

**AGENDA**  
**GOVERNMENT OPERATIONS COMMITTEE**  
**Thursday, October 7<sup>th</sup> 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**

Program Update

TRANSMITTAL:

- Authorization to re-appoint members to County's Ethic Board [Comp 10RES01 Re-Appoint Member to Board of Ethics REV1.doc](#)

9:10 a.m. **County Clerk, Michael Jankowski**

Third quarter financials

9:20 a.m. **County Attorney, Dan Connors**

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

9:25 a.m. **County Administrator, Rick House**

Monthly Report

9:30 a.m. **County Grants Manager, Jay Roscup**

9:40 a.m. **Board of Elections, Mark Alquist & John Zornow**

NO BUSINESS

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

MONTHLY STAFF UPDATE

STAFFING EXPENSES DUE TO COVID

TRANSMITTALS:

- Authorization to adopt Personal Appearance Policy [HR2021 10Res1 Authorization to adopt Personal Appearance Policy.docx](#)
- Authorization to enter into Collective Bargaining with Teamsters [HR2021 10Res2 Authorization to Negotiate with Teamsters Local 118 Corrections Unit.doc](#)

**RESOLUTION TRANSMITTAL**

Committee No. 5

Date: October 7, 2021

Committee Chair: Jake Emmel  
Compliance Officer: Edward Hunt Jr.

**Authorization to Reappoint 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 to officers and employees 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, but at least one of whom must be a municipal officer or employee; 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, Pastor Timothy Young's Board of Ethics term expires on December 31, 2021; and

WHEREAS, Pastor Timothy Young, has a demonstrated history of consistent high standards of ethics and is a respected citizen of Wayne County and has provided outstanding insights and contributions as a member of the Board of Ethics; now therefore be it

RESOLVED, that Pastor Timothy Young be reappointed as a member of the Wayne County Board of Ethics until his term expire on December 31, 2026.

Budgeted: N/A 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

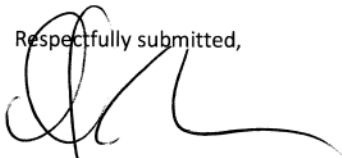
DANIEL C. CONNORS, ESQ.  
COUNTY ATTORNEY  
(315) 946-7442

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

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

Contracts Drafted and/or Reviewed	36
Insurance Certificates	46
Notice of Claim	2
Accidents	2
Disciplines/Grievances	2
Human Rights Complaints	0
Subpoenas	1
Freedom of Information Requests (FOIL)	30
FOIL Money Collected	\$4.50
Juvenile Delinquent's (JD's)	0
Persons In Need of Supervision (PINS)	0
Habeas Corpus	0
Poor Person Applications	4
Pistol Permit Hearings	0
Unemployment Hearings	0
Total Amount of Bills Paid from A1420(CA)	\$1,066.35
Total Amount Paid from A1930 (Judgment & Claims)	\$915.03
Total Amount Paid from A1931 (Liability & Casualty)	\$17,465.23
Total Amount Paid for 207c Claims	\$95.00

Respectfully submitted,



Daniel C. Connors, Esq.  
County Attorney

## RESOLUTION TRANSMITTAL

HR 10 RES1  
Committee No. 5

October 7, 2021

Committee Chair: Jake Emmel  
Department Head: Chris Kalinski

### **AUTHORIZATION TO ADOPT WAYNE COUNTY PERSONAL APPEARANCE POLICY**

RESOLVED, effective immediately, that the Wayne County Board of Supervisors hereby adopts the following Wayne County Personal Appearance Policy; and be it further

RESOLVED, that the Personal Appearance Policy shall be posted in each County agency or department and County internal webpage; and be it further

RESOLVED, that the Human Resource Office shall be responsible for the distribution of copies of the Personal Appearance Policy to all employees at time of new hire orientation.

### **Wayne County Personal Appearance Policy**

To provide standards for Wayne County employees regarding personal appearance in the workplace that is reasonable and fair. All Wayne County employees are expected to maintain a personal appearance in the work place that is a respectful, businesslike image appropriate for the position they hold, the work they perform, the customers they service and for their work location.

Due to the great diversity in the roles and work locations throughout our operations, it is impractical to prescribe personal appearance requirements for all county employees. However, it is appropriate to set forth a personal appearance policy to assist managers and employees in determining appropriate personal appearance standards.

