

MINUTES

GOVERNMENT OPERATIONS COMMITTEE

Thursday, February 7, 2019 8:30 a.m.

Present: Supervisors Crane, Chatfield, Spickerman, Verkey, Emmel, LeRoy, Miller, Robusto, Pagano, Groat, Jacobs and Baldrige, County Administrator Rick House, Fiscal Assistant Ken Blake, Human Resource Officer Chris Kalinski, Insurance Specialist Brian Sams, County Attorney Dan Connors, Sheriff Virts, County Clerk Mike Jankowski and John Corcoran

Minutes from the January 4th Committee meeting were approved as written.

The following transmittals were referred to the Government Operations Committee:

--Authorization to abolish the position of Quality Assurance Coordinator at the Public Health Department. Approved 5-0.

--Authorization to create a part-time Senior Engineering Technician position in the Highway Department. This position will be eliminated once the full-time Senior Engineering Technician position is filled. Approved 5-0.

--Authorization to abolish the positions of a Building Maintenance Mechanic and Public Works Technician and create and fill two Senior Building Maintenance Mechanic positions in the Public Works Department. Approved 5-0.

Mr. House reviewed his activities during the month. Department heads met with administration on January 18th. Quarterly budget reviews will be conducted with larger departments in order to better prepare for the 2020 budget. Mr. House is submitting a column to the Sun and Record and Times of Wayne County highlighting two County departments each month. Mr. House met with Probation, Sheriff and Public Defender's Offices regarding Raise the Age impact. He plans to meet with new Coroner staff today.

Mr. House presented a transmittal requesting authorization to adopt a Wayne County New Position and Existing Vacancy Review Policy for 2019. After a long discussion the Committee agreed to revise the Rules of Order to include a 2/3 vote on unbudgeted positions. Approved 5-0.

The monthly activities report for the County Attorney's Office was presented. During January the Office drafted or reviewed 37 contracts, 86 insurance certificates and 6 accident reports. The Office responded to 30 Freedom Of Information (FOIL) requests, accepted 12 poor person applications and paid \$1,045 for Union negotiations.

The County Attorney's 2018 Annual Report was received and filed. Eight claims were filed against the County during the year. The Office prepared and/or reviewed 487 contracts and amendments and 382 insurance certificates. The Office participated in the resolution of 18 disciplinary matters, prosecution of 26 juvenile delinquents and 21 PINs cases, responded to 283 FOIL requests and reviewed 51 applications for poor person and/or assigned counsel.

The following transmittals were presented for the County Attorney's Office:

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--Authorization to sign a boundary line agreement with the owners of property at 24-32 William Street. A small portion of their building is located on County property. Approved 5-0.

--Authorization to request State Municipal Home Rule Legislation to impose a hotel, motel or seasonal rental occupancy tax for the County. This request was approved by the Board in 2015; however, no action was taken by the State that year to approve the request. Approved 5-0.

The Annual Report for the County Clerk's Office was received and filed. Two million dollars was received overall in general revenue and expenditures of \$1.2 million during the year, reflecting a 5.5% decrease from previous year in expenses and a Department surplus of \$805,000. The Efile and E recording systems were responsible for 8% of all transactions. 2.3% of internet transaction revenue is funneled to Wayne County from the State.

Mr. Verkey made a motion the Committee enter into executive session at 9:46 a.m. to discuss pending litigation, Mr. Chatfield second. The regular meeting resumed at 11:41 a.m.

Mr. Sams updated members on the County's Workers' Compensation Program.

Mrs. Kalinski noted 15 people left county employment last month; 3 being retirees. There were 11 new hires during January.

At the request of the Committee Mrs. Kalinski brought in a copy of the County's exit interview form. The form would allow an employee to state their reason for leaving employment and the benefits they are entitled to once leaving. The exit interview is not mandated. There is also a termination/separation checklist Department Heads, the Human Resource Office, Information Technology and Public Works Departments have to complete when a staff member leaves County employment. Mrs. Pagano requested these forms be emailed to the Supervisors. Mrs. Crane recommended exit interviews be conducted. Mrs. Kalinski will also continue to work on an inactive employees list.

Ms. Kalinski presented a transmittal requesting authorization to reimburse the General Fund for retroactive Self-Insurance Specialist salary expenses from 2015-2018 in the amount of \$118,119. It was determined when the position of Self-Insurance Specialist was created in the County that 40% of their time would be dedicated to Workers' Compensation and that the Workers' Comp Fund would reimburse the County's General Fund for these services. Approved 5-0.

In other business the Committee was presented with a transmittal requesting authorization to appoint members to the Inter-County Association of Western New York. Those Supervisors appointed are LeRoy, Miller and Crane. Sandy Pagano was added as an alternate. Approved 5-0.

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