

MINUTES

COVID-19 UPDATE—EMERGENCY OPERATIONS CENTER

Monday, March 23, 2020 10:25 a.m.

Present: Supervisors Miller, Emmel, County Attorney Dan Connors, County Administrator Rick House, Emergency Management Director George Bastedo, Public Health Director Diane Devlin, Human Resource Director Christine Kalinski, Sheriff Barry Virts, County Clerk Mike Jankowski and Deputy Clerk of the Board Debbie Liseno.

The meeting was conducted via conference call with the following participants: Supervisors Groat, Jacobs, Eygnor, Robusto, Lasher, Kolczynski and Chatfield, and Board of Election Commissioners John Zornow and Mark Alquist, Area Agency on Aging and Youth Director Amy Haskins, Fiscal Assistant Ken Blake, Purchasing Officer Kaleigh Flynn, County Auditor Kristen Scott, District Attorney Mike Calarco, Social Services Commissioner Dr. Ellen Wayne, Public Works Superintendent Kevin Rooney, Mental Health Director Jim Haitz, Nursing Home Administrator Denis Vinnik, Public Defender Any Correia, Planning/Economic Development Director Brian Pincelli, Probation Director Mark Ameele, Real Property Tax Director Karen Ambroz, Tourism Director Christine Worth, Treasurer Patrick Schmitt, Veterans Service Director Renee Maybee and Weight and Measures Director Rich Molisani.

Chairman Miller thanked those participating for their patience and participation in this teleconference meeting. He will be in regular contact with Supervisors to make sure they are receiving the most current updates.

Mrs. Devlin stated there are four active COVID-19 cases in Wayne County; all cases are now hospitalized. Other potential cases have been tested, many came back negative for the disease; however, they are awaiting results on several other tests. Those who are being tested and have not received back the results remain in quarantine.

Mr. House reiterated the Governor's directive to furlough at least 50% of non-essential staff. He has left the decision on which employees would be furloughed up to each Department Head. The County has a total of 1,006 full-time and part-time employees, 302 of this number have been furloughed, 516 have been deemed essential and 188 are currently working; these numbers change daily. The numbers do not fall in line with the Governor's mandate to reduce staff. Mr. House noted the number of employees in the County that are essential for ensuring public health and public safety. He requested all Departments review their current staff to see if additional furloughs could be made; he will be requesting weekly staffing updates from Department Heads. Mr. House requested all Departments keep their County websites updated; this is done by going through Mary Ury at the IT Office. Updates on any social media platform are appreciated. He will be putting out a press release later today to let the public know what actions the County has taken and what services are currently being offered or paused during this health emergency.

Mr. House requested Department Heads reach out to their furloughed employees to keep them updated on their office situation. There is a possibility a Board meeting will be scheduled for

later this week to allow Supervisors to rescind the resolution passed on the 17th allowing for exceptional COVID-19 pay; as this policy is not financially sustainable for the County. It was noted Governor Cuomo has waived certain requirements regarding the Open Meetings Law that would allow for a meeting to be conducted via teleconference or without a quorum.

Each Department Head was requested to give a brief update on their Department's activities:

- Area Agency on Aging and Youth: Staff are working remotely from home and are in regular contact. The State has said this is an essential office. Although clients are not being seen in the Office they are still receiving home delivered meals and being checked on via telephone.
- Board of Elections: All four members of the office staff remain working, the two part-time Commissioners are working from home.
- County Attorney: Two of the four full-time staff members remain in the Office. The majority of business being conducted in the Office at this time has to do with this emergency situation. Legal issues will be taken care of as they arise.
- County Clerk: The DMV Office is closed and functions within the Clerk's Office have been pared down significantly. Starting tomorrow there will only be two staff members in the Clerk's Office. All deadlines regarding registrations and licenses are being extended by the State. There is a drop box in the lobby of the building that can be used. The Office is still taking telephone calls; however, having no direct contact with the public.
- Fiscal Assistant: Is in the process of reviewing the cost to the County for staffing and related COVID-19 expenses.
- Purchasing: Working to locate the necessary emergency supplies for Departments. Many items are on order; however, are not anticipated to be received immediately. If any Department has a need for supplies please make contact with the Office. Mr. Miller said he has been in contact with Congressman Katko, who assured him upstate New York would not be forgotten during the distribution of supplies in the State. Mr. Bastedo said he has received several gallons of hand sanitizer, noting it was not jelled and had a higher potency that was irritating some individual's hands.
- County Audit: One of the two staff members in this Department is working. Due to circumstances she extended the date for invoices to be due to March 26th. The Office can be reached by e-mail or phone if a Department should have any billing questions.
- District Attorney: Three staff remain in the Office, with the possibility of additional reductions being considered. The Office is only working on essential criminal justice matters.
- Social Services: The Department has 165 employees and has reduced this number by about 60. The State is allowing some flexibility for services, but staff remain very busy trying to meet the demands of the Office. Many services are now being conducted on line; information is available on the Department's website. Benefits to participants continue to be issued. There is still the issue of finding places for the homeless to reside. The number of individuals applying for food stamps has tripled; this number is anticipated to increase even more in the coming weeks.

