

## MINUTES

### GOVERNMENT OPERATIONS COMMITTEE/BUDGET REVIEW

Thursday, September 5, 2019 9:30 a.m.

Present: Supervisors Crane, Spickerman, Verkey and Groat, County Administrator Rick House, Fiscal Assistant Ken Blake, Human Resource Officer Chris Kalinski, County Clerk Michael Jankowski, Compliance Officer Patti Marini, Election Commissioner Mark Alquist and County Attorney Dan Connors. Supervisors Chatfield and Emmel were not present for the meeting.

Minutes from the August 6<sup>th</sup> Committee meeting were approved as written.

The following budgets were reviewed by the Committee:

- Legislative Board: Personal services up 2% to \$330,779, equipment \$0, contractual expenses down 9% to \$76,983, fringe benefits at \$83,741, County cost down 1.4% to \$491,503. Mrs. Crane questioned the \$5,000 appropriation for the Lakeshore Alliance; Mr. Blake said this is an unknown expense but he thought the appropriation should remain in place until issues regarding the water level of Lake Ontario are resolved. Mrs. Crane voiced concern with the Chairman of the Board receiving both the amount of a County Supervisor, a separate salary of over \$20,000 for serving as Chairman and a County vehicle. Mr. Spickerman said he would support capping the Chairman's salary, but not lower or eliminating it. Mrs. Crane said she believes the Chairman should receive \$10,000 of additional salary for the position, plus the use of a County vehicle. The 2020 budget reflects a 2% increase in the Chairman's salary to \$22,790, in addition to receiving the County Supervisors' salary of \$16,915. Mr. Groat noted it is difficult to measure participation of Supervisors and the Chairman of the Board in County business.
- Undistributed Postage: A 5% decrease in County cost to \$13,576.
- County Officers: County cost the same at \$11,727.
- Printing: No County cost for this \$30,000 budget, as copy paper that is utilized is billed back to the department.
- Legislative Clerk: Personal services increased 3.3% to \$54,942, contractual expenses down 1% to \$23,670, fringe benefits down nearly 2% to \$23,403, County cost up 1.8% to \$102,015.
- Compliance: Personal services remain the same at \$23,400, contractual expenses down nearly 18% to \$5,133, fringe benefits the same at \$5,498, County cost down 3% to \$34,031.
- County Administrator: Personal services up nearly 4% to \$258,623, equipment down \$18,000 to \$0 as last year's budget included the purchase of a vehicle, contractual expenses down 7.5% to \$23,290, fringe benefits up 4.8% to \$104,250, County cost down 1.4% to \$386,263. The Managerial Assistant position remains vacant.
- County Clerk: Revenues \$1,916,800, personal services up 3.5% to \$685,538, equipment down 23.5% to \$354,410, contractual expense up 4.3% to \$273,021, fringe benefits up 2.8% to \$310,213, County cost up 28.5% to \$293,618. Mr. Jankowski said he is keeping revenues at the same level as this year, as he does not anticipate a great increase in Office activity. Mr. Blake noted all budgets with Union personnel reflect pay increases for both 2019 and 2020. Mr. Jankowski said his budget does include some cyber security software for computers in his Office. The budget includes the second year of the scanning project.

- County Historian: Revenue the same at \$2,500, personal services up 4.3% to \$44,969, equipment up 41% to \$1,720, contractual expenses down 5% to \$25,370, fringe benefits up 7% to \$10,936, County cost up 2.2% to \$80,495.
- Historical Society: County appropriation the same at \$19,000.
- County Attorney: Personal services up nearly 3% to \$281,666, contractual expense down 5.2% to \$60,141, fringe benefits up 9% to \$117,595, County cost up 3.2% to \$459,402.
- Board of Elections: Revenue up to \$62,890, personal services up 4% to \$244,027, equipment \$0, contractual expenses doubled to \$825,129, fringe benefits up 3.5% to \$105,463, County cost up nearly 50% to \$1,111,729. Mr. Alquist noted the Department's 2020 budget reflects revenue from the grant that was approved at today's meeting and expenses related to early voting. Early voting will begin this October and the 2020 budget will be amended if additional grant funding is received during the year. The County will need to plan for the replacement of existing voting machines, as they are nearly 10 years old. Mr. Alquist noted Primaries will begin at 6:00 a.m. in 2020, they opened at 12 noon in the past. Mrs. Crane questioned if the State is being made aware of the cost of early voting.
- Human Resources: Revenue up 5.4% to \$38,605, personal services no increase at \$321,766, equipment \$3,800, contractual expenses up slightly to \$124,012, fringe benefits up slightly to \$118,545, County cost up slightly to \$529,518. It was agreed the Civil Service Exam Fee Revenue would be increased from \$3,000 to \$4,000.
- Cafeteria Plan: County cost remains at \$8,900.
- Workers' Comp: County appropriation down 26% to \$1,324,000. The amount collected in premiums from the County, towns and villages was decreased by 10% this year.
- Disability: County appropriation \$65,000. Mr. Sams stated this appropriation is being funded out of Fund Balance due to the high fund balance in the MD Fund. In an attempt to spend down the fund balance it was decided to suspend County contributions to Disability for 2020.

