

MINUTES

GOVERNMENT OPERATIONS COMMITTEE

Thursday, February 3, 2022 9:00 a.m.

Present: Supervisors Lasher, Donalty, Kolczynski, Chatfield, Eygnor, Brady and Miller, County Administrator Rick House, Fiscal Assistant Brian Sams, Deputy Director of Mental Health/County Compliance Officer Ed Hunt, County Clerk Mike Jankowski, County Grants Manager Jay Roscup, Human Resource Director Chris Kalinski, Senior Personnel Clerk Carolyn Fontillas-Perez and County Attorney Dan Connors.

Minutes from the January 6th Committee meeting were approved as written.

Mary Rehor from Williamson appeared before the Committee to request Supervisors and the full Board support a petition to protect our democratic republic. She voiced concern with the action of US citizens at the insurrection of the Capitol on January 6th 2021 and the need to make a conscience effort to stop the divisions in our community, especially those pertaining to the 2021 election. She asked Supervisors if the insurrection at the White House has made us better or more divided. Ms. Rehor submitted petitions containing 150 names of individual that support this cause. After she spoke, it was agreed the meeting secretary would submit a copy of the petition to all Board members. Signatures to the petition can be accepted on-line.

Prior to the Committee addressing pass-thru transmittals, Supervisor Kolczynski again questioned why this action takes place since it has no bearing on transmittals going to the full-Board. It was noted the meeting secretary sent back-up information on this topic to both Mr. Connors and Mr. House following the January Committee meeting. At the current time, the process will continue.

The following transmittals were referred to the Government Operations Committee:

--Authorization to abolish the position of full-time Support Investigator and create a full-time Senior Support Investigator position at the Department of Social Services. Funds are within the budget for this title change. Approved 5-0.

--Authorization to re-approve two part-time Community School Resource Safety Liaison positions in the Sheriff's Office. The positions are included in the 2022 budget and covered with grant funds. Approved 5-0.

Mr. Hunt presented a transmittal requesting authorization to amend the County's Ethic Policy. He made revisions to the description of relatives as requested at last month's Committee meeting. The Definition of nepotism in the Policy reads as follows: "the practice of an employee, board member and/or elected official giving preferential treatment to a relative in areas of employment, including but not limited to: hiring, promotion, transfer, compensation, evaluation and discipline." A relative in the Policy is described as "a spouse, child, step-child, parent, step-parent, brother, sister, half-brother, half-sister, step-sibling, sibling's spouse, mother-in-law,

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father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, uncle, aunt, nephew, niece, first cousin, domestic partner or other household member of a municipal officer or employee, and individuals having any of these relationships to the spouse or the officer or employee.” The change in policy was reviewed and approved by the Ethics Sub-committee. Approved 5-0.

The Annual Report for the County Clerk’s Office was received and filed. The Department handled over \$13 million during 2021; resulting in a budget surplus of over \$1.3 million. The report included the following information:

- County Clerk: Revenue \$2.8 million, expenditures \$1.48 million. Revenues for the year were higher than anticipated and expenditures under budget. Mortgage tax totaled \$5.5 million. The Recording Office handled 26,119 transactions and over 1,700 civil filings. Two hundred and twenty-three individuals applied for notary licenses or renewals resulting in a revenue of \$13,300; a portion of these funds are forwarded to the State. There are 5,511 boxes in the care of Record Storage through the Clerk’s Office. A high number of deeds were filed during 2021, due to low interest rates. The Clerk’s Office issued more index numbers last year than in the past.
- Department of Motor Vehicles: The Department processed 76,000 transactions collecting \$6.8 million in penalties, fees and interest during the year. Revenues in the Department remained stable, but lower than 2021. The majority of revenue received is forwarded to the State. Motor vehicle registrations were up during the year as were driver license renewals.
- County Historian: There were 91 visitors in the Office, 306 telephone calls, 83 letters, and 7,566 e-mails received during 2021. The Office operated within budget.
- Bicentennial Committee: The group met five times during 2021 and made significant progress in making citizens aware of upcoming events. The Committee is in the process of creating and printing rack cards on various topics representing each township. A bicentennial activity book for children in grades 3-6 is at the printers. A bicentennial float made its debut during 2021 and was present at several events and parades during the year. A 2022-23 bicentennial calendar was created and is now for sale. Many events continue to be worked on for the 2023 celebration.

