

MINUTES

GOVERNMENT OPERATIONS COMMITTEE

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

Present: Supervisors Crane, Chatfield, Spickerman, Emmel and Groat, County Administrator Rick House, Fiscal Assistant Ken Blake, Human Resource Officer Chris Kalinski, County Attorney Dan Connors, County Clerk Mike Jankowski and Board of Elections Commissioner Mark Alquist.

Minutes from the February 7th Committee meeting were approved as written.

The following transmittal was referred to the Government Operations Committee:

--Authorization to accept a New York State Office of Indigent Legal Services contact for statewide expansion of Hurrell-Harring Reform, to amend the Public Defender's 2019 budget for receipt of \$264,616 in funding and add new positions. The Public Safety Committee requested a sunset provision be included for any positions or programs created with this funding. Approved 4-0, Mr. Verkey was not present for the vote.

The Annual Report for the Board of Elections was received and filed. The report was distributed with the agenda to members. The Office has two part-time Commissioners, two full-time Deputy Commissioners, two full-time Election Clerks, a part-time Machine Technician and part-time Training Coordinator. The June Federal Democratic Primary cost the County \$38,614 and the September State Democratic Primary cost \$44,759. Fifty-nine percent of Wayne County eligible voters took part in the November General Election that had a County cost of \$129,632. At the end of 2018 there were 56,929 registered voters in Wayne County. The Department operated under budget in 2018.

Mr. Groat informed Mr. Alquist he asked the County's Public Health Director to provide the Board of Elections with an updated list of County resident death certificates so they can keep their records up to date.

Mr. Alquist presented a transmittal requesting authorization for the Chairman of the Board to sign documents needed for grant extensions through the New York State Board of Elections Voter Education/Poll Worker Training for unutilized funds totaling \$206.70 and New York State Poll Site Access Improvement Fund for unutilized funds totaling \$999.66. The extensions would allow for grant funds to be used through March 2020. Approved 5-0. Mrs. Crane questioned how the Board of Elections assist in paying for improvements to voting sites. Mr. Alquist said Voting Technicians have to review the site and approve the recommendation for improvements; once approved there should be funding.

Mr. Alquist gave a brief update on early voting in Wayne County. At this time evening voting is being considered for October 26th and 27th and weekend voting on November 2nd and 3rd. There will only be one early voting site; the Board of Elections Office in the Public Safety Building. A resolution will be presented to the Committee next month to purchase voting machines for \$37,200 to accommodate early voting; the price should be covered by Shoebox grant funds. The Office may also need to purchase two e-poll books for \$3,000 each and one on-demand printer for \$10,000, if the State doesn't make these purchases. There will also be the expense of staff for the additional voting hours. Early voting machines are not opened until Election Day when all other voting machines are opened.

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Supervisors were informed primaries for 2019 have been consolidated to occur in June.

The monthly activities report for the County Attorney's Office was presented. During February the Office drafted and/or reviewed 32 contracts and 65 insurance certificates. Four accidents were reported to the Office and 36 Freedom of Information requests made. The Office paid \$10,672 for Union negotiations during the month.

Supervisor Verkey arrived at the meeting at 8:58 a.m.

Mr. Jankowski presented a transmittal requesting authorization to amend the 2019 budget and carry over remaining 2018 Hoffman Foundation grant funds in the Historian's budget totaling \$7,504.84. Approved 5-0.

The Committee was updated on pistol permit recertification. If your permit was issued before January 15, 2013, the deadline to submit your recertification was January 31, 2018 and every five years thereafter. If your permit was issued on or after January 15, 2013, the deadline to recertify is five years after the date the permit was issued and every five years thereafter. It is the permit holder's responsibility to recertify their permit. For the first recertification the State Police will send a notice to the permit holder saying the recertification is due; in the future they will not. The State Police have said they will provide the County Clerk with a list of those individuals in Wayne County who have filed their pistol permit recertification; to date 8,119 residents have filed, about 5,000 have not. Mr. Jankowski said these numbers are higher than the State average. His Office will check on those who have not filed their recertification; however, the process could take a lot of time, as some original documents are not computerized. Mr. Jankowski said his Office will set up a database of all pistol permit holders and send letters notify them when their recertification is due.

