

AGENDA
GOVERNMENT OPERATIONS COMMITTEE
Thursday, September 9th 9:00 a.m.

Supervisors: Emmel, Chatfield, Spickerman, Verkey, Eygnor

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:

- Increase pay rate for Election Training Coordinators [BOE 09RES1 INCREASE ELECTIONS TRAINING COORDINATOR \(2021\).doc](#)
- Increase pay rate for part-time Voting Machine Technicians [BOE 09RES2 INCREASE VOTING MACHINE TECHS COMENSATION \(2021\).doc](#)

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

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

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

Monthly Report

9:30 a.m. **Clerk of the Board**

TRANSMITTAL:

- Transfer funds for travel expense [COTB 09 RES 01 Amend travel budget.docx](#)

9:35 a.m. **County Grants Manager, Jay Roscup**

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

MONTHLY STAFF UPDATE
STAFFING EXPENSES DUE TO COVID

TRANSMITTALS:

- Sign agreement with CSEA relative to NH CNA & Activity Aide [HR2021 09Res1 MOA with CSEA relative to NH CNA & Activity Aide.docx](#)
- Establish salary plan for Members of the Board of Supervisors [HR2021 09Res2 Adopting 2022-2024 Salary Schedule for BOS.doc](#)
- Up to 2 weeks overlap to train new employees [HR2021 09Res3 Up to 2 weeks of overlap for training new employees.docx](#)

RESOLUTION TRANSMITTAL

Committee No: 5

Date: 09/9/2021

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

INCREASE PAY RATE FOR ELECTIONS TRAINING COORDINATORS

Brief Explanation:

WHEREAS, pursuant to Resolution No. 511-10, two (2) positions of Part-time Elections Training Coordinators were established with an hourly rate of \$12.50 per hour, per Coordinator, effective July 20, 2010; and

WHEREAS, the Elections Training Coordinator provides vital services to the Board of Elections Office by training all of our election inspectors for Primary and General Election Day, works in the office throughout the year, is an essential part of Early Voting, helps the Deputies with their demanding workload and assists on Election days and nights when or where needed, and

WHEREAS, election inspectors must be trained annually to be eligible to serve on Election Day and the workload of the Board of Elections office has increased dramatically; and

WHEREAS our present Elections Training Coordinator has worked diligently, professionally and exceptional for many years; and,

WHEREAS, the Commissioners of the Wayne County Board of Elections are requesting that the pay rate for the position of the Elections Training Coordinator be now established at \$20.00 per hour worked due to the increased job responsibility, workload and extensive knowledge of this individual,

now, therefore be it

RESOLVED, that the Elections Training Coordinator position shall each be paid \$20.00 per hour worked, effective immediately.

Budgeted: Yes Proposed Cost: \$0 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

Date: 09/9/2021

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

INCREASE PAY RATE FOR PART TIME VOTING MACHINE TECHNICIANS

Brief Explanation:

WHEREAS, pursuant to Resolution No. 134-08, the positions of Part-Time Voting Machine Technicians were created at the Board of Elections office; and

WHEREAS, pursuant to Resolution No. 511-10, a third person was added as a Part-Time Voting Machine Technician; and

WHEREAS, pursuant to Resolution No. 496-14 the positions were funded at \$17.00 per hour worked to a maximum of 400 hours each per year; and

WHEREAS, that the Part-Time Voting Machine Technicians have worked laborious and diligent for the past 7+ years; and

WHEREAS, the Commissioners of the Wayne County Board of Elections are requesting that the pay rate be now established at \$20.00 per hour worked, up to a maximum of 400 hours per year due to extended hours of Early Voting and additional machines, polling locations, deliveries and testing,

now, therefore be it

RESOLVED, that the three (3) part-time Voting Machine Technician positions shall each be paid \$20.00 per hour worked, up to a maximum of 400 hours per year, effective immediately.

Budgeted: Yes Proposed Cost: \$0 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: _____

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 August 2021 is as follows:

Contracts Drafted and/or Reviewed	61
Insurance Certificates	53
Notice of Claim	0
Accidents	1
Disciplines/Grievances	2
Human Rights Complaints	0
Subpoenas	1
Freedom of Information Requests (FOIL)	36
FOIL Money Collected	\$4.00
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)	\$183.80
Total Amount Paid from A1930 (Judgment & Claims)	\$0.00
Total Amount Paid from A1931 (Liability & Casualty)	\$4,759.17
Total Amount Paid for 207c Claims	\$0.00

Respectfully submitted,



Daniel C. Connors, Esq.
County Attorney

RESOLUTION TRANSMITTAL

Committee No. 5

Date: September 9, 2021

Committee Chair: Jake Emmel

AUTHORIZATION TO AMEND TRAVEL BUDGET FOR THE CLERK OF THE BOARD

WHEREAS, the Clerk of the Board included minimal funding in the 2021 budget for travel expenses due to the expectation that COVID restrictions on travel and in-person gatherings would continue throughout 2021, and

