AGENDA
GOVERNMENT OPERATIONS COMMITTEE
Tuesday, August 6th  1:00 p.m.

Supervisors: Crane, Chatfield, Spickerman, Verkey and Emmel

1:00 p.m.  Approve minutes from previous meeting

1:00 p.m.  Transmittals Referred from Other Committees

1:10 p.m.  County Administrator, Rick House
Monthly Report

1:20 p.m.  Board of Elections, Mark Alquist & John Zornow
Compliance Officer, Patti Marini
No Business

1:20 p.m.  County Attorney, Dan Connors

1:40 p.m.  Human Resource Director, Chris Kalinski
Update on County Staff hires/terminations/retirements

TRANSMITTALS:
- Authorization to amend budget to pay legal costs  HR08Res1 Authorization to amend 2019 Budget.doc
- Authorization to suspend County contributions to Disability Self-Insurance Fund  HR08Res2 MD Fund contribution suspension REV1.doc
- Authorization to enter into collective bargaining with Sheriff’s Court Security Officers’ Association  HR08Res3 Authorization to Negotiate with Court Security.doc
- Authorization to adopt managerial/confidential position pay grade for Payroll Clerk  HR08Res4 Adoption mang conf position pay grade payroll clerk.doc
- Authorization to adopt managerial/confidential position pay grade for Senior Payroll Clerk  HR08Res5 Adoption mang conf position pay grade sr payroll clerk.doc
- Authorization to purchase two desks  HR08Res6 Authorization to purchase furniture REV1.doc
- Authorization to establish Workers’ Compensation Plan premium equivalents  HR08Res7 2020 WC Plan Premium Equivalents.doc

2:00 p.m.  County Clerk, Mike Jankowski

TRANSMITTAL:
- Authorization to sign contract with US Imaging  CC08res1 Authorization to enter into an addendum for Digital back scanning with us data.doc  US data addeddum.xlsx
The County Attorney's Office monthly report for July 2019 is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts Drafted and/or Reviewed</td>
<td>24</td>
</tr>
<tr>
<td>Insurance Certificates</td>
<td>49</td>
</tr>
<tr>
<td>Notice of Claim</td>
<td>0</td>
</tr>
<tr>
<td>Accidents</td>
<td>0</td>
</tr>
<tr>
<td>Disciplines/Grievances</td>
<td>2</td>
</tr>
<tr>
<td>Human Rights Complaints</td>
<td>0</td>
</tr>
<tr>
<td>Subpoenas</td>
<td>3</td>
</tr>
<tr>
<td>Freedom of Information Requests (FOIL)</td>
<td>31</td>
</tr>
<tr>
<td>FOIL Money Collected</td>
<td>$1.25</td>
</tr>
<tr>
<td>Juvenile Delinquent’s (JD’s)</td>
<td>2</td>
</tr>
<tr>
<td>Persons In Need of Supervision (PINS)</td>
<td>5</td>
</tr>
<tr>
<td>Habeas Corpus</td>
<td>0</td>
</tr>
<tr>
<td>Poor Person Applications</td>
<td>3</td>
</tr>
<tr>
<td>Pistol Permit Hearings</td>
<td>0</td>
</tr>
<tr>
<td>Unemployment Hearings</td>
<td>0</td>
</tr>
<tr>
<td>Total Amount of Bills Paid from A1420(CA)</td>
<td>$2,615.65</td>
</tr>
<tr>
<td>Total Amount Paid from A1930 (Judgment &amp; Claims)</td>
<td>$600.00</td>
</tr>
<tr>
<td>Total Amount Paid from A1931 (Liability &amp; Casualty)</td>
<td>$5,849.31</td>
</tr>
<tr>
<td>Total Amount Paid for 207c Claims</td>
<td>$1,420.00</td>
</tr>
</tbody>
</table>

Respectfully submitted,

[Signature]

Daniel J. Connors, Esq.
County Attorney
AUTHORIZATION TO AMEND THE 2019 BUDGET DUE TO LEGAL COSTS