Mrs. Marini presented her activities report for May through August; it included a list of meetings and activities she was involved in during this four month period. An evening compliance training was held for custodial staff. One call was received on the compliance hotline so far in 2019 and four compliance issues reported directly on the Compliance Department phone. The Compliance Plan and Code of Ethics were reviewed by the Compliance Subcommittee, the Ethics Board and the Compliance Committee; no recommended changes were made to the documents. One iPad has been purchased as part of a pilot program to be used to address the need for sign language interpretation. The goal is to purchase five more units. The next Compliance Committee meeting is scheduled for September 17<sup>th</sup>.

Mrs. Marini presented a transmittal requesting authorization for the Chairman of the Board to sign an agreement with Voiance Language Services for voice translation services by telephone or video conferencing at a cost of 95 cents a minute. Approved 3-0.

Mr. Jankowski discussed with the Committee at length the importance of having a good cyber security system in place; he has discussed this issued with the County's Information Technology Director. The IT Department is making every attempt to keep up on this important issue, making continuous updates to the security system. A copy of an article in the *Wall Street Journal* regarding ransom ware was distributed. The article notes how easy it is for employees to harm an organization because of the electronic access they have. Mr. Jankowski said the County need to have procedures in place that will include what electronic information an employee has access to, as information can easily be stolen or destroyed.

## PAGE 3

Supervisors were informed the Clerk's Office will remain open until 7:00 p.m. once in September and once in October to allow the public time to obtain pistol permits or passports.

Mr. Jankowski informed Supervisors a selection was made as to the new license plate for the State. Under the Governor's proposal new plates will begin to be issued in April 2020. If not choosing to replace your plate you will have to do this when your vehicles registration is renewed. There will be a \$25 fee to obtain the new plates and \$45 if you wish to keep the same plate number.

The following transmittals were presented for the Human Resource Department:

--Authorization to appoint Karen Ambroz as Director of Real Property Tax Services for a six-year term. Approved 3-0.

--Authorization for the Chairman of the Board to sign a memorandum of agreement with the Civil Service Employees Association to allow for certain agreed upon changes in the collective bargaining agreement. This request is for a Nursing Home employee to be allowed to work in two titles. Approved 3-0.

--Authorization to adopt management and confidential position wage and salary ranges for 2020. The rates were increased 2.75%, the cost of living increase for the past year. Approved 3-0.

Mr. Alquist presented a transmittal requesting authorization for the Board of Elections to accept State of New York Capital Project grant funding in the amount of \$61,194. Funding is to be used for the implementation of early voting in the County. The County Administrator signed this contract in the absence of the Chairman of the Board as signature was needed on a limited time basis. Approved 3-0.

Mr. Connors presented the monthly activities report for the County Attorney's Office. During August the Department drafted or reviewed 26 contracts, 36 insurance certificate and 36 Freedom of Information requests. It was noted the Office has had an influx of Freedom of Information requests being made to the Office.

Mrs. Kalinski report during August there were nine new full-time and five part-time hires, two retirements and 14 full-time resignations. Mr. House said refilling of non-essential positions is still being postponed by 90 days.

Mr. Verkey made a motion the Committee enter into executive session at 11:16 a.m. with Mrs. Kalinski present to discuss a personnel matter, Mrs. Crane second. The meeting adjourned 11:35 a.m. The next meeting of the Government Operations Committee is scheduled for Thursday, October 3<sup>rd</sup> at 8:30 a.m.