

**AGENDA**  
**GOVERNMENT OPERATIONS COMMITTEE**  
**Thursday, January 6<sup>th</sup> 9:00 a.m.**

*Supervisors:* Lasher, Donalty, Kolczynski, Chatfield, Eygnor

9:00 a.m. **Approval of meeting minutes/Introductions**

9:00 a.m. **Transmittals referred to Committee**

9:10 a.m. **Compliance Officer, Ed Hunt**

TRANSMITTAL:

- Authorization to Modify County Compliance Plan [COMP 01Res2 2022 Modification to the Wayne County Complainece Plan.doc](#)
- Authorization to Modify County Ethics Policy [COMP 01Res1 2022 Modification to the Wayne County Ethics Policy.doc](#)

9:15 a.m. **County Clerk, Michael Jankowski**  
**County Grants Manager, Jay Roscup**  
**Human Resource Director, Chris Kalinski**

NO BUSINESS

9:15 a.m. **Board of Elections, Mark Alquist & John Zornow**

TRANSMITTAL:

- Authorization to sign Cybersecurity Remediation Grant [BOE 01Res1 EXTEND ELECTIONS CYBERSECURITY REMEDIATION GRANT.doc](#)

9:20 a.m. **County Attorney, Dan Connors**

Monthly Report [County Attorney - monthly report.pdf](#)  
Annual Report [County Attorney - annual report.pdf](#)

9:25 a.m. **County Administrator, Rick House**

Monthly Report

TRANSMITTAL:

- Authorization to Create GIS Coordinator Position and Amend Budget [COTB 01Res1 2022 GIS position 1-4-22.doc](#)

**RESOLUTION TRANSMITTAL**

Committee No. 5 – Government Operations Committee- County Compliance  
Committee Chair:

Date: January 6, 2022  
Compliance Officer: Edward Hunt

**Authorization to Modify the Wayne County Compliance Plan**

WHEREAS, the Wayne County Compliance Plan is a comprehensive document that guides the County's Compliance Program; and

WHEREAS, the Compliance Plan will be further enhanced by adding language regarding Exclusions as well as adding language regarding our legal responsibility to establish a method for anonymous reporting of compliance-related matters; and

WHEREAS, such statement will also serve as a conduit for annual County Compliance training to all elected officials and employees;

BE IT RESOLVED, that the Wayne County Board of Supervisors adopts an updated version of the Wayne County Compliance Plan to include the following additions:

**I. Exclusions**

Wayne County, as an entity that receives Federal health care funding, will not employ or do business with any person or entity who is excluded by the Office of Inspector General from any Federal health care program and/or the Office of Medicaid Inspector General.

**II. Protections**

As per New York Social Services Law Section 363-D - Provider compliance program, communication lines shall include a method for anonymous and confidential good faith reporting of potential compliance issues as they are identified.

Budgeted: yes \_\_\_no \_\_\_ (in part) Proposed Cost: \$0 Reimbursed Amount: \$0 County cost: None

Departmental transfer \$\_\_\_\_\_ from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_

County Administrator's Review: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Office Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

County Attorney Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

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 – Government Operations Committee- County Compliance  
Committee Chair:

Date: January 6, 2022  
Compliance Officer: Edward Hunt

### Authorization to Modify the Wayne County Ethics Policy

WHEREAS, the Wayne County Ethics Policy is a comprehensive document that guides the conduct of our elected officials and employees; and

WHEREAS, the Ethics Policy will be further enhanced by adding a statement that elucidates the county's definitions and policy with regard to Nepotism; and

WHEREAS, such statement will also serve as a conduit for annual County Compliance training to all elected officials and employees;

BE IT RESOLVED, that the Wayne County Board of Supervisors adopts an updated version of the Wayne County Ethics Policy to include the following addition:

#### SECTION 14. NEPOTISM

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism (or the perception of such), and negatively impact morale. Decisions concerning the employment, evaluation, promotion and compensation of personnel should be based on considerations of individual merit. Wayne County hires, promotes and transfers employees based on individual merit.

#### DEFINITIONS:

Relative: employee's spouse or ex-spouse, children, step-children, parents, step-parents, siblings, grandparents, step-grandparents, grandchildren, step-grandchildren or members of an employee's household.

