET SUMMARY:  

A1910 Unallocated Insurance

The Requested 2023 Budget represents an overall increase of $10,000.00 compared to the 2022 Adopted Budget.

- The increase of $10,000.00 reflects an increase in actual & projected costs.

BUDGET AT A GLANCE:

<table>
<thead>
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<th>PERCENT CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total .54 Contractual</td>
<td>$90,000.00</td>
<td>$100,000.00</td>
<td>$10,000.00</td>
<td>11.1 %</td>
</tr>
<tr>
<td>Total Cost</td>
<td>$90,000.00</td>
<td>$100,000.00</td>
<td>$10,000.00</td>
<td>11.1 %</td>
</tr>
<tr>
<td>Total Staff</td>
<td>0 FT 0 PT</td>
<td>0 FT 0 PT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>