

MINUTES

GOVERNMENT OPERATIONS COMMITTEE

Thursday, May 9, 2019 8:30 a.m.

Present: Supervisors Crane, Chatfield, Spickerman, Verkey, Emmel, Miller and Groat, County Administrator Rick House, Fiscal Assistant Ken Blake, Human Resource Officer Chris Kalinski, Insurance Specialist Brian Sams, County Attorney Dan Connors, County Clerk Mike Jankowski and Compliance Officer Patti Marini.

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

The following transmittals were referred to the Government Operations Committee:

--Authorization to create a full-time Cleaner position in the Buildings and Grounds Department. Approved 5-0.

--Authorization to create and fill the position of full-time Tourism Assistant in the Tourism Office. Mr. Verkey questioned the addition of a new position. Mr. House noted another position in the Department will be eliminated and there is a minimal cost to take this action. Approved 5-0.

A transmittal was presented requesting authorization to adopt a County vehicle usage and fleet management policy. Mr. House said the new policy will update information in the old policy and change what department is handling fleet management. In the past certain aspects of fleet management were performed through the Board of Supervisors Office, while others through the Public Works Department. If this request is approved all management will be done through the Public Works Department. The policy also list the purposes a County vehicle can be utilized and who is authorized to take home and/or utilize County owned vehicles, along with other rules and regulations regarding the County fleet. The new policy will centralize the management of the County's fleet through the Public Works Department. Mr. Verkey questioned if those employees who are utilizing County vehicles will have to sign off on this policy to show they are aware of its contents; Mr. House said they will. Approved 5-0.

Mr. House updated members on activities in his Office. He continues to enforce deadlines regarding the submission of transmittals at least one week prior to Committee meetings; this allows for both the creation of a Committee agenda and review of the request by Administration. If a transmittal is not submitted in this timeframe, a Department Head can get permission from his/her Committee Chair to have the request place on the meeting's agenda. CSEA negotiations continue with the Sheriff's Office; however, the Supervisory Unit did ratify their contract. The final meeting regarding Ginna's PILOT program was held. Quarterly budget reviews were performed by Mr. House and Mr. Blake on Social Services, Mental Health, Sheriff's Office and Nursing Home since the last meeting. All Department succession plans have been submitted; some are detailed, others not. Mr. House attended a press conference in Oswego relating to the Marine Sanctuary that is proposed for designation by the National Oceanic and Atmospheric Administration to protect Lake Ontario along the shore of Wayne, Cayuga, Oswego and Jefferson Counties. This action would protect historic shipwrecks and artifacts in this underwater area. Such a designation could bring people from around the world to dive in the area.

The following transmittals were presented for the Board of Elections:

PAGE 2

--Authorization to declare equipment surplus and dispose of according to County policy. A list of items was included in the request. Approved 5-0.

--Authorization to amend the County budget for the purchase of three additional voting machines at a cost of \$33,000. Grant funds will be utilized to make this purchase. Mrs. Crane questioned if there are State funds available for the electronic signing pads; Mr. House will inquire. Mr. Blake stated the purchase of the machines was approved last month; however, did not include necessary budget adjustments. Approved 5-0.

Mrs. Kalinski reviewed with members the effect passage of Election Law Section 3-110 to allow employees time to vote will have on the County. This law stated a registered voter may, without loss of pay, take up to three hour off to enable him or her to vote at any election. Time off will be granted at the beginning or end of the working shift, unless otherwise mutually agreed upon. If an employee requires time off to vote they need to notify their employer at least two working days before the election. County employees at one time had Election Day off; now that is given as a floating holiday. If County employees could go back to having Election Day off was questioned; Mrs. Kalinski said that issue would have to be negotiated through the Union process.

Mrs. Kalinski informed Supervisors there were four new hires in the County during April, one retirement and eight resignations.

Mr. Sams gave a first quarter financial report on the County's Workers' Comp. Program. The program fund balance on April 30th was \$7.1 million. Claims and expenses in the 1st quarter were \$364,535, with 57 incidents reported by all participants; the Nursing Home had the most claims. This self-insurance program is nearly at full-funded status.

Mr. Sams presented a transmittal requesting authorization for the Chairman of the Board to sign an actuarial services contract for the County's Workers' Compensation Program with By the Numbers Actuarial Consulting for a price of \$4,999. Approved 5-0.

Mrs. Marini presented her activities report for January through April. The reported listed meetings and conferences she attending during the four month period. The County's Work Plan will be updated later this year. The Compliance Hotline received no calls so far in 2019; once the County's new telephone system is in place, compliance calls will go directly to Mrs. Marini's office. Seventeen compliance issues were reported so far in 2019, 10 issues have been closed and nine are pending. The State has said counties need to have a Risk Management Officer on staff along with a Compliance Officer; Mrs. Marini will keep the Committee up to date on this issue.

Mr. Connors presented the monthly activities report for his Office. During April the County Attorney's Office drafted or reviewed 27 contracts and reviewed 38 Certificates of Insurance. The Office received 25 Freedom of Information (FOIL) requests, three juvenile delinquent cases and three Person in Need of Supervision (PINS) cases.

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

--Authorization for the Chairman of the Board to sign an agreement with Tyler Technologies/Eagle Division for Digital Indexing Enhancements for software and digital imaging services at a cost of \$37,200 and annual maintenance cost of \$5,000. Purchasing Agent Kaleigh Flynn came into the

PAGE 3

meeting and explained how this is an amendment to the existing contract in the County Clerk's Office. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement with Kofile Inc. for book repair and preservation at a cost of \$84,013. Mr. Jankowski noted many books in the Clerk's Office are over 100 years old and in need of preservation. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement with US Imaging for back scanning services for preservation of vital recordings in bound paper books and backed-up with microfilm for a price of \$899,000 for the three-year project. Ms. Flynn noted RFPs for this service were issued at the beginning of March, nine companies requested copies; however, only one company submitted pricing. The price submitted by Tyler for this project is slightly less than estimated. Approved 5-0.

The meeting adjourned at 9:09 a.m. The next meeting of the Government Operations Committee is scheduled for Thursday, June 6th at 8:30 a.m.