

MINUTES

GOVERNMENT OPERATIONS

Thursday, May 6, 2021 9:00 a.m.

Present: Supervisors Emmel, Chatfield, Spickerman, Verkey Eynor, Jacobs, Groat and Miller, County Administrator Rick House, Fiscal Assistant Ken Blake, Human Resource Director Chris Kalinski, County Attorney Dan Connors, Election Commissioners Mark Alquist and John Zornow, Purchasing Officer Kaleigh Flynn, County Auditor Kristen Scott, County Treasurer Patrick Schmitt and Insurance Specialist Brian Sams.

Minutes from the April 8th meeting were approved as written.

A transmittal was referred to the Committee requesting authorization to amend the Public Defenders budget to add a Law Intern position at a price of \$4,000 with State Indigent Legal Service funds. Approved 5-0.

Mr. Alquist presented a transmittal requesting authorization for the County to support an early voting poll site at the Wayne County Board of Elections Office in Lyons. The State law regarding early voting sets forth the need to establish a poll site in the largest municipality within a county. Mr. Alquist said the Board of Elections Office is less than a tenth of a mile outside the Town of Arcadia, the largest municipality in the County, and it would be time consuming and have additional personnel costs if the poll site was there. Washington County received approval to have their early voting poll site in a township that does not have the highest population. This action required approval of the State Legislature. If there will be time to have this matter address by the State Senate and Assembly before the June primary was questioned. Mr. Zornow said he spoke to both Assemblyman Manktelow and Senator Helming's Offices about the issue; neither are a member of the majority party of the State Legislature and it is believed this support is needed for passage. Mr. House said he would bring this issue up at an upcoming County Administrator's meeting. Mrs. Jacobs said the issue could also be brought up before next week's Intercounty meeting. Approved 5-0.

The monthly report for the County Attorney's Office was reviewed. During April staff drafted and/or reviewed 43 contract, 26 insurance certificates and 34 Freedom of Information requests. Jeff Harper, Esq. will be working in the Office on a part-time basis during the Assistant County Attorney's maternity leave.

Mr. House noted Mrs. Scott obtain her Certified Fraud Examiner Credentials.

Mr. House updated the Committee on his recent activities. Yesterday he attended a presentation at Candy Apple Day Care when Senator Charles Schumer announced Federal Stimulus funding for daycare centers around the State. This Federal Stimulus money for day care centers can also be used to offset the cost of personal childcare. Mr. House noted the difficulty in filling positions

PAGE 2

and having individuals want to work because of the additional Federal money they are receiving on top of their regular unemployment benefits. He continues to participate in the Sheriff's Police Policy Review Subcommittee meetings that were established as part of the County's response to the Governor's General Order 203 to reinvent and reinvest in policing. He is in the process of reviewing managerial/confidential performance appraisals; these were turned in early this year to be completed prior to Department budgets being developed. Mr. House is on a committee to assess what the County will be expending \$17 million of Federal Stimulus funding; the funds need to be expended within three years. He is also on the County's Sales Tax Distribution review Committee. Mr. House announced a 20% claw back on State Workforce Investment funds for the coming budget year.

Mr. House discussed possible personnel changes that would result in additional staff and changes to current positions as part of long-term succession planning. First, the Fiscal Officer for the County will be retiring by February 2022; the County's Insurance Specialist will move into a Temporary Fiscal Assistant position and the position of Insurance Specialist will be abolished from the Human Resource budget. The Fiscal Assistant will continue to perform the financial portion of the Self-Insured plans; Human Resource Staff will complete the day-to-day managing of claims previously done by the Insurance Specialist. The Human Resource Department is requesting the creation of a full-time Senior Personnel Clerk position to take on these additional duties. Mr. House reviewed the extensive time the current Fiscal Officer spends on grants and the need to consolidate the financing of many County grants into one spot. He recommended a position be added in the Treasurer's Office to perform this task. A new position has been reviewed with Human Resource Director and approved under Civil Service. Mr. House said there could be some funds available for grant administration. Ms. Flynn reviewed the duties and responsibilities of the County's Purchasing Department and how it is difficult to keep up on the day-to-day operations and no time to begin additional efforts to save the County money with its purchases. A request for a Purchasing Clerk position to be created and filled in that Department was made. The importance of having the County's Purchasing Policy upheld was stated.

Mr. House presented a transmittal requesting authorization to create the position of Temporary Fiscal Assistant in the Office of County Administrator. The salary for this position would be \$70,916. The position will be eliminated once the position of Fiscal Assistant is vacated and the individual in the temporary position fills the post. Changes in duties that will occur in the Fiscal Assistant position were reviewed. Approved 5-0.

Mrs. Kalinski reported there were 10 new hires during March in the County and eight employees who resigned. The County has incurred \$119,771 in COVID sick leave payments. The number of staff on COVID leave continues to decline. Many County employees have been vaccinated.

The following transmittals were presented for the Human Services Department:

--Authorization to amend the 2021 Human Resource Department budget for legal expenses for negotiations and arbitrations. The unbudgeted expense is \$80,000. The budget had \$60,500 in

PAGE 3

it for 2021, this amount will be over expended as Union negotiations continue. Mrs. Kalinski noted one particular case has been very time/financially expensive. Approved 5-0.

--Authorization to adopt the County's management and confidential position wage and salary ranges for 2021. The document reflects a 2.5% increase; this aligns with other County employee contracts. Approved 5-0.

--Authorization to create a Senior Personnel Clerk position and abolish the position of Insurance Specialist. Approved 5-0.

--Authorization to accept a claim settlement proposal from the New York State Compensation Board totaling \$3,207,124. The State no longer wants to oversee these aging claims and is giving the County funds to take over the 33 claims they have. Mr. Sams said he will be approaching each of the claimants asking if they would like a buyout settlement. He believes some will do this. This is an opportunity to get claims off the books. Approved 5-0.

Mrs. Kalinski asked for approval to begin canvassing for the position of Senior Personnel Clerk prior to the request being approved by the full Board. The Committee approved this action.

Mr. House informed the Committee the Public Defender will be making a request as a Rule 14 under the Public Safety Committee to increase the salary for an additional Full-time Assistant Attorney he is hiring. Grant funds will pay the entire salary of the new position. The request is being made because the candidate for the position was offered a higher salary than Wayne County offered to take another position.

The meeting adjourned at 10:00 a.m. The next meeting of the Government Operations Committee is scheduled for Thursday, June 3rd at 9:00 a.m.