GOVERNMENT OPERATION COMMITTEE AGENDA
Location: Yates County Legislative Chambers
Date: December 5, 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/82187967176?pwd=QjBrNXRLaGRrZytmM0c2MmJoR0x3QT09

Webinar ID: 82187967176
Passcode: 135283

Or One tap mobile:
+16465588656,,82187967176# US (New York)
+16469313860,,82187967176# US

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

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

- Ed & Rick will do the audit this month
- Approve the minutes of the November meeting
- Public Comment

**Elections: Robert Breckho and Robert Schwarting**
- State Legislative Update
- Issues of Significance
- November Objectives Achieved
- December Objectives

**Soil & Water: Colby Petersen**
- Watershed Inspection/KWIC
- Culvert Assessment
- Agricultural Environmental Management
- Agricultural District #1

Resolution:
- Set Date for Public Hearing on Addition of Viable Agricultural Lands to the Yates County Agricultural District

- Seneca-Keuka 9 Element Presentation

**Cornell Cooperative Extension: Arlene Wilson**
- Program Updates

**IT: Tim Groth**
- Help Desk Calls
- Project updates

**County Clerk: Lois Hall**
Statistical Reports
DMV
Clerk
Reports

Resolution:
- Authorize Chairwoman of Legislature to Sign Lease Agreement (Keuka Abstract Corporation)

**Personnel: Kerry Brennan**
- Collection for December
- Employee Recognition Ceremony
- Christmas Door Decorating Contest/Spirit Theme Days
- Water Bottles
- Minimum Wage
- Workers’ Compensation TPA Transition
- Difference Between Vacancy and Exam Announcements
- CSEA Contract Designate County Official
- Vacancy Report

Resolutions:
- Designating County Official to Serve as Appeal Officer Under CSEA Disciplinary Grievance Procedure
- Authorize Chairwoman to Sign Agreement with Healthworks for Pre-Employment Drug Screening
- Authorize Chairwoman to Sign Maintenance Agreement with Catalog and Commerce, LLC D/B/A Discovery eGov
- Authorize Chairwoman to Sign Contract Agreement with ESI Employee Assistance Group for CSEA and Non-Union EAP Services

**Historic Markers: Doug Paddock**
- Report

**County Administrator: Nonie Flynn**
- NYS Comptroller Audit – We are waiting on the results of the NYS audit on sexual harassment prevention.
- Suggestion Drop Box – The box has been placed in the COB breakroom and all employees have access to the room. The Chairwoman has the key to the box and will review what has been added.
- Water Bottles – Kerry purchased County water bottles for all of our employees with funds left over in the awards budget line. These will be distributed with the cookie trays.

Resolution:
- Authorize Chairwoman to Sign Agreement for a Non-Union Classification and Compensation Study

**Executive session if needed**
To: Government Operations Committee  
From: Bob Brechko, Rob Schwarting  
Date: 11/29/22  
Subject: Monthly Report to be reviewed November Meeting

State Legislative Update: The State Legislature’s last day was 6/1 for this session  
Should the houses not be called back this year, these bills will be removed from the agenda or recycled in the 2023-2024 term of both houses. Reformers in the Senate have been pushing the following.  
- Bill A4354A / S823A passed Senate but was left in Assembly Ways and Means. It would increase the minimum pay to Election Inspectors for training and working any poll site. If passed would cost $6000 more per election.  
- Bill A7780-A / S7382A passed Senate, but left in Assembly Election Law. It would require our BOE to have a fulltime staff of 4 persons.  
- Various other ones would have created public hearings prior to appointment of Election Commissioners, require the State to create and administer a training program for Commissioners, staff and Inspectors, regulate the design and use of ballot scanning machines, etc.

Issues of significance: Registrations have increased to 13,885 leading in to the mid-term elections. Inactive voters who have not voted in 2 Federal elections will be purged in December. Typically that is about 400 individuals.

November Objectives Achieved:  
- Executed the November General Election. Heavy turnout for Early Voting and Election Day voting. One of the heavier mid-term elections. At 60% turnout, this is higher than normal for mid-term elections, though lower than the Presidential election in 2020 (76% turnout).  
- Conducted three machine audits, one of which was for a two district poll site and was for 668 ballots. Audit ran for three days, and no machine errors (misreads, flipping votes, or other alleged Dominion issues). All audits conducted by this Board since the Dominion machines were acquired in 2008 have found all machine counts accurate.  
- Answered FOIL requests, and in order to protect the secrecy of a voter’s choices, denied requests for copies of the electronic copies of ballots. Such a record along with other public records would allow someone to reconstruct every voter’s choices.  
- Certified the election to the state on the 22nd. Met several other state deadlines for surveys required by various Federal Court Orders that direct NYS to enfranchise military and overseas voters.  
- No individuals requested special forms and ballots for the visually impaired and no voter requested use of the Ballot Marking Device in the 13 poll sites or Early Voting. A dozen or so voters were provided assistance for marking their ballots.  
- There were no incidents at the polls and no poll watchers were present. One member of the public observed a portion of processing absentee and affidavit ballots.
December Objectives:

- Operate with reduced staffing through the end of year. Use up all of the “use or lose” days off.
- With assistance from Planning and Soil and Water Conservation and by 1 January 2023, create shape files of the new election districts and post online in our Elections webpages.
- With the new election districts and shape files, update the NTS Voter Registration files with the new Legislative Election Districts by 1 February, 2023.
- Notify Parties and Town Clerks of the new Election Laws and prepare them for local government election procedures for Local Elections in 2023.
- Continue gathering and processing data for the end of year reports to the state.
- Adjust the budget to offset the unbudgeted costs of the third election in 2022.
- Wrap up, document and submit claims for the several open state grants.
- Request training topics for the January 2023 Commissioners’ conference/training.
- Start planning for the January 4th Annual Meeting of the Board.
- Start gathering data for the Annual Report to the Legislature (March 2023).
- Assist Marcus Whitman School with a capital budget vote. The labor costs for programming ballots and deployment of a ballot scanning machine are reimbursed.
Government Operations Report
December 2022

Watershed Inspection/KWIC:
District staff have conducted 432 inspections to date in the Towns of Barrington, Jerusalem, Milo, Torrey and the Villages of Dresden and Penn Yan. Staff have conducted 90 soils evaluations and reviewed 107 designs for new and replacement septic systems.

