

GOVERNMENT OPERATIONS COMMITTEE

October 7, 2019

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

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

Tim and Earle will sign the audit this month.

Minutes of the September meeting were approved as presented.

Legislative Operations

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

Chairman Paddock reported he along with Nonie Flynn, Tim Cutler attended the NYSAC fall seminar held September 16-19 in Sullivan County. A resolution from the seminar regarding funding for changes in the Criminal Procedure Law is included in the Public Safety agenda. The remainder of the resolutions from the seminar have been distributed to Department Heads who will review them and recommend those appropriate for further action by this legislature.

Chairman Paddock stated that he reached out to the Governor's office to discuss concerns regarding the Criminal Procedure Law. Chairman Paddock stated that he did hear from a representative out of the Rochester office who can attend the Public Safety meeting tomorrow but will have no answers. The consensus of the Committee was to have the representative from the Rochester office attend public safety tomorrow and then someone from Albany office attend the November meeting.

Chairman Paddock reported the mandatory annual training has been completed by all legislators and thanked them for their efforts in this matter.

Chairman Paddock reported D. I. Jacobs Consulting Company has provided a report that is being reviewed by the Classification and Compensation Task Force. Information will be reviewed by the Task Force with the entire legislature at its October 15th meeting.

Tim reported the Chairman of the Yates County Legislature was recognized at the NYSAC fall seminar for completing the NYSAC County Government Institute course requirements and received his certification of achievement. Chairman Paddock joins, Dr. Timothy Dennis, Sheriff Ron Spike and Acting County Administrator Nonie Flynn in this achievement.

Elections – Robert Brechko/Robert Schwarting

Bob and Rob's accomplishments and objectives were reviewed.

Bob reported the electronic poll books have been received and training has been done. The electronic poll books will assist in the early voting. Rob discussed various issues pertaining to early voting.

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

- Resolution Authorizing the Chairman Of The Legislature To Sign Early Voting Aid Grant Contract # BOE01-C004127-1110000

Bob and Rob reviewed the Budget Summary.

Soil & Water –Colby Petersen

Colby reported with regards to the 9 Element Plan. There is now a contract with the state and the County is now being billed the \$5,000 matching amount for their contribution to plan.

Colby reported the Agricultural District review for 2019 is coming up. An ad is required for the month of November asking applications. Applications can be made to the Clerk of the Legislature.

Colby reported the State Soil and Water Conservation Committee is meeting here in the Public Health Training room on October 28th from 10:00 a.m. to 3:00 p.m. Colby explained they are the organization that all our state funding comes through and they make the important decisions in regards to Soil & Waters future.

Colby reported to date the staff have taken over 2,850 phone calls and serviced over 1,150 walk in customers.

Colby reported staff are conducting watershed inspections in the Towns of Barrington, Jerusalem, Milo, Torrey and the Villages of Dresden and Penn Yan. To date 303 inspections have been completed.

Colby reported to date staff have sprayed 66.5 loads of hydroseeding which is equivalent to 10.7 acres of coverage.

Colby reported the department continues to assist farms with farmstead and field runoff issues.

Cornell Cooperative Extension – Arlene Wilson

Arlene reported on the TANF Life Skills Program. Eleven out of seventeen workshops have been completed with Workforce Development and outreach efforts continue.

Arlene updated the Committee on activities of 4-H and Youth Development along with the activities of the Natural Resources Educator and the Agriculture Educator.

Arlene discussed the CCE Yates Farming Capacity Building Project, explaining CCE would be reaching out for speakers to provide four to six locally based workshops out of two growing seasons in 2020 -2021.

Historian – Len Kataskas

Len updated the Committee on the LRGMIIF grant that was received in the amount of \$148,385 for a shared services project with Laserfiche. Len also reviewed his accomplishments to date.

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

- Authorize County Historian To Create And Fill Temporary Part Time Clerk Position

Len reviewed the budget summaries for Historian and Records Management.

