

AGENDA

GOVERNMENT OPERATIONS COMMITTEE

Thursday, January 9th 8:30 a.m.

*Supervisors:
Emmel, Chatfield, Spickerman, Verkey, Eygnor*

8:30 a.m.

Approval of meeting minutes

8:30 a.m.

Transmittals referred to Committee

8:40 a.m.

County Attorney, Dan Connors

Monthly Report [County Attorney - Monthly Report.pdf](#)

Annual Report [County Attorney - 2019 Annual Report.pdf](#)

8:50 a.m.

Board of Elections, Mark Alquist & John Zornow

TRANSMITTAL:

- Authorization to sign contract with NTS Data Service [BOE 01 RES 1 REV2.docm](#)

8:55 a.m.

County Administrator, Rick House

Monthly Activities Report [CADMIN committee report.docx](#)

9:05 a.m.

County Clerk, Mike Jankowski

DISCUSSION:

- Greenlight law update
- DMV tax form update

9:15 a.m.

Interim Compliance Officer, Ed Hunt

NO BUSINESS

9:15 a.m.

Human Resource Department, Chris Kalinski

Monthly Staff Report

TRANSMITTALS:

- Authorization to renew agreement with Public Sector HR Consultants [HR2020 01Res2 Professional Services Agreement, Public Sector HR Consultants 2020.doc](#)
- Authorization to enter into collective bargaining with Teamsters [HR2020 01Res1 Authorization to Negotiate with Teamsters Correction unit.doc](#)
- Authorization to sign contract with ESI Employment Assistance Group [HR2020 01RES3 2020 EAP Contract Renewal.doc](#)
- Authorization to adopt managerial/confidential position pay grant for Community School Coordinator [HR2020 01Res5 Adoption mang conf position pay grade Community School Coordinator \(MH\).doc](#)
- [HR2020 01Res4 Authorization to appoint selection committee for the Director of Office for Aging and Youth.doc](#)

COUNTY OF WAYNE
OFFICE OF THE COUNTY ATTORNEY

WAYNE COUNTY COURTHOUSE
26 CHURCH STREET, LYONS, NEW YORK 14489
FAX: (315) 946-5942

DANIEL C. CONNORS, ESQ.
COUNTY ATTORNEY
(315) 946-7442

ERIN M. HAMMOND, ESQ.
ASSISTANT COUNTY ATTORNEY
(315) 946-7444

The County Attorney's Office monthly report for December 2019 is as follows:

Contracts Drafted and/or Reviewed	42
Insurance Certificates	64
Notice of Claim	0
Accidents	2
Disciplines/Grievances	1
Human Rights Complaints	0
Subpoenas	6
Freedom of Information Requests (FOIL)	34
FOIL Money Collected	\$1.50
Juvenile Delinquent's (JD's)	0
Persons In Need of Supervision (PINS)	0
Habeas Corpus	0
Poor Person Applications	3
Pistol Permit Hearings	0
Unemployment Hearings	0
Total Amount of Bills Paid from A1420(CA)	\$548.75
Total Amount Paid from A1930 (Judgment & Claims)	\$0.00
Total Amount Paid from A1931 (Liability & Casualty)	\$5,459.13
Total Amount Paid for 207c Claims	\$494.00

Respectfully submitted,



Daniel C. Connors, Esq.
County Attorney

RESOLUTION TRANSMITTAL

Committee No. 5 Date: 1/09/2020 Committee Chair: Emmel Department Heads: Alquist/Zornow

AUTHORIZATION TO EXECUTE AGREEMENT WITH NTS DATA SERVICES FOR MAINTENANCE AND SUPPORT SERVICES FOR BOARD OF ELECTIONS AND ADJUST BUDGET FOR 2020

WHEREAS, the Wayne County Board of Elections requires data services to perform its required functions under election law and has previously contracted with NTS; and

WHEREAS, NTS is recognized as a single source to provide this service due to the fact that we have previously purchased their proprietary software, making it necessary to contract with them for maintenance and service of such; and

WHEREAS, the current contract expires at the end of 2019 and a new contract is required; and

WHEREAS, the proposed budget for 2020 was based on current contract amount and needs to be increased \$4,218.00; now therefore be it

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to execute the agreement, subject to the County Attorney’s approval to form and content, for a new five year contract for the period January 1, 2020 to December 31, 2024 for a total cost of \$188,400.00, with a payment of \$37,680.00 per year for five years; and be it further

RESOLVED, that the Board of Supervisors hereby declares NTS Data Services, LLC the single source provider of maintenance and service for the proprietary software previously purchased to allow the Board of Elections to perform its required functions.