Culvert Assessment
The District applied for and received $6,000 in Part B funding to continue our culvert assessment program in the Town of Benton. The culverts will be located using GPS and plotted on an aerial photo with tax map boundaries and owner’s names. The end result will be a bound booklet for the Highway Superintendent’s use. We estimate that there are 33 locations where a Town of Benton road crosses a Class C or higher stream as designated by NYSDEC. In these locations, staff will use an assessment tool created by the North Atlantic Aquatic Connectivity Collaborative (NAACC). Using this particular tool in these locations will allow more opportunities for federally funded culvert replacements.

Agricultural Environmental Management
Completed Projects in the past month:

Keuka Lake Phase VII
- driveway access water management, install rubber diverters to limit concentrated flows in the driveway, convey water to ditches

AEM Year 17
- diversion ditch rebuild, seed and bale mulch 25,000 sq ft
- trench drain installation, roof water management on farmstead
- 4 grassed waterways installed
Bale Mulching

Regraded Diversion Ditch

Rubber Diverter Installation

Trench Drain
**Agricultural District #1**
The open enrollment period for inclusions into Agricultural District #1 has been closed. We have 13 parcels, totaling 367.6 acres, to consider for inclusion at our Farmland Protection Board Meeting on December 14th. I will forward the Board’s recommendation to Emilee for the public hearing at the year-end meeting. The following is a sample resolution to set the public hearing:

**SET DATE FOR PUBLIC HEARING ON ADDITION OF VIABLE AGRICULTURAL LANDS TO THE YATES COUNTY AGRICULTURAL DISTRICT**

WHEREAS, pursuant to the New York State Agriculture and Markets Law 303-b, the Yates County Legislature accepted requests from landowners for the inclusion of viable property into the Ag. District 1 for a thirty day period ending November 30, 2022; and

WHEREAS, the New York State Agriculture and Markets Law §303-b states that a public hearing must be held to allow for comment regarding proposed modifications;

NOW, THEREFORE, BE IT RESOLVED, that a public hearing will be held at 1:05 p.m. on December 29, 2022 for this purpose; and be it further

RESOLVED, that copies of this resolution be provided to Cornell Cooperative Extension and the Soil and Water Conservation District.

**Seneca-Keuka 9 Element Presentation**
The 9 Element presentation scheduled for the legislative meeting on December 12th will be emailed in advance. The link to the entire 326 page, 9 Element Plan is: https://senecawatershedio.files.wordpress.com/2022/10/final_seneca-keuka-9e-plan.pdf
October 12, 2022

Ian Smith
Seneca Watershed Steward
Finger Lakes Institute
Hobart and William Smith Colleges
601 South Main Street
Geneva, NY 14456

RE: Seneca-Keuka Watershed Nine Element Plan for Phosphorus: Nine Element Plan Approval

Dear Ian,

The New York State Department of Environmental Conservation (DEC) is pleased to approve the “Seneca-Keuka Watershed Nine Element Plan for Phosphorus” as a Nine Element (9E) Watershed Plan. The final plan will be published to DEC’s Clean Water Plan webpage (https://www.dec.ny.gov/chemical/23835.html).

The 9E Watershed Plan developers (Seneca Watershed Intermunicipal Organization, Keuka Watershed Improvement Cooperative, Seneca Lake Pure Waters Association and Keuka Lake Association). Executive Committee and stakeholders in the Seneca Lake and Keuka Lake watersheds should take great pride in this accomplishment.

The developers’ stakeholder engagement effort resulted in a well-thought-out, adaptive management approach to ensure effective implementation into the future. The developers and stakeholder team also recognized that implementation requires many years of commitment and focused financial solutions to sustain such a large, watershed-scale pollution reduction program.

Although there is a great deal of work left to be done, DEC is proud to have such strong partners in the Finger Lakes Region. Your team’s leadership and commitment will ensure a legacy of cleaner water in Seneca and Keuka Lakes for all to enjoy.

Sincerely,

Karen Stainbrook
Bureau Director
Division of Water, Bureau of Water Resource Management
Yates County Cooperative Extension Report
November 2022

Youth and 4-H Monthly Report


Meetings – District 4-H Educator Meeting (10/18), Board Meeting (10/26), Staffapalooza (10/28), Staff Meetings (11/2 and 11/4)

Webinars/Trainings – Face It, Don’t Fake It Podcast (10/20), Building Partnerships Podcast (10/25), Hosting Tours (10/27), Engaging on the Socials (11/1), Managing the Cray (11/3), Managing Conflicts (11/15)

In Person Programming

- October 16th – 4-H Year Kick-Off Event – 16Y, 11A
- October 23rd – Geo-Caching on the Outlet Trail – 7Y, 4A
- November 2nd – TRAILS – Veteran’s Day Mural
- November 11th – Pie Workshop – 16Y, 8A
- November 11th – Teen Meeting – 4Y
- November 13th – 4-H Year-End Awards Ceremony
- November 17th – Rainbow Junction – Applesauce – 21Y

Project Kits/Subscriptions

- October Kits – 6 families, 11Y
- Veteran’s Day Kits – 42Y, 7A
  - TRAILS – 13Y
  - Rainbow Junction – 7Y
  - PY Fall Fest – 6Y, 1 A
  - Gonzalez/Mastroberti Family – 1Y, 4A
  - Mosich Childcare – 7Y
  - 4-H Year Kick Off – 8Y, 2A
- November Kits – 9 families, 17Y

4-H Program Promotion

- Dundee Trunk or Treat – October 30th – 200 treat bags prepared an additional candy handed out in Dundee
- Branchport Trunk or Treat – October 31st – 100 treat bags prepared
- State Fair Extension Corner article (to Maggie on 11/1)
- E-blasts sent to 4-H families and partners on October 19th and 27th and November 3rd and 9th
2022 Preliminary Year-End Numbers

- 4-H Youth – 42
- Total Youth Reached – 1616
- Unique Youth – 764
- Adults – 258
- Total Programs – 117
- Hours of Programming – 183.75
- Contact Hours – 3009.25

Projects Completed

- Worked with Maggie to update the 4-H brochure
- Lots of Achievement Night prep – determined and organized awards, wrote script, invoiced award sponsors, created program, purchased supplies, advertised
- Organized and distributed October Kits. Worked with Maggie to create an “All About Apples” guide
- Organized Trunk or Treat theme, recruited members to help, and stuffed 300 goody bags with candy and 4-H information
- Organized Veteran’s Day Service Project
- Worker with Britt to finalize November Kit order form, advertised, purchased supplies, finalized instructions, organized, assembled, and delivered kits
- Finalized 3rd quarter TANF invoice
- Organized hot water heater to be drained in the dairy bar, water disconnected, and pipes winterized
- Finalized a Clay Workshop with Art Studio on Main, worked with Maggie to create a flyer, and advertised
- Finalized and sent out 2022 Teen Council Scholarship application