Mr. Kolczynski questioned why revenues in the Clerk’s Office were so high in 2021; Mr. Jankowski stated this is reflective of the high number of mortgage and land transactions while interest rates were low.

The County Clerk’s Office will be moving back to their 9 Pearl Street location now that it is renovated. The Office will remain open for operation during the relocation, with the exception of pistol permits that will not be worked on February 7th or 8th.

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Mr. Jankowski reported the three-year Digital Records Project is complete and came in a little under its \$1.3 million budget. The County's Recording Office is completely digital at this time; this has increase office efficiency. The project included three to four million images.

Mr. Kolczynski made a motion the Committee enter into executive session with Mr. Jankowski to discuss a personnel matter and with Mrs. Kalinski and Mr. Connors to discuss a litigation issue at 9:18 a.m., Mr. Chatfield second. Regular session resumed at 9:43 a.m.

The monthly report for the County Attorney's Office was reviewed. During January the Office drafted and/or reviewed 36 contracts, 48 insurance certificates and two accident reports. Staff responded to 31 Freedom of Information Requests and two Juvenile Delinquent charges.

Mr. Roscup updated the Committee on the following:

- School Safety Grants: The Sheriff's Office is wrapping up one of three of their Department of Justice grant this year. Active School Safety Grants are underway in the county, including ones provided to school districts. Funds can be used to support training for School Resource Officers and/or other services offered by the County in school districts. Mr. Roscup noted the directive he is following from the County, to locate grants that do not have a high risk of legacy costs.
- Children Advocacy Grants: Social Services Commissioner Dr. Wayne will be seeking approval to apply for a grant she located to help defer cost of the County's Child Advocacy Center.
- Reminder of Grant Process: Mr. Roscup will review how the submission of grant applications are to occur at the next Department Head meeting. An approved resolution is needed by the Committee/Board to apply for grant funds; if the grant is awarded another resolution is needed by the Committee/Board approving the expenditure of funds and to make certain no changes were made to the application as submitted before final acceptance of the grant is made.

Mr. Roscup noted he is hired by the County through a shared services agreement with the Sodus Central School District where he is a Community Schools Director.

Mrs. Kalinski updated the Committee on personnel changes since the last meeting. There were 9 part-time and 17 full-time hires and 8 part-time and 8 Full-time retires/terminations. The County has paid \$367,807 to date beginning 1/1/2021 to 1/20/22 in COVID pay to employees. Mrs. Kalinski noted changes in the County's COVID response; only five days of quarantine is required once a positive test is received and returning back to work. The County is following State Department of Health and CDC recommendations. She noted the amount of time it is taking staff to track COVID cases of employees. Wayne County follows the NYS Paid Sick Leave Act and tries to assist Towns & Villages but each town and village need to make their own policy for COVID employee response; they cannot assume the County policy covers them.

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Mr. House reviewed activities in his Office. He is spending a lot of time on COVID related issues. He reviewed a discussion from the Health and Medical Committee meeting that occurred earlier in the week, where members requested formation of an employee recruitment and retention program. Mr. House said he does not think there is an answer to this problem at the current time. He is working with the Nursing Home to make certain their linen vendor meets the supply demands of the facility; they are also dealing with staff shortages. Labor negotiations will begin in the near future with Deputies and Correction Officers. Mr. House noted Ontario County is having a difficult time having adequate coroner coverage; Wayne County will assist where they can.

Mr. House presented a transmittal requesting authorization to create a per-diem Fiscal Assistant position at the rate of \$65 an hour. He noted Ken Blake is retiring at the end of this month and his expertise may still be needed. If he is called upon to assist at the County he would be paid to do so. The cost will not exceed \$35,000. At the end of 2022 this per-diem position will be abolished. Approved 5-0.

Supervisor Miller presented a transmittal requesting authorization to appoint himself and Supervisors Bender and Chatfield to InterCounty Association of Western NY. Approved 5-0.

Mr. Sams presented a transmittal requesting authorization to amend the 2021 Workers' Compensation budget to eliminate a deficit. This will require a \$20,000 transfer from Unassigned Fund Balance. Approved 5-0.

Mr. Kolczynski request an executive session at 10:30 a.m. to discuss pending litigation with Mr. Sams and Mrs. Fontillas-Perez present, Mr. Chatfield second. The meeting adjourned at 10:37 a.m. The next meeting of the Government Operations Committee is scheduled for Thursday, March 3rd at 9:00 a.m.