

**AGENDA**  
**GOVERNMENT OPERATIONS COMMITTEE**  
**Thursday, October 8<sup>th</sup> 8:30 a.m.**

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

8:30 a.m.

**Approval of meeting minutes**

Regular Committee and Budget Meeting

8:30 a.m.

**Transmittals referred to Committee**

8:35 a.m.

**Board of Elections, Mark Alquist & John Zornow**  
**Compliance Officer, Ed Hunt**

NO BUSINESS

8:35 a.m.

**County Clerk, Mike Jankowski**

3<sup>rd</sup> Quarter financials [Third Quarter 2020.ppt](#)  
Operational update

8:45 a.m.

**County Administrator, Rick House**

Monthly Activities Report

8:55 a.m.

**Human Resource Department, Chris Kalinski**

Monthly Employee Report

TRANSMITTALS:

- Authorization to amend budget due to legal costs [HR2020 10Res1 Authorization to amend 2020 Budget.doc](#)
- Authorization to adopt management and confidential position wage/salary rates [HR2020 10Res2 Adopting 2021 Management and Confidential Wage and Salary Range.doc](#)
- Authorization to adopt managerial/confidential position pay grade for 2<sup>nd</sup> Assistant Public Defenders and 2<sup>nd</sup> Assistant District Attorney [HR2020 10Res3 Adoption mang conf position pay grade 2nd Assistant Public Defender & Assistant District Attorney REV1.doc](#)
- Authorization to adopt revised implementation procedures for Managerial/Confidential employee salary plan [HR2020 10Res4 Implementing Revised Procedures for Managerial and Confidential employees.doc](#)
- Authorization to adopt salary schedule for the Board and Chairman [HR2020 10Res5 Adopting 2021 Salary Schedule for Board of Supervisors.doc](#)
- Authorization to appoint County Compliance Officer [HR2020 10Res6 Authorize Appt County Compliance Officer REV1.docx](#)
- Authorization to Appoint Selection Committee for the Position of Nursing Home Administrator [HR2020 10Res7 Authorization to appoint selection committee for the Nursing Home Administrator.doc](#)

9:15 a.m.

**County Attorney, Dan Connors**

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

TRANSMITTAL:

- Authorization to sign contract with Lexis Nexis [CA10RES02.doc](#)

Executive Session – Litigation

9:30 a.m.

**Jay Roscup, Grants**

Update

9:45 a.m.

**OTB, Ken Lauderdale**

Update

**RESOLUTION TRANSMITTAL**

HR 10 RES 1  
Committee No. 5

October 8, 2020

Committee Chair: Jake Emmel  
Department Head: Chris Kalinski

**AUTHORIZATION TO AMEND THE 2020 BUDGET DUE TO LEGAL COSTS**

WHEREAS, the Human Resource Department now oversees the budgeted line item for Legal Representation for contract negotiations, arbitrations, etc.; and  
WHEREAS, the 2020 budget was originally established with an amount of \$60,500. An additional \$60,000 was added to the HR Budget in August to cover these services with extensive time period on contract negotiations and arbitrations. The funds have been depleted with a present negative balance; and

WHEREAS, the County will continue legal services from Hancock Estabrook, LLP for services to negotiate outstanding contract with one unit and arbitrations; and

WHEREAS, the Human Resource Director is desirous to amend the 2020 Budget to add \$60,000 Budget Appropriations to cover anticipated costs of continuation of negotiations and arbitrations; now, therefore it

RESOLVED, that the Wayne County Treasurer is authorized to amend the 2020 Budget as follows:

**A1990 Contingent Fund General**

(Appropriations)

\$60,000 from 54000 Contractual Expenses

**A1430 Human Resource Departments**

(Appropriations)

\$60,000 to 54486 Union Contracts

Budgeted: yes \_\_\_ no X Proposed Cost: \$60,000.00 Reimbursed Amount \$0.00 County cost \$60,000.00

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

County Administrator's Review: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Office Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

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**

HR10 RES2  
Committee No.5

October 8, 2020

Committee Chair: Jake Emmel  
Department Head: Chris Kalinski

**ADOPTION OF MANAGEMENT AND CONFIDENTIAL POSITION WAGE AND SALARY RANGES FOR 2021**

WHEREAS, the Wayne County Local Law no. 2-2014 gives the Board of Supervisors the authority to implement the Salary Plan for Managerial and Confidential Employees; and  
 WHEREAS, the Director of Human Resources recommends that the 2020 Salary Schedule be revised for 2021 by a cost of living adjustment (COLA) of 2.5% to align the 2021 salary schedule with the labor market; and  
 WHEREAS, the Pay Plan Committee has met and agreed to make changes within the Pay Plan Salary Administration; now, therefore be it  
**RESOLVED**, that the Board of Supervisors hereby adopts the following wage and salary ranges for the Managerial and Confidential employee group effective January 1, 2021