Projects in the Pipeline

- Year-End Reporting
- Geo-Caching Project on the Outlet Trail
- County Fair Ribbon Order
- Annual Report
- Winter Program organization/planning – Holiday Fun, monthly workshops, Spaghetti Dinner, project kits, Public Presentations

Upcoming Events

- November 18th – Clay Snowman Workshop
- December 1st – Annual Meeting
- December 11th – Holiday Fun
- December Boredom Buster Kits - TBA
Natural Resources November Report

**Site Visits, Calls and Emails:**
Received 6 calls/visits relating to forestry
Received 1 call relating to invasive species (terrestrial and aquatic) management
Received 1 calls/visit requests relating to plant/tree identification and foraging

**Meetings/In-person Education:**
10/19: Water Quality Testing for the Keuka Lake Association
10/24: Land-Use Leadership Alliance Meeting: discussed upcoming training for 2023
10/26: SeaGrant Meeting with Branchport Fire Department: discussed riparian buffer planting model to be put in in the Spring of 2023
11/1: SeaGrant Update and Planning Meeting: discussed budget and updates to model
11/1: Yates County Master Forest Owner monthly meeting: discussed upcoming agroforestry webinar and postcard mailing
11/2: Keuka Lake Association Monthly Meeting
11/3: Lake Friendly Living Coalition Meeting: discussed upcoming Lake Friendly Living Awareness Month (May)
11/8: Meeting with Kelly Campbell (CCE Volunteer Specialist): discussed how to work well with volunteers and improve reporting
11/14: MFO Regional Director Meeting: discussed upcoming volunteer training (March-May)
11/14: Hosted Agroforestry Food Forest Webinar with Samantha Bosco (CCE Agroforestry Planner): 161 Registrants

**Webinars/Trainings:**
10/28: Staffapalooza
11/4: SARE Research and Education Grant Program Webinar
11/11: Using spatial analytics to model the distribution of floodplain forests and investigate their ecological condition in eastern NY webinar
11/16: Spotted Lanternfly and the Potential Impacts of the Maple Syrup Industry
11/16: ForestConnect: Management options for control of hemlock wooly adelgid
11/16: Woody invasive species impacting the southeast

**Upcoming:**
11/29 and 12/1: Supervisory Development Program Webinar
12/1: CCE Yates Annual Meeting
3/21-5/6: Master Forest Owner Volunteer Training
Yates CCE Agriculture/Horticulture Educator Report October/November

Calls/Emails/Queries:

- Finger Lakes Farm Country website
- Composting dairy solids- how much mass is lost?
- Commercial pesticide license vs private pesticide license
- Black walnut processing grant
- Pesticide licensing for commercial applicator
- Pesticide licensing for private applicator requirements
- Growing American chestnuts- sources of seedlings
- Hydroponic lettuce for Penn Yan Elementary
- Overwintering pepper plants
- Community garden grant opportunities
- Pickling vegetables
- Pantry moths

In-Person visits:

- no in-person visits

Workshops, publications, events and projects:

- Yates County Farm Update- published 11/4
- Children’s educational garden beds maintenance at the Penn Yan Elementary School
- Penn Yan Elementary School Extended School Day Program- Garden Club, 17 students
  - Week 5: making pressed leaf and flower “garden windows”
- Farmland Protection Plan Update- poster presentation at Farm Bureau Meeting by Barbara Johnston (Senior Planner, LaBella)
- Ag Workforce Development- New York Labor Roadshow: CCE Yates “watch party” 11/10- 0 attendees

Trainings, meetings and webinars of note:

- Staffapalooza- Finger Lakes SBN mandatory HR trainings 10/28
- Amanda Hayes, Veterans one-stop center of NY- ag and hort outreach for Veterans 11/9
- Farmland Protection Plan Update Committee/Board meeting 11/9
- Cornell In-Service November 14-18

Upcoming Projects and Presentations

November:

Farmland Protection Plan update project- survey development

December:

Seed Balls and Native plants/Pollinators- youth workshop 12/1
Annual Meeting 12/1
Wreath Workshop at the Yates County Arts Center 12/3
Food Safety on the Farm 12/9
Farmland Protection Plan update project continuing
Cornell Reporting due
Gardening Matters winter edition articles due

January:
Finger Lakes Produce Auction Meeting (presenting, tabling, and facilitating) 1/5
Pesticide applicator license test training 1/18 and 1/19, 1-5pm (4 credits per day)
DEC pesticide applicator exam 1/23
Seed to Supper 1 day class in Rushville date TBD
Farmland Protection Plan update project
Cut flower marketing workshop with CCE Ontario (date TBA)

Save the Date:
Field and Forage Crops Symposium- March 22nd 10am-2pm
  Topics: Soil health/biology and cover crops, Understanding weed biology to better manage weeds, small grains disease identification and management

Nutrition Education
October/November 2022
Yates CCE: Promotions & Marketing/Sr. Administration (Maggie Mahr)
November 2022

Customer Service:

Calls/Emails/Facebook Messages:
- 4-H (0 call)
- FLGP (5 calls)
- Master Gardener Program (4 calls)
- Ag Programming/Pesticide Credits (2 calls)
- Association General Information (7 calls)
- Natural Resources/Invasive Species (2 calls)

County Office Building Visits:
- 4-H Visits (5 in-person visits)
- Master Gardener Visits (0 in-person visit)
- Association Visits (3 in-person visit)
- Natural Resources/Invasive Species (0 in-person visit)
- TANF (0 in-person visits)

Trainings/Webinars:
- Staffapalooza 2022 Staff Training/Retreat (10/28/2022)

Community Meetings:
- FLX/WNY Communications Team Meeting (11/15/2022)
- CCE-Yates County Annual Meeting 2022 (12/1/2022)

Community Outreach (Indirect Contacts)
- CCE-Yates County Main Website (yates.cce.cornell.edu)
  - 471 new users (90.4%)
  - 491 total viewers (9.6% Returning Visitors)
  - 910 pageviews total (increased by 63 views)

- CCE-Yates County Facebook Page (facebook.com/CCEYates)
  - 955 total followers (increased by 6 followers)
  - 4,880 post reach (58.1% decrease)
  - 231 Video Views (23.5% increase)

