

**AGENDA**  
**GOVERNMENT OPERATIONS COMMITTEE**  
**Thursday, March 9<sup>th</sup> 9:00 a.m.**  
*Supervisors: Lasher, Donalty, Kolczynski, Chatfield, Miller*

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

9:00 a.m. **Pass Through Transmittals:**

9:05 a.m. **County Attorney, Dan Connors**

MONTHLY REPORT [CA February.pdf](#)

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

ANNUAL REPORT [COMP 2022 Annual Compliance Report.pdf docx.pdf](#)

TRANSMITTAL:

- Authorization to Appoint Members to Board of Ethics [COMP RES 2023- March Appointment of Member to the Wayne County Board of Ethics.doc](#)

9:20 a.m. **Board of Elections, John Zornow & Gerry Clingerman**

TRANSMITTALS:

- Authorization to Purchase Scanner [BOE03RES2 Scanner purchase REV1.docx](#)
- Authorization to Amend Budget and Purchase Security Equipment [BOE RESxx - Auth to amend Budget for BOE security improvemetns .doc](#)

9:25 a.m. **Grant Manager, Jay Roscup**

PROGRAM UPDATE

9:30 a.m. **County Clerk, Mike Jankowski**  
**GIS Manager, Zakk Hess**  
NO BUSINESS

9:30 a.m. **County Administrator, Rick House**

MONTHLY REPORT

9:40 a.m. **Human Resource Director, Chris Kalinski**

COUNTY STAFF UPDATE

ANNUAL REPORT [HR Annual Report Wayne County HR 2022.doc](#)

TRANSMITTALS:

- Authorization to Adopt Position Pay Grade—EMS Operations Manager [HR2023 03Res1 Adoption mang conf position pay grade EMS Operations Manager.doc](#)
- Authorization to Adopt Position Pay Grade—EMS Educator [HR2023 03Res2 Adoption mang conf position pay grade EMS Educator.doc](#)
- Authorization to Amend and Approve County Drug Free Workplace Policy [HR2023 03Res3 Revise and Adopt Drug and Alcohol Free Workplace Policy.doc](#)

**COUNTY OF WAYNE**  
**OFFICE OF THE COUNTY ATTORNEY**  
WAYNE COUNTY COURTHOUSE  
26 CHURCH STREET, LYONS, NEW YORK 14489  
FAX: (315) 946-5942

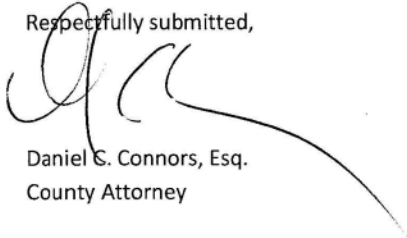
DANIEL C. CONNORS, ESQ.  
COUNTY ATTORNEY  
(315) 946-7442

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

The County Attorney's Office monthly report for February 2023 is as follows:

Contracts Drafted and/or Reviewed	52
Notice of Claims	0
Accidents	0
Disciplines/Grievances	2
Human Rights Complaints	1
Subpoenas	0
Freedom of Information Requests (FOIL)	35
FOIL Money Collected	\$0.00
Juvenile Delinquent's (JD's)	6
Persons In Need of Supervision (PINS)	0
Habeas Corpus	0
Poor Person Applications	3
Pistol Permit Hearings	0
Unemployment Hearings	0
Extreme Risk Protection Order (ERPO) Hearings	1
Total Amount of Bills Paid from A1420(CA)	\$1,310.41
Total Amount Paid from A1930 (Judgment & Claims)	\$620.00
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

**RESOLUTION TRANSMITTAL**

Committee No. 5

Date: March 9, 2023

Committee Chair: Mr. Richard Lasher  
Compliance Officer: Edward Hunt

**Authorization to Appoint Member to the Wayne County Board of Ethics**

WHEREAS, the Wayne County Compliance Ethics Policy requires the establishment of a Board of Ethics; and  
WHEREAS, the purpose of the Board of Ethics is to serve in the capacity of an advisory committee to render opinions regarding matters of the County of Wayne with respect to article 18 of the General Municipal Law and the Wayne County Code of Ethics; and

WHEREAS, the Board of Ethics shall consist of five members, a majority of whom shall not be officers or employees of the municipality, and

WHEREAS, The members of such Board of Ethics shall be appointed by the Wayne County Board of Supervisors, serve five (5) year terms, and receive no salary or compensation for their services as members of the Board of Ethics: and

WHEREAS, a vacancy on the Board of Ethics exists as a result of the term expiration; and

WHEREAS, the Wayne County Compliance Committee is desirous to have on its Board of Ethics a medical professional who can bring the medical perspective to the Board of Ethics; and

WHEREAS, Ms. Darcy Davidson, RN, who has practiced as a registered nurse since 2008, with the past 13 years as a school nurse for the Sodus Central School District, and who has a demonstrated history of consistently high standards of ethics and who has been a long-standing resident of Wayne County; NOW THEREFORE, BE IT

RESOLVED, that Ms. Darcy Davidson, RN, is hereby appointed to serve on the Wayne County Board of Ethics through March 31, 2028.

