

## MINUTES

### GOVERNMENT OPERATIONS

Thursday, February 4, 2021 9:00 a.m.

Present: Supervisors Emmel and Verkey, County Administrator Rick House, Insurance Specialist Brian Sams, Fiscal Assistant Ken Blake, via ZOOM Supervisors Chatfield, Spickerman, Eygnor, Jacobs, Kolczynski, Groat and Miller, County Attorney Dan Connors, Human Resource Director Chis Kalinski and County Clerk Mike Jankowski.

Minutes from the January 7<sup>th</sup> meeting were approved as written.

A transmittal requesting authorization to create and fill the position of Deputy Weights and Measures Director was referred to the Committee. Mr. House noted the position will only be filled until the Director of the Department retires, at that time the Deputy position will be eliminated. Mrs. Kalinski noted this is a Union position starting at an hourly rate of \$22.13. Approved 5-0.

Mr. Jankowski presented a transmittal requesting authorization to appoint Rosa Fox as the co-chairperson of the County's Bicentennial Committee. Approved 5-0.

The Annual Report for the County Clerk's Office was received and filed. Motor vehicle revenues were up in 2020 to \$490,717. DMV processed 31,039 registrations, issued 9,506 license plates, processed 1,220 vehicle registrations, 916 snowmobile registrations, 1,811 driver's permits and 1,270 motor-voter applications. The report detailed all activities in the Department. Mr. Jankowski noted the Motor Vehicles Office is still doing appointment only transactions for Wayne County residents. The waiting time for an appointment is now less than a week. The County Clerk's Office handled nearly 21,000 documents, issued 57 passports, collected \$4.2 million in mortgage tax, issued 142 notaries and performed 1,168 civil filings. The Clerk's Office processed fewer deeds in 2020 than in the last five years; however re-financing of mortgages was extremely high. Mr. Jankowski noted the Clerk's Office was closed for three months due to the pandemic, yet made more revenue than the prior year. Planning for the County's bicentennial continue to move forward. The Office dedicated a great deal of time to the digital imaging program in 2020. The Court System now has all their records switched over to e-filing. Digital imaging of information from the Clerk's Office will be completed in 2021.

Mr. Jankowski reported the County Historian's Office had 71 in-person visitors in 2020, received 321 telephone calls, 84 letters and over 8,000 e-mails.

Mr. Jankowski noted he has two staff members out on extended medical leave. To make up for their loss he increased the hours of some part-time staff. The 2021 budget does not have funds in it for additional personnel costs. He is not planning to ask for any budget transfer at this time as it is early in the year.

## PAGE 2

Mr. Groat questioned the status of a book scanner. Mr. Jankowski said the Clerk's Office does not have one. He will be obtaining pricing for a unit to the next meeting.

Mr. Connors presented his January activities report. During the month staff drafted and/or reviewed 48 contracts and 32 insurance certificates, responded to 35 Freedom of Information requests and received six juvenile delinquent cases and four poor person applications.

The Annual Report for the County Attorney's Office was received and filed. During 2020 there were six civil claims filed against the County, staff prepared and/or reviewed 437 contracts and amendments and reviewed 485 insurance certificates for County vendors. The Office was involved in three disciplinary grievances and one contractual grievance. The Office participated in 12 disciplinary matters; the Office had no human rights cases in 2020. There were 31 juvenile delinquent and two Persons In Need of Supervisor (PINS) cases. Staff responded to 335 Freedom of Information requests and 54 poor person applications.

Mr. House reviewed Office activities:

- A department head meeting was held last week; many Supervisors participated in this virtual meeting. Mr. House noted the importance for Department Heads and Supervisors to participate in these meetings that will now be scheduled monthly.
- Several County employees were acknowledged for the work they do beyond their regular tasks: Kerry VanAuken—Public Health, Jim Hartz and Ed Hunt—Mental Health, Dr. Ellen Wayne—Social Services, Michelle Riggs and Wanda Boughton—Nursing Home.
- Lynn Fried has been named the Director of the Finger Lakes Workforce Investment Board.
- COVID issues continue to be addressed. As policies are in place, they can generally be looked to for replies. Any request to work from home will be handled by County Administration/Human Resources.
- All County Departments need to adhere to the County's Purchasing Policy and work with the Purchasing Clerk.
- The District Attorney's Office successfully relocated from the Hall of Justice to 30 Church Street.
- The County remains under a hiring freeze. Department Heads receive no additional pay for working overtime.
- The County is currently holding meetings to meet the Governor's mandated Police Reform and Reinvention Plan. The document must be submitted to the State in April.

Mental Health Director, Jim Hartz, attended the meeting via ZOOM and informed members his Department was informed yesterday they were awarded the following grants: \$65,000 Community Schools Funding, \$364,694 New York State Office of Addiction Services and Supports (OASAS)/Research Foundation for Mental Health and \$4 million U.S. Dept. Health and Human Services – Substance Abuse and Mental Health Services Administration. Mr. Hartz was commended for the work he and his staff did to obtain this grant funding.

**PAGE 3**

Mr. House presented a transmittal requesting authorization to request a State Municipal Home Rule regarding legislation to impose a five percent hotel, motel or seasonal rental occupancy tax for the County of Wayne. This request was approved last year; however, there was not support in the State Legislature for new taxes. Approved 5-0.

Mrs. Kalinski presented a transmittal requesting authorization to amend Board Resolution No. 521-20 regarding a policy renewal of Specific Excess Employers Liability Insurance with Eastern Shore Associates. The change is for an increase in the original stated premium of \$929 for a total of \$33,539. Approved 5-0.

Mrs. Kalinski reported in 2020 the County had 261 employees utilize the Family First Coronavirus Response Act Health and/or Child Care benefit, this had an associated cost of \$250,222. Supervisors were informed government entities do not qualify for payroll tax assistance through the Federal Government. Supervisors questioned if there was any other reimbursement the County could get for the payment of salaries during the pandemic. Mrs. Kalinski said she forwarded her information on COVID related personnel expenses to the Emergency Management Department for reimbursement submission. A total of 279 employees utilized the County's Employee Assistance Program (EAP); this number is up substantially from the prior year.

The meeting adjourned at 9:52 a.m. The next meeting of the Government Operations Committee is scheduled for Thursday, March 4<sup>th</sup> at 9:00 a.m.