

MINUTES

GOVERNMENT OPERATIONS

Thursday, July 8, 2021 9:00 a.m.

Present: Supervisors Emmel, Chatfield, Spickerman, Eygnor, Jacobs, Groat and Miller, County Administrator Rick House, Fiscal Assistant Ken Blake, Human Resource Director Chris Kalinski, Deputy Mental Health Director Ed Hunt, County Clerk Michael Jankowski and County Grant Coordinator Jay Ruscup. Supervisor Verkey was not present for the meeting.

Minutes from the June 3rd meeting were approved as written.

The following transmittals were referred to the Committee:

--Authorization to create and fill a Grade 8 full-time Assistant District Attorney position and amend the 2021 budget. Approved 4-0.

--Authorization to abolish the position of full-time Senior Account Clerk and create and fill the position of full-time Account Clerk at the Public Works Department. Approved 4-0.

--Authorization to create and fill positions for a Certified Community Behavioral Health Clinic and amend the Mental Health budget. Approved 4-0.

--Authorization for the Mental Health Department to create a part-time Psychiatrist Nurse position and set the hourly rate at \$120. Mr. House noted the County's Pay Plan Committee will review the hourly rate request later this morning with administration of the Mental Health Department, as the suggested hourly rate is higher than Human Resources and the Pay Plan Committee believe appropriate. Mrs. Jacobs noted the position is unique as they deal with behavioral health issues. No vote was taken; pending the decision of the Pay Plan Committee. Once an hourly rate is set it will be placed in the transmittal for vote before the Board later this month.

The 2nd quarterly report for the County Clerk's Office was presented. Even though Offices reopened, Mr. Jankowski stated they are not up to the activity of years where there was not a pandemic.

- Revenues in the County Clerk's Office are up 36% over last year; much of the increase is due to refinancing of mortgages and new mortgages due to low interest rates. Expenses are up 7% from the prior year. The County Clerk filed 14% fewer civil foreclosures, processed 24% more documents, filed 16% more deeds and filed 3% more mortgages. The Office filed 7.7% more DBAs, issued nearly 51% new pistol permits and 26% pistol permit amendments.
- Revenues in DMV are up 50% from the prior year.

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- Revenue in the Historian's Office was down 64% in the second quarter and expenses down nearly 8%. The Office did not receive a Hoffman Grant this year. This Office is involved with the County bicentennial planning.

Mr. Jankowski stated more individuals are performing their DMV transactions on line. When this is done the local Office received 2.5% of the transaction, when a transaction takes place by mail or in person at the local Office receives 12.5% of the transaction.

The 9 Pearl Street Building Renovation Project is on hold pending the delivery of construction materials. It is anticipated relocation of the Clerk's Office into the building will occur in early fall. DMV is again open for walk-in transactions. The Department is scheduling about three weeks out for appointments.

The County Attorney's monthly activities report was distributed with the agenda. During June, staff drafted and/or reviewed 53 contracts, 72 insurance certificates, 2 accident claims and 28 Freedom of Information requests.

Mr. House reviewed his activities since the last meeting. He attended the NYS County Administrators Conference in Madison County, the Regional County Administrators Meeting in Penn Yan, the NYSAC Board of Director's meeting in Geneva and the Finger Lakes Workforce Investment Board Finance/Audit Committee meeting. Much time is spent on personnel/position changes; he encourages promoting staff from within. County Departments and outside agencies received their 2022 budget instructions. Instructions state no new positions unless critical to mandated services or reflect no County cost. Mr. House stated 60 positions were eliminate from the 2020 budget. Any new position requests will require a needs assessment and business plan submitted to the standing committee for review and approval. Mr. House stated the need to continue staff efficiencies. Mr. Spickerman questioned how many new positions were added to the County workforce in 2020.

A Wayne County Food Purchase Policy was written by the Purchasing Agent and County Auditor and reviewed by the County Attorney and County Administrator. Under this policy, requests for the purchase of food for in-County events will need to be made in writing, on a form provided in the policy, and be approved by the County Administrator prior to any purchase. A transmittal containing this request will come before the Finance Committee next week.

Mr. House noted an amendment to the County's Purchasing Policy will be presented before the Finance Committee next week pertaining to the purchase of office furnishings and equipment. Administration determined County assets should not be purchased without review by the Public Works Director so all purchases are consistent with other County purchases. Mr. House voiced concern that the Public Health Department purchased several very costly desks for staff prior to receiving Board permission to expend the grant funds that were used for their purchase.

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Efforts are underway once again to have sections of Lake Ontario, including coastal waters off Wayne County, declared a Marine Sanctuary. The National Oceanic and Atmospheric Administration (NOAA) proposed a new National Marine Sanctuary in 2015 for Lake Ontario waters that border the City of Oswego, and Counties of Oswego, Jefferson, Cayuga and Wayne. This sanctuary is now being brought back into the spotlight to protect historically significant shipwrecks and maritime heritage resources of the Lake. The designation would have no impact on recreation or sports fishing; however, could add to tourism for those individuals wanting to dive in the area to explore the shipwrecks.

Mrs. Kalinski informed Supervisors there were eight new full-time and nine part-time/substitute hires during June, along with 10 employee resignations and two retirements.

The following transmittals were presented for the Human Resources Department:

--Authorization for the Board of Supervisors to amend and restate 457 Deferred Compensation Plan Documents. The amended document is based on a model plan provided by the State. Approved 4-0.

--Authorization to define the duties and compensation amount to the Wayne County Treasurer and Human Resource Department for services provided to the Wayne County Health Care Plan Trust. The proposal is to pay \$15,000 annually to the County Treasurer and \$25,000 to the Human Resource Department. Approved 4-0.

--Authorization for the Chairman of the Board to appoint three members of the Board, the County Administrator and the Director of Human Resources to the County's Collective Bargaining Negotiating Team. There are three contracts to be negotiated this year. Mr. Miller said he would prefer not to designate supervisors to the negotiation team until after the fall election process. Approved 4-0.

--Authorization to amend Board Resolution No. 256-21 and decrease the amount of the settlement agreement in this request to \$3,024,188. Approved 4-0.

Mr. Roscup reported he is working with Departments to make sure they understand the County's commitment for grants they are applying for; i.e. financial commitment, new hires, equipment purchases. He is emphasizing grant submissions need to be thorough and complete or should not be submitted. He noted most competitive grants have a very short window from when they are announced until when applications are accepted; still the Department's standing committee needs to be made aware of their commitment if grant funds are applied for. Mr. Roscup said time should not be wasted on applying for grants the County does not want to accept. Departments were also requested to supply information that could be useful in grant applications so it can be shared. Mr. House noted there is now a Grants Finance Coordinator position in the County Treasurer's Office. This individual will make sure submissions for grant requirements are

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made on a timeless basis, the County is receiving adequate reimbursements, and that positions created with grant funds are eliminated once funding stops. Mr. Roscup said he would have a grant flow chart prepared for the next Committee meeting.

The meeting adjourned at 10:22 a.m. The next meeting of the Government Operations Committee is scheduled for Thursday, August 5th at 9:00 a.m.