- CCE-Yates County Twitter Page (twitter.com/CCEYates)
  - 368 total followers (decreased by 1 follower)
  - 13 profile visits (76.4% decrease)
  - 201 Tweet Impressions* (26.4% increase)
  * (how many times Twitter users have seen CCE-Yates tweets over a 28-day period)

  - 24 video views (decreased by 92 views)
  - 15 subscribers (increased by 0 subscriber)
223 Impressions (decreased by 218 impressions)  
*(How many times video thumbnails were shown to viewers. Includes only impressions on YouTube, not on external sites or apps.)*

- Yates County 4-H Facebook Page (facebook.com/YatesCounty4H)  
  - 634 total followers (increased by 9 followers)  
  - 3,370 posts reach (60.3% decrease)  
  - 3 Video Views (88.5% decrease)  

- Master Forest Owner Program- Northwest Region  
  - 276 total followers (increased by 1 follower)  
  - 204 total post reach (59.4% increase)  
  - 0 Video Views

- "Info Agricultura" (WhatsApp group dedicated to sharing Ag information in Spanish)  
  - 10 members as of 11/18/2022

- Extension Corner Column  
  - Chronicle Express (Penn Yan) – 3 articles published.  
  - Dundee Observer- 3 articles published  
  - Finger Lakes Times- 0 article published

- Gardening Matters Quarterly Publication  
  - 54 total subscribers as of 11/18/2022

- Yates County Farm Update Weekly Publication  
  - 50 total subscribers as of 11/18/2022

**Projects in the Pipeline/Completed**

- **4-H Programming Needs**  
  - Polymer Clay Snowman Workshop Flyer *(Completed, workshop is November 19th)*  
  - 4-H Holiday Fun Activities Event Flyer *(Draft in review, event is December 11th)*

- **2022 Annual Report/2023 Calendar & Annual Meeting Planning (Scheduled December 1st, 2022)**  
  - Coordinate with staff/educators on report topics/placing preferences (Completed, Deadline is 12/2/2022)  
  - Update Calendar Layout & Cover *(Printing/Mailing Deadline 12/23/2022)*  
  - Meet w/President of BoD to draft yearly address *(Meeting scheduled 11/21/2022)*  
  - Event Programming/Invitation Design *(Completed 11/7/2022)*  
  - Coordinate/confirm festivities and refreshments *(Completed 11/4/2022)*

- **Media/Indirect Contacts Year-End Reporting** *(Deadline 12/12/2022)*  
- **Spanish Language Ag Content Website Page Design** *(Deadline TBD December)*
Administration

Cornell Agriculture and Natural Resources In-Service Conference [November 14 – 17]

- Attended Presentation on crop innovation: Rice in New York
  o Joined Cornell research team
- Attended Tour of Arnott Teaching Forest
- Attended Solar Leasing Workshops [2]
- Presenter: Working with Diverse Audiences in the Food System
- Attended: Farmland Protection Easements for Solar Workshop

Yates County Farm to Table Tour [Stone Barns/Blue Hill] November 28
- Birkett Mills  Peter Marten Farms  Hunt Country Vineyards

Rochester Area Community Foundation [CEO Tour of Yates NFP community] December 1
- Our Town Rocks  Milly’s Pantry  Rainbow Junction
- Dundee Fresh  The Living Well  PY Library
- Dundee Library  Yates Community Center  IDEA Collective

Reminder: On Thursday, December 1st, CCE-Yates County will host its Annual Meeting from 6:00-8:00 pm. Join us as we reflect on 2022, give awards, and elect new Board Members. To RSVP, visit our registration website at https://bit.ly/cceyatesmtg22 or call us at 315-536-5123.

You are Invited...
Cornell Cooperative Extension of Yates County 2022 Annual Meeting
Yates County Building Auditorium
417 Liberty Street
Penn Yan, NY
Thursday, December 1st, 2022
6:00-8:00 pm
Attendance is FREE (donations will be accepted)
Light refreshments will be served.
Featured Speaker: Barbara Johnston, Senior Planner at Lavelle & Associates, Inc.
Join us as we reflect on 2022, present awards, and elect new Board Members (see back of invitation for additional information).
MEMORANDUM

To: Government Operations Committee
From: Tim Groth
I.T. Director
Date: November 30, 2022
Re: Report for November 2022

SUMMARY

• **Help-Desk calls**
  - In the month of October, the I.T. Help Desk took in 232 calls

• **I.T. Project Update Summary**
  - Setup MDM on all BYOD and other County owned devices
  - Risk Remediation
  - MUNIS Upgrade
  - NYS Cyber Security Initiative
  - Web Filtering Solution
  - Time Clock Plus
  - Shared Services Survey
  - Dark Fiber Strands to the Sherman Tower Site
  - YatesCountyNY.GOV next steps
  - Network Core Switch Upgrade
  - VoIP Phone System and Network Edge Switches
  - E911 RapidSOS

• **Resolutions**
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 November 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.

- **MUNIS Upgrade**

  The Munis testing is still in progress. We now have a drop-dead date from Tyler Munis when we have to be completely migrated over to the new version. I have worked with the Finance department in scheduling the final upgrade to take place March 16th & 17th 2023. I met with the Management Team at our monthly meeting and ran through a brief demonstration and training on the login process. All management staff will also need to continue testing through the next few months as well. I have confirmed with Tyler Tech that we will not lose support on our current version since we have commenced with the upgrade as scheduled and committed to a final upgrade date, which gives a little breathing room for testing and training.

- **NYS Cyber Security Initiative**

  I.T. continued rolling out the new EDR solution in a passive mode throughout November and will continue our testing through December. The new offering through the State does not include a fully managed threat response and remediation component yet. The State is solidifying an agreement with the vendor for these services and plans to have this in place by the end of January 2023. Once I have confirmation this service is in place, we will completely migrate to the new solution. We currently have this feature through our existing EDR package and it is a key component that we need to have in place.

- **Web Filtering Solution**

  With the move to the new EDR product, we are losing the capability of Web Filtering which is built in to our current EDR package. I will be evaluating and purchasing a replacement solution in December to meet our cutover timeframe early next year.

- **Time Clock Plus**

  Since moving to the new cloud hosted version of the TCP software and upgrading to the newer version timeclocks, a few departments have been reporting time clock failures when employees are trying to punch in/out. I have been actively working with TCP support on this for over a month and now they have acknowledged they are experiencing this same issue with multiple customers. They are working on a resolution and I will be reviewing next steps in early December.
**Shared Services Survey**

We met with some of the Town Supervisors and Village Mayors in November to discuss possible options for our 2023 Shared Services plan. I created and emailed an I.T. Services and equipment survey for each town and village to fill out and return by December 6th if they wish to participate in this part of the plan. Jessica and I will then work on creating estimated costs for the services to be included in our submission to the State.