WHEREAS, the Human Resource Department now oversees the budgeted line item for Legal Representation for contract negotiations, arbitrations, etc.; and
WHEREAS, the 2019 budget was established with an amount of $60,500 to cover these services and with extensive time period on contract negotiations which included 3 units and arbitrations the funds have been depleted with a present negative balance of $ 25,327.69; and
WHEREAS, the County will continue legal services from Hancock Estabrook, LLP for services to negotiate outstanding contracts with 3 additional units; and
WHEREAS, the Human Resource Director is desirous to amend the 2019 Budget to add $60,000 Budget Appropriations to cover anticipated costs of continuation of negotiations and arbitrations; now, therefor be it
RESOLVED, that the Wayne County Treasurer is authorized to amend the 2019 Budget as follows:

A1990 Contingent Fund General
(Appropriations)
$60,000 from 54000 Contractual Expenses

A1430 Human Resource Departments
(Appropriations)
$60,000 to 54860 Union Contracts

Budgeted: yes __ no X__ Proposed Cost: $60,000.00 Reimbursed Amount $0.00 County cost $60,000.00
Departmental transfer $_________________ from Account No. __________ to Account No. __________

County Administrator’s Review $ Approval: yes ___ no ___ by: _______________________________

Human Resources Office Review & Approval: yes ___ no ___ by: _______________________________

County Attorney Review: yes ___ no ___ by: _______________________________

Standing Committee: Ayes _____ Nays _____ Date: ________ Signature: _______________________

Signature/Date Rec’d: ____________________________________________________ Clerk, Board of Supervisors

Referred to:
Committee: _____ Ayes _____ Nays _____ Date: ________ Signature: _______________________
Committee: _____Ayes _____ Nays _____ Date: ________ Signature: _______________________

Committee: _____ Ayes _____ Nays _____ Date: ________ Signature: _______________________
Committee: _____ Ayes _____ Nays _____ Date: ________ Signature: _______________________
Committee: _____ Ayes _____ Nays _____ Date: ________ Signature: _______________________
AUTHORIZATION TO SUSPEND COUNTY CONTRIBUTIONS TO DISABILITY SELF-INSURANCE FUND

WHEREAS, the County’s disability self-insurance assets were previously combined with the Wayne County Healthcare Trust in the MS Fund; and
WHEREAS, on January 1, 2019, the County created the MD Fund specifically for the disability self-insurance program, separating it from the Healthcare Trust; and
WHEREAS, the disability insurance MD Fund currently has $695,000 in cash, and receives approximately $20,000 in revenue annually from employee contributions and $125,000 from employer contributions; and
WHEREAS, the annual expenditures for the disability insurance program have averaged $80,000 for the past five years, netting approximately $65,000 annually to fund balance and adding to an already excessive cash balance in the fund; and
WHEREAS, if the County did not contribute to the MD Fund, expenses would exceed revenues by roughly $60,000 annually; and
WHEREAS, the Insurance Specialist and County Treasurer advise the board to suspend County contributions towards the disability self-insurance fund through FY 2020, in an effort to reduce the cash balance to an appropriate amount; now, therefore, be it
RESOLVED, that the Wayne County Treasurer is hereby authorized to suspend monthly County contributions to the disability self-insurance MD Fund for the remainder of FY 2019 and the entire FY 2020, as a measure to reduce the disability fund balance to an amount more reflective of annual expenditures.

Budgeted: yes ___ no ___ Proposed Cost: ______ Reimbursed Amount __ County cost ______

Departmental transfer $_________________ from Account No. __________ to Account No. __________

County Administrator’s Review $ Approval: yes ___ no ___ by: ________________________________

Human Resources Office Review & Approval: yes ___ no ___ by: ________________________________

County Attorney Review: yes ___ no ___ by: _______________________________________________

Standing Committee: Ayes _____ Nays _____ Date: __________ Signature: ________________________

Signature/Date Rec’d: ________________________________ Clerk, Board of Supervisors

Referred to:
Committee: _____ Ayes _____ Nays _____ Date: __________ Signature: ________________________