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: 3/9/2023

Committee Chair: Lasher  
Department Head: Zornow/Clingerman

**AUTHORIZATION TO PURCHASE SCANNER/READER FOR BOARD OF ELECTIONS**

WHEREAS, the Board of Elections (BOE) has identified the need for a scanner/reader to count/read absentee ballots; and

WHEREAS, such a device adapts to perform different types of audits, providing more accuracy and rapid turnaround; and

WHEREAS, such a device is available through vendor Clear Ballot Group on OGS contract; and

WHEREAS, funds are available through BOE's "Shoebox" grant C003252 and Capital Grant C004063 to purchase such a device; now, therefore be it

RESOLVED, that the Board of Elections is authorized to proceed with the purchase of the absentee ballot scanner through Clear Ballot Group; and be it further

RESOLVED, that the Wayne County Treasurer is authorized to make the following amendment to the 2023 County budget:

**A1450 Board of Elections**

(Revenue)

\$83,320 to 43968 Shoebox

\$5,917 to 43305 NYS Grants

(Appropriations)

\$89,237 to 52000 Equipment & Other Cap Outlay

Budgeted: yes \_\_\_ no X Proposed Cost: \$89,237 Reimbursed Amount \$89,237 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: \_\_\_\_\_

**RESOLUTION TRANSMITTAL**

Committee No. 5

Date: 3/9/2023

Committee Chair: Lasher  
Department Head: Zornow/Clingerman

**AUTHORIZATION TO AMEND 2023 BUDGET FOR BOARD OF ELECTION SECURITY IMPROVEMENTS.**

WHEREAS, Board of Elections Commissioners have identified some security improvement to their occupied spaces within the Public Safety Building that was recommended in a recent audit; and

WHEREAS, this will require a reconfiguration of existing secure doorway, adding four additional swipe access control devices and rekeying some doors; and

WHEREAS, the BOE Commissioners and Deputy Commissioners have met with the Deputy Superintendent of Public Works to review these recommended changes and improvements; and

WHEREAS, Deputy Superintendent has provided a cost of \$9,000 to relocate an existing door, install four additional access swipe devices, and rekeying; and

WHEREAS, this project cost was not budgeted in the Board of Elections 2023 budget; now, therefore, be it

RESOLVED, the Board of Elections is authorized to proceed with this security improvements recommendation; and be it further

RESOLVED, that the Treasurer is authorized to amend the 2023 Budget as follows:

**A1990 General Fund Contingencies**

(Appropriations)

\$9,000 from .54000 Contractual Expenses

**A1450 Board of Elections**

(Appropriations)

\$9,000 to .54396 Work Orders

**A1615 Building & Grounds**

(Revenue)

\$9,000 to 41278 Material Charges

(Appropriations)

\$9,000 to 54439 Projects

Budgeted: yes \_\_\_ no X Proposed Cost: 9,000 Reimbursed Amount \_\_\_\_\_ County cost \$9,000

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: \_\_\_\_\_

**RESOLUTION TRANSMITTAL**

HR 03 RES 1  
Committee No.5  
Kalinski

March 9, 2023

Committee Chair: Dic Lasher  
Department Head: Chris

**AUTHORIZATION TO ADOPT MANAGERIAL/CONFIDENTIAL POSITION PAY GRADE FOR EMS OPERATIONS  
MANAGER**

WHEREAS, the Board of Supervisors adopted Resolution No. 382-14 establishing pay grades for the Managerial Confidential (M/C) positions in place at that time; and

WHEREAS, the Board of Supervisors adopted Resolution No. 669-22 to renew contact with Public Section HR Consultants LLC to provide services including the rating of new positions that may be created in the M/C employee group; and

WHEREAS, it is the desire of the County Emergency Management Department to create the position of Emergency Medical Services Operations Manager to be utilized within County Emergency Management Departments; and

WHEREAS, Public Section HR Consultants LLC has studied and rated the position and recommends placement in M/C pay grade 7; now, therefor be it

RESOLVED, that the position of Emergency Medical Services Operations Manager is hereby placed in M/C pay grade 7.

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

**RESOLUTION TRANSMITTAL**

HR 03 RES 2  
Committee No.5  
Kalinski

March 9, 2023

Committee Chair: Dic Lasher  
Department Head: Chris

**AUTHORIZATION TO ADOPT MANAGERIAL/CONFIDENTIAL POSITION PAY GRADE FOR EMS EDUCATOR**

WHEREAS, the Board of Supervisors adopted Resolution No. 382-14 establishing pay grades for the Managerial Confidential (M/C) positions in place at that time; and

WHEREAS, the Board of Supervisors adopted Resolution No. 669-22 to renew contact with Public Section HR Consultants LLC to provide services including the rating of new positions that may be created in the M/C employee group; and

WHEREAS, it is the desire of the County Emergency Management Department to create the position of Emergency Medical Services Educator to be utilized within County Emergency Management Departments; and

WHEREAS, Public Section HR Consultants LLC has studied and rated the position and recommends placement in M/C pay grade 7; now, therefor be it

RESOLVED, that the position of Emergency Medical Services Educator is hereby placed in M/C pay grade 7.

