

# GOVERNMENT OPERATIONS COMMITTEE

May 2, 2016

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

Mark and Bonnie will do the audit this month.

## PUBLIC COMMENT:

Bill Laffin reported that the Keuka Lake Association has been awarded a \$100,000 grant for stewards to man the boat launch checking for and making people aware of invasive species.

Minutes of the April meeting were approved as presented.

## Legislative Operations

Mark and Tim reviewed the Yates County Standards of Conduct policy explaining that this policy also applies to the Legislature.

## Soil & Water – Jim Balyszak

Jim reported the annual tree and conservation plant sale has been completed.

Jim reported the district has started hydro-seeding work in two municipalities to re-vegetate road banks that were reshaped and culvert pipes that were replaced.

Jim reported the district continues to provide survey and design assistance for agricultural field tile installation.

Jim reported the office has reviewed a number of site plans for the county and municipal planning boards for proper erosion and sediment control practices.

Jim reported the busy season for septic system inspections with the municipalities they have service agreements with has begun. Jim explained last year 366 septic system inspections were done along with 63 site and soil evaluations and 58 plans for new and replacement septic systems were approved.

## Cornell Cooperative Extension – Arlene Wilson

Elizabeth Newbold discussed support of a submission for the Farmland Protection Implementation Grant Program and asked for Legislative support with the following resolutions. The consensus of the Committee was to move forward with the resolutions.

- Approval Of New York State Department Of Ag and Markets Farmland Protection Grant Program
- Resolution for the Pledge of Cash Match for Application to the New York State Department of Ag And Markets Farmland Protection grant Program.

Arlene reported on the TANF Life Skills Program. So far this year 5 workshops have been completed with 3 families graduating. Arlene is still waiting to hear if funding will be awarded to provide additional money management workshops via a Yates County Endowment Grant.

Arlene reported on recent activities for the 4-H and Youth Development.

Arlene reported the DEC invasive species field crew did an Emerald Ash Borer (EAB) survey of Yates County in March 2016 and found EAB to be widespread in Barrington, Milo, Torrey, Branchport/Jerusalem, and the border of Italy and Prattsburg.

Arlene reported CCE staff participated in several trainings with regards to the Hemlock Woolly Adelgid.

Arlene reported the Finger Lakes Grape Program started their 2016 Tailgate meetings for the 2016 season. These meetings are held every other week at different vineyards around the Finger Lakes.

Arlene reported the Cornell Vegetable Program has free publications for download can be read online those are:

- The Cornell Cover Crops or Vegetable Growers Website  
[http:// covercrops.cals.cornell.edu/index.php](http://covercrops.cals.cornell.edu/index.php)
- Building Soils for better Crops  
<http://www.sare.org/Learning-Center/Books/Building-Soils-for-Better-Crops-3rd-Edition>

### **IT – Tim Groth**

Tim reported there were 233 calls to the help desk with 6 of those calls being classified as user error. The spam filter detected 10806 spam and 2152 viruses.

Discussion took place on whether to have all the graphs in Tim's report included every month. The consensus of the Committee was to have Tim submit the graphs every 6 months instead of every month if there are no problems or concerns.

Tim reported the Network refresh installation is 95% complete. SMP is completing the initial configuration and training for IT will take place in the next few weeks.

Tim reported the Voice over Internet Protocol (VoIP) installation continues, preliminary testing is in progress. If all goes as planned with the install/configuration, training will start the week of 5/16 with a cut-over to the new VoIP system on 6/2.

Tim gave a website update. He continues to work on some administrative items with the content management side of the web site and permissions. Tim explained he has recently experienced issues with support as the primary contact was involved in a bad car accident and he has been unable to follow up with her. He continues to work with departments that still have not been able to afford the time to update their pages.

Tim reported he heard from Todd Cable that the install of the LIU's and terminating of the internal fiber cable should take place this week.

Tim reported he will be working with a company call Mutual Link which is a firm that has contracted with NYS and is a network agnostic multimedia interoperability platform. Mutual Link is designed to leverage the sharing of our existing radio, video, telephone and IP sensory equipment, as well as next-generation communication technology.

Tim reported the LiveScan installation was completed and the new system is up and running.