A1990 General Fund Contingencies

(Appropriations)

\$4,218.00 from 54000 Contractual Expenses

A1450 Board of Elections

(Appropriations)

\$4,218.00 to 54424 Equipment Maintenance Contracts

Budgeted: yes X no ___ Proposed Cost: \$188,400.00 Reimbursed Amount \$ 0 County cost \$188,400.00

Departmental transfer \$ _____ from Account No. _____ to Account No. _____

County Administrator’s Review \$ Approval: yes ___ no ___ by: _____

Human Resources Office Review & Approval: yes ___ no ___ by: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec’d: _____ Clerk, Board of Supervisors

Referred to:

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____



**Office of the County Administrator
Rick House, County Administrator
Committee Report for DECEMBER 2019**

Discussion Items

- 1. Department Head meetings**
- 2. Resolution review**
- 3. Shared Services (grants)**
- 4. Final Budget for Public Hearing**
- 5. Sandhill Mobile Park meeting**
- 6. REDI**
- 7. Monthly column**
- 8. Court Security negotiations**
- 9. Discovery issues**
- 10. Compliance Committee**
- 11. Personnel issue**
- 12. Labor-Management meeting**
- 13. Space issues**
- 14. Purchasing Policy updates**

RESOLUTION TRANSMITTAL

HR 01 RES 02 January 9, 2020
Committee No. 5

Committee Chair: Emmel
Department Head: Chris Kalinski

AUTHORIZATION TO RENEW PROFESSIONAL SERVICES AGREEMENT WITH PUBLIC SECTOR HR CONSULTANTS LLC FOR FY 2020

WHEREAS, the Board of Supervisors adopted Resolution 621-14 authorizing the services of Public Sector HR consultants LLC (consultant) to provide ongoing consultation and support services, compensation analysis, and training in performance appraisal; and

WHEREAS, the need for these services continues as the Managerial/Confidential Salary Plan continues to be implemented; and

WHEREAS, the integrity of the plan is enhanced by having these services performed by the consultant; and

RESOLVED that the Chairman of the Board is hereby authorized to execute the contract with Public Sector HR Consultants LLC to

- a) evaluate new and /or reclassified positions and integrate them into the existing Salary Administration plan
- b) conduct salary surveys as needed and requested by the County
- c) conduct refresher training on performance evaluation as needed and requested by the County, and be it further

RESOLVED that this agreement will be effective for one year (January 1, 2020 through December 31, 2020).

Budgeted: yes no Proposed Cost: \$3,000 Reimbursed Amount \$0.00 County cost \$3,000

Departmental transfer \$ _____ from Account No. _____ to Account No. _____

County Administrator's Review \$ Approval: yes no by: _____

Human Resources Office Review & Approval: yes no by: _____

County Attorney Review: yes no N/A by: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ by: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

RESOLUTION TRANSMITTAL

HR 01 RES 01
Committee No.5

January 9, 2020

Committee Chair: Emmel
Department Head: Chris Kalinski

AUTHORIZATION TO ENTER INTO COLLECTIVE BARGAINING WITH THE TEAMSTERS, LOCAL 118, CORRECTION UNIT

WHEREAS, the Wayne County Sheriff's Employees Association (Corrections Unit) collective bargaining agreement expired on December 31, 2019; and

WHEREAS, the Correction Officers have nominated and successfully bid that the Teamsters, Local 118 will now represent the Correction Unit and negotiate further agreement; and

WHEREAS, Wayne County also desires to negotiate this agreement, now, therefore be it

RESOLVED, that the Chairman of the Board is hereby authorized to appoint three members of the Board, the County Administrator, the County Sheriff or his designee, and the Director of Human Resources to be members of the County's negotiating team; and be it further

RESOLVED, that the Board of Supervisors hereby designates counsel from the firm of Hancock Estebrook to be the County's chief spokesman and negotiator for these negotiations.

Budgeted: yes ___ no Proposed Cost: \$0.00 Reimbursed Amount \$0.00 County cost \$0.00

Departmental transfer \$ _____ from Account No. _____ to Account No. _____

County Administrator's Review \$ Approval: yes ___ no ___ by: _____

Human Resources Office Review & Approval: yes ___ no ___ by: _____

County Attorney Review: yes ___ no ___ N/A ___ by: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ by: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:

Committee: ___ Ayes ___ Nays ___ Date: _____ Signature: _____

Committee: ___ Ayes ___ Nays ___ Date: _____ Signature: _____

RESOLUTION TRANSMITTAL

HR01 RES 3
Committee No. 5

January 9, 2020

Committee Chairperson: Emmel
Department Head: Chris Kalinski

Authorization to Renew Contract with the ESI Employee Assistance Group (EAP) for the period January 1, 2020 through December 31, 2020, and Pay Annual Fee