Committee: _____ Ayes _____ Nays _____ Date: __________ Signature: ________________________
AUTHORIZATION TO ENTER INTO COLLECTIVE BARGAINING WITH THE WAYNE COUNTY SHERIFF’S COURT OFFICERS’ ASSOCIATION

WHEREAS, the Wayne County Sheriff’s Court Officers’ Association (Court Security Unit) collective bargaining agreement expires on December 31, 2019; and
WHEREAS, the Association has notified the County that it desires to negotiate a successor agreement; and
WHEREAS, Wayne County also desires to negotiate this agreement, now, therefore be it
RESOLVED, that the Chairman of the Board is hereby authorized to appoint three members of the Board, the County Administrator, the County Sheriff or his designee, and the Director of Human Resources to be members of the County’s negotiating team; and be it further
RESOLVED, that the Board of Supervisors hereby designates counsel from the firm of Hancock Estabrook, LLP to be the County’s chief spokesman and negotiator for these negotiations.

Budgeted: yes ___ no  X  Proposed Cost: $0.00 Reimbursed Amount $0.00 County cost $0.00
Departmental transfer $________________ from Account No. __________ to Account No. __________

County Administrator’s Review $ Approval: yes ___ no ___ by: ________________________________

Human Resources Office Review & Approval: yes ___ no ___ by: ________________________________

County Attorney Review: yes ___ no ___ by: ________________________________

Standing Committee: Ayes _____ Nays _____ Date: ________ Signature: _________________________

Signature/Date Rec’d: ___________________________________________ Clerk, Board of Supervisors

Referred to:
Committee: _____ Ayes _____ Nays _____ Date: ________ Signature: _________________________

Committee: _____Ayes _____ Nays _____ Date: ________ Signature: _________________________
RESOLUTION TRANSMITTAL

HR 08 RES 3       Committee Chair:  Laurie Crane
Committee No.5        August 6, 2019    Department Head: Chris Kalinski

AUTHORIZATION TO ADOPTION OF MANAGERIAL/CONFIDENTIAL POSITION PAY GRADE FOR
PAYROLL CLERK

WHEREAS, the Board of Supervisors adopted Resolution No. 382-14 establishing pay grades for the
Managerial Confidential (M/C) positions in place at that time; and
WHEREAS, the Board of Supervisors adopted Resolution No. 622-18 to renew contact with Public Section
HR Consultants LLC to provide services including the rating of new positions that may be created in the M/C
employee group; and
WHEREAS, through contract negotiations the position of Payroll Clerk was removed from contract
and placed within the M/C employee group; and
WHEREAS, Public Section HR Consultants LLC has studied and rated the position and recommends
placement in M/C pay grade 3; now, therefor be it
RESOLVED, that the position of Payroll Clerk is hereby placed in M/C pay grade 3.

Budgeted: yes __ no X Proposed Cost: $0.00 Reimbursed Amount $0.00 County cost $0.00

Departmental transfer $_________________ from Account No. __________ to Account No. __________

County Administrator’s Review $ Approval: yes ___ no ___ by: ________________________________

Human Resources Office Review & Approval: yes ___ no ___ by: ________________________________

County Attorney Review: yes ___ no ___ by: ________________________________

Standing Committee: Ayes _____ Nays _____ Date: __________ Signature: ______________________

Signature/Date Rec’d: ___________________________________________ Clerk, Board of Supervisors

Referred to:
Committee: _____ Ayes _____ Nays _____ Date: __________ Signature: ______________________

Committee: _____ Ayes _____ Nays _____ Date: __________ Signature: ______________________
RESOLUTION TRANSMITTAL

HR 08 RES 4
August 6, 2019

Committee Chair: Laurie Crane
Department Head: Chris Kalinski

AUTHORIZATION TO ADOPTION OF MANAGERIAL/CONFIDENTIAL POSITION PAY GRADE FOR SENIOR PAYROLL CLERK

WHEREAS, the Board of Supervisors adopted Resolution No. 382-14 establishing pay grades for the Managerial Confidential (M/C) positions in place at that time; and

WHEREAS, the Board of Supervisors adopted Resolution No. 622-18 to renew contact with Public Section HR Consultants LLC to provide services including the rating of new positions that may be created in the M/C employee group; and

WHEREAS, through contract negotiations the position of Senior Payroll Clerk was removed from contract and placed within the M/C employee group; and

WHEREAS, Public Section HR Consultants LLC has studied and rated the position and recommends placement in M/C pay grade 4; now, therefor be it

RESOLVED, that the position of Senior Payroll Clerk is hereby placed in M/C pay grade 4.

