

GOVERNMENT OPERATIONS COMMITTEE

January 7, 2019

Committee members: Tim Dennis Chair, Jim Multer, Vice Chair, Carlie Chilson, Tim Cutler, Earle Gleason, Bonnie Percy.

Others present: Terry Button, Doug Paddock, Rick Willson, Nonie Flynn, Elden Morrison, Ed Bronson, Leslie Church, Dan Banach, Lois Hall, Kerry Brennan, Arlene Wilson, Connie Hayes, Colby Petersen, Tim Groth, Ruth Bouchard, Robert Schwarting.

Tim Dennis and Jim will sign the audit this month

Minutes of the December meeting were approved as presented.

Public Comment:

John Prendergast stated that he was here to listen in on the discussion for compensation for department heads and in particularly the Election Commissioners.

Legislative Operations

Carlie lead the discussion on the contract/agreement/MOU policy. Several suggestions were made. The document was referred back to Carlie whom will receive input from the Acting County Administrator, the Management Group, and through the Chairman from the County Attorney.

Tim Dennis opened the discussion on dates for committee meetings when they fall on a holiday. The thought was to have the Monday meetings on Wednesday and the Human Services and Finance will switch. The Committee agreed.

Chairman Paddock reported on the status of mandated training for county employees. Ten Legislators have completed all 10 modules and Doug thanked them for setting a good example for the rest of the organization. One person has completed nine, one person has completed six, but there are two Legislators that have not been able to complete any modules at all. There is nothing in our handbook or in the rules of procedure about ramifications for not complying. Doug will meet with those that have not completed the trainings and report back.

Tim Dennis opened the discussion on the common calendar. Tim Groth, I.T. Director, explained Connie and he did some testing and the Legislative calendar that is posted on the website can be sent to your device so you have the calendar information. For those that want it, please make an appointment with Tim Groth so that he can set up your device for you.

Elections – Robert Brechko/Amy Daines

Rob reviewed the accomplishments from last year's election process. Also, if there is an individual that decides they are not running again for whatever reason, the work load increases tremendously.

Ruth explained that people convicted of a felony, and released on parole and granted a pardon are eligible to vote. There have been a few that have come across their desks. There was concern that if a felon was allowed to vote, and their voting site was at a school. Elections put on additional inspectors to guide them where they needed to go, and also chains cutting off corridors so that the only place a person can go is to the voting location.

Rob reported on purged incomplete voters registration cards. There have been 1200 registrations sent over from DMV and the individuals have not realized they have registered to vote. It has generated an increase in time and postage. This may be leading to automatic registering in the future.

Soil & Water –Colby Petersen

Colby reported that staff members are preparing letters for the spring with regard to past due watershed inspections and violations from the previous years.

Colby reported staff have updated the Yates County roads shapefile in preparation for the Highway map project. An updated Town of Barrington culvert inventory has been created and the Town of Jerusalem Bluff project has been completed. Staff are now starting on the Town of Potter culvert assessment.

Colby reported the Keuka Lake Association has completed the stream sampling. Mark Morris is preparing a report which Colby will disseminate when he receives it.

Colby reported on the Ag. Value assessment. Normally Soil & Water does 80 Ag. Assessments a year. Colby explained he is expecting 250 to 300 this year as Potter is doing a re-evaluation.

Colby reviewed the following resolution that would be needed. The Committee approved.

- Appoint Member To The Yates County Soil & Water Conservation District Board of Directors.

Cornell Cooperative Extension – Arlene Wilson

Arlene reported on the Agriculture Educator's activities. A Pesticide Applicator Training Course was given with 8 participants and all passed the state exam. There was also an educational meeting held at the Finger Lakes Produce Auction on January 3rd.

The Agriculture Educator and the Natural Resources Educator are working with Soil and Water and other groups on Agricultural needs.

Arlene reported the office is still working on education for the Spotted Lantern fly. There are flyers and information in the Extension Office.

Arlene reported the 4H public presentations will be held Tuesday, February 19th and Saturday February 23rd. There will also be a winter funfest, Sunday, January 27th at the County Office Building for youth 8 and up.