IT – Tim Groth

Tim reviewed his statistical report which showed 298 help desk calls for August.

Tim updated the Committee on the following projects: MUNIS upgrades, large file transfer solutions, video conferencing and collaborations software, domain controller upgrades, new fiber circuit between Yates County and Seneca County, cybersecurity services agreement, and VoIP software upgrade.

Tim reviewed his 2020 budget summary.

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

- Authorize Chairman to Sign Contract (Systems Management/Planning Inc.)
- Authorize Chairman to Sign Contract (CDW Government)
- Authorize Chairman to Sign Contract (New York State Division of Homeland Security and Emergency Services)

County Clerk – Lois Hall

Lois reviewed her statistical report which showed DMV fees for retention collected for August were \$17,816.43 with \$71,511.94 sales tax collected. COPRS internet fees collected year to date were \$2,280.01. There were 1724 County Clerk transactions with \$229,570.88 in fees collected.

Lois reported the mandatory license plate replacement plan has been scrapped.

The week of September 23rd through the 27th had been declared National DMV Appreciation Week by Donate Life. More than 80% of New York's organ and tissue enrollments come through the New York State DMV.

Lois reported in regards to the "Green Light Law" there is still no communication between NYSDMV and her office as to what policies and procedures will be enacted to accomplish this at the DMV office.

Lois reported she will be working on an RFP for her records storage system.

Lois reported on the Enhanced License and Real ID.

Lois reviewed her proposed budget summary.

Clerk of Legislature – Connie Hayes

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

- Resolution Designating Newspapers

Connie reviewed the Central Copier Budget Summary.

Connie reviewed the year to date Legislative office expenses. Explaining that there may be a need for a transfer from the contingent fund.

Connie reviewed the Legislative office Budget Summary.

Personnel – Kerry Brennan

Kerry reviewed her Budget Summary along with the Workers Compensation Budget.

Kerry reported as of September 17th the Personnel Office hours are 8:30 to 5:00. Kerry reminded everyone that there may be some times when the office will be closed.

Kerry reported under public law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity act of 1972, all State and local governments are required to keep records and to make such report to the Equal Employment Opportunity Commission. Kerry filed the 2019 EEO-4 prior to the October 30th, 2019 deadline.

Kerry reported the onboarding process with Relph Benefit Advisors (RBA) has been extremely thorough and she anticipates bringing topics to discuss with the Government Operations Committee in the future.

Kerry reported there were 9 participants at the September 4th Blood Drive which will benefit 19 patients. Discussion took place on more extensive advertising.

Kerry reviewed the Business Associates Agreement with Relph Benefit Advisors.

Kerry reviewed the Controlled Substances and Alcohol Testing Policy. Carlie made some suggested changes to the policy and places to contact.

Kerry reported she has been working with HealthWorks to schedule an informational meeting regarding the upcoming Drug and Alcohol Clearinghouse. As of January 6, 2020 all employers' public and private that employ CDL drivers are required to use the Clearinghouse per the Federal Motor Carrier Safety Administration.

Kerry updated the Committee on the status of the Administrative Guide.

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

- Adopt FY 2020 Workers' Compensation Budget
- Authorize Chairman To Sign Business Associate Agreement With Relph Benefit Advisors And Alera Group Company For Compliance With HIPPA

Kerry reported the Real Property Tax Director has completed all of her training so a resolution will be needed to adjust her salary. Kerry will have one for Monday.

Acting County Administrator – Nonie Flynn

Nonie reviewed the A1230 – County Administrator Requested Budget Summary

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

Jim moved to enter executive session to discuss contract negotiations with CSEA and Council 82 and the employment history of a group of individuals with the Acting County Administrator, Committee members, Legislators, and Personnel Officer present, seconded by Carlie.

VOTE: Unanimous

Meeting adjourned at 4:00 p.m.