- Emergency Management: The role of the Department is to support public health during this crisis. He has made requests to various sources for personal protective equipment for emergency responders. Only one staff member has been furloughed in the Department. The Emergency Operations Center has not been activated; possibly this will be done during the recovery process of this health crisis. Mr. Miller noted the Ginna Nuclear Power Plant will continue to perform its maintenance functions during this time.
- Personnel: Staff has been reduced by two full-time and one part-time employee. Workers' Compensation cases should be sent directly to NCA Comp with a copy to both Brian Sams and Chris Kalinski. Payroll is very busy with recent changes, both staff members remain in that unit.
- Public Works: The workforce has been reduced by about 80%. Staff is available for emergency response. Maintenance staff was reduced; however cleaning functions have been increased in occupied buildings due to the Coronavirus. Central Garage staff remain on duty as services are still required on many County vehicles.
- Information Technology: Six staff members are working in the Office, eight are working remotely from home and two have been furloughed. The Office is working to establish remote access for departments; this is being done on a priority basis. If Departments have issues they are being requested to send them through the Help Desk, if unable to send an e-mail the Department can be reached at 315-946-7450. In the past County computer passwords required updating every three months, this is being put on hold until all County staff return to work. Mr. House noted furlough employees who are working from their homes do not receive any additional pay or accruals.
- Mental Health: Fifty-nine staff members have been furloughed and 35 remain in the Department. Services need to continue; those services that can be offered remotely are being done that way. In person visits are highly discouraged. Medications need to be managed for many clients and an on-site injection clinic has been established in the parking lot of the Health Services Building.
- Nursing Home: The Facility is closed to the public. Some nursing homes are reducing admissions, Wayne County has not done this. If a Coronavirus case is found at the Facility all Department of Health recommendations will be followed. Outside appointments scheduled for residents have been cancelled, when possible. The Facility is desperate for face masks. N95 respirator masks would only be needed if someone appears symptomatic or has the Coronavirus. Postings regarding the closure of the Facility and the need for personal safety equipment has been placed on Facebook and the County's website. The Information Technology Department is working to develop a phone tree for residents of the Facility. Mrs. Devlin noted health care workers exposed to the Coronavirus fall into different categories depending on the exposure they had to the infected person. Mr. Bastedo asked that requests for health safety equipment go through his Office; he has been in contact with school districts regarding their access to any equipment.
- Public Defender: The staff of 16 has been reduced to two. The Office is closed to the public as local courts and justice courts have adjourned for non-essential appearances. There is concern for Public Defender clients that are jailed or on parole and could be released from their sentence. There is also concern for those inmates that are in need of

substance abuse treatment. Mr. Correia said he would review this issue in additional detail following this meeting with the Sheriff. Mr. Hartz said in-patient services may be hard to find, but out-patient services are available. Dr. Wayne said inmates may qualify for Medicaid which would help defer their treatment costs. It was noted inmates can only be released from jail if it is approved by the District Attorney and a judge. There are usually 13 attorneys that rotate assignments for centralized arraignments; this number has been pared down to five.