Budgeted: yes ___ no X Proposed Cost: $0.00 Reimbursed Amount $0.00 County cost $0.00

Departmental transfer $_________________ from Account No. __________ to Account No. __________

County Administrator’s Review $ Approval: yes ___ no ___ by: _____________________________________________

Human Resources Office Review & Approval: yes ___ no ___ by: _____________________________________________

County Attorney Review: yes ___ no ___ by: ___________________________________________________________

Standing Committee: Ayes _____ Nays _____ Date: __________ Signature: ________________________

Signature/Date Rec’d: ______________________________________ Clerk, Board of Supervisors

Referred to:
Committee: _____ Ayes _____ Nays _____ Date: __________ Signature: ________________________

Committee: _____ Ayes _____ Nays _____ Date: __________ Signature: ________________________
RESOLUTION TRANSMITTAL

HR 08 RES 5  Committee Chair: Laurie Crane
Committee No.5  August 6, 2019  Department Head: Chris Kalinski

AUTHORIZATION TO PURCHASE 2 DESKS FOR HUMAN RESOURCE OFFICE AND AMEND THE
2019 BUDGET

WHEREAS, the Human Resource Department has 2 existing desks that needs replacement due
to wear and tear; and
WHEREAS, the 2019 budget included appropriations with estimates for Police and Deputy Sheriff
physical fitness examinations has not been utilized fully due to number of candidates sent to the academy
decreased; and
WHEREAS, quotes have been received for the replacement of 2 desks (unit 1 $ 2185.43 – unit 2
$ 1531.72) totaling $3717.15; and
WHEREAS, the Human Resource Director is desirous to amend the 2019 Budget to apply
$3717.15 from Fees for service-non-employee contractual appropriations to Office Equipment to fund the
purchase of 2 new desks; now, therefor be it
RESOLVED, that the Human Resource Office is authorized to purchase 2 desk units at a cost net
to exceed 3717.15; and be it further;
RESOLVED, that the Wayne County Treasurer is authorized to amend the 2019 Budget as
follows:

A1430 Human Resource Department
(Appropriations)
$3717.15 from 54500 Fees for service-non-employee
$3717.15 to 52200 Office Equipment

Budgeted: yes ___ no X Proposed Cost: $0.00 Reimbursed Amount $0.00 County cost $0.00
Departmental transfer $_______________ from Account No. __________ to Account No. __________
County Administrator’s Review $ Approval: yes ___ no ___ by: _______________________________
Human Resources Office Review & Approval: yes ___ no ___ by: _______________________________
County Attorney Review: yes ___ no ___ by: _______________________________
Standing Committee: Ayes _____ Nays _____ Date: __________ Signature: ________________
Signature/Date Rec’d: ________________________________________ Clerk, Board of Supervisors

Referred to:
Committee: _____ Ayes _____ Nays _____ Date: __________ Signature: ______________________
Committee: _____ Ayes _____ Nays _____ Date: __________ Signature: ______________________
AUTHORIZATION TO ESTABLISH 2020 WORKERS’ COMPENSATION PLAN PREMIUM-EQUIVALENTS

WHEREAS, the County of Wayne is required to establish premium-equivalents annually for the Self-Insured Workers Compensation Plan; and
WHEREAS, said premium-equivalents shall be adopted by the Wayne County Board of Supervisors for each member of the Self-Insured Workers Compensation Plan; now, therefore, be it
RESOLVED, that the County of Wayne hereby adopts the following premium-equivalents for 2020 for the Self-Insured Workers Compensation Plan:

<table>
<thead>
<tr>
<th>Township</th>
<th>Premium-Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wayne County</td>
<td>$1,078,651</td>
</tr>
<tr>
<td>Village of Clyde</td>
<td>$6,586</td>
</tr>
<tr>
<td>Town of Arcadia</td>
<td>$34,694</td>
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<td>Village of Newark</td>
<td>$131,768</td>
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<td>Town of Butler</td>
<td>$26,060</td>
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<td>Village of Palmyra</td>
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<td>Town of Galen</td>
<td>$7,770</td>
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<td>Village of Red Creek</td>
<td>$1,449</td>
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<td>Town of Huron</td>
<td>$31,607</td>
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<td>Village of Sodus</td>
<td>$6,006</td>
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<td>Town of Lyons</td>
<td>$34,958</td>
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<tr>
<td>Village of Sodus Point</td>
<td>$8,641</td>
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<tr>
<td>Town of Macedon</td>
<td>$71,585</td>
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<td>Village of Wolcott</td>
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<td>Town of Marion</td>
<td>$16,345</td>
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<td>Town of Ontario</td>
<td>$126,733</td>
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<td>Town of Palmyra</td>
<td>$34,278</td>
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<tr>
<td>Town of Rose</td>
<td>$9,916</td>
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<tr>
<td>Town of Savannah</td>
<td>$6,913</td>
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<tr>
<td>Town of Sodus</td>
<td>$18,818</td>
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<tr>
<td>Town of Walworth</td>
<td>$35,278</td>
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<tr>
<td>Town of Williamson</td>
<td>$37,014</td>
</tr>
<tr>
<td>Town of Wolcott</td>
<td>$10,007</td>
</tr>
</tbody>
</table>

Budgeted: yes ___ no___ Proposed Cost: ___________ Reimbursed Amount _______ County cost $1,078,651

Departmental transfer $___________ from Account No. ________________ to Account No. _______________

County Administrator’s Review: ___________________________ Date: ________________

Human Resources Office Review: yes ___ no ___ N/A ___ Signature: ____________________________

County Attorney Review: yes___ no___ N/A____ Signature: ____________________________

Standing Committee: Ayes _____ Nays _____ Date: __________ Signature: __________________

Signature/Date Rec’d: ____________________________________________ Clerk, Board of Supervisors

Referred to:
Committee: _____ Ayes _____ Nays _____ Date: __________ Signature: __________________

Committee: _____ Ayes _____ Nays _____ Date: __________ Signature: __________________
Authorization to execute addendum to contract with US Imaging for Back Scanning Services.

WHEREAS, Wayne County prior to 2001, all deeds, mortgages and other vital recordings are preserved in bound paper books and backed up with microfilm; and

WHEREAS the Office of the County Clerk has determined that it is very much in the interest of the people of Wayne County to preserve and secure these records for future generations and a digital copy of these records should be created: and

WHEREAS the County has entered into an agreement with US Imaging to digitally image said records; and

WHEREAS in the process of scanning the records it became apparent that a number of books had not been included in the initial project proposal. and

RESOLVED: that the Chairman of the Board of Supervisors is hereby authorized and directed to execute an addendum to the agreement with US Imaging for additional digital imaging services on behalf of the County of Wayne, subject to the County Attorney’s approval as to form and content, with US Imaging to be billed in the following years 2020; $344,670; 2021; $375,290.; and

RESOLVED that said agreement shall commence on October 1, 2019 for a duration of three years.

Budgeted: yes ___ no___ Proposed Cost: _____0_____ Reimbursed Amount ________ County cost____0____

Departmental transfer $___________ from Account No.____________ to Account No. _______________

County Administrator’s Review: ______________________________ Date: __________________

Human Resources Office Review: yes ___ no ___ N/A ___ Signature: _______________________________

County Attorney Review: yes__ no__ N/A __ Signature: ______________________________

Standing Committee: Ayes _____ Nays _____ Date: __________ Signature: __________________________

Signature/Date Rec’d: _________________________________________________ Clerk, Board of Supervisors

Referred to:
Committee: _____ Ayes _____ Nays _____ Date: __________ Signature: __________________________

Committee: _____ Ayes _____ Nays _____ Date: __________ Signature: __________________________