WHEREAS, ESI Employee Services EAP has provided the County of Wayne with Employee Assistance Program services for the period January 1, 2019 – December 31, 2019, and

WHEREAS, the County of Wayne is desirous of continuing this contract with ESI for the period January 1, 2020 – December 31, 2020 for the provisions of an EAP at the rate of \$23.77 per employee (FTE), therefore, be it

RESOLVED that the Chairman of the Wayne County Board of Supervisors is hereby authorized and directed to execute a contract on behalf of the County of Wayne, subject to the County Attorney’s approval as to form and content, with ESI for the period January 1, 2020 – December 31, 2020 for the provision of an Employee Assistance Program at a rate of \$23.77 per employee (FTE); and be it further

RESOLVED, that the County Treasurer is authorized to make payment to ESI for 2020 for an amount not to exceed \$20,988.91 and charge individual departments accordingly.

(805 full time and 156 part-time employees (78 FTE) = \$20,988.91)

Budgeted: yes X no ___ Proposed Cost: _0_ Reimbursed Amount _0_ County cost \$20,988.91

Departmental transfer \$ _____ from Account No. _____ to Account No. _____

County Administrator’s Review \$ Approval: yes ___ no ___ by: _____

Human Resources Office Review & Approval: yes ___ no ___ by: _____

County Attorney Review: yes ___ no ___ N/A ___ Signature: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec’d: _____ Clerk, Board of Supervisors

Referred to:

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

RESOLUTION TRANSMITTAL

HR 01 RES 5
Committee No.5

January 9, 2020

Committee Chair: Emmel
Department Head: Chris Kalinski

**AUTHORIZATION TO ADOPTION OF MANAGERIAL/CONFIDENTIAL POSITION PAY GRADE FOR
COMMUNITY SCHOOL COORDINATOR (MENTAL HEALTH)**

WHEREAS, the Board of Supervisors adopted Resolution No. 382-14 establishing pay grades for the Managerial Confidential (M/C) positions in place at that time; and

WHEREAS, the Board of Supervisors adopted Resolution No. 622-18 to renew contact with Public Section HR Consultants LLC to provide services including the rating of new positions that may be created in the M/C employee group; and

WHEREAS, it is the desire of the Director of Mental Health to create the position of Community School Coordinator within the Mental Health Department; and

WHEREAS, Public Section HR Consultants LLC has studied and rated the position and recommends placement in M/C pay grade 7; now, therefor be it

RESOLVED, that the position of Community School Coordinator is hereby placed in M/C pay grade 7.

Budgeted: yes ___ no X Proposed Cost: \$0.00 Reimbursed Amount \$0.00 County cost \$0.00

Departmental transfer \$ _____ from Account No. _____ to Account No. _____

County Administrator's Review \$ Approval: yes ___ no ___ by: _____

Human Resources Office Review & Approval: yes ___ no ___ by: _____

County Attorney Review: yes ___ no ___ N/A ___ by: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ by: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:

Committee: ___ Ayes ___ Nays ___ Date: _____ Signature: _____

Committee: ___ Ayes ___ Nays ___ Date: _____ Signature: _____

RESOLUTION TRANSMITTAL

HR01 Resolution 4
Committee No.5

January 9, 2020

Committee Chair: Jake Emmel
Department Head: Chris Kalinski

AUTHORIZATION TO APPOINT SELECTION COMMITTEE FOR THE POSITION OF DIRECTOR OFFICE FOR AGING AND YOUTH

WHEREAS, the position of Director Office for Aging and Youth will become vacant on March 7, 2020, due to the retirement of Penny Shockley-Bloomer; and

WHEREAS, the Wayne County Board of Supervisors desires to maintain the operations and integrity of the Office for Aging and Youth while a search for a permanent Director can be conducted; now, therefore, be it

RESOLVED that the Chairman of the Board of Supervisors is hereby authorized to appoint a selection committee including three members of the Board of Supervisors, the County Administrator, and the Human Resource Director.

Budgeted: yes x no ___ Proposed Cost: _____ Reimbursed Amount \$0.00 County cost \$ _____

Departmental transfer \$ _____ from Account No. _____ to Account No. _____

County Administrator's Review \$ Approval: yes ___ no ___ by: _____

Human Resources Office Review & Approval: yes ___ no ___ by: _____

County Attorney Review: yes ___ no ___ N/A ___ by: _____

Standing Committee: Ayes ___ Nays ___ Date: _____ by: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:

Committee: ___ Ayes ___ Nays ___ Date: _____ Signature: _____

Committee: ___ Ayes ___ Nays ___ Date: _____ Signature: _____