COLA: 2.50%	2021 MINIMUM	1	2	3	4	5	6	MIDPOINT	8	9	10	11	12	13	14	15	16	17	18	19	MAXIMUM
1	\$15.05	\$15.40	\$15.76	\$16.13	\$16.51	\$16.89	\$17.28	\$17.69	\$17.88	\$18.07	\$18.26	\$18.46	\$18.66	\$18.86	\$19.06	\$19.27	\$19.47	\$19.68	\$19.89	\$20.11	\$20.32
2	\$17.01	\$17.41	\$17.81	\$18.23	\$18.65	\$19.09	\$19.53	\$19.99	\$20.20	\$20.42	\$20.64	\$20.86	\$21.08	\$21.31	\$21.54	\$21.77	\$22.00	\$22.24	\$22.48	\$22.72	\$22.96
3	\$19.22	\$19.67	\$20.13	\$20.60	\$21.08	\$21.57	\$22.07	\$22.59	\$22.83	\$23.07	\$23.32	\$23.57	\$23.82	\$24.08	\$24.34	\$24.60	\$24.86	\$25.13	\$25.40	\$25.67	\$25.95
4	\$21.72	\$22.23	\$22.74	\$23.27	\$23.82	\$24.37	\$24.94	\$25.52	\$25.79	\$26.07	\$26.35	\$26.63	\$26.92	\$27.21	\$27.50	\$27.80	\$28.10	\$28.40	\$28.70	\$29.01	\$29.32
5	\$44,670	\$45,711	\$46,777	\$47,867	\$48,982	\$50,124	\$51,292	\$52,487	\$53,051	\$53,620	\$54,196	\$54,778	\$55,366	\$55,960	\$56,561	\$57,168	\$57,782	\$58,402	\$59,029	\$59,663	\$60,305
6	\$50,477	\$51,653	\$52,857	\$54,089	\$55,350	\$56,640	\$57,960	\$59,310	\$59,947	\$60,591	\$61,241	\$61,898	\$62,563	\$63,235	\$63,913	\$64,600	\$65,293	\$65,994	\$66,702	\$67,418	\$68,144
7	\$56,534	\$57,852	\$59,200	\$60,580	\$61,992	\$63,437	\$64,916	\$66,428	\$67,141	\$67,861	\$68,590	\$69,326	\$70,070	\$70,823	\$71,583	\$72,351	\$73,128	\$73,913	\$74,707	\$75,509	\$76,321
8	\$63,318	\$64,794	\$66,304	\$67,849	\$69,431	\$71,049	\$72,705	\$74,398	\$75,197	\$76,004	\$76,820	\$77,645	\$78,478	\$79,321	\$80,172	\$81,033	\$81,903	\$82,782	\$83,671	\$84,569	\$85,480
8b P.T.	\$40,000		\$42,659		\$45,318																
9	\$70,916	\$72,569	\$74,261	\$75,992	\$77,763	\$79,575	\$81,430	\$83,326	\$84,221	\$85,125	\$86,039	\$86,962	\$87,896	\$88,840	\$89,793	\$90,757	\$91,732	\$92,716	\$93,712	\$94,718	\$95,737
10	\$79,426	\$81,277	\$83,171	\$85,110	\$87,094	\$89,124	\$91,201	\$93,325	\$94,327	\$95,340	\$96,363	\$97,398	\$98,443	\$99,500	\$100,568	\$101,648	\$102,739	\$103,842	\$104,957	\$106,084	\$107,226
11	\$88,957	\$91,031	\$93,152	\$95,324	\$97,545	\$99,819	\$102,145	\$104,524	\$105,647	\$106,781	\$107,927	\$109,086	\$110,257	\$111,440	\$112,637	\$113,846	\$115,068	\$116,303	\$117,552	\$118,814	\$120,093
12	\$99,632	\$101,954	\$104,330	\$106,762	\$109,251	\$111,797	\$114,403	\$117,068	\$118,325	\$119,595	\$120,879	\$122,177	\$123,488	\$124,814	\$126,154	\$127,508	\$128,877	\$130,260	\$131,659	\$133,072	\$134,504
13	\$111,588	\$114,189	\$116,851	\$119,574	\$122,361	\$125,213	\$128,131	\$131,116	\$132,524	\$133,947	\$135,385	\$136,838	\$138,307	\$139,792	\$141,292	\$142,809	\$144,342	\$145,892	\$147,458	\$149,041	\$150,645
County Administrator approval limit 4																					
ATTORNEY POSITIONS - County Administrator approval limit 4 above step 4 to Midpoint approval of Pay Plan Committee - above Midpoint Full Board approval																					

