

**AGENDA**  
**GOVERNMENT OPERATIONS COMMITTEE**

**Thursday, February 8th @ 9:00 a.m.**

*Members: Chatfield, Rose, Donalty, Mettler, Leonard*

**9:00 a.m.** Approve minutes from January meeting

**9:00 a.m.** Pass-Thru Transmittals

**9:05 a.m. County Administrator, Rick House**

Monthly Report

DISCUSSION – Employee arrival/departure documentation

TRANSMITTAL:

- Authorization to Appoint Deputy Clerk to the Board of Supervisors [COTB02RES01 MEEHAN rev1.docx](#)

**9:15 a.m. Grants Coordinator, Jay Roscup**

No Business

**9:15 a.m. Compliance Officer, Ed Hunt**

No Business

**9:15 a.m. Board of Elections, Gerry Clingerman & Mindy Robinson**

Discussion:

- Election Night Reporting – Courier Update
- New Practice – “Pre-staging” Poll Sites
- Running for Office – Petition and Caucus “Season” Upon Us
- Tenex Training/Poll Worker Training
- Be More “Visible” with Important Dates/Elections Operations

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

Monthly Report [CA January 2024.pdf](#)

DISCUSSION: Rules of Order [COTB INFO Rules of Order Amendment.docx](#)

**9:45 a.m. GIS Manager, Zakk Hess**

Monthly Report

**9:50 a.m. County Clerk, Mike Jankowski**

Annual Report

**10:00 a.m. Human Resources Director, Chris Kalinski**

Monthly Report

TRANSMITTAL:

- Authorization to Award Request for Proposals to Employee Services LLC for EAP Services [HR2024 02Res 1 AWARD RFP TO EMPLOYEE SERVICES LLC REV1.docx](#)

Motion to enter into Executive Session to discuss contracts

RESOLUTION

Committee No. 5

Date: 2/8/2024

Committee Chair: Chatfield  
Department Head:

AUTHORIZATION TO APPOINT DEPUTY CLERK TO THE BOARD OF SUPERVISORS AND SET SALARY

WHEREAS, the position of Deputy Clerk to the Board of Supervisors became vacant on January 19, 2024 due to the retirement of Debbie A. Liseno; and

WHEREAS, the Wayne County Board of Supervisors desires to maintain the operations and integrity of the Board of Supervisors Office; and

WHEREAS, Cadie A. Meehan has the qualifications to serve as Deputy Clerk to the Board of Supervisors for the remainder of the 2024 term ending December 31, 2024; now, therefore, be it

RESOLVED, that Cadie A. Meehan is hereby appointed effective January 19, 2024 to the position of Deputy Clerk to the Board of Supervisors for the remainder of the 2024 term expiring 12/31/2024.

Budgeted: yes  no  Proposed Cost: \_\_\_\_\_ Reimbursed Amount: \_\_\_\_\_ County Cost: \_\_\_\_\_

Department 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: \_\_\_\_\_

Purchasing 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

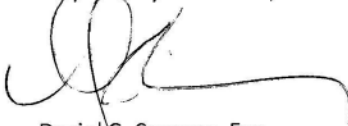
DANIEL C. CONNORS, ESQ.  
COUNTY ATTORNEY  
(315) 946-7442

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

The County Attorney's Office monthly report for January 2024 is as follows:

|   |             |
|---|-------------|
| Contracts Drafted and/or Reviewed                   | 61          |
| Notice of Claims                                    | 2           |
| Accidents   | 5           |
| Disciplines/Grievances                              | 5           |
| Human Rights Complaints                             | 0           |
| Subpoenas   | 1           |
| Freedom of Information Requests (FOIL)              | 41          |
| FOIL Money Collected                                | \$27.00     |
| Juvenile Delinquent's (JD's)                        | 3           |
| Persons In Need of Supervision (PINS)               | 1           |
| Habeas Corpus                                       | 1           |
| Poor Person Applications                            | 5           |
| Pistol Permit Hearings                              | 0           |
| Unemployment Hearings                               | 0           |
| Extreme Risk Protection Order (ERPO) Hearings       | 2           |
| Total Amount of Bills Paid from A1420(CA)           | \$3,133.19  |
| Total Amount Paid from A1930 (Judgment & Claims)    | \$2,029.16  |
| Total Amount Paid from A1931 (Liability & Casualty) | \$12,570.89 |
| Total Amount Paid for 207c Claims                   | \$0.00      |