**Dark Fiber Strands to the Sherman Tower Site**

We currently only have 2 pairs of fiber strands cross-connected from the Public Safety Building going to the Sherman Tower site. I have identified the need for some additional fiber connectivity at this location and I will be contacting Jeff Gasper at STN on providing a quote for this work to be completed.

**YatesCountyNY.GOV next steps**

I have been working with a rep from Google on a pilot plan to purchase a set of Google Workspace licenses utilizing some grant funding from the Board of Elections. This initiative will get us started on a path to moving the organization over to the YatesCountyNY.GOV domain that I registered earlier this year. My goal is to start small with the Board of Elections & I.T. departments initially.

**Network Core Switch Upgrade**

I have acquired quotes to upgrade our Network Core Switch as our current switch has become end-of-life and no longer will be supported. I will be placing orders for this equipment in December, however it will take between 9-10 months to receive this equipment due to supply shortages and the continuing supply chain issues.

**VoIP Phone System and Network Edge Switches**

I have acquired quotes to upgrade our Network Edge switches and I am working with multiple vendors on addressing the need to replace/upgrade our current VoIP telephone system. Our current VoIP servers will be end-of-life and support in June of 2023. I plan to have a replacement system in place prior to that time. I will be evaluating both on-premise and cloud-based solutions for the next upgrade. Several counties have had or will be having an audit by OTDA (Child Support Services) related to their VoIP systems and are being cited for not having encryption capabilities in place for voice mail used by staff with access to FTI (Federal Tax Information). This requirement will be addressed in our next upgrade.

**E911 RapidSOS**

The I.T. department has been working on an issue for the E911 Dispatch department on their RapidSOS software solution. This software allows dispatchers to continuously track the location of an E911 cellular call live. We have been experiencing connectivity issues with their cloud-based solution and are continuing to work with their support along with our firewall support vendor on a resolution. We believe we have resoled the issue, but will be continuing our testing through December.
INTER-OFFICE CORRESPONDENCE

YATES COUNTY

TO: Ed Bronson, Chair
Legislators Government Operations Committee

FROM: Lois Hall, County Clerk

SUBJECT: Updates—County Clerk’s Office

DATE: December 1, 2022

STATISTICAL REPORTS

DMV transactions, 1448 with fees for retention collected for October 2022 $12986.69 with $78850.02 sales tax collected. COPRS Internet fees collected year to date $8798.93. Transactions processed on the internet 481 $35,283.50 with a year to date total of $441,323.75. We are now $270,736.50 over the threshold for shared revenue.

County Clerk transactions 2958 and fees collected $326,208.87.

Total fees collected County Clerk October 2021 $315,123.29
Total fees collected DMV for retention October 2021 $21,000

DMV

DMV is busy with Agriculture and Trailer registrations at this time.
Cross training is going well for the supervisor position. Teresa’s last day was November 29, 2022.
We have interviewed the four candidates on the eligible list and will be making a decision who to offer the position to within a few days.

The DMV is expecting a large number of people coming into the offices to upgrade their licenses before the deadline of May 3, 2023. This would be for the REAL ID to allow boarding a plane to travel

CLERK

NYS Division of Licensing Services will be implementing a new online system for processing notary public applications.
Beginning in February 2023, notaries will be able to schedule exams, apply and manage their commissions using the online filing system. This system will allow the Department to manage applications for both new and renewing notaries. County offices will be granted access to oaths of office and other necessary information using the online portal. An account with ny.gov will be required.
Notary application fees will not change, and the electronic notary application fees will be the same as the current traditional fees. The county will still be apportioned $20.00 of the $60.00 application fee for new and renewed traditional and electronic. These fees will be paid to the county monthly which will be the same as the current procedure of payment of the traditional fees. The Licensing Department will be holding an online training seminar via Webex to provide a preview of the new county portal in December.

We have purchased a new ID card printer from IRIS. This machine will produce the pistol permit cards as well as the Veterans ID cards. Our current printer has been eating up the film and not working well for quite some time. The film is very costly so instead of wasting the film we will use up the supply we have before connecting the new printer.

Financial reports are attached.

The resolution to renew the current lease agreement with Keuka Abstract is attached for your consideration.

**AUTHORIZE CHAIRWOMAN OF LEGISLATURE TO SIGN LEASE AGREEMENT (KEUKA ABSTRACT CORPORATION)**

WHEREAS. The term of a Lease Agreement between Yates County and Keuka Abstract Corporation for rental of space within the County Clerk’s Office is due to expire December 31, 2022; and

WHEREAS, the County Clerk has negotiated such agreement with Keuka Abstract Corporation, for the amount of $250.00 per month for one year;

NOW, THEREFORE, BE IT RESOLVED, that the Chairwoman is authorized to sign said lease agreement for one year to expire December 31, 2023; and be it further