Nepotism: the practice of an employee, board member and/or elected official giving preferential treatment to relative in areas of employment, including but not limited to: hiring, promotion, transfer, compensation, evaluation and discipline.

#### Policy:

Relatives shall not directly supervise another relative, and shall not be directly supervised by a relative

No employee, board member or elected official shall be involved in any part of the process of influencing or controlling the terms and conditions of another relative's employment, including: hiring, evaluation of work performance, establishing or changing work assignments, making recommendations for compensation or salary adjustments, promotions or other personnel decisions.

County employees conducting interviews for the purpose of hiring a new employee shall inquire of all interviewees or applicants whether the individual has a relative that is already employed by the County, along with the name of the relative employee. This information shall be utilized to determine if hiring the prospective employee would result in a violation of this Policy.

#### EXCEPTIONS:

Any pre-existing relative relationships between employees of any County Department that predate this Policy shall be exempt under this Policy. However, if the existing employment relationship is changed so that this conflict no longer exists (i.e. the employee relative is in a position that no longer directly reports to another employee relative), this Policy would apply in future employment decisions affecting employee relatives (i.e. the supervisor of the relative could no longer reemploy the relative in a directly subordinate position).

The County recognizes that employee relative conflicts might arise when one relative gains an leadership of an office where another relative already is employed. In such cases, the County may work with such Department where the conflict

exists to reduce any real or perceived conflict between the employee relative (i.e. have the subordinate relative report directly to the employee in the next level of the supervisory chain, who shall be responsible for appointment, compensation, evaluations and other terms and conditions of employment).

An appointing authority within a Department (typically the Department Head) may appoint a relative within the Department the appointing authority oversees only if the appointing authority did not participate in the hiring process, including interviews and will not directly supervise the relative employee. The appointing authority must recuse themselves from disciplinary action against the relative employed in the department.

In addition, departments may have their own procedures with regard to standards associated with nepotism and the delivery of services (i.e. Prohibition from delivering services and making decisions that benefit relatives, as consumers of the service, in the course of the employee's work)

Any violations arising from the application of this Policy should be referred to the Personnel Director, the County Compliance Officer or County Administrator for resolution.

Budgeted: yes \_\_\_ no \_\_\_ (in part) Proposed Cost: \$0 Reimbursed Amount: \$0 County cost: None

Departmental transfer \$ \_\_\_\_\_ from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_

County Administrator's Review: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Office Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

County Attorney Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

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: 01/06/2022

Committee Chair:  
Department Head: Alquist & Zornow

**AUTHORIZATION TO SIGN EXTENSION OF THE ELECTIONS CYBERSECURITY REMEDIATION GRANT PROGRAM BOE01 – C004285 – 1110000 FOR THE WAYNE COUNTY BOARD OF ELECTIONS**

WHEREAS, pursuant to Wayne County Board of Supervisors Resolution #325-20, Wayne County Board of Elections has a contract with the New York State Board of Elections for the Elections Cybersecurity Remediation Capital Grant Program, which has an end date of December 31, 2021, unless otherwise extended; and

WHEREAS, the New York State Board of Elections is extending said contract; thus, extending the eligible expense period to December 31, 2023; and

WHEREAS, the Wayne County Board of Elections and County of Wayne must file for a contract extension with the New York State Board of Elections in order to extend said contract in order to provide sufficient time to complete required grant administration and expend their remaining contract funds; and

WHEREAS, that Wayne County Board of Elections and County of Wayne is desirous in extending Contract Number BOE01 – C004285 – 111000.

NOW, therefore be it

RESOLVED, that the Chairman of the Wayne County of Supervisors is authorized to execute Elections Cybersecurity Remediation Grant extension through December 31, 2023, Contract Number BOE01 – C004285 – 1110000, subject to the County Attorney contract approval as to form and content.

