

GOVERNMENT OPERATIONS COMMITTEE

April 4, 2016

Present: Mark Morris, Gary Montgomery, Doug Paddock, Bonnie Percy, Jim Multer, Leslie Church, Earl Gleason, Terry Button, Connie Hayes, Jim Balyszak, Arlene Wilson, Ed Bronson, Jim Smith, Dan Banach, Kerry Brennan, Lois Hall, Tim Dennis, Elden Morrison,

Mark and Jim Smith will do the audit this month.

Minutes of the March meeting were approved as presented.

Legislative Operations

- Position reviews – Discussion took place on the position review process regarding when a new position review form would be needed when a position becomes vacant. Jim Multer moved and Bonnie seconded, to not require a new position review form if the position becomes vacant within 6 months from when it was last filled and the Department Head can automatically refill the position. VOTE: was 3 -2, Kerry will look into whether the policy will need to be amended.

Discussion took place on clarifying the position review form to require workload comparisons for question #6 on the form. Mark will work on clarification and bring something back to Committee for approval.

- Department Manager Time off approvals/notification – Discussion took place on notifications for time off by department managers. The consensus of the Committee was to have the department manager notify the Committee Chair, the Chairman of the Legislature, and the Clerk of the Legislature. Kerry clarified that it would be notification for vacation's and days off.
- Department Manager Performance evaluations, goals – Discussion took place on performance evaluations/goals. The consensus of the Committee was, while the Legislature continues to discuss the refilling of the County Administrator's position, they would still like to see annual goals. If a Department Manager's anniversary date has passed they will be required to submit goals at the next committee meeting. Otherwise, goals should be submitted the month that their anniversary date will fall in. Goals should include what was and wasn't achieved on the prior year's goals and what the department manager's goals are for the upcoming year. Any new manager will not be expected to follow their predecessor's goals that were set.
- County Administrator Task Force update – Doug reported the Task Force met to discuss the job description of the County Administrator and County Planner. Another meeting is scheduled for Thursday, April 7th at 4:30 to review a final draft for the CA position and also work on how that might be combined into a planners position.

Soil & Water – Jim Balyszak

Jim reported the district has received requests for assistance with survey and design for tile drainage in agricultural fields before crops are planted this spring.

Jim reported his office is finalizing plans for a number of agricultural grant projects that will be implemented this season.

Jim reported the site preparations for the storage building will begin soon at the Kimball Road location.

Jim reported the staff completed soil group worksheets for 96 parcels totaling 5,766 acres of agricultural lands.

Jim reported the monthly water sampling on Keuka Lake will begin in April in conjunction with Keuka Lake Association and Keuka College.

Jim reported the annual conservation tree sale will be completed at the end of this month.

Cornell Cooperative Extension – Arlene Wilson

Arlene reported 4 workshops have been completed thus far under the TANF Life Skills Program. Two families graduated in March with 3 additional families enrolling this month.

Arlene reported Cornell submitted a Yates County Endowment grant to provide additional money management workshops to the Yates community members regardless of income eligibility.

Arlene reported a staff member helped staff the Baby Café on March 3rd and 17th, to date 3 mothers have attended since its opening in February.

Arlene reviewed the various activities 4H and Youth Development participated in. Highlights were: Sewing Workshops, Dundee Fairytale Festival, the Arts Center, Public Presentations, Clay Workshops and Archery open shoot.

Arlene reported SCOPE will be sponsoring a Chicken and Biscuit Dinner at the Penn Yan Elks Club on April 21st.

Arlene reported on various activities coming up for the Master Gardner Program. The Home & Garden Show on April 30th, and the Keuka in Bloom Wine Trail also on April 30 and May 1st.

Arlene reported through the Finger Lakes Grape Program there will be a webinar on New York's revitalized grapevine certification program, and New York nurseries' plans for the future.

IT – Tim Groth

Tim will not be able to attend the meeting but submitted a written report.