- Economic Development/Planning: The entire staff is working remotely from home. The Business Outreach Coordinator in the Office has assisted the County with getting out information on the Coronavirus out on social media.
- Probation: The 32 member staff has been reduced by half. Home visits are not being conducted at this time. The number of clients coming into the Office has been extremely limited.
- Real Property Tax: The seven person staff has been reduced to three. How tax rolls will be performed is under discussion. As of noon today the 16 William Street Building they are located in will be closed to the public. Calls are being taken by staff and they are working with the IT Department to obtain remote access, if that becomes necessary.
- Sheriff: Nine members of the non-sworn in staff have been furloughed, two remain at work. Sheriff Virts has put out on the Office's webpage the Governor's Pause Order. He is willing to assist with social media pushes. Court Security staff remain at the Hall of Justice and are prepared to be re-deployed to other County buildings as deemed necessary. Court is no longer being conducted at the Hall of Justice. Visits to jail inmates are not allowed, attorneys can have non-contact visits. All inmates have been provide with paper and stamps to make contract with their family members, along with additional telephone use.
- Tourism: Of the four staff members in the Office, only the Director remains at work. She continues to send out positive messages on the website and support of local businesses.
- Treasurer: Of the nine members of staff only three remain in the Office; this may decrease to two later in the week. He will have information out to tax collectors later today on how to proceed with this year's collection. The County has the infrastructure to take over collection of all municipal taxes. Contact with the Office can be made over the phone, by e-mail or on-line. The County will waive the credit card fee, if property tax payment is made this way. Mr. Schmitt will prepare a report on the cost to the County for providing this service.
- Veterans: The Office is closed. The Director is monitoring e-mails and messages from home. She will come into the Office as needed. The Veterans Administration is not processing claims at this time.
- Weights and Measures: The Director is monitoring operations from his home.

Most department said they have updated their webpages to show any changes in operation. Mr. House requested the IT Office be contacted with any department changes so it could also go on the County's website and to keep any changes in operation updated on the website.

Town Supervisors that were participating in today's meeting were asked to provide an update on their operational status.

- Town of Lyons: The Town is working with a very limited staff that has been deemed essential. The Office remains open, requesting the public make contact through phone or e-mail.
- Town of Ontario: Staff has been reduced, most of staff is working off-site. A drop box is being used at the Town Hall to stop all public traffic into the Office. Phone calls are being answered. The Town Library and courts are closed. The Town's voice mail message has been changed to reflect how services have been altered. The continued operation of the Town's water and sewer office has been a challenge. At this time Board meetings are being conducted remotely. The State is being asked to cancel this year's scheduled re-valuation of properties for the Town.
- Town of Palmyra: Limited staff is in the Office Monday, Wednesday and Friday. No direct contact is being allowed by the public; a drop box is in the lobby. The Office will continue to issue death certificates as needed. Highway crews are responding to emergencies only. The next Town Board meeting is being scheduled for business only and the number allowed into the meeting room will be limited.
- Town of Rose: Office hours have been reduced to Monday and Wednesday from 8 a.m. – 12 noon. There is no direct contact with the public, a drop box is available for use and both phone calls and e-mails are being responded to.
- Town of Sodus: The Town has declared a State of Emergency. Limited staff is in the Office with no public contact. There is a drop box that can be used by the public and staff will respond to phone calls and e-mails.
- Town of Walworth: The Office is closed to the public with staff working remotely from home with phone calls and e-mails being answered. A lock box was installed in the lobby. Parks remain open, the Town Library is closed.
- Town of Wolcott: The Town Office is closed; however, telephone calls are being returned. Highway staff is working on a limited basis and will be available to assist in the transportation of food, if needed.
- Board of Supervisors: The Office and building remain open. The Clerk and Deputy Clerk are alternating work weeks.

Chairman Miller stated another meeting would be scheduled for this Wednesday at 10:00 a.m. He requested all Department Heads and Supervisors let his secretary know the best way to communicate with them; via phone or e-mail. The County will continue to push forward information as it is received. The County is tracking all related cost related to this public health emergency; it was suggested the towns do the same. Meals on Wheels services are continuing as long as there are individuals to deliver the meals. It was noted ARC, who prepare the meals, has closed all client related services. The continuation of meal preparation for this program will be verified.

The conference call ended at 11:49 a.m.