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

## RESOLUTION TRANSMITTAL

HR 03 RES 3  
Committee No.5  
Kalinski

March 9, 2023

Committee Chair: Dic Lasher  
Department Head: Chris

### **AUTHORIZATION TO REVISE AND ADOPT DRUG AND ALCOHOL FREE WORK-PLACE POLICY**

WHEREAS, the Board of Supervisors adopted Resolution No. 634-90 adopting the Wayne County Drug Free Workplace Policy; and

WHEREAS, the policy will be further enhanced by updating language regarding prohibited behavior and possible consequences; now, therefore be it

RESOLVED, that the Wane County Board of Supervisors adopts an updated version and renames the policy as Wayne County Drug and Alcohol Free Workplace Policy:

#### **WAYNE COUNTY - ALCOHOL AND DRUG FREE WORKPLACE POLICY**

The purpose of this policy is to secure for Wayne County employees a safe, alcohol, drug free working environment, and to ensure compliance with the Federal Drug-Free Workplace Act of 1988, PL 100-690

Wayne County is committed to protecting the safety, health and wellbeing of all employees and other individuals in its workplace. This policy recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.

All employees are directed not to report to work or be on duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

##### **Covered Individuals**

Any individual who is employed by Wayne County, conducts business for Wayne County, is applying for a position or is conducting business on the County's property or on behalf of the County is covered by this Alcohol and Drug Free Workplace Policy. Therefore, this policy applies during all working hours, while on-call, standby, and/or while operating or riding in vehicles belonging to the County or while operating their own personal vehicle conducting County business. To the extent that the terms of this policy are subject to federal, state or local laws regarding drug or alcohol testing, those respective laws shall supersede any inconsistent terms of this policy.

##### **Prohibited Behavior**

The County of Wayne prohibits the unlawful use, possession, sale, manufacture, distribution, dispensing, or misuses of controlled substances, use and/or possession of cannabis, alcohol, and all illegal drugs on all County workplaces and property.

##### **Notification of Conviction**

Federal law requires that any employee who works in a granted program and who is convicted of any criminal drug statute conviction (including a plea of guilty or a plea of nolo contendere) must notify the County in writing within five (5) calendar days of the conviction or plea. The County will take appropriate disciplinary action and/or require satisfactory participation by the employee within thirty (30) days of notification. If applicable, the County will notify the granting agency within ten (10) days after receiving notice of such employee conviction (Grant is defined in Title 24 Section 21.605 Code of Federal Regulations).

##### **Consequences**

One of the goals of this Alcohol and Drug Free Workplace Policy is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences will be serious.

In the case of an applicant for employment who violates the Alcohol and Drug Free Workplace Policy, any conditional offer of employment can be withdrawn, where permitted by law.

Employees violating these policies shall be subject to criminal, civil, and disciplinary penalties as provided by existing statues and relevant contract provisions.



Wayne County recognizes that alcohol and drug abuse and addiction are treatable illnesses. The County also realizes that early intervention and support improve the success of rehabilitation.

To support its employees, the County's Alcohol and Drug Free Workplace Program:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Ensures the availability of a current list of qualified community professionals.
- May allow the use of accrued paid leave while seeking treatment for alcohol and other drug problems pursuant to the County's leave policy, the Family and Medical Leave Act ("FMLA") or the provisions of any applicable law or collective bargaining agreement.
- Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Employee Assistance Program (EAP) The Wayne County Employee Assistance Program is a joint labor-management committee program open to all County employees and their families. The program is a confidential information, assessment and referral program that provides employee requested services. Contact EAP by calling 1-800-252-4555 or [www.theEAP.com](http://www.theEAP.com)

Additional Information.

- New York State Addictions Hot Line: 1(877)-8HOPENY 1(877)846-7369
- National Council on Alcoholism and Drug Dependent Hot Line: 1-800-NCA-CALL (622-2255)
- National Cocaine Hot Line: 1-800-COCAINE
- CSATS - National Drug and Alcohol Treatment Routing Service: 1-800-622-HELP (4537)

Confidentiality

All information received by the County through the Alcohol and Drug Free Workplace Program will be treated as confidential to the extent practical. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive alcohol and drug free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

Employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- Inform employees of the Alcohol and Drug Free Workplace Policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel employees as to expected performance improvement.
- Clearly state consequences of policy violations.

Communication

Communicating this Alcohol and Drug Free Workplace Policy to both supervisors and employees is critical to the County's success. To ensure all employees are aware of their role in supporting the County's Alcohol and Drug Free Workplace Program, all employees will receive a written copy of this policy at time of hire and during the annual training period.

Adopted: (Res. 634 of 1990 – originally called the Drug-Free Workplace Policy)

Amended: March 21, 2023 (Res.        of 2023)

Budgeted: yes \_\_\_ no \_\_\_ Proposed Cost: \_\_\_ 0 \_\_\_ Reimbursed Amount \_\_\_\_\_ 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: \_\_\_\_\_