

**AGENDA**  
**GOVERNMENT OPERATIONS COMMITTEE**  
**Thursday, August 5<sup>th</sup> 9:00 a.m.**

*Supervisors:* Emmel, Chatfield, Spickerman, Verkey, Eynor

9:00 a.m. Approval of meeting minutes  
9:00 a.m. Transmittals referred to Committee

9:05 a.m. Compliance Officer, Ed Hunt  
County Clerk, Michael Jankowski  
NO BUSINESS

9:05 a.m. Board of Elections, Mark Alquist & John Zornow

TRANSMITTALS:

- Authorization to sign contract and accept funds—technology innovations  
[BOE 08 Res 1 2021 \(TIER\) Grant Program, NYS Contract Rev 1.docx](#)  
Contract: [Wayne County - TIER C004397 Full Contract.pdf](#)
- Authorization to sign contract and accept grant funds—early voting  
[BOE 08 Res 2 Early Voting Expansion Grant Project, NYS Contract Rev 1.docx](#)  
Contract: [Wayne Full Contract- Early Voting T004455.pdf](#)

9:15 a.m. County Attorney, Dan Connors

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

9:20 a.m. County Administrator, Rick House

Monthly Report

9:25 a.m. Emergency Management, George Bastedo

Discussion: Ginna Drills / Training

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

Grant update / Draft procedure [Grants Draft Procedure.docx](#)

9:55 a.m. Human Resource Department, Chris Kalinski

Monthly Update

10:00 a.m. Fiscal Assistant, Brian Sams

TRANSMITTAL:

- Authorization to establish Workers' Compensation Rate  
[HR08RES1 2022 WC Plan Premium Equivalent.docx](#)

EXECUTIVE SESSION

**RESOLUTION TRANSMITTAL**

**Committee No: 5**

**Date: 08/05/2021**

**Committee Chair: Jake Emmel  
Department Head: Alquist/Zornow**

**AUTHORIZATION TO ACCEPT AND ENTER INTO STATE OF NEW YORK MASTER CONTRACT FOR 2021 TECHNOLOGY INNOVATION AND ELECTION RESOURCE (TIER) GRANT PROGRAM IN WAYNE COUNTY, CONTRACT #BOE01 – C004397-1110000.**

WHEREAS, the New York State Capital Projects Budget authorizes funds for use by county boards of elections for capital and implementation costs. The State Board of Elections has established a program to reimburse county boards of elections for actual expenses related to upgrades of software, technology updates and equipment, including but not limited to, the replacement of voting systems and equipment, absentee ballot scanners, mail processing equipment, and infrastructure to protect the connectivity and security of county elections software; and

WHEREAS, such funds may be used to reimburse county boards of elections made in securing products or services related to the technology innovation and election resource investments and improvements incurred from April 7, 2021 through January 27, 2023; and

WHEREAS, the Wayne County Board of Elections desires to use such Technology Innovation and Election Resource (TIER) Grant program in Wayne County; now, therefore be it

RESOLVED, that the Wayne County Board of Supervisors Chair is hereby authorized to sign on behalf of the County of Wayne, the New York State Master Contract for reimbursement for such capital and implementation costs, #BOE01-C004397-1110000, subject to the County Attorney's approval; and be it further

RESOLVED, that the Wayne County Treasurer is authorized to amend the 2021 County Budget as follows:

**A1450 Board of Elections**

(Revenues)

\$89,161.57 to 43305 NYS Grants

(Appropriations)

\$89,161.57 to 54421 Election Expense

Budgeted: No                      Proposed Cost: **\$89,161.57**      Reimbursed Amount: **\$89,161.57**                      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: 08/05/2021**

**Committee Chair: Jake Emmel  
Department Head: Alquist/Zornow**

**AUTHORIZATION TO ACCEPT AND ENTER INTO STATE OF NEW YORK MASTER CONTRACT FOR GRANTS  
CONCERNING EARLY VOTING EXPANSION IN WAYNE COUNTY, CONTRACT #BOE01 – T004455-1110000.**