WHEREAS, the NYS Association of Clerks of County and Legislative Boards annual conference is being held in-person in Bolton Landing this October, and

WHEREAS, the department has no funds available for travel and conferences with the expense of attending the annual conference totaling \$450, and

WHEREAS, according to travel policy, any trip that exceeds the available budget must be approved by board resolution, now therefore be it

RESOLVED, that the Clerk of the Board is approved to attend the annual conference in Bolton Landing October 27-29, 2021; and be it further

RESOLVED, that the County Treasurer is authorized to make the following changes to the 2021 County Budget:

A1990 General Fund Contingencies

(Appropriations)

\$450 from 54000 Contractual Expenses

A1040 Clerk Legislative Board

(Appropriations)

\$450 to 54410 Conference

Budgeted: yes ___ no x Proposed Cost: 450 Reimbursed Amount County cost 450

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 09 RES1
Committee No.5

September 9, 2021

Committee Chair: Jake Emmel
Department Head: Chris Kalinski

Authorization to Execute Memorandum of Agreement with CSEA Relative to Wayne County Nursing Home positions Certified Nursing Assistant and Activity Aide

WHEREAS the County of Wayne ("County") and the Wayne County Employees' Unit of the Civil Service Employees' Association, Inc. Local 859 ("Association") have the titles of Certified Nursing Assistant and Activity Aide that are currently hired in a two-tier system per the collective bargaining agreement. Certified nursing assistants hired before 3/18/2014 are a grade 7, all others are grade 4. Activity aides hired before 3/18/2014 grade 5, all others are grade 3; and

WHEREAS this two-tier system has created a problem with recruitment and retention in these two titles; now, therefore, be it

RESOLVED that it is mutually agreed upon by the parties that all employees in the title of Certified Nursing Assistant will be grade 7, the grade 4 tier will be eliminated and all employees in the grade 4 tier will placed in the same step in the grade 7 tier; and be it further

RESOLVED that all employees in the title of Activity Aide will be grade 5, the grade 3 tier will be eliminated and all employees in the grade 3 tier will placed in the same step in the grade 5 tier; and be it further

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized and directed to execute the Memorandum of Agreement (MOA) with the Association agreeing to these provisions to be effective beginning with pay period October 1, 2021.

Budgeted: yes ___ no ___ 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: _____

RESOLUTION TRANSMITTAL

HR 09 RES2

Committee No.5

September 9, 2021

Committee Chair: Jake Emmel

Department Head: Chris Kalinski

ESTABLISHING SALARY PLAN FOR MEMBERS AND CHAIRMAN OF THE WAYNE COUNTY BOARD OF SUPERVISORS 2022-2024

WHEREAS, members of the Wayne County Board of Supervisors last salary increase was enacted for 2021; and

WHEREAS, the Chairman of the Board of Supervisors and the Pay Plan Committee recommend a 2% increase over the next three (3) years and Government Operations Committee have reviewed the Board Member salary history for Wayne County; and

WHEREAS, the Board of Supervisors desires to clearly establish the plan by which salary changes for the members of the Board of Supervisors will be made through 2024; and

WHEREAS, the Board of Supervisors and Chairman's salaries will increase 2.0 percent per year for the year following period of 2022 through 2024; and now therefore be it

RESOLVED, that the Wayne County Board of Supervisors hereby establishes the following salary schedule for the years 2022 through 2024 for Supervisor and Chairman's additional salary:

	Supervisors	Additional Chairman
2021 (current)	\$17,253	\$23,246
2022	\$17,598	\$23,710
2023	\$17,950	\$24,182
2024	\$18,309	\$24,665

and be it further

RESOLVED, that in accordance with Public Notice requirements, the Board of Supervisors will continue to annually adopt the Board of Supervisors salary amounts in each year for the ensuing year utilizing the salary schedule referenced herein.

Budgeted: yes ___ no ___ 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: _____

RESOLUTION TRANSMITTAL

HR 09 RES3
Committee No.5

September 9, 2021

Committee Chair: Jake Emmel
Department Head: Chris Kalinski

AUTHORIZATION TO ALLOW UP TO TWO WEEKS OF OVERLAP TIME FOR TRAINING OF NEW EMPLOYEES WHEN DEEMED NECESSARY AND ALLOWABLE UNDER CIVIL SERVICE.

WHEREAS the County Board of Supervisors acknowledge that by allowing a Department Head to hire a replacement up to two weeks prior when a current employee will be leaving employment would authorize an overlap of time for training purposes of the new employee allowing for a smoother transition; and

WHEREAS the overlap approval must be approved by the County Administrator and also must be permissible under Civil Service appointment process; therefore be it

RESOLVED that the Board of Supervisors agree to allow overlap training when permissible.

Budgeted: yes ___ no ___ 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: _____