

AGENDA

GOVERNMENT OPERATIONS COMMITTEE

Thursday, March 3rd

Supervisors: Crane, Manktelow, Spickerman, Verkey and Chatfield

8:30 a.m.

Approve minutes from previous meeting

8:30 a.m.

County Clerk, Michael Jankowski

TRANSMITTAL:

- Authorization to amend Historian's budget [HIST 02RES1 Carry over historian grant balances that fill to Fund Balance at the end of the year.doc](#)

8:40 a.m.

Transmittals Referred to Committee

8:50 a.m.

County Administrator, Rick House

MONTHLY REPORT [CO ADMIN Monthly Report March 2016.docx](#)

DISCUSSION: Travel Reimbursement Project

9:15 a.m.

Human Resources, Charles Dye

MONTHLY REPORT

WORKERS COMPENSATION ANNUAL REPORT (Lindsey Burgess)

[Wayne County Self Insured Plan 2015 Annual Report.pdf](#)

9:25 a.m.

Board of Elections, Marjorie Bridson & Mark Alquist

TRANSMITTALS:

- Authorization to apply for grant extension (Shoebox) [BOE03RES02 SHOEBOX Grant extension REV1.docm](#)
- Authorization to apply for grant extension [BOE03RES01 Grant extensions REV1.doc](#)

ANNUAL REPORT [BOE 2015 ANNUALREPORT.pdf](#)

9:40 a.m.

County Attorney, Dan Connors

OFFICE UPDATE [CA February 2016.pdf](#)

RESOLUTION TRANSMITTAL

Committee No: 5

Date: 3/3/2016

**Committee Chair:
Department Head: Mike Jankowski**

AUTHORIZATION TO AMEND THE 2016 BUDGET TO CARRY OVER THE 2015 REMAINING BALANCE FOR THE HOFFMAN FOUNDATION GRANT

WHEREAS, that funds have been received by Wayne County from the Hoffman Foundation Grant to provide funding for necessary Historical projects; and

WHEREAS, that a balance of \$8,389.35 in the Hoffman Foundation grant is available as of December 31, 2015 to complete the projects; now, therefore, be it

RESOLVED, that the County Treasurer is hereby directed to transfer \$8,389.35 from the unassigned General Fund balance to the following account:

A7510 – Historian

(Appropriations)

\$8,389.35 from 54484 Hoffman Foundation

Budgeted: No Proposed Cost: \$0 Reimbursed Amount \$0 County Cost \$0

County Administrator's Review \$ Approval: yes ___ no ___ by: _____

Personnel Office Review & Approval: yes ___ no ___ by: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

**Government Operations Committee
February 2016 Report
County Administrator's Office**

Department Head Meetings:

Kevin Rooney	Bob McNary	Diane Devlin
Rich Molisani	Karen Ambroz	Kathy Templar
Jim Kernan	Christine Worth	George Bastedo
Dale Mead	Chuck Dye	Patrick Skelly
Matt Ury	Dan Connors	Jim Haitz
Penny Shockley	Denis Vinnik	

Areas Covered:

1. What are the biggest accomplishments for the month (goals and objectives)?
2. What are the biggest challenges over the last month?
3. What things should be done differently?
4. What resources would be helpful?
5. Anything that the County Administrator's Office of COTB can help with?

Travel Reimbursement Project

Working with Patrick and Kevin on developing a more cost effective program.

NYSAC

Attended the NYSAC Conference February 1-3 in Albany

- Round-table meetings with County Administrators and County Executives
- State Budget discussions
- Various workshops

Visits to Steuben and Ontario Counties to review "Best Practices"

- Accompanied by Patrick

Policy and Procedure Project

- Kelley assigned

Town Board Meetings Attended

Williamson

Supervisors Training

- Rachel Ford

WAYNE COUNTY SELF-INSURED PLAN

WORKERS' COMPENSATION ANNUAL REPORT

JANUARY 1, 2015 – DECEMBER 31, 2015

This annual report of the Wayne County Self-Insured Plan for Workers' Compensation (the Plan) reflects the one-year period, January 1, 2015 through December 31, 2015.

During this period, the Plan continued to utilize the services of Third Party Claims Administrator (TPA), NCA Comp. NCA Comp was hired effective June 1, 2014, and they continue to manage claims effectively and efficiently.

ACTUARIAL STUDIES OF RESERVE FUNDS

An actuarial study has been completed annually on plan reserves since 2011 by the firm, By the Numbers Actuarial Consulting, Inc. Each year, the actuarial consultants promulgate "low," "expected," and "high" recommendations regarding the monetary reserve that would be necessary to pay both existing claims and "incurred but not reported" (IBNR) claims. The local law that governs the Plan cites the goal for actual cash reserves to be the amount of the "expected" recommendation.

The most recent study completed in July 2015 indicated a reserve recommendation of \$7,940,000, while the 2014 study recommended a reserve of \$7,130,000. The increase in the recommended reserve is due in part to the adverse development of a few high-dollar claims beyond the previously expected liability.

At the end of 2014, the actual reserve was \$4,265,205. On December 31, 2015, the actual reserve was \$4,687,670. As annual premium equivalents are calculated for participating entities, these figures are contemplated so as to gradually enhance the reserve to reach the recommended amount over a number of years.

