

MINUTES

GOVERNMENT OPERATIONS COMMITTEE

Wednesday, July 3, 2019 1:00 p.m.

Present: Supervisors Crane, Chatfield, Spickerman, Emmel, Pagano, Jacobs, Groat and Verno, County Administrator Rick House, Human Resource Officer Chris Kalinski, County Clerk Michael Jankowski and County Attorney Dan Connors. Supervisor Verkey was not present for the meeting.

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

The following transmittals were referred to the Government Operations Committee:

--Authorization to fill the vacant position of full-time Assistant District Attorney and set the salary at \$91,000. The individual currently in the full-time position will move into a part-time Assistant District Attorney position. Mrs. Crane said she opposed the request in the Public Safety Committee meeting, as it included a 2.5% salary increase after a six month probationary period. The salary suggestion is above mid-point, but lower than job rate. Mrs. Carne said she does not find the request to be consistent with the County's salary plan. Mrs. Kalinski noted the Public Defender's Office recently hired a First Assistant and are paying that individual more than this requested salary. Approved 3-1. Supervisor Crane opposed the request.

--Authorization for the Public Defender's Office to accept a New York State Office of Indigent Legal Services Grant in the amount of \$495,423 over a three-year period. Approved 4-0.

--Authorization for the Chairman of the Board to sign an agreement with Wayne Finger Lakes BOCES for a Deputy Sheriff School Resource Officer and amend the County budget. The cost of the Officer and related expenses, plus a 5% administrative fee, will be charged back to the school district. Approved 4-0.

--Authorization to set the 2019 salary for the Sheriff's Office Major position at \$86,247. The request includes an increase in salary at the beginning of the new year like other staff members receive. Approved 4-0.

--Authorization for the Chairman of the Board to sign an agreement with the Wayne Central School District for two Deputy Sheriff School Resource Officers and amend the County budget. The cost for 2019 will be \$57,710; this amount includes a 5% administrative fee. The two positions are for 10 months of the year. Approved 4-0.

--Authorization for the Wayne County Department of Aging and Youth to create and fill two full-time Home Health Aid positions to provide personal care services to the elderly in Wayne County and amend the budget. For the remainder of this year the cost will be \$70,318; the amount is reimbursable. Mrs. Crane noted the difficulty the County went through when the Home Health Aide Program through the Public Health Office closed. Mr. Verno noted there are two agencies that currently contract for this service; no other providers offer the service in Wayne County. The main provider, Lifetime Care, has said they will no longer provide personal home health aide services after January 1, 2020. The hiring of these individuals is necessary to fill this need in the senior community. Mr. Spickerman said he believes if there is a need for the service the public sector will supply it; he also stated he was not in favor of adding to County staff. Vote 2-2, Supervisors Crane and Spickerman opposed the request.

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--Authorization to extend the part-time temporary position of Services Assistant at the Department of Aging and Youth due to an employee's extended leave. There is no additional County cost for this temporary positions. Approved 4-0.

--Authorization to set the salary for a part-time Assistance District Attorney at \$53,000. Approved 4-0.

Mr. House updated the Committee on activities in his Office. A Department Head meeting was held on June 25th. Departments have received instructions and are now putting together their 2020 budget requests which are due by July 15th. Committee review of budgets will take place in September to allow more time if changes are needed. Each Department has been requested to submit a contingency budget with their proposed budget request. Also at the Department Head meeting, staff was made aware of a new Election Law that states employees are allowed to take three hours off at the beginning or end of Election Day to vote; the law was not specific on which elections this pertains to. Some Department Heads voiced concern with this new law; stating they would be short staffed at the end of the day.

New purchasing policy changes were reviewed with Department Heads; the County's Purchasing Clerk is working with staff on the changes. As agreed too, Department Heads will be submitting billboards to County Administration and Supervisors before they are put up. Some billboards that will be used by the Planning/Economic Development Office were recently submitted. Continuity of Operations training was held and all Departments have been requested to complete the plan as it pertains to their Office.

Mr. House reported the Ginna PILOT agreement has been finalized. A transmittal will be prepared for next week's Finance Committee meeting.

Performance evaluations are taking place on Department Heads; most self-evaluations are in.

Mr. House said he is working with a grant writer at the Sodus Central School District to write a grant for the County to obtain shared services funding. Some Supervisors questioned if the County should hire their own grant writer. Mr. Spickerman stated years ago the Board agreed they would stop writing grants for municipalities.

A transmittal was presented requesting authorization for the Board to oppose a paper bag tax. The State is allowing counties to impose a five cent tax on paper carryout bags; however, local governments must opt out of this tax if they do not want to collect it. If a county accepts this income they will have to supply cloth bags to low income individuals. Approved 4-0.

The monthly activities report for the County Attorney's Office was distributed with the agenda. Twenty-eight contracts were drafted or reviewed by the Office along with 52 insurance certificates. The Office had 35 freedom of information requests made.

Mrs. Kalinski updated members on County staffing since the last meeting. One staff member resigned and five retired during this time.

The following transmittals were presented for the Human Resource Office:

--Authorization to pay the patient-centered outcomes research institute fee of \$3,953. This payment is required under the Affordable Care Act. Approved 4-0.

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--Authorization to establish a standard work day and reporting resolution for elected and appointed officials to comply with the State Retirement Law. Approved 4-0.

--Authorization for the Chairman of the Board to sign a memorandum of agreement with the Civil Service Employees Association General and Supervisory Units. Approved 4-0.

Mrs. Kalinski informed Supervisors of new State Legislation that will not allow employers to ask an applicant their past salary on the application or during an interview. County employment applications will be amended so this question is removed.

Mr. Jankowski presented a transmittal requesting authorization for the Chairman of the Board to sign a memorandum of understanding with E Recording Partner Networking; there is no County cost for this agreement. Approved 4-0.

Second quarter financials for the County Clerk's Office were presented. Revenues are down 10%, mortgage tax down 15%, DMV revenues up 3.4%, Clerk's expenses up 17%--due to the scanning project, and documents processed down 5.6%. Deed filing was down 5%, mortgage transactions down 6%, DBA filings down 11.5%, pistol permits down 66%, pistol permit amendments down 15% and civil foreclosures up 16%. The Historian's revenue is down 43% in the second quarter; Mr. Jankowski said he would make contact with the Historian to make certain all revenues are being collected that should be.

Supervisors Pagano and Verno left the meeting at 2:08 p.m.

Mr. Jankowski noted the dramatic transformation of electronic filing of documents. Thirty-one percent of Court filings received since the first of the year have been e-filed, 14% of deeds and mortgages are now e-filed and 61 boxes from the Records Center have been scanned.

A discussion took place on the issuance of drivers' licenses to illegal aliens. Mr. Jankowski said he and many County Clerks oppose the new legislation. He believes this action is in opposition to Federal Law; he is also concerned how this will affect voter registration, since all individuals receiving a license are allowed to register to vote. At this time the new law will go into effect January 1st.

The meeting adjourned at 2:25 p.m. The next meeting of the Government Operations Committee is scheduled for Tuesday, August 6th at 1:00 p.m.