

MINUTES

GOVERNMENT OPERATIONS COMMITTEE

Thursday, April 7, 2022 9:00 a.m.

Present: Supervisors Donalty, Kolczynski, Chatfield, Eynor and Groat, County Administrator Rick House, Fiscal Assistant Brian Sams, Human Resource Director Chris Kalinski, Election Commissioner John Zornow, Compliance Officer Ed Hunt, Grant Specialist Jay Roscup, County Attorney Dan Connors and County Clerk Mike Jankowski. Supervisor Lasher was unable to attend the meeting.

Minutes from the March 3rd Committee meeting were approved as written.

The following transmittal was referred to the Government Operations Committee:

--Authorization to Amend Salary for Graduate Practical Nurse Position at the Nursing Home. Approved 4-0.

Mr. House updated the Committee of his activities. Last month he held a Department Head meeting mainly to discuss housekeeping issues. Rule 14 and Other Business Resolutions were addressed. Department Heads will need to fill out a justification form in order for any Rule 14 or OB Resolution to be entertained for the agenda. Mr. House also had a lengthy discussion about employee recruitment and retention plans. County Administration, HR and the County Attorney are currently looking into a stipend for all full time and part time employees that would run from May through the last pay period in December. Mr. House, Mrs. Kalinski and Mr. Connors all met via Zoom with union heads regarding the stipend last week. A Memorandum of Agreement would need to be put forth with the unions in order to proceed. Elected Officials would not be eligible for the stipend unless a local law was passed to change salaries. Other recruitment/retention ideas discussed was the possibility of moving 35 and 37.5 hourly employees to 40 hour weeks. Flex time during current pay period was also discussed. Mr. Hunt mentioned that this is a practice that has been in place at the Mental Health Department and employees believe this is a definite perk for staff. Mr. House also noted that the \$474,000 spent on COVID-19 test kits is completely reimbursable.

Mr. Hunt presented his 2021 Annual Compliance Report. Last year 28 complaints were received, 4 of these were anonymous. The Ethics and Compliance Policies were both updated and approved by the Board of Supervisors in early 2022. An exclusionary finding of an active employee was found in 2021 which resulted in the resignation of this individual. Other investigations included allegations of a hostile work environment created by the supervisor, failure to follow COVID-19 masking guidelines, falsely reporting time sheets, misuse of county resources, falsely recording information on county business records for the purpose of personal gain, misuse of supervisor's authority, misuse of county financial resources, allegation of

PAGE 2

workplace violence, payroll error, allegation of an employee residing outside the county who is required to live within the county. Mr. Hunt noted that the general population of employees are aware of the program and understand it. The county achieved 95% employee completion of the Compliance Program for 2021.

The monthly activities report for the County Attorney's Office was distributed with the agenda. During February staff drafted and/or reviewed 29 contracts and 42 insurance certificates. The Office received 41 Freedom of Information requests, and received six poor person applications, three accident reports and one grievance.

The following transmittal was presented for the Board of Elections:

--Authorization to Apply for Extension of the C003252-1110000 Shoebox Grant for the Wayne County Board of Elections. Approved 4-0.

Mr. Roscup did a brief update regarding grants. He noted the tight turnaround time on applications and asked that the Board be flexible in regards to possible late resolutions (Rule 14 or OB) being added to the agenda. Mr. Roscup also noted that there random grant opportunities available all the time and that department heads are encouraged to contact him regarding need.

The County Clerk presented his 1st Quarter stats (compared to 2021 Q1):

- -19.3% Revenues (approximately \$133,000, but still within Q1 budget prediction)
- -11% Mortgage Tax Revenue (money that goes directly to County)
- -42.6% DMV Revenue
- 31% increase in expenses. This is combination in personnel expenses, chargebacks for IT and B&G, also many computer replacements for the office. All within the 2022 budget.
- 1.8% increase in documents processed
- Same number of deeds filed as 2021 (587). Mr. Jankowski noted that no fraudulent deeds were reported to the office.
- -10% Mortgages filed
- -50.3% DBA's filed
- 29.9% increase in pistol permits
- 70% increase in civil foreclosure
- -56.2% Historian revenue

Mr. Jankowski stressed that these numbers are coming off of COVID and the trend in most areas seem to reflect 2019 numbers before the pandemic hit.

PAGE 3

Mrs. Kalinski informed the Committee there were 17 new hires since the last meeting, 25 resignations and two retirements. Three Deputy Sheriff going to other county or private business. The Nursing Home continues to be the biggest loss of employment.

The following transmittals were presented for the Human Resource Department:

-- Authorization to Rescind Resolution No. 100-19 and Define Compensation for the Oversight of the Workers' Compensation Self-Insurance Plan. Approved 4-0.

--Authorization to Abolish a Part-Time Personnel Clerk and Create a Full-Time Account Clerk Position and Amend the 2022 Budget. Approved 4-0.

Mr. Kolczynski motioned to adjourn the meeting at 10:37 a.m. seconded by Mr. Eygnor. The next meeting of the Government Operations Committee is scheduled for Thursday, April 7th at 9:00 a.m.