

AGENDA
GOVERNMENT OPERATIONS COMMITTEE
Thursday, February 3rd 9:00 a.m.

Supervisors: Lasher, Donalty, Kolczynski, Chatfield, Eynor

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

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

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

TRANSMITTAL:

- Authorization to Amend County's Ethics Policy [COMP 2022 February Modification to the Wayne County Ethics Policy.doc](#)

9:20 a.m. **County Clerk, Michael Jankowski**

ANNUAL REPORT [CC Annual report.pdf](#)

Update on Historian's Office

9:30 a.m. **County Attorney, Dan Connors**

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

Executive Session: Litigation

9:40 a.m. **County Grants Manager, Jay Roscup**

UPDATES:

School Safety Grants

CAC Grants

Reminder of Grant Process

9:50 a.m. **Human Resource Director, Chris Kalinski**

PERSONNEL UPDATE

10:00 a.m. **Board of Elections: Mark Alquist & John Zornow**

NO BUSINESS

10:00 a.m. **County Administrator, Rick House**

Monthly Report

TRANSMITTAL:

- Authorization to create Per-Diem Fiscal Assistant [COTB Ken Blake resolution.doc](#)

Chairman of the Board, Ken Miller

TRANSMITTAL:

- Appointments to inter-county association of Western NY [RES Appts to Inter-County Association of Western NY.doc](#)

10:10 a.m. Fiscal Assistant, Brian Sams

TRANSMITTAL:

- Amend Workers' comp budget [COTB2 RES1 AMEND 2021 WORKERS' COMPENSATION BUDGET TO ELIMINATE BUDGET DEFICIT.docx](#)

Executive Session: pending litigation

RESOLUTION TRANSMITTAL

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

Date: February 3, 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:

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.

Relative: a spouse, child, step-child, parent, step-parent, brother, sister, half-brother, half-sister, step-sibling, sibling's spouse, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, uncle, aunt, nephew, niece, first cousin, domestic partner or other household member of a municipal officer or employee, and individuals having any of these relationships to the spouse of the officer or employee.

Policy:

An employee or an elected official 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 (February 15, 2022) 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: _____

COUNTY OF WAYNE
OFFICE OF THE COUNTY ATTORNEY

WAYNE COUNTY COURTHOUSE
26 CHURCH STREET, LYONS, NEW YORK 14489
FAX: (315) 946-5942

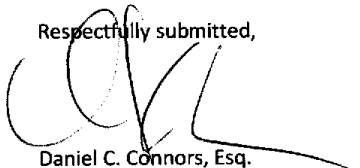
DANIEL C. CONNORS, ESQ.
COUNTY ATTORNEY
(315) 946-7442

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

The County Attorney's Office monthly report for January 2022 is as follows:

Contracts Drafted and/or Reviewed	36
Insurance Certificates	48
Notice of Claim	0
Accidents	2
Disciplines/Grievances	1
Human Rights Complaints	0
Subpoenas	1
Freedom of Information Requests (FOIL)	31
FOIL Money Collected	\$6.00
Juvenile Delinquent's (JD's)	2
Persons In Need of Supervision (PINS)	0
Habeas Corpus	0
Poor Person Applications	2
Pistol Permit Hearings	0
Unemployment Hearings	1
Total Amount of Bills Paid from A1420(CA)	\$1,128.69
Total Amount Paid from A1930 (Judgment & Claims)	\$0.00
Total Amount Paid from A1931 (Liability & Casualty)	\$13,012.98
Total Amount Paid for 207c Claims	\$0.00

Respectfully submitted,



Daniel C. Connors, Esq.
County Attorney

RESOLUTION TRANSMITTAL

Committee No: 5

Date: 2/3/2022

Committee Chair: Eygnor

Department Head: House

AUTHORIZATION TO CREATE THE POSITION OF PER-DIEM FISCAL ASSISTANT AND AMEND THE BUDGET

WHEREAS, Kenneth Blake has been the County Fiscal Assistant since February 2011, and
 WHEREAS, Mr. Blake has announced his retirement effective February 25, 2022, and
 WHEREAS, Mr. Blake's financial skills are an invaluable asset to the County, and
 WHEREAS, part of Mr. Blake's duties has been working with the County Grants Coordinator on fiscal management, report generation and claims administration, and
 WHEREAS, a new Grants Coordinator has been recently appointed, which will require Mr. Blake's additional oversight until such person becomes fully proficient in the duties associated the with numerous County grants, and
 WHEREAS, The County Administrator is desirous of creating the position of Pier-Diem Fiscal Assistant at a rate of \$65 dollars per hour at total amount not to exceed \$35,000, and appointing Kenneth Blake to said position until December 31, 2022, now therefore, be it
 RESOLVED, that the County Administrator is hereby authorized to create the position of Per-Diem Fiscal Assistant at an hourly rate of \$65, at a total cost not to exceed \$35,000, and further, be it
 RESOLVED, that the position of Per-Diem Fiscal Assistant shall be abolished December 31, 2022, unless extended by the Board of Supervisors, and further, be it,
 RESOLVED, the Treasurer is hereby directed to amend the County budget as follows:

A1990 Contingent Fund General
 (Appropriations)
 \$22,000 from 54000 Contractual Expenses

A1230 County Administration
 (Appropriations)
 \$2,500 from 51586 Fiscal Assistant
 \$2,000 from 58100 Payments to NYS Retirement System
 \$8,500 from 58400 Hospitalization
 \$35,000 to 51xxx Per-Diem Fiscal Assistant

Budgeted: No Proposed Cost: \$ Reimbursed Amount: \$ 0 County cost: \$0.00

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

2/3/22

Committee Chair: Lasher
Department Head: Miller

AUTHORIZE APPOINTMENTS TO INTER-COUNTY ASSOCIATION OF WESTERN NEW YORK

RESOLVED, the Wayne County Board of Supervisors hereby approves the appointments of the following individuals to the Inter-County Association of Western New York for the term January 1, 2022, through December 31, 2024, as listed below:

Kenneth Miller, Representative
Lynn Chatfield, Representative
Jody Bender, Representative

RESOLVED, that certified copies of this resolution be sent by the Clerk of this Board to the Association and the appointees.

Budgeted: yes ___ no ___ Proposed Cost: \$300 Reimbursed Amount _____ County cost \$300 _____

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: 2/3/2022

Committee Chair: Richard Lasher
Prepared By: Brian Sams

AUTHORIZATION TO AMEND THE 2021 WORKERS' COMPENSATION BUDGET TO ELIMINATE BUDGET DEFICIT

WHEREAS, at the end of the fiscal year it is necessary to transfer appropriations between departments and between line items to eliminate budget deficits; and

WHEREAS, S1710 Workers' Compensation Plan and S1720 Workers' Compensation Payments are the only two departments in the S-Fund;

WHEREAS, S1710 was overdrawn at the end of the 2021 fiscal year, and there are not adequate funds available to transfer out of S1720 to eliminate this shortfall; now, therefore, be it

RESOLVED, that the County Treasurer is authorized to transfer \$20,000 from Unassigned S-Fund Balance; and be it further

RESOLVED, that the County Treasurer is authorized to make the following budget adjustment:

S1710 Workers' Compensation Plan

(Appropriations)

\$20,000 to 54003 WC-Excess Insurance

Budgeted: NO Proposed Cost: \$20,000 Reimbursed Amount \$0 County Cost \$20,000

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: _____