Tim reviewed his proposed 2017 Capital Plan submission which showed for the 2017 year a request of \$190,904.00 for various hardware and software upgrades and purchases. Discussion took place on centralized printing instead of having individual printers on desks. Tim and Connie will work on putting a plan/policy together and report back at a later date.

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

Bob and Amy could not attend the meeting but did submit a written report. There were no questions.

### **County Clerk – Lois Hall**

Lois reviewed the statistical reports for the month.

Lois reported she has appointed Molly Linehan as the Deputy County Clerk. Her first day will be May 2, 2016.

Lois reported there have been several issues with the state computers in DMV being down a lot lately. The state has no explanation for this other than there are “Gremlins” in the system.

Lois explained there has been discussion between the NY County Clerks regarding the proposed increase in county revenue retention fees to 25% from the current 12.7 percent received now from DMV. To date fifteen counties have either introduced resolutions or are planning to introduce county resolutions supporting the proposed increase.

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

- Urging Passage of Senate Bill S.4964A and Assembly Bill A8201 By The New York State Legislature To Increase The Share Of Revenue Counties Retain For Providing Certain DMV Services
- Create And Fill Part-Time Additional Deputy County Clerk

### **Personnel – Kerry Brennan**

Kerry reported Workplace Violence Training was held April 12<sup>th</sup> with 241 participants which included towns, villages and various agencies.

Kerry reported a Safety Training Program was rolled out for Yates County employees and a subsequent training program has been implemented for the Towns and Villages.

Kerry reported she attended a Workers Compensation Quarterly meeting on April 14<sup>th</sup>.

Kerry reported she is working on setting up onsite meetings with NYS Retirement.

Kerry reported there is a meeting tomorrow in the Legislative chambers regarding Child Health Plus.

Kerry reported there will be a Blood Drive May 4<sup>th</sup>.

Kerry reviewed Senate Bill S03891 and Assembly Bill A05518 regarding volunteer firefighters. The consensus of the Committee was to take not take any action on this at this time.

Kerry reported she is currently recruiting for the positions of Motor Equipment Operator and County Administrator.

Kerry reported Mark has signed a travel authority for her to attend the NYS Association of Personnel Officer Conference which is June 6<sup>th</sup> thru 8<sup>th</sup>.

Kerry reviewed the vacancy review policy and form. Discussion took place on whether a manager had to come back in 6 months or 2 months for a review of certain positions. The Consensus of the Committee on a 3-2 vote was to move forward with this.

Kerry reviewed the Interactive Health memo. Kerry explained that Interactive Health would perform health evaluations, post evaluation follow up and correspondence along with interactive

health standard tools and resources and healthy lifestyle coaching to Yates County employees. The consensus of the Committee was to move forward with an agreement with Interactive Health.

Kerry reviewed the recruitment process for the County Administrator. Kerry has started advertising on the free sites. The Committee would like her to also advertise with Craigslist, NACO, ZippRecruiter, LinkedIn, Monster, and the Chronicle Express/Ad-Visor using her own judgement as to other ads that need to be placed. Kerry was authorized to spend up to \$2,500.

Discussion took place on what the process would be once the cut off for applications here. The consensus of the Committee was that the County Administrator Task Force would review and assess the applications and hold the first round of interviews and then come back to the Legislature with recommendations for further interviews.

Kerry reported she has been working with Tim Cutler on providing managerial training. Kerry is proposing to have 3 workshops this year with the first being in May, then October and November. Trainings will be mandatory for management staff.

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

- Amend Resolution Number 178-16 Adopt 2016 Non-Union Salary Schedule
- Authorize Chairman To Sign Client Terms And Conditions Agreement With Interactive Health

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

Connie reported she provided the Legislature with additional information on Cyber Insurance and what the exposure is for the County and questioned if the Legislature wanted to move forward with obtaining this insurance. The Consensus of the Committee was to go forward with a resolution to authorize the insurance.

Connie reviewed the activities in the Historian and Records Management Offices.

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

- Resolution approving the Mortgage Tax Apportionment

The meeting was suspended at 4:00 p.m. so the Public Works meeting could occur. The Government Operations Committee reconvened at 4:30 p.m. and the following action was taken.

Jim Multer move to enter executive session to discuss the financial history of a particular corporation and the employment history of a particular person with Kerry, Nonie and all legislators present, seconded by Bonnie .

Meeting adjourned at 5:10 p.m.