RESOLVED, that the copies of this resolution be given to the County Clerk, Director of Finance, County Treasurer, and Keuka Abstract Corporation.
<table>
<thead>
<tr>
<th>Transaction</th>
<th>Online Count</th>
<th>Shared Revenue</th>
<th>Partner Count</th>
<th>Shared Revenue</th>
<th>Total Count</th>
<th>Shared Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAB</td>
<td>4</td>
<td>$0.91</td>
<td>0</td>
<td>$0.00</td>
<td>4</td>
<td>$0.91</td>
</tr>
<tr>
<td>FSP</td>
<td>12</td>
<td>$43.42</td>
<td>0</td>
<td>$0.00</td>
<td>12</td>
<td>$43.42</td>
</tr>
<tr>
<td>LDP</td>
<td>25</td>
<td>$14.04</td>
<td>0</td>
<td>$0.00</td>
<td>25</td>
<td>$14.04</td>
</tr>
<tr>
<td>LRN</td>
<td>8</td>
<td>$15.14</td>
<td>0</td>
<td>$0.00</td>
<td>8</td>
<td>$15.14</td>
</tr>
<tr>
<td>PMT</td>
<td>14</td>
<td>$50.05</td>
<td>0</td>
<td>$0.00</td>
<td>14</td>
<td>$50.05</td>
</tr>
<tr>
<td>RAC</td>
<td>2</td>
<td>$3.53</td>
<td>29</td>
<td>$63.76</td>
<td>31</td>
<td>$67.29</td>
</tr>
<tr>
<td>RDP</td>
<td>7</td>
<td>$0.68</td>
<td>0</td>
<td>$0.00</td>
<td>7</td>
<td>$0.68</td>
</tr>
<tr>
<td>ROR</td>
<td>0</td>
<td>$0.00</td>
<td>19</td>
<td>$94.81</td>
<td>19</td>
<td>$94.81</td>
</tr>
<tr>
<td>RRN</td>
<td>404</td>
<td>$1,015.68</td>
<td>1</td>
<td>$4.98</td>
<td>405</td>
<td>$1,020.66</td>
</tr>
<tr>
<td>STO</td>
<td>0</td>
<td>$0.00</td>
<td>7</td>
<td>$12.18</td>
<td>7</td>
<td>$12.18</td>
</tr>
<tr>
<td>TDP</td>
<td>5</td>
<td>$3.25</td>
<td>8</td>
<td>$55.20</td>
<td>13</td>
<td>$58.45</td>
</tr>
<tr>
<td>Total</td>
<td>481</td>
<td>$1,146.70</td>
<td>64</td>
<td>$180.93</td>
<td>545</td>
<td>$1,327.63</td>
</tr>
<tr>
<td></td>
<td>JAN</td>
<td>FEB</td>
<td>MAR</td>
<td>APRIL</td>
<td>MAY</td>
<td>JUNE</td>
</tr>
<tr>
<td>----------</td>
<td>-------</td>
<td>-------</td>
<td>-------</td>
<td>-------</td>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>VEHICLE REGISTRATIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 YEAR ORIGINAL</td>
<td>636</td>
<td>598</td>
<td>1131</td>
<td>1283</td>
<td>1404</td>
<td>1223</td>
</tr>
<tr>
<td>2 YEAR RENEWAL</td>
<td>344</td>
<td>366</td>
<td>510</td>
<td>475</td>
<td>529</td>
<td>503</td>
</tr>
<tr>
<td>BOATS</td>
<td>15</td>
<td>11</td>
<td>48</td>
<td>110</td>
<td>116</td>
<td>130</td>
</tr>
<tr>
<td>SNOWMOBILES</td>
<td>71</td>
<td>16</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>MISC</td>
<td>41</td>
<td>42</td>
<td>58</td>
<td>67</td>
<td>85</td>
<td>78</td>
</tr>
<tr>
<td>INTRANSIT PERMIT</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>DLP TITLE</td>
<td>13</td>
<td>18</td>
<td>21</td>
<td>24</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>TITLE ONLY IRP</td>
<td>16</td>
<td>10</td>
<td>16</td>
<td>16</td>
<td>24</td>
<td>19</td>
</tr>
<tr>
<td>LICENSES</td>
<td>149</td>
<td>133</td>
<td>165</td>
<td>164</td>
<td>174</td>
<td>195</td>
</tr>
<tr>
<td>PHOTO ID</td>
<td>42</td>
<td>33</td>
<td>43</td>
<td>25</td>
<td>26</td>
<td>40</td>
</tr>
<tr>
<td>LICENSE ABSTRACTS</td>
<td>11</td>
<td>10</td>
<td>7</td>
<td>9</td>
<td>4</td>
<td>9</td>
</tr>
<tr>
<td>PERMITS</td>
<td>28</td>
<td>39</td>
<td>52</td>
<td>35</td>
<td>37</td>
<td>59</td>
</tr>
<tr>
<td>PLATE SURRENDER</td>
<td>174</td>
<td>170</td>
<td>192</td>
<td>160</td>
<td>216</td>
<td>194</td>
</tr>
<tr>
<td>DUPLICATE SURRENDERS</td>
<td>4</td>
<td>9</td>
<td>9</td>
<td>12</td>
<td>11</td>
<td>8</td>
</tr>
<tr>
<td>PLATES SURRENDER FS</td>
<td>59</td>
<td>50</td>
<td>41</td>
<td>48</td>
<td>41</td>
<td>40</td>
</tr>
<tr>
<td>FS CIVIL PENALTY</td>
<td>7</td>
<td>7</td>
<td>5</td>
<td>8</td>
<td>9</td>
<td>12</td>
</tr>
<tr>
<td>AMOUNT</td>
<td>$3,415.00</td>
<td>$1,764.00</td>
<td>$114.00</td>
<td>$2,675.00</td>
<td>$2,462.00</td>
<td>$2,532.00</td>
</tr>
<tr>
<td>INQUIRY LETTER NO LAPSE</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>FS DECISION</td>
<td>4</td>
<td>3</td>
<td>9</td>
<td>6</td>
<td>13</td>
<td>8</td>
</tr>
<tr>
<td>DPA</td>
<td>4</td>
<td>3</td>
<td>9</td>
<td>6</td>
<td>13</td>
<td>8</td>
</tr>
<tr>
<td>AMOUNT</td>
<td>$3,415.00</td>
<td>$1,764.00</td>
<td>$114.00</td>
<td>$2,675.00</td>
<td>$2,462.00</td>
<td>$2,532.00</td>
</tr>
<tr>
<td>ESCORT CERTIFICATION</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ESCORT CERT FEES</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>CIVIL PENALTY</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>AMOUNT</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>500</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>LICENSE COMPLIANCE</td>
<td>3</td>
<td>6</td>
<td>4</td>
<td>10</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>DDP PROGRAM</td>
<td>$200.00</td>
<td>$300.00</td>
<td>$200.00</td>
<td>$745.00</td>
<td>$200.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>CONDITIONAL LICENSE</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>RESTRICTED LICENSE</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>FULL LICENSE RESTORED</td>
<td>1</td>
<td>3</td>
<td>4</td>
<td>3</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>CONDITIONAL LICENSE</td>
<td>0</td>
<td>3</td>
<td>1</td>
<td>2</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>RESTRICTED LICENSE</td>
<td>1</td>
<td>0</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SALES TAX RECEIPTS</td>
<td>198</td>
<td>164</td>
<td>266</td>
<td>277</td>
<td>383</td>
<td>367</td>
</tr>
<tr>
<td>SALES TAX ONLY RECEIPTS</td>
<td>17</td>
<td>11</td>
<td>20</td>
<td>18</td>
<td>26</td>
<td>22</td>
</tr>
<tr>
<td>VOTER REGISTRATION - YES</td>
<td>36</td>
<td>33</td>
<td>52</td>
<td>47</td>
<td>44</td>
<td>64</td>
</tr>
<tr>
<td>FEE PAYMENT RECEIPTS</td>
<td>30</td>
<td>27</td>
<td>41</td>
<td>43</td>
<td>46</td>
<td>42</td>
</tr>
<tr>
<td>FEES TO STATE (OMV)</td>
<td>$19,351.34</td>
<td>$16,351.15</td>
<td>$17,655.00</td>
<td>$35,789.80</td>
<td>$-6,743.78</td>
<td>$-18,349.34</td>
</tr>
<tr>
<td>FEES TO STATE (DMV)</td>
<td>$122,228.85</td>
<td>$99,510.51</td>
<td>$15,499.04</td>
<td>$15,046.17</td>
<td>$10,917.79</td>
<td>$15,917.57</td>
</tr>
<tr>
<td>TOTAL REVENUES</td>
<td>$151,480.31</td>
<td>$121,779.68</td>
<td>$184,356.22</td>
<td>$167,310.24</td>
<td>$238,080.90</td>
<td>$231,989.24</td>
</tr>
</tbody>
</table>
This is to update you on the recent activity of the Personnel Office.