Budgeted: yes no Proposed Cost: Reimbursed Amount County cost

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

County Administrator's Review: Date:

Human Resources Office Review: yes no N/A Signature:

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**

HR10 RES 3  
Committee No.5

October 8, 2020

Committee Chair: Jake Emmel  
Department Head: Chris Kalinski

**AUTHORIZATION FOR ADOPTION OF MANAGERIAL/CONFIDENTIAL POSITION PAY GRADE FOR SECOND ASSISTANT PUBLIC DEFENDER AND SECOND ASSISTANT DISTRICT ATTORNEY**

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 Sector HR Consultants LLC to provide services including the rating of new positions that may be created in the M/C employee group; and

WHEREAS, Public Section HR Consultants LLC has studied and rated the positions and recommends placement in M/C pay grade 9; now, therefor be it  
RESOLVED, that the position of Second Assistant Public Defender and Second Assistant District Attorney are hereby placed in M/C pay grade 9.

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: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Office Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

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

HR10 RES 4  
Committee No.5 October 8, 2020

Committee Chair: Jake Emmel  
Department Head: Chris Kalinski

### **ADOPTION OF REVISED IMPLEMENTING PROCEDURES FOR MANAGERIAL AND CONFIDENTIAL EMPLOYEES SALARY PLAN**

**WHEREAS**, the Board of Supervisors adopted Resolution No. 254-14 establishing a local law to adopt the Salary Plan for Managerial and Confidential employees not subject to collective bargaining agreements, and

**WHEREAS**, the Salary Plan must be implemented consistently, and be understood by all employees in the Managerial and Confidential employee group, and

**WHEREAS**, the appointed Pay Plan Committee met on September 16, 2020 and agreed to revise and adopt the revisions to the Salary Administration Program for Management/Confidential Positions; and

**WHEREAS**, policy and procedure will guide the County in maintaining equitable salaries within the Managerial and Confidential employee group; and

**WHEREAS**, The Salary Plan Committee approved Public Sector HR Consultants LLC to reevaluate positions within Grades 2 through 4 and the Sentencing Specialist in Grade 5; now, therefore be it

**RESOLVED**, recommended grade change recommended by Public Sector HR Consultants LLC be adopted and implemented January 1, 2021; and be it further

**RESOLVED**, that the Board of Supervisors hereby adopts the following Salary Review Guidelines revisions to the Salary Administration program; and be it further

**RESOLVED**, that Resolution No. 523-19 is hereby rescinded.

### **SALARY REVIEW GUIDELINES FOR MANAGERIAL AND CONFIDENTIAL EMPLOYEES**

#### **Establishing a starting salary or wage (new hire):**

Each position (job classification or job title) in the Managerial and Confidential employee group has been evaluated and placed in the established pay grade. Whenever such a position has become vacant and the County Administrator has given approval for the position to be filled, a new employee will be placed in a rate of not less than the minimum established for the pay grade. County Administrator has approval of the Board to approve up to but not greater than step 4 which equals halfway between the minimum and the midpoint for the established range. Above step 4 will require review by the Pay Plan Committee prior to presenting to the full Board of Supervisors for approval.

Several factors must be considered:

1. If the candidate only meets the minimum qualifications, the pay rate should be at the minimum.
2. If the candidate has qualifications that exceed the minimum, the pay rate may exceed the minimum.
3. The proposed starting rate will be compared with the salaries of employees in similar County positions to maintain an equitable salary relationship between the new hire and more experienced employees.

#### **Establishing a starting salary or wage for Attorney positions within Grades 8, 9 and 10 Full Time.**

County Administrator has approval of the Board to approve up to but not greater than step 4 which equals halfway between the minimum and the midpoint for the established range. The Pay Plan Committee after review of applicant, has the approval of the Board of Supervisors to approve Step 5 up to Midpoint. Above Midpoint will require review of applicant by the Pay Plan Committee prior to presenting to the full Board of Supervisors for approval.

**Grade 8b Part Time Attorneys** will have three steps – Entry, midpoint and job rate. County Administrator has approval of the Board of Supervisors to approval and set salary based on the individuals' qualifications.

