

## MINUTES

### GOVERNMENT OPERATION COMMITTEE

Thursday, August 6, 2020 8:30 a.m.

Present: Supervisor Emmel, Chatfield, Spickerman, Verkey, Eygnor, Jacobs and Miller, County Administrator Rick House, Fiscal Assistant Ken Blake, County Clerk Mike Jankowski, Deputy Director of Mental Health/County Compliance Officer Ed Hunt and Human Resource Officer Chris Kalinski.

Minutes from the July 9<sup>th</sup> Committee meeting were approved as written.

The following transmittal was referred to the Government Operations Committee:

--Authorization to create and fill the position of Senior Clerk/Typist at the Public Defender's Office. The position is being funded through an Indigent Legal Services Grant. Approved 5-0.

The monthly report for the County Attorney's Office was distributed with the agenda. During July the Office drafted/reviewed 26 contracts and 24 insurance certificates. Staff responded to 28 Freedom of Information (FOIL) requests and participated in one employee grievance.

Mr. Connors presented a transmittal requesting authorization to set a date for a public hearing on a proposed Local Law superseding the residency requirement of the Public Officers Law for the position of Assistant District Attorney in the County. The current law states the District Attorney and all Assistant District Attorneys reside in the district they represent. It has become exceedingly hard to find attorneys to fill Assistant District Attorney position with the restriction they reside in the County. Approved 5-0.

Mr. House said he received a request from the Unified Court System to provide them additional space. Mr. Connor said under Judiciary Law the County is responsible to provide the Courts necessary space. In order to add space for the Court system in the Hall of Justice, the District Attorney will have to be re-located to another building.

Mr. Hunt presented a transmittal requesting authorization to modify the Wayne County Code of Ethics to include a statement regarding non-discrimination. This request was reviewed with the Committee last month; with the request Mr. Hunt return with actual verbiage that would be changed. The change is in Section 16 Non-Discrimination: "No municipal officer or employee will engage in any acts of bias, prejudice or discrimination defined as any disparaging or demeaning treatment, language or acts against persons of a specific race, color, national origin, ethnicity, gender, age, sexual orientation, disability or religion. Municipal officers and employees will adhere to and uphold laws that protect people from discrimination and strive to foster an environment that embraces diversity." Approved 5-0

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Mr. Jankowski presented a transmittal requesting the adoption of new legislation regarding the County's Records Retention and Disposition Schedule that is in line with State requirements. Approved 5-0.

Mr. House updated members on activities in his Office. The County's hiring freeze is being enforced. Position openings are being closely reviewed for need and re-filling; at this time there are about 66 full-time positions and 59 part-time positions unfilled. County Department Head meetings regarding their budgets will take place later this month with review of Department efficiency plans at the same time. Preliminary budgets are showing about a 3% reduction in County cost from the current year. Grand Jury has been meeting in the Court House, as the Hall of Justice does not provide adequate space for social distancing. They will be using the building on various Mondays through December. Performance evaluations are being conducted on managerial/confidential employees. The County's Employee Assistance Program offers supervisory courses; these courses can be taken online and can put value to a position. Mr. House has encouraged Department Heads to courses. In consideration of the District Attorney's Office being re-located, consideration to have them relocate to 30 Church Street is being looked into. Until November Wayne CAP will be occupying the building. The District Attorney and staff have reviewed this space; some minor renovations will be needed before they relocate into the building. Mr. House said he is looking into a long-term lease of this building with the owner.

Mr. House informed Supervisors the Department of Social Services is looking to develop a Child Advocacy Center in Lyons; State funds are being provided for this project. He reviewed the need for such a facility in the County. The building selected will need renovation and have to meet State Codes. Mr. House said Zoom Department Heads meetings are going well; during this time this has allowed for communication. Meetings are being held every other week; this may be changed to monthly.

Mrs. Kalinski said she has a list of the vacant positions discussed earlier in the meeting if anyone is interested in viewing it.

The meeting adjourned at 9:06 a.m. The next meeting of the Government Operations Committee is scheduled for Thursday, September 3<sup>rd</sup> at 8:30 a.m.