WHEREAS, the New York State Aid to Localities Budget authorizes funds for use by county boards of elections for early voting expansion. The State Board of Elections has established a program to reimburse county boards of elections for eligible expenses for early voting expansion; and,

WHEREAS, such funds may be used to reimburse county boards of elections made in securing products or services related to the implementation of early voting expansion from April 7, 2021 through January 28, 2022; and

WHEREAS, the Wayne County Board of Elections desires to use such Grant appropriations to meet the requirements of Early Voting Expansion in Wayne County; now, therefore be it

RESOLVED, that the Wayne County Board of Supervisors Chair is hereby authorized to sign on behalf of the County of Wayne, the New York State Master Contract for Grant Extension #BOE01-T004455-1110000, subject to the County Attorney's approval; and be it further

RESOLVED, that the Wayne County Treasurer is authorized to amend the 2021 County Budget as follows:

**A1450 Board of Elections**

(Revenues)

\$19,770.14 to 43305 NYS Grants

(Appropriations)

\$19,770.14 to 54421 Election Expense

Budgeted: No                                      Proposed Cost: **\$19,770.14**      Reimbursed Amount: **\$19,770.14**                                      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

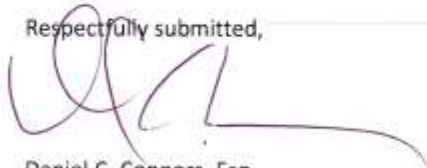
DANIEL C. CONNORS, ESQ.  
COUNTY ATTORNEY  
(315) 946-7442

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

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

Contracts Drafted and/or Reviewed	48
Insurance Certificates	46
Notice of Claim	1
Accidents	1
Disciplines/Grievances	2
Human Rights Complaints	0
Subpoenas	3
Freedom of Information Requests (FOIL)	40
FOIL Money Collected	\$2.00
Juvenile Delinquent's (JD's)	2
Persons In Need of Supervision (PINS)	0
Habeas Corpus	0
Poor Person Applications	7
Pistol Permit Hearings	0
Unemployment Hearings	0
Total Amount of Bills Paid from A1420(CA)	\$109.81
Total Amount Paid from A1930 (Judgment & Claims)	\$0.00
Total Amount Paid from A1931 (Liability & Casualty)	\$3,213.68
Total Amount Paid for 207c Claims	\$1,568.00

Respectfully submitted,



Daniel C. Connors, Esq.  
County Attorney

Wayne County Grant Procedures- DRAFT

Procedure	Responsible Party	Possible Outcomes
Locate possible grant funding opportunities for consideration	Shared Services Grant Writer, Department Heads & persons within departments as directed	Opportunities are Considered and advanced or ignored
Inform County Administrator & Ad Hoc Committee consisting of: <ul style="list-style-type: none"> <li>- Count Administrator</li> <li>- Grant Manager</li> <li>- Grant Writer</li> <li>- Finance Committee Member</li> <li>- Treasurer</li> <li>- HR Director</li> </ul>	Department Heads shall provide an outline of a possible grant application including the application, deadline, requirement of a match and indication of strategic alignment with current plans and how the proposal meets county needs	Ad Hoc Committee will encourage an application or dissuade an application or encourage an application within particular parameters  <i>At this point initial proposal work should begin to allow for a competitive proposal</i>
Resolution to Committee	Department Heads shall provide a resolution with sufficient detail that includes considerations for sustainability, legacy costs or additional positions, discusses needs met and alignment with strategic goals of the county as a whole	Committee will advance the resolution to the Full Board, withhold a resolution completely or request adjustments to the resolution prior to advancing
Resolution to Board of Supervisors	Department Heads shall be prepared to answer questions pertaining to any resolution to apply during Board of Supervisor meetings	Board of Supervisors shall approve, table or reject a resolution authorizing the county to apply
Recording of Process by Grant Manager	Shall collect or record: <ul style="list-style-type: none"> <li>- Resolution &amp; committee approval</li> <li>- Resolution &amp; board approval to apply</li> <li>- Final application</li> <li>- Result of application</li> </ul>	Grant Manager will track grants and provide an end of year report on: <ul style="list-style-type: none"> <li>- Number of proposals</li> <li>- Results of proposals</li> <li>- Management implications</li> </ul>
Committee: Resolution to Accept Award	Department Head shall present to committee a resolution to accept any grant award and the resolution shall reference the resolution to apply with approval date	Committee will advance the resolution to the Full Board, withhold a resolution completely or request adjustments to the resolution prior to advancing
Board of Supervisors: Resolution to Accept Award	Department Head shall be present and prepared to answer questions regarding the implications of accepting any grant award by the Full Board	Board of Supervisors shall approve, table or reject a resolution authorizing the county to apply
Management Plan Determined	The County Grant Manager will work with Department Heads to confirm the scope of work, persons responsible and implementation support required	Annual updates to each grant, including the key point of contact (Federal, State, Program Officer) from the funder are expected.