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

Departmental transfer \$ \_\_\_\_\_ from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_

County Administrator's Review: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Office Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

County Attorney Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

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 STREET, LYONS, NEW YORK 14489  
FAX: (315) 946-5942

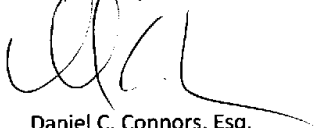
DANIEL C. CONNORS, ESQ.  
COUNTY ATTORNEY  
(315) 946-7442

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

The County Attorney's Office monthly report for December 2021 is as follows:

Contracts Drafted and/or Reviewed	21
Insurance Certificates	53
Notice of Claim	0
Accidents	2
Disciplines/Grievances	0
Human Rights Complaints	0
Subpoenas	1
Freedom of Information Requests (FOIL)	30
FOIL Money Collected	\$0.00
Juvenile Delinquent's (JD's)	6
Persons In Need of Supervision (PINS)	0
Habeas Corpus	0
Poor Person Applications	4
Pistol Permit Hearings	0
Unemployment Hearings	0
Total Amount of Bills Paid from A1420(CA)	\$532.63
Total Amount Paid from A1930 (Judgment & Claims)	\$3,717.00
Total Amount Paid from A1931 (Liability & Casualty)	\$0.00
Total Amount Paid for 207c Claims	\$0.00

Respectfully submitted,



Daniel C. Connors, Esq.  
County Attorney

County Attorney's  
2021  
Annual Report

Submitted by:

Daniel C. Connors, Esq., County  
Attorney

Erin M. Hammond, Esq., Assistant  
County Attorney

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December 29, 2021

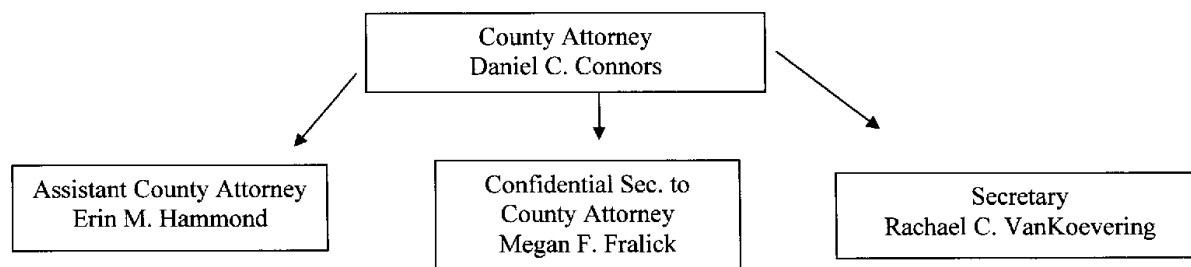
To The Members of  
The Wayne County Board of Supervisors

I submit, for your review, the Annual Report of the Wayne County Attorney's office for the year ending December 31, 2021.

The County Attorney's Office provides legal counsel to the County and its officers, departments and employees in all legal matters involving an official act of civil nature, and prosecutes and defends all civil actions and proceedings brought by or against any of the above named parties. The specific duties involve activities such as preparing local laws and resolutions for the Board of Supervisors; review and/or preparation of contracts; review and/or preparation of contract documents for county public works projects; undertaking all legal matters of the liability and casualty self-insurance fund; acting as the presentment agency in juvenile delinquency and persons in need of supervision proceedings; attending meetings of the Board of Supervisors and committees of the Board; providing day-to-day advice to County departments and the Board of Supervisors concerning varied legal problems and offering legal opinions; providing representation in proceedings before State and Federal administrative agencies; and providing legal advice and representation in employee grievance proceedings, arbitration hearings and participating in the Real Property Tax Foreclosure process. The County Attorney is the legal advisor to the Wayne County Worker's Compensation Self Insurance Plan. The County Attorney acts as liaison between outside counsel and the Wayne County Nursing Home regarding pending collection cases. The County Attorney provides legal counsel to the Wayne County Soil & Water District.



The County Attorney's Office is staffed as follows:



The County Attorney is responsible for reviewing all notices of claims filed against the County, conducting 50-h hearings pursuant to the General Municipal Law and acting as a case manager with outside counsel for all litigated cases. There were 9 civil claims filed against the County this year.

The County Attorney prepares and/or reviews all County contracts and amendments. In 2021, the Attorney's office prepared and reviewed over 384 contracts and amendments.

The County Attorney tracks insurance compliance by contractors and consultants. This year there were 429 insurance certificates.