PREMIUM-EQUIVALENTS AND PLAN EXPENSES

In 2015, the total of premium-equivalents (including the County's) collected by the Plan was \$2,667,691. For the 2016 Plan year, the total premium-equivalents collected will be \$2,963,009. In addition to these revenues, the Plan also collects reimbursements from excess insurance carriers and state sources (Special Funds, etc.) when applicable. Such collections totaled \$631,294 in 2015. This

amount is expected to gradually decrease in the future, as New York State has closed one such fund that has been providing relief to the Plan for claims that meet certain criteria.

Claims expenses are the largest Plan expenditure, totaling \$2,373,030 in 2015. These expenditures include some case settlements, wherein a claimant accepts a lump sum dollar amount, rather than continuing to receive a weekly benefit payment. Such settlements reduce the long-term liability of the plan for those specific cases. The premium-equivalents paid by each participating entity also cover various expenses in addition to workers' compensation claims costs and the administration thereof. The Plan purchases Excess Workers' Compensation and Employers' Liability insurance, which protects the participants from catastrophic claims. These policies carried premiums totaling \$284,270 in 2015. In addition, the Plan is required by law to pay New York State assessments as mandated by the Workers' Compensation Board, which equaled \$163,281 in 2015 and are scheduled to increase in 2016.

CONTACT INFORMATION

For more information, please contact:

Lindsey Burgess
Wayne County Self-Insurance Specialist
26 Church Street
Lyons, New York 14489
Phone: 315-946-7480
Email: L.Burgess@co.wayne.ny.us

Respectfully Submitted by: Lindsey Burgess, Plan Director

Date: February 22, 2016

Amended RESOLUTION TRANSMITTAL

Committee No: 5

Date: 03/03/2016

**Committee Chair: Laurie Crane
Department Head: Alquist/Bridson**

AUTHORIZATION TO APPLY FOR EXTENSION OF THE C003252 SHOEBOX GRANT CONTRACT FOR THE WAYNE COUNTY BOARD OF ELECTIONS

WHEREAS, that Wayne County has a contract with the New York State Board of Elections for C003252 SHOEBOX grant funds, which will end on March 31, 2016 unless otherwise extended; and

WHEREAS, that the New York State Board of Elections is working to extend said contract for another year from April 1, 2016 to March 31, 2017; and

WHEREAS, that Wayne County must file for a contract extension with the New York State Board of Elections in order to extend said contract; and

WHEREAS, that Wayne County is desirous in extending said grant contract; now, therefore be it

RESOLVED, that the Chairman of the Wayne County of Supervisors is authorized to execute a request for extension through March 31, 2017 of the C003252 SHOEBOX grant contract.

Budgeted: Yes Proposed Cost: \$0 Reimbursed Amount: \$0 County Cost: \$0

County Administrator's Review & Approval: yes ___ no ___ by: _____

Personnel Office Review & Approval: yes ___ no ___ by: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:
Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

RESOLUTION TRANSMITTAL

Committee No: 5

Date: 03/03/2016

**Committee Chair: Laurie Crane
Department Head: Alquist/Bridson**

AUTHORIZATION TO APPLY FOR EXTENSION OF GRANT FUNDS FOR THE WAYNE COUNTY BOARD OF ELECTIONS

WHEREAS, that Wayne County has contracts with the New York State Board of Elections for Voter Education/Poll Worker Training with a balance of \$206.70 and New York State Poll Site Access Improvement with a balance of \$999.66, which will end on March 31, 2016 unless otherwise extended; and

WHEREAS, that the New York State Board of Elections is working to extend said contracts for another year from April 1, 2016 to March 31, 2017; and

WHEREAS, that Wayne County must file for contract extensions with the New York State Board of Elections in order to extend said contracts; and

WHEREAS, that Wayne County is desirous in extending said grant contracts; now, therefore be it

RESOLVED, that the Chairman of the Wayne County of Supervisors is authorized to execute a request for extension through March 31, 2017 with the New York State Board of Elections for the Voter Education/Poll Worker Training and the New York State Poll Site Access Improvement grant contracts.

Budgeted: Yes Proposed Cost: \$1,206.36 Reimbursed Amount: \$1,206.36 County Cost: \$0

County Administrator's Review & Approval: yes ___ no ___ by: _____

Personnel Office Review & Approval: yes ___ no ___ by: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:
Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

**COUNTY OF WAYNE
OFFICE OF THE COUNTY ATTORNEY**

WAYNE COUNTY COURTHOUSE
26 CHURCH ST. LYONS, NY 14489
FAX: (315) 946-5942

DANIEL C. CONNORS, ESQ.
COUNTY ATTORNEY
(315) 946-7442

ERIN M. HAMMOND, ESQ.
ASSISTANT COUNTY ATTORNEY
(315) 946-7444

The County Attorney's Office monthly report for February 2016 is as follows:

Contracts Drafted	11
Insurance Certificates	42
Notice of Claims	0
Accidents	1
Disciplines/Grievances	4
Human Rights Complaints	0
Subpoenas	5
Freedom of Information Requests (FOIL)	22
FOIL Money Collected	\$3.25
Juvenile Delinquent's (JD's)	2
Persons In Need of Supervision (PINS)	2
Poor Person Applications	7
Pistol Permit Hearings	1
Unemployment Hearings	0

Respectfully submitted,

Daniel C. Connors, Esq.
County Attorney