

GOVERNMENT OPERATIONS COMMITTEE

July 1, 2019

Committee members: Tim Dennis Chair, Jim Multer, Vice Chair, Carlie Chilson, Tim Cutler,

Absent: Earle Gleason, Bonnie Percy

Others present: Lois Hall, Kerry Brennan, Arlene Wilson, Amy Daines, Connie Hayes, Tim Groth, Colby Petersen, Doug Paddock, Rick Willson, Nonie Flynn, Elden Morrison, Ed Bronson, Dan Banach.

Tim and Carlie will sign the audit this month.

Minutes of the June meeting were approved as presented.

Legislative Operations

Chairman Paddock reported D.I. Jacobs Consulting Company has drafted job descriptions for the positions being considered and will be meeting with persons currently holding those positions July 8th and 9th. The Task Force met with Don Jacobs (Principal) by phone on June 24th. He will update the legislature after the July 8th meeting, likely in executive session. Regular meetings have been scheduled with the Task Force and consultant to monitor progress and schedule.

Elections – Robert Brechko/Amy Daines

Amy reviewed the accomplishments and objections for June and July.

Amy reviewed a proposed training schedule for Election employees. The consensus of the Committee was to have all the trainings done this year.

Amy reviewed the changes to the Election Law.

Amy reviewed an issue with security. She will work with the Sheriff, Acting County Administrator and the Safety Committee to come to a resolution.

Soil & Water –Colby Petersen

Colby introduced Ian Smith who is the Watershed Steward for Seneca Lake.

Colby reported staff have taken over 1800 phone calls and serviced over 85 walk in customers to date this year.

Colby reported staff have conducted watershed inspections in the Towns of Barrington, Jerusalem, Milo, Torrey and the Villages of Dresden and Penn Yan. To date 153 inspections have been completed out of a targeted goal of 440.

Colby reported staff have closed out year 14 of AEM based funding and the contract for year 15 has been signed. The 4 grant applications that were submitted to the Great Lakes Basin grant program through NYS have been approved.

Colby reported ditch stabilization projects in the Towns of Milo and Jerusalem have been completed for contract year 2017-2018. The contract for 2017-2018 will be closed out in July. Projects for contract year 2018-2019 will begin in the early fall.

Cornell Cooperative Extension – Arlene Wilson

Arlene reported she has been working with the watersheds on shoreline monitoring programs.

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

- A proclamation Recognizing New York Invasive Species Awareness Week
- Authorizing Yates County To Submit An Application To New York State Agriculture And Markets For A Farmland Protection Planning Grant On Behalf Of Yates County

IT – Tim Groth

Tim reviewed the statistics for the month which showed 362 help desk calls.

Tim updated the Committee on the MUNIS upgrade, the Large File Transfer Solutions and the Targeted Email Phishing Campaigns and trainings.

Tim reviewed the Risk Assessment Corrective Action Plan.

County Clerk – Lois Hall

Lois reviewed the statistical reports which showed DMV fees for retention collected for May \$21,283.60 with \$61,846.12 sales tax collected. County Clerk transactions 1853, fees collected \$226,753.21.

Lois reported the real estate recordings are beginning to pick up and the Court document submission remain steady. The E-Filing with NYSEF has also been steady.

Lois updated the Committee on discussions from New York State Association of County Clerks Conference.

Lois has a meeting next Monday in Syracuse with other County Clerks and the State DMV regarding the Green Light legislation.

Clerk of Legislature – Connie Hayes

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

- Adopt Local Law 2-19 Entitled Renewal Of Local Law 2-16 “A Local Law Establishing An Occupancy Tax In Yates County.

Personnel – Kerry Brennan

Kerry reported the transitioning of the Deferred Compensation switch over went smoothly.

Kerry would like to implement the FMLA module through TimeClock at a onetime cost of \$1,370 which would allow for more efficiency and better tracking. The consensus of the Committee was to move forward with the purchase.

Administrative Guide follow up – Kerry reported the Administrative Guide Committee met on June 14th to discuss what should be included, formatting and set the table of contents. The committee will meet again July 11th.

Kerry reported the last time the Drug and Alcohol policy was updated was in 2007. There are updates that need to be made to the policy regarding the Highway Department. The labor Attorney John Corcoran suggests that the County use Public HR who wrote the handbook to have them also do the policy updates. The consensus of the Committee was to move forward with the updates.

Kerry would like to work on a Light Duty Work/Transitional Work Policy. The consensus of the Committee was to move forward with a policy.

Kerry would like to work on revising the County Office Building Fire Prevention and Safety Policy. The current policy refers to job titles we don’t have or that are not accurate as well as some of the content is in need of updating. The consensus of the Committee was too moved forward with updates.

Kerry reported she and the Acting County Administrator met this morning on health insurance. She would like to have time to analyze the information from the meeting and possibly have a meeting next week to review.

Kerry reported she received a letter Friday stating that there is 9 months left before Federal Motor Carriers Safety Administration National Drug and Alcohol Clearing House Act goes into effect. Kerry explained that this a database of all CDL licenses drivers.

Kerry reported there was only one person who took advantage of taking time off to vote.

Acting County Administrator – Nonie Flynn

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

- Resolution to Authorize Payment of Cell Phone Charges

Nonie reviewed the Project Status Report as it related to Government Operations.

Jim moved to enter executive session to discuss the employment history of a particular individual or individuals with Committee Members, Legislators and the Acting County Administrator present; seconded by Carlie.

VOTE: Unanimous

Meeting adjourned at 3:45 p.m.