COLLECTION FOR DECEMBER –

For December we will collect new, unopened toys. Donations will go to the Yates County Sheriff’s Office Road Patrol Division for their Cops Kids Toys campaign. There is a box in the lobby of the County Office Building where you can drop off the toys. The last day to donate will be December 15.

EMPLOYEE RECOGNITION CEREMONY –

Will be in-person January 9 at the beginning of the Legislative meeting.

CHRISTMAS DOOR DECORATING CONTEST/SPRITHEME DAYS –

We are having a Christmas Spirit decorating contest this month and each Friday during the month of December leading up to Christmas employees have been given the option to participate by wearing something pertaining to the theme for that day (12/3 – Flannel Day, 12/9 – Wear Green, 12/16 – Ugly Sweater, 12/23 – favorite Holiday attire).

WATER BOTTLES –

As a way to express our appreciation for our most valued asset, reusable water bottles with the County logo have been ordered for all full-time County employees and regularly scheduled part-time employees. The water bottles will be distributed to employees, by Legislators at the same time cookies are being delivered.

MINIMUM WAGE –

Effective 12/31/22 the NYS Minimum Wage will be $14.20, with the exception of Long Island, Westchester and NYC, which are already at $15.00 per hour. The start of the NYS minimum wage increase was enacted as part of the 2016-2017 State Budget and the first increases went into effect on 12/31/2016. Over the last six years NYS employers were subject to implementing minimum wage increases as specified by the “General Minimum Wage Rate Schedule”. The schedule only reflects increases through 2023. At this point, a rate schedule beyond 2023 has not been developed, but there are proposals indicating the NYS minimum wage could go up to as high as $16.35 for all of Upstate NY by 2026.

Currently, Jail Cook is the only title that will be affected by the increase as the starting hourly rate of pay is $14.00/hour. A resolution increasing the rate of pay will be forthcoming.

WORKERS’ COMPENSATION TPA TRANSITION –

Plan participants of the Yates County Workers Compensation Self-Insurance Plan were notified on December 2, that the new County Workers’ Compensation will be NCACOMP effective January 1, 2023 and provided with a handbook that includes procedures and protocol to follow in the event an employee sustains a work-related injury/illness. If Legislators receive any questions, please direct them to me and I will be happy to assist.
DIFFERENCE BETWEEN VACANCY AND EXAM ANNOUNCEMENTS –

In an attempt to eliminate any confusion the following disclaimer will be added to all vacancy/exam announcements distributed by the Personnel Office.

**The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. Exam announcements that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officers responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well. The majority of all Civil Service exams are scheduled by NYS Civil Service, some exams, for example are only given every 4 years, so it is within our best interest to give such exams when given in order to be prepared. If a position is vacant or will become vacant, a Vacancy Announcement will be distributed and on that announcement it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**

CSEA CONTRACT DESIGNATE COUNTY OFFICIAL –

Article 27 of the CSEA contract states the County has 30 days from the day the contract is executed to designate County Officials who will hear all appeals under the disciplinary procedure. The Personnel Officer was last designated in 2016 and the enclosed resolution continues that designation. Should the Committee want to designate someone else, please advise.

CONTRACTS RENEWALS –

1. Healthworks – Use for pre-employment drug testing. No change to the cost of services. Cost remains the same for 2023 as it has been for 2022. Resolution enclosed.
2. Catalog and Commerce – Civil Service tracking database. Incremental cost increases contained within the resolution. Resolution enclosed.
3. ESI Employee Assistance Program – The cost for services includes the EAP for CSEA and Non-Union employees as well as the access to the GCN training web-based syste.

RESOLUTIONS –

**DESIGNATING COUNTY OFFICIAL TO SERVE AS APPEAL OFFICER UNDER CSEA DISCIPLINARY GRIEVANCE PROCEDURE**

WHEREAS, Article 27 of the current collective bargaining agreement between the County of Yates and CSEA requires this County Legislature to designate one or more County officials to serve as the “Designated County Official” to hear employee appeals under Step 2 of the contractual disciplinary grievance procedure;

NOW, THEREFORE, BE IT RESOLVED, that the County Personnel Officer be and hereby is designated as the sole County Official for such purpose; and be it further

RESOLVED, that copies of this resolution be furnished to the CSEA Unit President, CSEA Local Representative, County’s Labor Attorney, Personnel Officer, County Administrator and Director of Finance.
AUTHORIZE CHAIRWOMAN TO SIGN AGREEMENT WITH HEALTHWORKS FOR PRE-EMPLOYMENT DRUG SCREENING

WHEREAS, Yates County desires to contract with Healthworks to conduct pre-employment drug testing; and

WHEREAS, the cost for such services will be $35 per drug screen, per person for all drug screening, however, if additional testing is required as a result of the drug screening testing positive the cost for the entire screening will be $55;

NOW, THEREFORE, BE IT RESOLVED, that contingent upon the approval of the County Attorney, the Chairwoman of the Yates County Legislature is hereby authorized to sign the agreement with Healthworks for the period of January 1, 2023 to December 31, 2023, and be it further

RESOLVED, that a copy of this resolution be provided to Healthworks, the Personnel Officer, County Administrator, and Director of Finance.

