

## MINUTES

### GOVERNMENT OPERATIONS COMMITTEE

**Tuesday, August 2, 2022 12:00 noon**

Present: Supervisors Lasher, Donalty, Chatfield and Eygnor, County Administrator Rick House, Fiscal Assistant Brian Sams, Human Resource Director Chris Kalinski and County Attorney Dan Connors. Supervisors Kolczynski and Miller were not present for the meeting.

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

The following transmittals were referred to the Government Operations Committee:

--Authorization to set the salary for the Deputy Director of Disaster Preparedness at the Emergency Management Services Department at a Grade 9. Approved 3-0.

--Authorization to create and fill two full-time Dispatcher positions and four part-time Dispatcher position at E-911. Approved 3-0.

--Authorization to create and fill the full-time position of Information Technology Project Coordinator at the Information Technology Department. Approved 3-0.

--Authorization to modify the Public Defender's budget and create and fill a full-time Assistant Public Defender position. Supervisor Chatfield voiced concern with the six laptops this transmittal requests for jail inmates and if the Sheriff is aware of the purchase. Mr. House said the request was being made to provide incarcerated individuals with an electronic means to do their legal research; the units are kept in a secured location. He believes the Sheriff is aware of the purchase. Vote 2-1, Supervisor Chatfield opposed the request.

--Authorization to create and fill the position of full-time Network Technician at the Information Technology Department. Approved 3-0.

--Authorization to set the salary for the position of full-time Assistant Director of Nursing at the Nursing Home. Mrs. Kalinski reviewed staff turnover at the Facility. This is a critical position that needs to be filled. Vote 2-1, Supervisor Donalty opposed the request stating it was a new hire and should start at the established hirer rate.

--Authorization to set the salary for the full-time position of Director of Nursing at the Nursing Home. Vote 2-1, Supervisor Donalty opposed the request.

The monthly activities report for the County Attorney's Office was distributed with the agenda. During July staff drafted and/or reviewed 32 contracts, reviewed 48 insurance certificates, one notice of claim and one accident report. Staff responded to 31 Freedom of Information requests,

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handled three disciplines and/or grievances and four subpoenas. The Office took in six poor person applications and assisted in one Person In Need of Supervision (PINS) case.

Mr. House updated Supervisors on his activities since the last meeting. He attended the quarterly County Administrators Meeting in Geneva. Efforts continue to increase recruitment and retention of County staff, this is a Statewide problem, even for those municipalities offering large bonuses and salaries. The Nursing Home has been given approval to allow staff to work 12-hour shifts in an effort to increase recruitment and retention in the Facility.

A transmittal was presented requesting authorization to set a date for a public hearing on a local law relating to the re-apportionment of the Board of Supervisors. The recalculation for the weighted vote of the Board was done by the vendor to the lowest common denominator, making the total vote weight of the County 200. The vendor who performed this service said this was the most accurate number that could be used. Approved 3-0.

Mrs. Kalinski presented a transmittal requesting authorization for the County to enter into an agreement with the Civil Service Employees Association, AFSCME, AFL-CIO, Wayne County Supervisory Employees and General Employee Unit to allow for a 12-hour work day at the County's Nursing Home. An employee can choose to work this shift. Approved 3-0

Mr. Kalinski informed the Committee there were 22 full-time and three part-time new hires since the last meeting and 14 resignations/retirements. Overall staff utilization of the County's Employee Assistant Program (EPA) is 20%. The County's EPA is centered on helping employees handle stress related to work, family, relationship problems, financial or legal concerns, and drug or alcohol struggles. Basically, an EAP helps employees handle issues which may impact their health and wellness, or work performance.

Mrs. Kalinski informed members in 2021 the County incurred \$272,000 in COVID related time off expense, as of July 2022 the County paid out over \$350,000 for this expense. This benefit is not included in the County's 2023 budget.

The meeting adjourned at 12:35 p.m. The next meeting of the Government Operations Committee is scheduled for Thursday, September 8<sup>th</sup> at 9:00 a.m.