

GOVERNMENT OPERATIONS COMMITTEE

January 4, 2016

Present: Mark Morris, Tim Dennis, Doug Paddock, Elden Morrison, Gary Montgomery, Ed Bronson, Bonnie Percy, Jim Multer, Bill Holgate, Dan Banach, Leslie Church, Earle Gleason, Terry Button, Jim Smith, Connie Hayes, Jim Balyszak, Alrene Wilson, Tim Groth, Robert Brechko, Amy Daines, Lois Hall, Kerry Brennan.

Mark and Bonnie will do the audit this month.

Public Comment:

Mr. Laffin addressed the committee with regards to a letter of support for the Keuka Lake Associations application for a NYS Aquatic Invasive Species Spread Prevention Grant. The consensus of the Committee was to move forward with a request to the Legislature for a letter of support.

Minutes of the December meeting were approved as presented.

Legislative Operations

Discussion took place on consideration of a resolution similar to the one Lewis County did opposing the \$15 minimum wage increase. The consensus of the Committee was further information is needed. Mark will research this further and bring back at a later date.

Discussion took place on changing the dates of the February committee meetings because they fall at the same time as the NYSAC conference. The consensus was to hold the Public Works meeting at 11:00a.m, Government Operations at 1:00 p.m. and Human Services at 4:00p.m. on January 28th. The Public Safety meeting will be held at 3:00 p.m. and Finance at 6:00 p.m. on February 3rd.

Tim reviewed a memo he did with suggestions that should be looked at in the discussions on reviewing the County Administrator's position. Tim would like to setup a task force to review the position and have decisions or hiring done within the next 6 months. Tim asked that anyone interested in being on a task force to send him an email by the end of the week. He would like to have 4 legislators with a legislator being chairman and 4 department heads.

Soil & Water – Jim Balyszak

Jim reported the final step for adding the 24 parcels of land to the Agricultural District is submitting a request with supporting documentation to the Commissioner of the NYS Department of Agriculture for approval.

Jim reported this is the time of the year when a variety of financial and performance measure reports are completed and submitted to the state Soil & Water Conservation Committee in Albany. These reports are the basis for determining the amount of state funding Soil and Water receives.

Jim reported the Soil and Water staff hold a variety of certifications that allow them to assist county landowners in complying with various state and federal environmental regulations. To maintain the certifications staff has to participate in various trainings which will take place over the winter.

Jim reported the annual tree, shrub and ground cover sale is underway. This program serves as earned income to support District operations.

Cornell Cooperative Extension – Arlene Wilson

Arlene reported on several activities that 4H Youth participated in.

Arlene reported the Yates County Agriculture & Farmland Protection Board held its first meeting December 1st. The next meeting will be January 5, 2016.

Arlene reported the Finger Lakes Grape Program held a Pruning Workshop on December 30th at the Anthony Road Winery.

Arlene reported the Business Enology Viticulture Conference will be March 3rd thru the 5th at the RIT Inn and Conference Center. Registration is now open.

Arlene reported with regards to the Cornell Vegetable Program. The Soil Health Session of the 2016 Empire State Producers Expo will be held in Syracuse and Klass Martens will be a speaker.

Arlene explained the vegetable program will also be looking at a vegetable crop pest program, controlling leaf mold in tomato high tunnels and building the profitability of the table beet industry in NYS. They will also be looking at bird deterrence in sweet corn.

Arlene reported Cornell University Extension Associate Carrie Marshchner met with Agriculture/Natural Resources staff to discuss potential partnerships with Master Forest Owners & Master Gardeners in Yates County for 2016. Ms. Marshchner is an expert on the Hemlock Wooley Hidge, and potential areas of collaboration include:

Citizen Scientist – individuals who will be trained to identify areas of infestation, and expansion into the watershed.

Collaborative Regional Mapping – staff and volunteers who would learn parameters and document occurrences/movements regionally of the Wooley Hidge.

Research partnerships – individuals who would be interested in participation in a study to introduce natural predators of the Wooley Hidge.

Conference – a collaborative spring conference to train on how to spot insects and collect samples for processing and submission to Cornell University.

Arlene reported the CCE Yates Annual meeting was held at the Elks Club on December 3rd.