AUTHORIZE CHAIRWOMAN TO SIGN MAINTENANCE AGREEMENT WITH CATALOG AND COMMERCE, LLC D/B/A DISCOVER EGOV

WHEREAS, Yates County desires to renew our maintenance agreement contract with Catalog and Commerce, LLC d/b/a Discover eGov, the vendor who provides the County’s Civil Service software for an additional five (5) year term; and

WHEREAS, the cost of the maintenance agreement over the term of the contract is as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023</td>
<td>$6,615.00</td>
</tr>
<tr>
<td>2024</td>
<td>$6,850.00</td>
</tr>
<tr>
<td>2025</td>
<td>$7,100.00</td>
</tr>
<tr>
<td>2026</td>
<td>$7,250.00</td>
</tr>
<tr>
<td>2027</td>
<td>$7,400.00</td>
</tr>
</tbody>
</table>

NOW, THEREFORE, BE IT RESOLVED, that contingent upon the approval of the County Attorney, the Chairwoman of the Yates County Legislature is hereby authorized to sign the maintenance agreement with Catalog and Commerce, LLC d/b/a Discover eGov for the time period January 1, 2023 through December 31, 2027; and be it further

RESOLVED, that a copy of this resolution be provided to Catalog and Commerce, LLC d/b/a Discover eGov, the Personnel Officer, County Administrator and Director of Finance.

AUTHORIZE CHAIRWOMAN TO SIGN CONTRACT AGREEMENT WITH ESI EMPLOYEE ASSISTANCE GROUP FOR CSEA AND NON-UNION EAP SERVICES

WHEREAS, the Chairwoman is authorized to sign an agreement with ESI Employee Assistance Group for the CSEA and Non-Union Employee Assistance Program (EAP) for the period of January 1, 2023 through December 31, 2023; and

WHEREAS, the County agrees to pay a total of $4,443.60 for the EAP services;
NOW, THEREFORE, BE IT RESOLVED, that effective January 1, 2023, contingent upon the approval of the County Attorney, the Chairwoman of the Yates County Legislature is hereby authorized to sign an agreement with ESI Employee Assistance Group; and be it further

RESOLVED, that a copy of this resolution be provided to ESI Employee Assistance Group, County Department Heads the Personnel Officer, County Administrator and Director of Finance.
**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>Recent Activity</th>
<th>Current Staffing Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Clerk Typist</td>
<td>A6010.51202</td>
<td>DSS</td>
<td>FT – 35 Hrs</td>
<td>7/20/22</td>
<td>DOH 11/14/22</td>
<td>1</td>
<td>3</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. (T&amp;E Exam scheduled 12/15 – 1/15)</td>
<td>0</td>
<td>30</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 – Sgt.</td>
<td>A3110.51742</td>
<td>YCSO - Road</td>
<td>FT – 40 Hrs</td>
<td>4/1/23</td>
<td>Vacancy/Position Review Pending.</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td>Director of Public Health</td>
<td>A4010.51605</td>
<td>Public Health</td>
<td>FT – 40 Hrs</td>
<td>TBD</td>
<td>Recruiting. Deadline to apply 12/5.</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Director of Veteran Services</td>
<td>A6510.51061</td>
<td>Veterans</td>
<td>FT – 35 Hrs</td>
<td>3/2023</td>
<td>Recruiting. Position Review in December. Deadline to apply 12/8.</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>E911 Dispatcher</td>
<td>A3021.51714</td>
<td>YCSO – E911</td>
<td>FT – 40 Hrs</td>
<td>12/2022</td>
<td>Recruiting. Vacancy/Position Review not required.</td>
<td>0</td>
<td>8</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>Recruiting.</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>Recruiting (interviewing).</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Secretary to District Attorney</td>
<td>A1165.51109</td>
<td>DA</td>
<td>FT – 40 Hrs</td>
<td>10/28/22</td>
<td>Recruiting.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Senior Account Clerk Typist</td>
<td>A6010.51270</td>
<td>DSS</td>
<td>FT – 35 Hrs</td>
<td>10/21/22</td>
<td>Recruiting.</td>
<td>0</td>
<td>0</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>DOH 11/7/22</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL (Including part-time):** 2

**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>
</tr>
</thead>
<tbody>
<tr>
<td>Corrections Officers</td>
<td>A3150.51990</td>
<td>YCSO – Jail</td>
<td>Part Time</td>
<td>1</td>
</tr>
<tr>
<td>Corrections Officers</td>
<td>A3190.51981</td>
<td>YCSO - Court</td>
<td>Part Time</td>
<td>0</td>
</tr>
<tr>
<td>Deputy Sheriff</td>
<td>A3110.51985</td>
<td>YCSO – LE</td>
<td>Part Time</td>
<td>0</td>
</tr>
<tr>
<td>Dispatcher</td>
<td>A3021.51986</td>
<td>YCSO – Dispatch</td>
<td>Part Time</td>
<td>0</td>
</tr>
<tr>
<td>Cook</td>
<td>A3150.51975</td>
<td>YCSO – Jail</td>
<td>Part Time</td>
<td>0</td>
</tr>
<tr>
<td>Marine PO</td>
<td>A3110.51995</td>
<td>YCSO – LE</td>
<td>Seasonal</td>
<td>0</td>
</tr>
</tbody>
</table>

**Positions on Hold**

(Positions 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>
Historic Markers – Government Operations – December, 2022

Based on discussion and approval at last month’s Government Operations Committee meeting to determine if the markers could be refurbished locally at a lower cost, permission was obtained from the Benton United Methodist Church to use the historic marker in front of the church as a refurbishment example. Highway Department personnel removed the sign on November 22nd and delivered it to Apex Equipment for powder coating. Once powder coating is complete, the marker will go to Polmanteer Automotive for application of automotive paint in their collision facility. The vendors will then be able to provide firm pricing for the remainder of the markers.

An additional marker was “discovered” by Joe Reed. It is a marker located on Route 14 commissioned by the Town of Benton during the US bicentennial entitled “INDIAN CEMETERY” and mentions Cayuga Chief TESMOINES. This marker is in need of restoration.
AUTHORIZE CHAIRWOMAN TO SIGN AGREEMENT FOR A NON-UNION CLASSIFICATION AND COMPENSATION STUDY

WHEREAS, it is the desire of the Yates County Legislature to:
1. Perform an evaluation of non-union positions in County government;
2. Classify positions appropriately;
3. Determine whether compensation adjustments are necessary;
4. Create a method for evaluating future positions; and

WHEREAS, a proposal has been received by Burke Group of Rochester, NY that meets the County’s needs; and

WHEREAS, reference checks with multiple NYS counties have determined that the said firm is fully capable of conducting said study;

NOW, THEREFORE, BE IT RESOLVED, that upon the approval of the County Attorney, the Chairwoman of the Legislature is authorized to sign an agreement in the amount of $5,500.00 with Burke Group to conduct a Non-Union Classification and Compensation Study; and be it further

RESOLVED, that copies of this resolution be provided to Burke Group and the County Administrator.