

## MINUTES

### GOVERNMENT OPERATIONS COMMITTEE

Thursday, April 4, 2019 8:30 a.m.

Present: Supervisors Crane, Chatfield, Spickerman, Verkey, Emmel, Groat and LeRoy, 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 Commissioners Mark Alquist and John Zornow.

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

A transmittal was referred from the Public Safety Committee to adjust titles within the Wayne County ALS budget. The change will eliminate three Adjunct ALS positions and create three ALS Technician Substitute positions. Approved 5-0.

Mr. House updated members on activities in his Office. He continues to meet with Department Heads; both announced and unannounced visits. Quarterly budget review meetings are also being held with Departments. Mr. House is holding weekly meetings with the Coroner's Office and has requested written policies and procedures be developed for the Office. Negotiations continue for both CSEA and the Sheriff's Office. A follow-up meeting is scheduled with representatives from the Ginna Nuclear Power Plant regarding establishment of a new PILOT program with the County and school district. All Department Heads have submitted succession plans and an organizational chart to his Office; these documents will be kept in the Human Resource Office. For the past three months Mr. House submitted a monthly column to area newspapers to keep the public updated on County activities. His Office is scrutinizing out of state travel requests for need and cost; asking if similar training is offered closer to home, as some of these events are very costly to the County. The employee who was overseeing the County's electronic learning management system has resigned from her position; several staff members will now contribute to the operation of this system. The filling of positions are being held for 90 days unless certain criteria is met.

Supervisors were informed the County's request for a five percent bed tax was not supported at the State level.

Mr. House noted the Governor's budget proposal changed how the State distributes Aid and Incentives for Municipalities (AIM) funding. The change could result in a \$665,000 County revenue loss. Mr. Groat questioned if consideration has been given to eliminating the exemption of sales tax on clothing and footwear with a value of \$110 or less; stating this could provide the County with approximately \$1 million in additional sales tax revenue annually. He also stated there are only a few counties that give this tax exemption. Mr. Spickerman said he believes this is one action the Board took that is a benefit to the average worker; he said the Board needs to look at reducing its spending over increasing taxes to its residents.

Mrs. Kalinski noted new sexual harassment training was adopted by the State. This will change some training for County employees; all training of staff needs to be completed by October 1<sup>st</sup>. She noted the vendor for the County's Employee Assistance Program has a sexual harassment training they could offer managerial staff; Mrs. Kalinski is obtaining cost for this service.

## PAGE 2

Mrs. Kalinski updated the Committee on County staffing. During March there were seven full-time terminations/resignations, five full-time hires and four part-time hires.

The monthly activities report for the County Attorney's Office was presented. During March the Office drafted or reviewed 21 contracts, reviewed 43 insurance certificates and responded to 26 Freedom of Information (FOIL) requests. Mr. LeRoy questioned if additional charges could be added to FOIL responses if a great deal of research is needed to find the requested information; Mr. Connors said State law does not allow this. Mr. Jankowski said the County's digitization program should speed up research time.

The Annual Report for the Compliance Office was received and filed. A copy of the report was e-mailed to members with today's agenda. The Compliance Committee met five times during the year. Three calls were made to the Compliance Hotline; two allegations were unfounded and one resulted in disciplinary action of an employee. During 2018 the Wayne County Ethics Board was re-established and held three meetings, compliance with Limited English Proficiency was completed, risk assessment was conducted by the Auditor's Office and both State and Federal Compliance Certifications were submitted and accepted. There were six incidents identified by department reports that were reportable to the State Department of Health. A corrective action plan was completed for each issue. Two employee disciplinary actions took place during the year.

Mr. Jankowski presented a transmittal requesting authorization to create a Wayne County Bicentennial Committee. The County's 200<sup>th</sup> anniversary will occur in 2023 and a committee would help communicate and coordinate information and events in promoting Wayne County. Two County residents have already stepped up to co-chair this group. Both Mr. Jankowski and the County Historian will provide the group support as needed; however, will not be members of the Committee. Approved 5-0.

The first quarter financial report for the County Clerk's Office was presented. Clerk's revenue was nearly the same as last year at this time, while expenses in the Department were up 6%. First quarter mortgage tax was up 21%, DMV revenues were up 2% from last year and the number of foreclosures up 33%. There were nearly 21% fewer documents processed in the Office than in the previous year, 11.5% fewer deeds processed, 1% less mortgages filed, 2% less DBAs filed, new pistol permits down nearly 65% and gun additions down 20%. Mr. Jankowski noted the Sheriff's Office did not perform any Brady checks during March; this limited gun permit activity in the Office.

The Historian's revenue was down in the first quarter by 43% as the amount of the Hoffman Grant received in 2019 is less than the previous year. Department expenses were down 27%.

Mr. Jankowski reported 35 boxes have been scanned through the shared services scanning project. The goal is to scan 65 boxes by the end of the year. A user meeting for this system is planned for April 25<sup>th</sup>. Mr. LeRoy questioned if any specific criteria was needed for individuals who are scanning records. Mr. Jankowski said that would have to be determined on an individual basis, depending on the sensitivity of the material being scanned.

Requests for Proposals on the scanning project are due back on April 8<sup>th</sup>. A committee has been established to review the proposals with hopes of having a recommendation for the Board in May.

The following transmittals were presented for the Board of Elections:

**PAGE 3**

--Authorization for the Chairman of the Board to sign an extension of the Shoebox Grant contract through March 2020. Approved 5-0.

--Authorization to purchase three additional voting machines for early voting at a price of \$33,000, to be paid for with Shoebox grant funds. Mr. Alquist noted ballots cast during early voting would not be canvassed or examined until after the close of polls on Election Day. Approved 5-0.

The meeting adjourned at 9:35 a.m. The next meeting of the Government Operations Committee is scheduled for Thursday, May 9<sup>th</sup> at 8:30 a.m.