Wayne County Grant Procedures- DRAFT

Application Tracking Sheet			
Funding Opportunity Name:			
Funding Id Number:			
Funder:			
Purpose: (copy & paste when possible)			
Amount of Funding:	(per year):	(total):	
Project Period:	Start:	End:	
<b>APPROVAL TO APPLY DOCUMENTATION:</b> (please provide date for approval/rejection & quick entry on rational for holding approval)			
Department Head:	Hold:	Reject:	Approve:
County Administrator Ad Hoc Committee:	Hold:	Reject:	Approve:
Committee Vote:	Hold:	Reject:	Approve:
Full Board of Supervisors:	Hold:	Reject:	Approve:
Grant Manager:	Application Filed:	Application Not Filed:	

Grant Award Tracking Sheet:			
Award Date:		Project Officer Name:	
Award Number:		Project Officer Contact Information:	
Resolution to Committee:		Resolution Result:	
Resolution to Full Board:		Resolution Result:	
Management Plan & Reporting Notes:			

**RESOLUTION TRANSMITTAL**

HR08Res1  
Committee No. 5

Date: August 5, 2021

Committee Chair: Jake Emmel  
Department Head: Chris Kalinski

**AUTHORIZATION TO ESTABLISH 2022 WORKERS' COMPENSATION PLAN PREMIUM-EQUIVALENTS**

WHEREAS, the County of Wayne is required to establish premium-equivalents annually for the Self-Insured Workers Compensation Plan; and

WHEREAS, said premium-equivalents shall be adopted by the Wayne County Board of Supervisors for each member of the Self-Insured Workers Compensation Plan; now, therefore, be it

RESOLVED, that the County of Wayne hereby adopts the following premium-equivalents for 2022 for the Self-Insured Workers Compensation Plan:

Wayne County	\$ 1,127,665	Village of Clyde	\$ 6,387
Town of Arcadia	\$ 17,387	Village of Newark	\$ 144,699
Town of Butler	\$ 6,860	Village of Palmyra	\$ 19,925
Town of Galen	\$ 7,888	Village of Red Creek	\$ 2,924
Town of Huron	\$ 16,822	Village of Sodus	\$ 7,957
Town of Lyons	\$ 38,906	Village of Sodus Point	\$ 8,506
Town of Macedon	\$ 93,854	Village of Wolcott	\$ 6,633
Town of Marion	\$ 16,515		
Town of Ontario	\$ 126,652		
Town of Palmyra	\$ 43,368		
Town of Rose	\$ 11,929		
Town of Savannah	\$ 5,791		
Town of Sodus	\$ 39,898		
Town of Walworth	\$ 38,235		
Town of Williamson	\$ 50,850		
Town of Wolcott	\$ 10,349		

Budgeted: yes  no  Proposed Cost: \$1,127,665 Reimbursed Amount \_\_\_\_\_ County cost \$1,127,665

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: \_\_\_\_\_