Wayne County is committed to ensuring that the personal appearance policy is not discriminatory, is applied equally to all races, religions and genders, and will accommodate to the extent possible, exceptions based on disability, race, including traits associated with race, religion, ethnicity, or for cultural and/or health reasons. If an employee requires an accommodation the employee should discuss with department head and/or Human Resources.

#### **PERSONAL HYGIENE:**

- Good personal hygiene practices must be followed.
- Hair should be neat and clean. Facial hair must be groomed and neatly trimmed.
- Some people are allergic to perfumes and after-shave lotions. These scents should be used sparingly or not at all if a co-worker has a sensitivity to them.

#### **CLOTHING AND FOOTWEAR:**

- Appropriate business casual clothes must be clean, neat, properly fitted and appropriate to the position held.
- Employees who wear uniforms are expected to report to duty in the department-assigned uniform. County issued uniforms are expected to be neat and without frays, tears or holes.
- Footwear should be chosen for safety and professional image.

#### **Acceptable work attire includes:**

- Dress shirt, blouses, sweaters, golf type shirts
- Dress slacks, capri pants, chinos, Dockers
- Dresses/skirts
- Sport coat/blazer
- Dress shoes, designer sandals, casual shoes
- County issued attire

Professional Business Attire is required for court appearances, offsite meetings, trainings and other situations where an employee will have interaction with the public in a professional setting.

#### **Unacceptable work attire includes but is not limited to:**

- Athletic wear and beach wear, i.e., spandex, tank tops, athletic tee shirts, sweatshirt/ sweatpants, shorts, etc.
- Cropped pants where the length falls at or above knee level
- Cropped shirts, halter or backless tops.
- Blue jean denim, camouflage style pants

- Tight fitting or revealing slacks, pants or tops.
- Any article of clothing with printed messages, except small manufacture logo.
- Hats of any type unless part of an employee's uniform.
- Flip flops, beach sandals, water shoes, TEVA style sandals.

Field Work Attire applies to situations where uniforms are not mandatory and employees are entering client's homes ("home visits"). Business casual dress should be observed for field work, although the county recognizes the issues of practicality, comfort and, most importantly safety, in performing job functions. Clothing that could potentially compromise an employee's safety should be avoided at all times while doing field work.

Each Department Head and/or County Administrator has the ability to deviate from this policy based on specific tasks, special or charitable events e.g. "jean day", "sport team shirt day" or situations personnel may be assigned to. In the event that jeans are permitted, jeans are expected to be neat and without frays, tears or holes. The standard of dress, including prohibited clothing, should be adhered to even on days when denim is permitted. On those designated days Business Attire is required for court appearances, offsite meetings, trainings and other situations where an employee will have interaction with the public in a professional setting.

Issues arising out of the interpretation and/or enforcement of this policy shall be first made by the Department Head and/or Supervisor. If issues pertaining to the interpretation and/or enforcement of this policy continue to persist, the matter will be discussed at labor management meetings with the Union and Labor Relations.

Adopted 10/19/2021

Budgeted: yes \_\_\_ no \_\_\_ Proposed Cost: \_\_\_\_\_ Reimbursed Amount \$0.00 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 10 RES2  
Committee No. 5

October 7, 2021

Committee Chair: Jake Emmel  
Department Head: Chris Kalinski

**AUTHORIZATION TO ENTER INTO COLLECTIVE BARGAINING WITH TEAMSTERS, LOCAL 118 FOR CORRECTIONS UNIT AND DEPUTY UNIT**

WHEREAS, the Teamsters Local 118, Corrections Unit and Deputy Unit collective bargaining agreements will expire on December 31, 2021; and

WHEREAS, the Union President has notified the County that the units desire to negotiate a successor agreement; and

WHEREAS, Wayne County also desires to negotiate these agreement, now, therefore be it

RESOLVED, that the Chairman of the Board is hereby authorized to appoint three members of the Board, the County Administrator, and the Director of Human Resources to be members of the County's negotiating team; and be it further

RESOLVED, that the Board of Supervisors hereby designates counsel from the firm of Hancock Estebrook to be the County's Chief spokesman and negotiator for these negotiations.

Budgeted: yes  no  Proposed Cost: \$0.00 Reimbursed Amount \$0.00 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: \_\_\_\_\_