Supervisors were informed Requests for Proposals were released today for the digitization/scanning project in the County Clerk's Office. A committee has been named to review submissions. This three-year project is budgeted for \$460,000 in 2019.

Mr. Chatfield made a motion the Committee enter into executive session at 9:07 a.m. with Mr. Connors and Mr. Jankowski present to discuss a personnel matter, Mr. Emmel second. The meeting resumed at 9:55 a.m.

Mr. House updated members on activities in his Office. The next meeting regarding the Ginna PILOT is scheduled for March 21st. He requested the Internal Auditor perform an audit on mileage costs in the County. In 2016 a program began to have County employees utilize County cars instead of receiving mileage payments for use of their personal vehicles. Mrs. Crane said she would like to see if there is an actual savings with the implementation of this new policy; asking how many new vehicles the County had to purchase to have adequate cars for staff to use. Mr. House said it has been figured that the cost to drive a County vehicle is 40 cents a mile, while the County pays 58 cents a mile when an employee drives their own vehicle. Mrs. Crane questioned if a reserve account should be established for the purchase of County vehicles. She was informed Departments that purchase vehicles just put the cost in their individual budgets as needed. Mr. Spickerman questioned if there is a true savings considering the higher turnover rate of County cars if they are used more.

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Mr. House said Department Heads received a position control memorandum from him. This questioned the number of vacancies in a Department and how long the positions have been vacant. He has also requested all Department Heads provide his Office with an organizational chart and succession plan.

A transmittal was presented requesting authorization to adopt a new position and existing vacancy review policy and rescind Board Resolution No. 76-06. Mr. House said this policy was first put into place at the request of the Fiscal Advisory Team in 2006. At that time, it was thought the filling of any position should come through the Committee and Board process to allow additional review of requests. The policy was not being followed when Mr. House became County Administrator. The purpose of the new policy is to establish stronger criteria for the establishment of new positions and the filling of existing, vacant positions within Wayne County departments. The policy will help ensure new positions with County departments are fully funded with other than County funds. The policy will also ensure any existing vacant positions are absolutely necessary for efficient and effective operations of a department, with the goal of savings to County taxpayers. The new policy would require a freeze on any non-essential position in a department of at least 90 days and any new position would require a two-thirds approval vote by the full Board. Approved 5-0.

Mrs. Kalinski reviewed with members County staffing. During February the County had 18 new hires, one retirement and 6 terminations. Eleven of the new hires were for Deputy positions and have entered the Academy; one has since left the Academy. The Nursing Home, Mental Health, 911 and the Sheriff's Office have the highest number of vacancies and the most difficult positions to fill. Mr. Spickerman questioned how the Nursing Home operates with constant staff shortages. He was informed they use contracted labor.

The Annual Report for the Human Resource Office was received and filed. A copy of the report was distributed with the agenda. The Department oversaw 17 decentralization examinations during the year with 261 individuals participating in testing. Sixty-six State Civil Service examinations were held with 531 individuals participating in testing and 90 appointments made from these tests. At the end of 2018 the Office maintained 74 active Civil Service eligible lists with approximately 1,000 candidates. The Human Resource Office conducted orientation for 178 employees, 67 employees filed for disability through the Office and 146 requests were made for Family Medical Leave. The Office remains involved in collective bargaining and labor relations.

From an earlier discussion, Mr. Blake reported the County budgeted \$60,000 in 2018 for Union expenses and only spent \$50,000. The entire 2018 County budget had salaries totaling \$49.4 million, however only \$48.3 million was spent. Supervisors were also informed the vacancy factor payback for the Sheriff's Office came in at a lower cost than originally stated.

The meeting adjourned at 10:39 a.m. The next meeting of the Government Operations Committee is scheduled for Thursday, April 4th at 8:30 a.m.