

GOVERNMENT OPERATIONS COMMITTEE

February 4, 2019

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

Others present: Bill Holgate, Terry Button, Rick Wilson, Connie Hayes, Nonie Flynn, Elden Morrison, Ed Bronson, Leslie Church, Dan Banach, Tim Groth, Lois Hall, Kerry Brennan, Colby Petersen, Doug Paddock, Amy Daines, Robert Brechko

Tim and Carlie will sign the audit this month.

Minutes of the January meeting were approved as presented.

Legislative Operations

Carlie reviewed the proposed contract/agreement/MOU policy. A lengthy discussion took place with various suggestions. Carlie was asked to put a flow chart together. Also, when determining whether a contract is to be reviewed it will take at least 3 legislators to stop the process.

Doug reported on the Mandatory Training for Legislators. All legislators have completed the necessary training.

Doug, Tim Dennis, Earle, Carlie, and Nonie reviewed highlights from the NYSAC Conference.

Elections – Robert Brechko/Amy Daines

Amy reported several election laws were signed by the Governor. They involve pre-registration to include 16 year olds, voter registration transfers for voters who live in NYS, Campaign Finance changes involving LLC's, June primary and early voting which will start with the General Election in November.

Amy reviewed the January accomplishments and February objectives that were submitted. February 26th is the first date that party petitions can be signed and are due in April.

Amy submitted a report on the Winter Conference.

Soil & Water –Colby Petersen

Colby reported the staff are working with landowners to complete soil group worksheets for the agricultural value assessments. To date 125 soil group worksheets have been completed. It is estimated that 250 parcels would need to be updated this year.

Colby reported the Town of Potter culvert inventory and assessment field data has been collected. The data is being compiled to create a map book in GIS for the Town Highway Department's use.

Colby reported staff are preparing reports for reimbursement under the Soil and Water Conservation District line item of the Environmental Protection Funds.

Cornell Cooperative Extension – Arlene Wilson

Arlene could not attend the meeting but submitted a written report.

Tim explained that Arlene needs a letter of support for a shared services grant to continue the steward boat inspection and educational outreach program. The Committee approved. A resolution will be needed authorizing the chairman to sign a letter of support.

IT – Tim Groth

Tim reviewed his statistical report for the month which showed 247 help desk calls for the month.

Tim updated the Committee on Cyber Security Initiatives, Exchange (email server) upgrades, MUNIS server and software upgrades, VMware server host upgrades, and Quest Kace Systems Deployment appliance.

Tim updated the Committee on the fake invoice emails which turn out to be viruses.

Tim reviewed the following resolution that would be needed. The Committee agreed.

- Adopt Information Security Policy

County Clerk – Lois Hall

Lois reviewed her statistical reports which showed DMV fees for retention collected for November \$15,150.11 with sales tax collected of \$18,240.57. Shared revenue from internet DMV was \$894.65. Total shared revenue received from the internet for the 2018 year was \$6,504.17.

County Clerk transactions 1525, fees collected \$199,006.31.

Lois reported passport recertification has been completed by the three agents in the clerk's office. This is a yearly requirement to be able to issue passports.

Lois reported the order from the Chief Administrative Judge of the Courts was received January 23rd to enable her to go forward with consensual E-filing with the Supreme Court. Avenu, who is the Clerk's vendor will be offering training for the office the week of January 28th as they were not ready to go forward when the order came from the courts.

Lois reported the committee from the New York State Association of County Clerk's (NYSACC) met with the NYS Pistol Permit Bureau in Albany on January 22nd to obtain information and answer questions. There are a number of issues to be worked out. Another meeting is scheduled to review more of the Clerk's concerns.

Lois will be meeting with the New Commissioner of DMV next week. She will be discussing the computer issues and also the possibility of obtaining more state funding.

Lois reported DMV changed the process in which she sends their documents to them. Beginning February 4th all registration documents will be shipped separately to DMV in Albany by UPS. Lois has been supplied with UPS air bills and boxes paid for by DMV. All license and other documents will be mailed to DMV by the Clerk at the County's cost.

Lois updated the Committee on various legislation issues.

Personnel – Kerry Brennan

Kerry reported it was decided that the employee handbook needed more work prior to being adopted by the Legislature. It is anticipated that the final handbook will be ready for adoption in March. Kerry explained that there is a lot of formatting that needs to be done. Kerry would like to hire out the formatting of the document. Kerry was authorized to move forward with a contract and resolution.

Kerry reported she and Nonie met with Nationwide on deferred compensation and have a meeting scheduled with NYS Deferred Compensation on February 6th. Findings will be presented in March.

Kerry reported she has been approached by the President of the NYS Association of Personnel and Civil Service Officers to be on the Executive Committee of the Board.

Kerry reported she has been looking into Workers Compensation and is not prepared to talk about it at this time. Kerry would like to meet with the Acting County Administrator and report on this in May.

Kerry reviewed where she was at with various policies.

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

- Authorize Director of Public Health to fill Principal Account Clerk Typist Position
- Authorize Director of Public Health to fill Public Health Nurse Position
- Authorize Director of Emergency Management to fill EMS Coordinator Position
- Amend Resolution 41-10 Adopt 2019 Non-Union Salary Schedule
- Adopt Volunteer/Intern Background Check Policy and Procedure
- Reopening Section 552 of the Retirement and Social Security Law
- Authorize DSS Commissioner to fill an attorney position
- Create Deputy Sheriff's position (for training school)

Acting County Administrator – Nonie Flynn

Nonie reviewed where she was with certain projects as they related to Government Operations.

Meeting adjourned 3:30p.m.