**The County Administrator must approve any salary prior to an employment offer being made to a candidate if above entry level.**

#### **Reevaluation of Title:**

In rare instances, a position title may be reevaluated in light of significant changes in responsibility, content, or authority. In no event shall a Department Head allow or assign out-of-title work. Any such proposed change in duties must be reviewed and approved by County Civil Service. In addition, the County Administrator and the Board of Supervisors must give advance approval of any major change in job duties. If these advance approvals

have been received, the title may be reassigned to a lower or higher pay grade based on review and recommendation from HR Public Sector.

1. An employee whose position has been reassigned to a higher pay grade may be treated as having received a promotion.
2. An employee whose position has been reassigned to a lower pay grade may be treated as having received a demotion.

**Transfer:**

An employee is considered transferred when he/she is placed in another job title having the same pay grade level, either in his/her current department or in a different one. In these circumstances, since there is no change in pay grade, no salary change will be allowed. In addition, no change will be made in performance review period dates.

**New Hire Rates** – Usually, a new employee’s starting salary is between the minimum and the midpoint of the salary range. If a new employee only meets the minimum qualifications of the position, the starting salary should be at or near the salary range minimum. If an employee has qualifications beyond the basic requirements of the position description, the salary rate may be higher than the salary range minimum. The proposed starting salary should be compared with the salaries of employees in similar positions in Wayne County to maintain an equitable salary relationship between the new hire and employees with similar experience and expertise.

**Out of Range Rates** – The Board may give special consideration to salary adjustments in those instances where an employee’s salary falls either **below the salary range minimum** or **above the salary range maximum**.

**SECTION 8: ANNUAL PERFORMANCE APPRAISALS**

**Performance Evaluations:**

Annual Performance Appraisals will be conducted for the period of January 1<sup>st</sup> through December 31<sup>st</sup> of each year for employees that fall under this Salary Administration Plan. The County Administer shall conduct Department Head reviews and Department Heads will conduct reviews for subordinates. All employees must complete a “Self-Appraisal” form which will be used for reviewing of accomplishments and setting goals for the following 12 month period January 1<sup>st</sup> through December 31<sup>st</sup>

The appropriate Performance Appraisal Form will be completed and reviewed with each employee.

**Relationship of Salary to Performance:**

If an employee receives Unsatisfactory or Needs Development the employee **will not** receive the annual step increase. A Performance Improvement Plan will be implemented that must include an identification of the performance area in which the employee needs to develop; specific steps to facilitate this development and the criteria that will be used to measure progress.

1	Unsatisfactory	Performance is consistently below expectations. A Performance Improvement Plan is required to address performance deficiencies and remain in current position.
2	Needs Development	Results achieved demonstrate a need for development in one or more requirements of the position. Acceptable performance must be more consistent to be evaluated as <i>Meets Expectations</i> . A Performance Improvement Plan is required to address areas identified as needing development.
3	Meets Expectations	Performance consistently meets the high expectations of Wayne County and satisfies job requirements. Performance is what you would expect from an overall competent employee.
4	Exceeds Expectations	Performance consistently meets, and occasionally exceeds, the high expectations of Wayne County. This rating may be used when the employee exceeded most of the critical targets and met all the others.
5	Exemplary Performance	Performance consistently exceeds the high expectations of Wayne County. Employee’s performance would be considered exemplary.

Following changes would be made effective 1/1/2021:

Title	From Grade	To Grade
Election Clerk	2	3
Internal Audit Clerk	2	3
Administrative Secretary NH	3	4
Payroll Clerk	3	4
Secretary to County Administrator	3	4
Secretary to County Attorney	3	4
Secretary to County Clerk	3	4
Secretary to County Sheriff	3	4
Secretary to County Treasurer	3	4
Senior Personnel Clerk	3	4
Senior Payroll Clerk	4	5
Sentencing Specialist	5	6

Part time ADA & APD would have a hire, mid, job rate only – Establish Grade 8b

Budgeted: yes no\_\_ Proposed Cost: \_Reimbursed Amount \_\_\_\_\_ County cost \_\_\_\_\_

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

County Administrator's Review: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Office Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

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

HR10 RES5 October 2020  
Committee No.5

Committee Chair: Jake Emmel  
Department Head: Chris Kalinski

**ADOPTION 2021 SALARY SCHEDULE FOR THE BOARD OF SUPERVISORS AND THE CHAIRMAN OF THE BOARD**

WHEREAS, the County of Wayne Local needs to establish a salary for members of the Board of Supervisors and the Chairman of the Board of Supervisors for 2021; and

WHEREAS, the Board of Supervisors adopted resolution 527-18 which established a multi-year salary schedule in 2018; and

WHEREAS, the Budget Officer will allocate sufficient funds for the salaries listed below for 2021; now, therefore be it