Respectfully submitted,



Daniel C. Connors, Esq.  
County Attorney

**RESOLUTION OB-1: AUTHORIZATION TO AMEND THE RULES OF ORDER FOR THE YEAR 2024**

Mr. Chatfield presented the following:

RESOLVED, that the following Rules of Order of the Wayne County Board of Supervisors as presented are hereby ~~adopted-amended~~ as the Rules of Order for the Year 2024:

**WAYNE COUNTY BOARD OF SUPERVISORS  
RULES OF ORDER – 2024**

**RULE 1. Organizational Meeting**

The organizational meeting of the Board shall be held on or before January 8<sup>th</sup> in each year. Written notice of the time and date of this meeting shall be mailed to all Supervisors by the Clerk of the Board at least 48 hours in advance of the meeting. The Clerk shall call the meeting to order and the first order of business shall be to conduct the election of a permanent Chairperson for the ensuing year. To be elected Chairperson, a Supervisor shall be required to receive both a majority of the weighted vote of the total Board of Supervisors and not less than eight of the fifteen Supervisors voting to elect them. Voting shall be cast by secret ballot.

The Chairperson of the Board shall appoint from among the members of the Board a Vice Chairperson to serve at his or her pleasure who, in the absence or inability to act of the Chairperson, shall possess all powers and perform all the duties of the Chairperson of the Board. A vacancy in the Office of Chairperson of the Board shall be filled in accordance with County Law Section 151.

The Board, under the Chairperson, shall then proceed with:

- a) The adoption of a time and date for regularly scheduled meetings.
- b) The election or appointment of the Clerk, Deputy Clerk, and Budget Officer of the Board, County Attorney, and any other elective or appointive officers required by law or desired by the Board.
- c) The adoption of the Rules of Order for the ensuing year.
- d) Other matters that the Chairperson wishes to bring before the meeting.

RESOLUTION

Committee No. 5

Date: 2/8/2024

Committee Chair: Lynn Chatfield  
Department Head: Chris Kalinski

AUTHORIZATION TO AWARD REQUEST FOR PROPOSALS TO EMPLOYEE SERVICES LLC FOR EAP SERVICES

WHEREAS, Wayne County offers all full time and part time staff an Employee Assistance Program, and  
WHEREAS, Proposals were due by 11/08/2023 at 2 PM and the following compliant proposals were received;  
and

|   |  |  |
|---|--|--|
| Employee Services LLC,                    | Deer Oaks EAP Services                             | Family Counseling<br>Service of the Finger<br>Lakes, Inc |
| 55 Chamberlain St<br>Wellsville, NY 14895 | 126 E. Main Plaza Suite 1<br>San Antonio, TX 78205 | 671 S. Exchange St<br>Geneva, NY 14456                   |
| Cost per employee/yr                      |  |  |
| Yr 1: \$24.36                             | Yr 1: \$23.16                                      | Yr 1: \$22.00  |
| Yr 2: \$24.85                             | Yr 2: \$23.16                                      | Yr 2: \$22.00  |
| Yr 3: \$24.85                             | Yr 3: \$23.16                                      | Yr 3: \$22.00  |
| Score: 804 / 1000                         | Score: 782 / 1000                                  | Score: 670 / 1000  |

WHEREAS, the proposals were reviewed by members of a review committee consisting of 5 members, and the team recommends the contract be awarded to Employee Services LLC, in accordance with the program objectives, desired outcomes, terms and conditions of the RFP; now, therefore be it

RESOLVED, that the Proposal received from Employee Services is accepted and the Chairman of the Wayne County Board of Supervisors is hereby authorized to execute a contract for the period of one year with the option for two additional one year renewals for EAP Services, at a cost not to exceed the proposed cost per employee per year, subject to the County Attorney's approval as to form and content; and be it further

RESOLVED, that the County Treasurer is authorized to make payment to ESI for 2024 for an amount not to exceed \$21,266.28 and charge individual departments accordingly.

(822 full time and 102 part-time employees (51 FTE) = \$21,266.28 for year 1, (\$21,694.05 for years 2 and 3)) .

Budgeted: yes  no  Proposed Cost: \$21,266.28 Reimbursed Amount: \_\_\_\_\_ County Cost: \_\_\_\_\_

Department 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: \_\_\_\_\_

Purchasing 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: \_\_\_\_\_