

MINUTES

GOVERNMENT OPERATIONS

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

Present: Supervisors Emmel and Verkey, County Administrator Rick House, Insurance Specialist Brian Sams, Fiscal Assistant Ken Blake, Human Resource Director Chris Kalinski, via ZOOM Supervisors Chatfield, Spickerman, Jacobs and Miller, Deputy Mental Health Director/County Compliance Officer Ed Hunt, County Attorney Dan Connors, Election Commissioner John Zornow and County Clerk Mike Jankowski.

Minutes from the February 4th meeting were approved as written.

The following transmittals were referred to the Government Operations Committee:

--Authorization to hire Lifeguards and set the salary rate for Sodus Point Park Beach staff for the 2021 season. The program has a County cost of \$42,701. This action will only occur if County Parks are open for the 2021 summer season. Mr. Miller said he had discussions with the County's Public Works Superintendent and Sodus Town Supervisor and they agreed Sodus Point Park will be open this season, unless there is an occurrence this will disallow this. Approved 4-0.

--Authorization for the Mental Health Department to abolish one full-time Staff Social Worker position and create and fill one full-time Community Mental Health Professional and amend the budget. The change in positions is budget neutral. Approved 4-0.

--Authorization to create and fill two part-time Community School Liaison positions in the Sheriff's Office. The \$265,657 cost of the hires will be paid for through a Department of Justice Community Oriented Police Services Grant. Language will be added to this request stating the positions will be eliminated once funding ends and the Board of Supervisors must approve these positions annually to make sure funding is secure. Approved 4-0.

--Authorization for the Public Works Department to create one full-time Cleaner position to work in the Hall of Justice. The \$36,882 cost of the position is covered 97% by the Unified Court system. Approved 4-0.

Supervisor Eygnor arrived at the meeting 8:13 a.m.

The Annual Report for the Compliance Office was received and filed. This was the first year Mr. Hunt served as the County's Compliance Officer, a position required by Federal and State regulations. The Compliance Committee met three times during the year. There was one anonymous message left on the Compliance Hotline in 2020, the matter was investigated and was determined to be unfounded. There were 25 compliance-related investigations executed during the year. Details of some investigations were mentioned. The Compliance Office had an external audit in 2020; this will most likely be an annual event. The report listed the accomplishments of the Office.

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The Annual Report for the Board of Elections was received and filed. The Office operated on a budget of \$771,279 with four full-time and two part-time employees. During 2020 there were 302 Election Inspectors appointed for the General Election and 94 for the Primary Election. The cost of the Primary Election was \$93,808 and the cost of the General Election \$177,540. Mail check cards were sent to 53,873 voters prior to the election. There were 6,661 new voter registrations in the County during the year, there are 14,257 active registered Democrats in the County and 23,842 active Republicans. There was an all-time high of 77% voter participation in the 2020 General Election.

Mr. Jankowski presented a transmittal requesting authorization to carry over remaining 2020 Hoffman Foundation grant funds totaling \$8,504.04 into the 2021 budget. Funding is to be used for County historical projects. Approved 5-0.

Mr. Jankowski updated members on County Clerk operations at their temporary location at 76 William Street. The move of equipment and staff went very well. Services through this Office were available continuously to the public during the relocation. All digital records are being used at this location. The Office is one month into the fruition of their digital program. The vendor will be in later this summer to 'clean-up' any records or make additions to the program as needed. Mr. Jankowski thanked the Board of Supervisors for investing in the digital records system.

The monthly activities report for the County Attorney's Office was distributed with the agenda. During February, the Office drafted or reviewed 37 contracts, reviewed 45 insurance certificates, two notices of claim and one accident report involving a Sheriff's vehicle. The Office is dealing with four disciplinary grievances and paid out \$8,772 in liability claims during February. The Office responded to 22 Freedom of Information requests and was involved in four juvenile delinquent cases. The staff continues to dedicate resources to one employee's multiple grievances. Mr. Connors is on the County's Compliance Subcommittee for the Police Reform and Reinvention Plan the County must have a plan in place by April 1st. The group is reviewing Sheriff's policies to make sure they comply with Federal and State requirements and are following the stipulations of the Governor's Executive Order regarding the Plan.

Mr. Connors voiced his concern with recent requests from Department Heads to have contracts for five-year periods. In the past the overwhelming majority of vendor contracts with the County were for one-year. Recently that term was increased to three years to keep the County contract system uniform, to have better control over pricing and budgeting and reduce the time dedicated to bid preparation. Mr. Connors believes five-year contracts, although could reduce bid preparation time for departments, it is a bad idea. Contracts over a three-year period are not in the best economic interest of the County if better pricing or a change in the market takes place during the longer contract. Any request for a five-year contract would have to be approved on an individual basis.

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Mr. House reviewed activities in his Office since the last meeting. He stated the need for all members of Zoom meetings to be aware what they are saying when their microphone is on and that all County Committee meetings are recorded.

Mr. House attended a virtual quarterly NYSAC meeting. There was discussion during the meeting on police reform, the upcoming Stimulus package, and county financial standings through the pandemic. The Stimulus package includes a direct payment from the Federal Government to county governments; Wayne County is proposed to get \$17.5 million. The funds come along with stipulations for their use. Each town and village in Wayne County will also receive some Stimulus funding. If the funds are received, the County will need to develop a plan for their distribution; the money is proposed for building-up infrastructure. A conversation also took place on the Police Reform and Reinvention Collaborative Plan the State is requiring each police department complete, with the exception of the State Police. The County has held several meetings and their Plan will be ready to go to the full Board later this month. Mr. House announced the County had unspent 2020 funds of \$4.36 million in salary and fringe benefit lines from imposing their hiring freeze. Departments have been ask to keep a sign-in/sign-out sheet for their employees so they know their location during the workday. Managerial staff do not receive comp. time or overtime for extra hours they work. Flex time can be utilized; however, needs to be used in the pay period it was earned.

The Annual Report for the Human Resource Office was received and filed. The number of Civil Service tests during 2020 was down due to the COVID pandemic. Seventy-three decentralized examinations were held with 148 candidates participating; seating arrangements for testing has been difficult while following COVID protocol, they may need to rent space for future exams. The Department oversaw 21 State Civil Service examinations and maintained 60 active Civil Service lists. The Office conducted orientation for 93 new employees and 52 Workforce Development hires. A total of 86 disability claims were filed during the year and 155 requests were made under the Family Medical Leave Act. The Office processed 36 payrolls. Due to the pandemic, 261 employees utilized 9,790 hours of time under the Family First Corona Response Act Health and/or Child Care Benefit package in 2020. As of the end of 2019, the County's Deferred Compensation Plan held over \$25 million in participant assets. The report listed all Union contracts and their date of expiration. Ninety-six percent of County employees participated in the on-line annual Workplace Violence and Sexual Harassment training programs. The Human Resource Office spent a lot of time in 2020 on COVID related issues, tracking various programs and employee's time off.

Mr. House said the County is looking into a leadership-training program for Department Heads. A leadership coach can provide this training over a three-month period for \$4,900. This expense would have to come from the County's fund balance, as it was not budgeted. If the Committee agrees to this, Mr. House will prepare a transmittal and it will go to the full Board later this month as a Rule 14. Mrs. Kalinski said she would send details about the course to Supervisors following this meeting.

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The meeting adjourned at 9:52 a.m. The next meeting of the Government Operations Committee is scheduled for Thursday, April 8th at 9:00 a.m.