Tim's statistical report showed 201 calls to the help desk of which 3 were classified as user error. The spam filter identified 635 viruses and 9837 spam.

Mark reported he was asked to sign a travel authority for Tim to attend an IT conference in May.

Tim submitted a written project update which the Committee found very useful and informative. However, several comments were made on the displeasure with the website.

Elections – Robert Brechko/Amy Daines

Bob and Amy were unable to attend the meeting but submitted a report. Highlights are:

- Annual report was submitted
- Training session for all available inspectors will be held April 14th which will include active shooter by the Sheriff.
- The political calendar from the state is expected soon.
- Presidential primary will be held on April 19th.

County Clerk – Lois Hall

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

Lois reported the 2015 annual report has been submitted.

Lois reported Mary Nolan was hired as a DMV cashier.

Lois reported April 1st is the beginning of Organ and Tissue Donor awareness month. As in the past, DMV and the County Clerk will be actively participating in promoting organ and tissue donations through the driver license applications. Promotional materials are available in both offices.

Lois reported she is doing interviews this week for the Deputy County Clerk position. Lois will appoint Julie until the end of April. The Committee advised that the hours be restricted to under 30 hours a week, and that this appointment only be until the end of the month.

Personnel – Kerry Brennan

Kerry reported a Workplace Violence Training is scheduled for April 12th.

Kerry reported Nationwide individual meetings are scheduled for April 20th.

Kerry reported the Medicare 101 informational session is also scheduled for April 20th.

Kerry reported there will be a Blood Drive May 4th in the County Auditorium.

Kerry reported she is currently recruiting for a Social Welfare Examiner position, Laborers (Highway), and the Deputy County Clerk.

Kerry reported she continues to work on managerial training. She has spoken with a couple of local individuals on the possibility of providing some managerial training. She is working on a curriculum and will bring this up at the Management Group meeting on Friday. Kerry is asking if anyone has suggestions to please get your suggestions to her by next Wednesday.

Connie reviewed a memo pertaining to the Historian/Records Management Structure. As discussed the prior suggestion for the retirement succession is not viable at this time. Connie will assist and supervise the 4 part-time individuals, 2 in the Historian's office and 2 in the Records Management office. The Committee approved.

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

- Freeze Sick Leave Accrual (Hall)
- Reappoint Commissioner of Social Services (Miller)
- Authorize creation and filling of PT Historian position
- Authorize creation and filling of PT Records Management officer position
- Authorize creation and filling of PT Clerk position
- Authorize Legislature to fill vacancy (Planner)
- Authorize Chairman to Sign agreement
- Amend the non-union hourly salary schedule

Mark reported Kerry submitted a requested under the remote work from home policy to work from home if a situation should arise where she cannot get into the office. The Committee had no issues.

Kerry reported she went out for RFP's for a Health Insurance Brokers. Kerry explained 4 vendors' responded, interviews and presentations will be held April 13th and April 19th.

Clerk of the Legislature – Connie Hayes

Connie reviewed the 2016 insurance premiums and also the option of adding Cyber Insurance. The consensus of the Committee was to renew the current insurance and Mr. Smith will analyze the quote and report next month on the cyber insurance.

Connie reported she will be out of the office on the following dates.

- Clerk will be attending Clerk's conference from May 18th thru the 20th
- Clerk will be on vacation from May 24th to May 31st

County Attorney – Scott Falvey

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

- Authorization Regarding County Attorney Duties And Salary

Bonnie moved to enter executive session to discuss all pending tort litigation and notices of claims involving the County, and the employment history of an individual, with legislators, Kerry, and the County Attorney present, seconded by Earle.

VOTE: Unanimous

At 3:03 p.m. the Committee came back into open session at which time John and Tina Panichi from Benetech reviewed the actuarial study for workers compensation that was done. At the conclusion of the review it was the consensus of the Committee that an actuarial study should be done every year.

Meeting adjourned at 3:35 p.m.