

MINUTES

GOVERNMENT OPERATIONS

Thursday, January 7, 2021 9:00 a.m.

Present: Supervisors Emmel, Chatfield, Spickerman, Verkey, Egnor, Jacobs, Groat and Miller, County Administrator Rick House, Fiscal Assistant Ken Blake, County Attorney Dan Connors, Human Resource Director Chris Kalinski, Compliance Officer Ed Hunt, Information Technology Director Matt Ury, Mental Health Director Jim Haitz and Social Services Commissioner Dr. Ellen Wayne.

Minutes from the December 3rd meeting were approved as written.

The following transmittals were referred to the Government Operations Committee:

--Authorization to abolish the position of full-time Medical Records Clerk, create and fill the position of full-time Finance Clerk at the Nursing Home. Approved 5-0.

--Authorization to abolish the full-time position of Account Clerk, create and fill the full-time position of Activity Aide at the Nursing Home. Approved 5-0.

--Authorization to change the title from Major to Chief Deputy in the Sheriff's Office and set the salary for the position at \$93,679. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement with the Town of Lyons to provide Justice Court security in 2021. The County will charge back the expense of this service to the Town that is estimated to be \$12,000 a year. Approved 5-0.

The monthly report for the County Attorney's Office was distributed with the agenda. During December the Office drafted and/or reviewed 54 contracts and reviewed 58 insurance certificates. The Office received 37 Freedom of Information request and accepted three poor person applications.

Mr. House reviewed his activities since the last meeting. Work is ongoing on the County budget; efforts continue to seek reductions in all Departments. County Administration requested the Grand Jury no longer meet in the County Court House. Mr. House is working with the new Nursing Home Administrator to get him familiar with the Committee/Board system. The County is dealing with COVID-19 relate absences from work. There is COVID testing available for County employees every Tuesday at the Public Health Office from 11 a.m. – 1:00 p.m. Mr. Miller noted the amount of personnel it is taking to do contract tracing and give vaccinations. Schedules are being set up for distribution of vaccinations in the County. The County has established points of distribution; they are waiting for the delivery of the vaccines. Vaccinations will be distributed in

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accordance with the Governor's guidelines. During the Public Safety Committee meeting earlier this week, a request was made to pay a vendor that did not fall in line with the County's Purchasing Policy; this issue will be discussed in additional detail with all Supervisors at the January Board meeting. Renovation work at 30 Church Street is near completion; the District Attorney's Office will begin relocation next week.

A discussion took place on the development of a work from home policy. Currently leave for COVID-19 issues are handled on a case-by-case basis. Mr. House noted the importance of maintaining the best interest of the County when employees are allowed to work from home. County buildings continue to practice safe health practices. There were several employees in one Social Services Unit that tested positive for COVID-19, forcing staff to be out of work for an extended period. Due to the type of work these staff members perform, they were allowed to work from home. Mrs. Kalinski distributed a copy of a proposed COVID-19 Guidelines for Telework policy for County employees. She stated the need for the County to have a written plan in place due to recent outbreaks. The policy includes general guidelines that must be in place to approve an employee to telework, including proof of childcare for school-aged children. Mrs. Kalinski said the policy will not pertain to many members of the County's workforce based on the need to perform certain duties at work locations. Dr. Wayne stated the importance of offering essential services and the need to remove all positive COVID-19 cases from the County building. Employees working from home will have to record the work they are doing. Mr. House said a mechanism will be put in place so Department Heads can certify employees working hours. Mr. Hartz said not all his employees could perform their jobs from home, and those that could would need assurances of connectivity and confidentiality. Mr. Ury said the County only has 80 computer licenses that have outside access. The County computer system will allow Department Heads to keep track of when their staff are logged into the system. The County does not have many laptops that employees could use at home. Mrs. Kalinski noted this policy states the County is not responsible to supply employees who are working from their homes with furniture of personal protective equipment to perform their County job. It also states there will be a written application for any employee to complete that will be reviewed by their Department Head, the County Administrator and Human Resource Director. The COVID-19 Telework Policy is to prevent the spread of COVID-19, the Department Head may terminate individual agreements at any time.

Mr. Egnor made a motion for the Committee to enter into Executive Session at 9:46 a.m. for the discussion of litigation and a personnel matter with Mr. Connors and Mrs. Kalinski present, Mr. Chatfield second.

The regular meeting resumed at 10:08 a.m.

Mrs. Kalinski informed the Committee the Families First Corona Response Act expired on December 31st. This Act required certain employers to provide their employees with paid sick

leave or expanded family and medical leave for specified reasons related to COVID-19. The County acknowledged the expiration. Wayne County will follow the New York State Emergency

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Paid Sick Leave Policy related to COVID-19, this is a one-time benefit paying an employee up to a maximum of 10 days of paid time-off without the use of accruals. Copies of a proposed County policy on COVID-19 leave and pay was distributed which outlined a better benefit provided by the State which include paid time off if employee is symptomatic and seeking diagnosis within 18 hours of absence. Mrs. Kalinski said she would like to have this policy put before the full Board in January as a Rule 14. Supervisors were requested to read over the policy and give their suggestions for changes to Mrs. Kalinski. Committee members said they approve the policy that was reviewed today. A copy of the proposed policy will be e-mailed to all Supervisors.

Mrs. Kalinski said she would present a report to this Committee next month on the cost the County has endured in 2020 due to COVID-19 under the Family First Coronavirus Response Act.

The meeting adjourned at 9:30 a.m. The next meeting of the Government Operations Committee is scheduled for Thursday, February 4th at 9:00 a.m.