IT – Tim Groth

Tim reviewed the following resolutions that would be needed. The Committee approved.

- Resolution Authorizing the Chairman to Renew a Contract (DSS-ExtraDev)
- Resolution Authorizing the Chairman to Renew Recycling Agreement (Regional Computer Recycling & Recovery)

Tim reviewed his monthly statistical report which showed 211 help desk calls and of those 3 calls were classified as user error. The spam filter identified 8976 spam and 636 viruses.

Tim explained he will be looking at another vendor for spam filtering in the future as our current vendor has sold the spam filtering portion of their business.

Tim updated the Committee on the Network Refresh. All of the switches are in place along with a core switch. He is continuing to work on bugs and updates that are needed. Next week he will be starting the VOIP solution as far as having a discovery meeting with department heads.

Tim reported there is a final website training on Wednesday January 6th for the department heads. Tim expects to go live at the end of January with the new website.

Tim has been interviewing for the computer specialist position as well.

Elections – Robert Brechko/Amy Daines

Bob reported Elections will be holding their annual meeting this Wednesday, January 6th in room 1037. Legislators are welcome to attend.

Amy reported she has a new Deputy, Laura Wright who started on December 16th. She also has a new technician, Sheila Burt who also started December 16th.

Amy reported she and Bob are planning their annual tour of the towns.

County Clerk – Lois Hall

Lois reviewed the statistical reports for the clerk's office and DMV.

Discussion took place on where Lois was in refilling the position she needs in the DMV office and the Clerk's office.

Legislature – Connie Hayes

Connie reported she met with Jim Stork on the County insurance. Connie explained that in reviewing everything with Jim there is a lot of information that needs to be collected along with applications that need to be done in order to renew the county's insurance. Connie asked that the legislature allow her to renew the insurance this year with Stork Insurance and then go out to bid in 2017 as the whole bid process is also very time consuming. The committee agreed.

Connie reviewed the following resolutions that would be needed. The Committee approved.

- Resolution for appointments to the Finger Lakes Economic Development Center
- Designate County Newspapers

Personnel – Kerry Brennan

Kerry reminded everyone of the Employee Recognition Ceremony that will take place at Monday's Legislative meeting.

Kerry reported Deb Minor submitted a Breast Feeding Policy which has been approved. Kerry would like approval to make the designated breast feeding location the office that was previously being used by the Risk Manager. The Committee approved.

Kerry reported the IRS has announced an extension for the ACA report. The 1095C is extended to March 31st and filing electronically for the 1094C and 1095C in June 30th. These forms are for the Affordable Care Act notifying the State that we have offered health insurance to our employees.

Kerry reported she has talked with Sheriff Spike regarding the possibility of his department providing Workplace Violence Training for County Employees, Town, and Village employees interested in attending. The Sheriff is working on possible dates. Tim asked that the Legislature also be included in the training.

Kerry reported she would like to research management training possibly through Elevate, if the Committee approved. The consensus of the Committee was to move ahead and obtain more information. Kerry will report back once she has more information.

Kerry reported she has scheduled a Civil Service and Catalog and Commerce Training on January 27, 2016 at 9:30 in the County Auditorium.

Kerry reported in light of some activities that have occurred this year she would like to work on putting together a Probationary Period Performance Evaluation Policy. This would allow for employees that are hired to have evaluations at 8 weeks, 30 weeks, and 50 weeks after hire. So if they should not be a viable employee, it could be assessed throughout their first year of their

employment and then decisions could be made at that time. The consensus of the Committee was to have Kerry move forward with a policy.

Kerry reported she is currently recruiting for the following positions:

- DSS – Youth Bureau Director
- IT – Computer Specialist

Kerry reviewed the following resolution that would be needed. The Committee approved.

- Resolution to adopt 2016 employee Benefits for Non-Union Personnel
- Resolution to authorize the Chairman to sign a contract agreement with Finger Lakes Health
- Resolution to authorize creation and filling of position (Principal Account Clerk-Public Health)
- Resolution to authorize the County Clerk to fill vacancy (Motor Vehicle Supervisor)

Earle moved to enter into executive session to discuss the employment history of a particular individual and also the financial history of a particular corporation, seconded by Bonnie.

VOTE: Unanimous

Meeting adjourned at 3:57p.m.