The County Attorney's office presently participates in all personnel matters including Grievances, Disciplines, Negotiations, Human Rights matters, Public Employee Relations Board matters, Labor Management meetings and Unemployment Hearings/Appeals. The County Attorney's Office has been involved in 6 disciplinary grievances, and 6 contractual grievance. The County Attorney's Office further participated in the resolution of 8 disciplinary matters resolved short of grievance hearing or arbitration. In 2021, the County Attorney's office has been involved in 0 human rights case before the New York State Division of Human Rights.

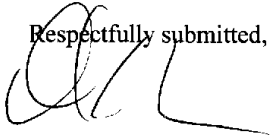
The County Attorney's office is responsible for prosecuting Juvenile Delinquents "JDs" and Persons In Need of Supervision "PINS" in family court. This year there were 42 JDs and 3 PINS.

The County Attorney's office reviews and issues legal opinions regarding all FOIL requests for the Clerk of the Board of Supervisors. This year the total number of FOIL requests was 414.

The County Attorney's office reviews applications for poor person and/or assigned counsel. This year the total number of applications reviewed was 52.

The County Attorney's Office also issues Legal opinions upon request of the County Administrator or Board of Supervisors.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'DC Connors', written over the text 'Respectfully submitted,'.

Daniel C. Connors, Esq.  
County Attorney

**RESOLUTION TRANSMITTAL**

**Committee No: 5**

**Date: January 6, 2022**

**Committee Chair: Richard Lasher  
Department Head: Rick House**

**AUTHORIZATION TO CREATE A GEOGRAPHIC INFORMATION SYSTEM DEPARTMENT AND COORDINATOR POSITION AND AMEND THE BUDGET**

WHEREAS, Geographic Information System (GIS) is an invaluable tool utilized by several Wayne County Departments, and County partners in order to capture, store, manipulate, analyze, manage and present all types of geographical data, and

WHEREAS, there is currently no one person dedicated to GIS services in the County, and

WHEREAS, as the need GIS services continues to increase, there is the need for the creation of a County department solely dedicated to GIS services, and

WHEREAS, The County Administrator is desirous of creating a county GIS department and creating the position of GIS Coordinator, and

WHEREAS, there is currently American Recovery Plan Act and state funding available to cover the cost of data conversion and importing information into a County GIS environment, and

WHEREAS, the GIS Coordinator position will be responsible for coordinating, planning, organizing and directing GIS activities along with managing the County GIS system, and

WHEREAS: the GIS Coordinator will also be responsible for providing technical expertise and supervision of day-to-day implementation and operation of the GIS for several Wayne County Departments and to work with towns, villages and County partners; such as Soil and Water, Water Authority and others, and

WHEREAS, work of the Coordinator will be performed under the general supervision of the Wayne County Administrator with considerable leeway allowed for exercising independent judgement in carrying out the details of the work, and

WHEREAS, the position of GIS Coordinator has been evaluated by the Human Resource Department and reviewed by the County HR consultant and established as a grade 36 position under the CSEA contract, now therefore, be it

RESOLVED, that a County Geographic Information System Department is hereby created under the supervision of the County Administrator, and

RESOLVED, that the position of Geographic Information Coordinator is hereby created at grade 36 under the current CSEA contract, and further, be it

RESOLVED, that the Treasurer is hereby authorized to transfer \$83,496 from General Fund Unassigned Fund Balance, and further, be it

RESOLVED, that the Treasurer is hereby directed to amend the County budget as follows:

**A1240 Geographic Information System**

(Appropriations)

\$58,896 to 51xxx GIS Coordinator

\$6,302 to 58100 Payments to NYS Retirement Sys

\$4,506 to 58200 Payments to Social Security

\$9,670 to 58400 Hospitalization

\$22 to 58901 Employee Assistance Program

\$1,000 to 54116 Computer Supplies

\$1,000 to 54150 Office Supplies

\$500 to 54230 Telephone

\$1,600 to 54414 Information Technology

Budgeted: No

Proposed Cost: \$0

Reimbursed Amount \$0

County Cost \$

Departmental transfer \$ \_\_\_\_\_ from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_

County Administrator's Review: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Office Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

County Attorney Review: yes\_\_\_ no\_\_\_ N/A\_\_\_ Signature: \_\_\_\_\_

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: \_\_\_\_\_