

## GOVERNMENT OPERATIONS COMMITTEE

September 4, 2019 at 1:30 p.m.

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

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

Tim and Tim Cutler will sign the audit this month.

Minutes of the August meeting were approved as presented.

### **Legislative Operations**

Chairman Paddock reported Amy Storey, President of Keuka College will provide the legislature with an annual update.

Chairman Paddock reported Nonie Flynn, Tim Cutler and Doug Paddock will attend the NYSAC fall conference to be held September 16-19 in Sullivan County at the Resorts World Catskills in Monticello.

Chairman Paddock report the mandatory annual training needs to be completed by all legislators on or before September 30<sup>th</sup> through Skillup. The topics are listed below with estimated times to complete. Total commitment should be less than 2½ hours.

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| ▪ Emergency Response in the Workplace                         | 43 minutes |
| ▪ Workplace Harassment Prevention for Employees (State of NY) | 40 minutes |
| ▪ Active Shooter 2.0  | 15 minutes |
| ▪ Preventing Bullying and Violence                            | 18 minutes |
| ▪ Title VI Sub-recipient Training                             | 31 slides. |

Chairman Paddock reported D. I. Jacobs Consulting Company and the Classification and Compensation Task Force have agreed on Level Ratings for positions. DIJ has drafted salary schedules. Information will be reviewed by the Task Force with the entire legislature at its September 9<sup>th</sup> meeting.

### **Elections – Robert Brechko/Robert Schwarting**

Ruth Bouchard reported in the absence of Bob and Rob.

Ruth reported that Andrew Baus has been hired as the Republican Deputy Commissioner.

The accomplishments and objectives were reviewed along with the impact of the State Legislation.

### **Soil & Water –Colby Petersen**

Colby reported staff presented at the Keuka Water Quality Summit.

Colby reported 56 loads of hydroseeding have sprayed to date which is 25% higher than an average year.

Colby reported staff have been getting a large amount of drainage calls. Staff have been busy looking at fields for erosion and drainage assistance.

Colby reported staff assisted with Yates Farm Safety Day which had 239 attendees. Tom Eskildsen helped with from Soil & Water and Nancy Glazier from the NWN Y CCE team held a station on farm manure gas concerns, silo gas concerns, milk house chemical concerns, and pesticide concerns.

Colby reported Tom Eskildsen is working on large manure project outside the village one for solid and liquid manure, milkhouse drain water control, barnyard runoff control, and a grass buffer along an adjacent stream.

### **Cornell Cooperative Extension – Arlene Wilson**

Arlene reported September 9<sup>th</sup> is the Legislative Ag. Tour starting at 9:00 a.m.

Arlene updated the Committee on highlights from the Yates County Fair and various workshops.

Arlene updated the Committee on 4H and Human Ecology upcoming events.

Arlene updated the Committee on Cooperative Extension Nutrition (Finger Lakes Eat Smart NY). Yates CCE will be in a collaborative partnership with Steuben, Schuyler, Tioga and Chemung CCE to continue regional nutrition education for SNAP recipients.

Arlene reported on the School Nutrition and wellness Program – Dundee Central Schools have agreed to a new partnership with Finger Lakes East Smart NY. The school based curriculum focuses on changing the school culture to encourage being active, eating fruits and vegetables and training staff/teachers Our Town Rocks volunteers to be wellness champions.

### **IT – Tim Groth**

Tim reviewed the Help Desk calls which were 330 for the month of July.

Tim updated the Committee on the MUNIS upgrade, large file transfer solutions, video conferencing and collaboration software, and Domain Controller upgrades.

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

- Resolution to sign Internet & Telephone Services Contract

### **Clerk of Legislature – Connie Hayes**

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

- Resolution Authorizing Agreement with Finger Lakes Community College

### **Personnel – Kerry Brennan**

Kerry reported Public Sector HR has started working on the Controlled Substances and Alcohol Testing Policy update. Kerry hopes to have the draft for the Committee to review next month.

Kerry is working on setting up the Family Medical Leave Act (FMLA) TimeClock Module update.

Kerry reviewed a language change that needs to be added to the Employee Handbook clarifying how much personal leave time a new employee gets at the time of hire. The Committee approved.

Kerry reported loss control services have been discontinued with Benetech as of July. The health benefits and FMLA were discontinued in August.

Kerry updated the Committee on the Administrative Guide Project.

Kerry reviewed the following resolution that is needed. The Committee approved.

- Resolution to Amend Yates County Employee Handbook

**Acting County Administrator – Nonie Flynn**

Nonie reported the Penn Yan Public Library will have an information table in our lobby one day in September to promote Library Card Sign-up Month.

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

- Resolution – Call for NYS to Adopt a Law to Ban Expanded Polystyrene Foam Packaging Products

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

Jim moved to enter executive session to discuss the employment history of a particular individual or individuals with the Committee members, Legislators, County Attorney, Acting County Administrator, representatives from the Highway Department, seconded by Bonnie.

VOTE: Unanimous

Meeting adjourned at 4:05 pm