

MINUTES

GOVERNMENT OPERATIONS COMMITTEE

Friday, January 4, 2019 10:00 a.m.

Present: Supervisors Crane, Chatfield, Spickerman, Verkey, Pagano, Groat, Jacobs, Robusto and LeRoy, County Administrator Rick House, Fiscal Assistant Ken Blake, Human Resource Officer Chris Kalinski, Compliance Officer Patti Marini and County Attorney Dan Connors. Supervisor Emmel was not present for the meeting.

Minutes from the December 6th Committee meeting were approved as written.

The following transmittals were referred to the Government Operations Committee:

--Authorization to extend the part-time temporary position of Services Assistant at the Department of Aging and Youth until June 30th. Approved 4-0.

--Authorization to create the position of Public Safety Dispatcher at Wayne County 911. Approved 4-0.

--Authorization to create and fill the positions of two ALS Technicians to provide overnight service in the eastern section of Wayne County. Approved 4-0.

--Authorization to set the salary for an Assistant Public Defender who has completed their probationary period. Approved 4-0.

--Authorization to establish hourly rates for 2019 seasonal positions in the Public Works Department. Approved 4-0

Mrs. Marini updated Supervisors on her activities during 2018. She attended the Annual Compliance Boot Camp Conference and participated in four County Compliance meetings during the year. She completed training for compliance plan and security practices, sexual harassment and workplace violence prevention. She completed compliance training for the Wayne County Ethics Board and held a compliance training session for Public Works staff. Three calls were received in 2018 relating to two separate matters. Mrs. Marini investigated 64 compliance issues during the year, closing 62 of the issues. The report was received and filed.

Another Supervisors will need to be appointed to the County's Compliance Committee to take the place of supervisors Manktelow. Their next meeting is scheduled for March 19th; the group generally meets quarterly.

The monthly activities report for the Compliance Office was present. Department Heads were notified regarding any employee who has not completed their annual compliance training. At year's end 96% of employees completed their annual training. The County's Ethics Policy revision was completed to include terms for the Ethics Board, Mrs. Marini worked with the Town of Wolcott to establish an Ethics Policy, and she completed the annual Compliance Certification with Supervisor LeRoy for the Federal Deficit Reduction Act.

Mr. House updated members on his activities. He continues to meet individually with Department Heads every other month, and quarterly with larger Departments to review their budget status.

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He met with new Coroners and Coroner Physicians to review procedures for operations; he thanked Dr. Koretz for his services to the County while he served as Interim Coroner. The County is still waiting to hear from the State about approval of the local Raise the Age Implementation Plan. Negotiations with Sheriff's Deputies are moving very slow. It is hoped Ginna PILOT negotiations will be wrapped-up in the near future; the next meeting is on January 11th. Mr. Robusto voiced concern that the Plant is requiring a non-disclosure agreement, as he would like to discuss PILOT issues with his community.

Mr. House distributed a copy of Ontario County's vacancy review policy. He stated the need for Department Heads to prepare a needs assessment for their committees when requesting a new position and provide a three-year projection of County cost for the position. Mr. House will work with the Human Resource Office and Mr. Blake to see what positions are currently vacant in the County and what vacancies are anticipated in coming months. He stated if such a policy were put in place, it would be administered through his Office, not the Committee system. Mr. Spickerman questioned if employees complete exit interviews and why they are leaving County employment. If employees and Department Heads are aware that exit interviews should be offered was questioned. Mr. Verkey said he believes a successful exit interview can only be done if the Department Head is not involved in the process. Mrs. Kalinski said most employees leave the County because of retirement, or are working for the Nursing Home and do not make it through their probationary period. Mr. LeRoy stated the importance of letting staff go if they were hired with grant funds and grant funding is no longer available. The possibility of acknowledging staff who have worked for the County for several years was questioned.

Mr. House said he was asked to contribute a newspaper column on a monthly basis to area papers. He has reviewed the issue with the Chairman of the Board and it was agreed the column would be prepared in conjunction with the two offices.

Mr. Connors noted a clerical member of his staff resigned; he is not certain the position can be filled for the salary in the budget, however will try to do so. The position is management/confidential with Civil Service statues—the individual in the position has to pass a Civil Service test to keep the job.

Mr. Connors presented his monthly activities report. During December the County Attorney's Office drafted and/or received 29 contracts and reviewed 65 insurance certificates. The Office responded to 14 Freedom Of Information Law (FOIL) requests, were involved with three juvenile delinquent cases and 4 Persons In Need of Supervision (PINS). The Office paid \$16,981 for Union negotiation costs.

Mr. Verkey requested members enter into executive session at 11:05 a.m. to discuss a personnel matter with only Supervisors present, Mr. Chatfield second. The regular meeting resumed at 12:06 p.m.

Mrs. Kalinski presented a transmittal requesting authorization to appoint a Senior Personnel Clerk and set the salary at \$20.00 an hour. It was noted the individual being hired is a returning employee. Approved 3-1, Supervisor Verkey opposed the request.

Mrs. Kalinski reported in the last three months the County had 26 new hires; the majority were due to filling retirement vacancies and newly created positions in the Mental Health Department.

Mrs. Crane requested a quarterly report be given to the Committee by the County's Insurance Specialist.

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The meeting adjourned at 12:15 p.m. The next meeting of the Government Operations Committee is scheduled for Thursday, February 7th at 8:30 a.m.