Arlene reported the Cornell Local Roads Program is going to be doing a variety of workshops. They will be holding a workshop in Yates County on May 15th on Asphalt and Paving principals.

Arlene reviewed the following resolution that would be needed the Committee approved.

- Resolution Authorizing the Chairman to sign MOU with Cornell Cooperative Extension

IT – Tim Groth

Tim reported there were 250 Help Desk Calls for the month.

Tim updated the Committee on Cyber Security Initiatives, Board of Elections Risk Assessment, Exchange email server upgrade, MUNIS Server & Software upgrades and the VMware Server Host upgrade.

Tim reviewed the following resolutions that would be needed. The Committee approved.

- Resolution Authorizing the Chairman to sign contract with SMP
- Resolution Authorizing the Chairman to sign contract with Entre Computer Services

County Clerk – Lois Hall

Lois reported the following statistics, DMV fees for retention collected for November \$20,422.98 with Sales Tax collected \$44,375.95 Shared revenue from internet DMV \$1,109.41 The County Clerk transactions 1529, fees collected \$194,946.33

Lois reported that Image Data has gotten back to Bill Ratcliffe with a quote to scan the oldest deed books. To scan the oldest 175 deed books would be approximately \$400.00 per book, the cost would be \$70,000.00. It may be necessary to split this up over a couple of years.

Lois and Molly attended the first training session with NYSEF on December 13th.

Clerk of the Legislature – Connie Hayes

Connie reviewed the following resolutions that would be needed. The Committee approved.

- Award Office Supply Bid (Longs)
- Change Date of October and November Legislative meetings
- Review memo on Local Government Records Management Improvement Fund Grant with proposed resolution
- Authorize Clerk of the Legislature to Fill Position (Historian)

Personnel – Kerry Brennan

Kerry explained that this is the final draft of the handbook. Tim explained that some feel there are other changes that need to be made. Tim suggested that those who have changes get with Personnel to discuss those and bring this back in February.

Nonie and Kerry will be meeting with NYS and Nationwide to discuss Deferred Comp and report back to Committee.

Kerry reported she and Nonie have been working with Ron Golumbeck on trainings that will be mandatory for Department Heads. The first training, Situational Leadership Training will be held on February 13th and the second training will be on February 27th.

Kerry explained she has been working with the Safety Committee, the DOL/PESH and Department Heads on the mandatory trainings. Kerry is working with departments to set up the 2019 mandatory trainings based on being job specific.

Kerry reviewed changes for the benefits resolution. The flexible spending max contribution limit was increased from \$2,600 to \$2,650, which was determined by the IRS. Kerry suggested that the following language be added, “RESOLVED, that the benefits stated in this resolution will be in effect until otherwise changed or removed by resolution of the County Legislature; and be it further” The Committee agreed.

Kerry reported on the statistics for open enrollment. For 2019, approximately 164 out of 220 full time employees are enrolled in one of the County’s health plans.

Kerry would like to setup a meeting with all the Workers Compensation Plan Participants. Further discussion will take place next month. Further discussion will take place next month.

Kerry reviewed upcoming events and policies she is working on.

Kerry reviewed the following resolutions that would be needed. The Committee approved.

- Authorize Sheriff to fill two positions (Correction Officers)
- Authorize Clerk of Legislature to fill Historian position
- Authorize DSS Commissioner to fill Support Investigator Position
- Authorize County Administrator to create and fill position (Senior Account Clerk Typist)

- Adopt Volunteer/Intern Background Check Policy and Procedure – to be brought back next month
- Adopt Employee Benefits for Non-Union Employees
- Amend 2018 Hourly Salary Schedule

Chairman Dennis suspended the meeting at 3:35 p.m. until the completion of the Human Services meeting.

Jim moved to enter executive session to discuss matters leading to employment of a particular corporation and the employment history of a particular person, with Committee members, and Legislators present, seconded by Bonnie.

Meeting adjourned at 7:34 p.m.