RESOLVED, that the Board of Supervisors hereby adopts the following salary schedule for the Board of Supervisors and the Chairman of the Board for the year 2021, effective January 1, 2021:

Supervisors \$ 17,253  
Chairman of the Board \$ 23,246

Budgeted: yes \_\_\_ no \_\_\_ Proposed Cost: \_0\_ Reimbursed Amount \_\_0\_\_ County cost \_\_0\_\_

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 10 RES 6  
Committee No. 5 October 2, 2020

Committee Chair: Jake Emmel  
Department Head: Chris Kalinski

**AUTHORIZATION TO APPOINT COUNTY COMPLIANCE OFFICER**

**WHEREAS**, the position of Compliance Officer is an integral part of County Government, in that the compliance officer is responsible for confirming that Wayne County is in compliance with all State, Federal and local laws and regulations, and is adhering to operating principles and policies adopted by the Wayne County Board of Supervisors and Compliance Committee, and is also adhering to any and all provisions of the County Ethics Policy; and

**WHEREAS**, the Board of Supervisors adopted resolution 501-19 authorizing the appointment of Interim Compliance Officer Edward Hunt, who has been an active member with Wayne County Compliance for more than thirteen years and who has an extensive knowledge on compliance related issues; and

**WHEREAS**, it is the desire of the Wayne County Board of Supervisor to appoint a Compliance Officer on a more permanent basis; therefore be it

**RESOLVED**, The Wayne County Board of Supervisors hereby appoints Mr. Edward Hunt to the position of County Compliance Officer on a permanent basis effective immediately.

Budgeted: yes  no  Proposed Cost: \$ \_\_\_\_\_ Reimbursed Amount \$ \_\_\_\_\_ 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  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: \_\_\_\_\_

**RESOLUTION TRANSMITTAL**

HR10 Resolution 7  
Committee No.5

October 5, 2020

Committee Chair: Jake Emmel  
Department Head: Chris Kalinski

**AUTHORIZATION TO APPOINT SELECTION COMMITTEE FOR THE POSITION OF NURSING HOME ADMINISTRATOR**

**WHEREAS**, the position of Nursing Home Administrator will become vacant on October 31, 2020, due to the resignation of Denis Vinnik; and

**WHEREAS**, the Wayne County Board of Supervisors desires to maintain the operations and integrity of the Wayne County Nursing Home while a search for a permanent Administrator 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  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: \_\_\_\_\_

**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 September 2020 is as follows:

Contracts Drafted and/or Reviewed	54
Insurance Certificates	43
Notice of Claim	0
Accidents	1
Disciplines/Grievances	0
Human Rights Complaints	0
Subpoenas	2
Freedom of Information Requests (FOIL)	29
FOIL Money Collected	\$28.25
Juvenile Delinquent's (JD's)	2
Persons In Need of Supervision (PINS)	1
Habeas Corpus	0
Poor Person Applications	4
Pistol Permit Hearings	0
Unemployment Hearings	0
Total Amount of Bills Paid from A1420(CA)	\$531.61
Total Amount Paid from A1930 (Judgment & Claims)	\$30,751.35
Total Amount Paid from A1931 (Liability & Casualty)	\$3,143.00
Total Amount Paid for 207c Claims	\$247.00

Respectfully submitted,



Daniel C. Connors, Esq.  
County Attorney

**RESOLUTION TRANSMITTAL**

Committee No. 5

Date: October 8, 2020

Committee Chair: Emmel  
Department Head: Connors

**AUTHORIZATION TO EXECUTE A THREE YEAR CONTRACT WITH LEXIS NEXIS FOR THE WAYNE COUNTY ATTORNEY'S OFFICE**

WHEREAS, the Wayne County Attorney's Office has received and reviewed a new proposed three year contract with Lexis Nexis and has determined that Lexis Nexis provides the most beneficial and cost effective resources for legal research, and is hereby requesting approval to enter into a new three year contract with Lexis Nexis for electronic legal research services and various legal books and publications; now, therefore, be it

RESOLVED, that upon the review and approval of the Lexis Nexis contract by the Wayne County Attorney, the Wayne County Chairman of the Board of Supervisors is hereby authorized to execute the three year Contract with Lexis Nexis.

Budgeted: yes \_\_\_ no \_\_\_ Proposed Cost: \_\_\_ 0 \_\_\_ Reimbursed Amount \_\_\_\_\_ County cost \_\_\_ 0 \_\_\_

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

County Administrator's Review: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Office Review: yes \_\_\_ no \_\_\_ N/A \_\_\_ Signature: \_\_\_\_\_

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: \_\_\_\_\_