

# GOVERNMENT OPERATIONS COMMITTEE

November 7, 2016

Present: Mark Morris, Bob Lawton, Ed Bronson, Elden Morrison, Bonnie Percy, Jim Multer, Bill Holgate, Dan Banach, Leslie Church, Earle Gleason, Tim Dennis, Terry Button, Jim Smith, Connie Hayes, Tim Groth, Kerry Brennan, Arlene Wilson, Jim Balyszak, Lois Hall, Doug Paddock.

A moment of silence was observed in memory of Gary Montgomery.

Mark and Earle will do the audit this month.

Minutes of the October meeting were approved as presented.

## **Legislative Operations**

Brian Zerges and Gene Pierce, Chamber Board, addressed ways that data pertaining to tourism could be and are being shared.

Chairman Dennis reported on the process for filling a Legislator vacancy. Applications to the political parties are due this week and the recommendations from the political parties are due to the Legislature November 20<sup>th</sup>. The Committee recommends the Legislature hold a special meeting on November 30<sup>th</sup> at 4:00pm to consider appointment to fill vacancy.

## **Soil & Water – Jim Balyszak**

Jim reported the repairing of storm damage along the Outlet Trail is nearing completion.

Jim reported the District Staff have completed the majority of the field inventory work documenting county, town and college storm water infrastructure.

Jim reported District Staff continue to assist producers completing agricultural grant projects and now that crops are being harvested a number of drainage projects are being designed and installed.

## **Cornell Cooperative Extension – Arlene Wilson**

Arlene reported on various activities that Finger Lakes Eat Smart New York have under taken.

Arlene reported on various activities of the 4H and Youth Development. Of note Jen Clancey of Yates CCE has been elected Chair of the Finger Lakes District 4H.

Arlene reported on the Cornell Vegetable Program as to what the program is and the membership along with the Finger Lakes Grape Program.

Arlene reported on the NWNYS Dairy, Livestock and Field Crops Program, noting a workshop focusing on how to maximize profitability in locally raised and sourced meats will be held December 8<sup>th</sup> in the Yates County Auditorium. RSVP by December 5<sup>th</sup> to CCE.

## **IT – Tim Groth**

Tim reported the statistics for the month which showed 212 calls to the help desk.

Tim updated the Committee on the status of the Time Clock Plus Upgrade, Internal Fiber upgrade, Mutual Link Installation & Configuration, and SPAM/Virus Firewall & Email Archiver replacement. Updates were also giving on WebEx and or Conference calling solution, Tyler Forms for Munis and Printer inventory.

## **Elections – Robert Brechko/Amy Daines**

Bob and Amy could not attend the meeting due to the upcoming election.

## **County Clerk – Lois Hall**

Lois reviewed the statistics for the month.

Lois reported the Fingerprint and background checks have been completed. All DMV staff are now able to issue EDL documents and CDL documents.

Lois reported that to date the County has received approximately \$900 in revenue from the state for DMV renewals. If those renewals had been done locally the County would have received approximately \$25,000 in revenue. Lois urges everyone to renew at your local office.

Lois reported the Electronic Recording Agreement from XEROX Commercial Solutions LLC, has been received and forwarded to Scott Falvey for review.

### **Clerk of the Legislature – Connie Hayes**

Connie reviewed a request from FamTeam Media to use footage that they shot of the civil war statue and the old courthouse in a short film they are creating. The consensus of the Committee was move forward with the approval.

Connie reviewed an issue with space use for audio files. Connie would like to have 4 months on the website and when the audio for one month is taken down, where the link was it would say “audio of the meeting is available by contacting the Clerk of the Legislature.

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

- Resolution to approve Mortgage Tax Apportionment

### **Personnel – Kerry Brennan**

Kerry reviewed various activities that will be taking place in November.

Kerry reviewed increasing the Civil Service Examination Proctor Rate of Pay. Kerry would like to increase the rate of pay to \$17.00. The consensus of the Committee was to increase the rate of pay to \$14.50.

Kerry reviewed Policy revisions to the Cancer Screening policy and revisions to the Employee Communication policy. The Committee approved.

Kerry reviewed the Pre-Employment Physical Hiring Policy and the Workers Compensation Plan Pre-Employment Physical Policy. The Committee approved.

Kerry reviewed the Vacancy Report of positions that are currently being recruiting for.

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

- Adopt Policy and Procedure on Cancer Screening
- Adopt Workers’ Compensation Plan Pre-Employment Physical Policy
- Adopt Pre-employment Physical Hiring Policy
- Authorize Chairman To Sign Memorandum of Understanding with CSEA

### **County Administrator – Robert Lawton**

Bob reported he has been working on recruitment for the Planning office and will be recommending to the Finance Committee that a full time planner be hired.

Bob reported he contacted the Southern Tier Network (STN) for support and advice in encouraging private investment initiative under Phase 2 of the Fiber Network which will benefit Yates County residents and businesses. He will work with other county agencies to create from Phase 2 dataset service area maps that STN can present to potential carriers in encouraging their applications for State funding.

Bob reported in working with Information Technology (IT) the Log In buttons found on various pages of the Website, which were placed there as an aid to departments in posting and updating content have been removed.

Bob reported he is reviewing county data statewide to recommend peer counties toward which Yates County may look for impactful comparisons of workload, efficiency and effectiveness.

Bob reported on various meetings and trainings he attended.

Earle moved to enter executive session to discuss the employment history of an individual with Legislators, the County Administrator, the Personnel Director, and Clerk of the Legislature present, seconded by Jim Smith. VOTE: Unanimous

Jim Smith moved to enter executive session to discuss the employment history of a particular person, with only Legislator present, Seconded by Earle. VOTE: Unanimous

Meeting adjourned at 3:50p.m.