

## GOVERNMENT OPERATIONS COMMITTEE

January 28, 2016

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

Mark and Jim Multer will do the audit this month.

### **Legislative Operations**

Mark reported that the March Committee meeting will be at 3:00 p.m. on March 7<sup>th</sup>.

Mark reviewed the resolution pertaining to the increased minimum wage. The Committee approved.

Mark reviewed the Yates County Remote Work Policy for Non-Union Employees. Deb Minor explained this has been reviewed by the Management Group, and the Labor Attorney. The consensus of the Committee was to move forward with a resolution to adopt the policy.

Tim Groth reviewed the Communications and Network Management Policies. Tim explained this policy goes along with the Remote Work Policy. The consensus of the Committee was to move forward with a resolution to adopt the policy.

Mark explained he will not be able to attend the 2/19 Intercounty meeting in Steuben County and asked if anyone would be interested in going to let him and Connie know.

### **County Attorney - Scott Falvey**

Scott reported there is a line item in his budget to pay for outside council. In the past all bills went to the county administrator. Scott will now have the bills go to him and he will review and prepare the vouchers for payment.

Scott will have any information pertaining to lawsuits go through him and report to the board on the status of any lawsuits.

Scott would prefer person/persons to contact him first versus seeking outside council first. If additional assistance is needed he would then contact outside council. This would be with the exception of union negotiations and labor attorneys, but he would like to be kept in the loop with those as well.

### **County Administrator Task Force** – Doug Paddock

Doug reported the County Administrator Task Force has met twice and reviewed other counties that have Chief Operating Officers (COO) and determined what their job functions are. They are now in the process of going to counties that do not have a COO to determine how the functions are handled in those counties. A decision was made that we do not want to become a Charter County. The next meeting will be held February 3<sup>rd</sup> at 12:30p.m. (Note, this meeting was canceled because of the weather)

### **Seneca IO**

Jim reported the Seneca Watershed Inter-Municipal Organization held its first meeting of the year, January 26<sup>th</sup> at the Geneva Town Office. It was largely attended and election of officers was done. Jim is the Chairman and Mark Venuti is Vice Chair. A work plan was developed which includes continued ongoing outreach to get more municipalities to sign on, continue the

lake quality monitoring of Seneca Lake, and obtain a web presence. The next meeting will be in April in Schuyler County.

### **Soil & Water – Jim Balyszak**

Jim reported the district staff has been busy completing soil group worksheets for landowners participating in the NYS Agricultural Value Assessment program. Jim explained the District's role is to calculate and map the acres of the various soil types on a landowner's parcel. The landowner then takes this and additional information to their assessor in order to participate in the program. Last year the District completed worksheets for 91 parcels.

Jim reported with regards to the grant for repairs to storm damage along the outlet trail, he now has signed agreements with Chemung and Schuyler Soil & Water Districts to complete these projects. The engineer will now be completing the designs in order to obtain DEC and Army Corp permits.

Jim reported a researcher from Cornell University has received a grant from the US Department of Agriculture to test a method of reducing nitrogen carried in agricultural field tile water. Jim was able to find a county farm owner with the right field conditions for this test project.

Jim reported on how the Governor's proposed budget would affect Soil and Water. There is an increase in the environmental protection funds, there are a number of categories that if this goes through could benefit county residents and Soil & Water. These categories would be Farmland Protection Program, the Agricultural Grant Program, Soil & Water Conservation Districts and to address the invasive species.

Dave thanked Jim and his staff for all their help in getting the necessary permits and all the work they did to assist with the flooding.

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

Arlene reported on the TANF Life Skills Program. All 17 workshops were completed for 2015 with 20 families graduating.

Arlene reported a new partnership with Finger Lakes Parent Network was established in 2015 and another new partnership with the Penn Yan Library was created for 2016. A workshop was held on January 14<sup>th</sup> for Highlighting Financial Literacy Month and Early Head Start requested another workshop which was held on January 15<sup>th</sup>.

Arlene reported on various activities of the 4H and Youth Development. Some of the highlights were: Birds in Your Backyard workshops, 2 youth took part in the National 4-H Horse Round Up in Kentucky Nov. 6<sup>th</sup> – 8<sup>th</sup>. A Yarn Group has been established, Tied Fleece Blankets for the Yates Christmas Program were done, a Sewing Box Workshop was held and the 4-H Parent /Leader meeting will take place January 28<sup>th</sup>.

Arlene reported the annual Spaghetti Dinner Fundraiser is set for February 25th tickets are available in Extension. .

Arlene reported the BEV NY Conference is set for March 3-5 and anyone interested can register on line.

Arlene reported the Soil Health Session of the 2016 State Producers Expo will focus on cover croppers and will have one of Cornell's Vegetable Program partners Klaas Martens speaking on using buckwheat or yellow mustard as a strategy to reduce weed pressures on dry beans.

Arlene reported she is still in the planning stages partnering with Carrie Marshchener.

### **IT – Tim Groth**

Tim reviewed his statistical report which showed 126 help desk calls of which 2 calls were user error. The spam filter identified 7787 spam and 170 viruses. Tim noted that this report looks light but it is not showing the full picture as we are still in January. Mark would like to see the pie chart converted to a spreadsheet so that trends could be tracked. Tim explained that he does something similar to that for the Treasurer and he could give that to the Committee. Mark would like to see the prior year and then whatever Tim can come up with for the month and the Committee can rearrange once they have something to work with.

Tim reported the new website will go live Monday, February 1<sup>st</sup>.

Tim reported the VOIP planning is underway, a staging area has been set up for equipment as it is rolled out over the next month. Buildings & Grounds is collecting information from each department so programing can begin.

Tim explained the county will need to move to a more stringent password policy and he will be developing a policy for review at the next Government Operations meeting.

Tim reported Todd Cable has been working on getting the fiber in place. Tim is still waiting to find out when the county campus will be wired.

Tim reported two out of the three candidates have passed the civil service test and he will be interviewing next week to fill the help desk position in his department.

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

Bob reported contracts from Marcus Whitman, Penn Yan Central, and Dundee Central Schools have been received. This is for the programing of their ballots for the May election.

Bob reported there is a bill in the Senate and Assembly to consolidate the primary dates.

Bob reviewed a resolution that would be needed. The Committee approved.

- Establish Payment And Titles For Election Workers (Election Inspector, Election Custodian and Election Technician)

### **County Clerk – Lois Hall**

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

Lois reported the transition between Julie and Lois is going well. Lois explained there is a backlog of papers and documents going back several years that were just transferred to the Clerk's Office from the courts which is taking extra time to process and file.

Lois reported Sandra McKay has joined DMV as a motor vehicle cashier and Teresa Hines has been appointed provisionally as the Motor Vehicle Supervisor.

Lois explained that the state has provided new printers for the DMV office which has caused her to spend a lot of time getting that setup. Also, Xerox will be delivering new computers for the Recording Office sometime in February.

### **Legislature – Connie Hayes**

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

- Resolution to Authorize Chairman To Sign Memorandum Of Understanding With Cornell Cooperative Extension
- Authorize All County Owned Vehicles Be Marked

Connie reviewed her memo pertaining to the County Insurance renewal and whether the Committee wanted any changes made or leave the policies the way they are. After a lengthy discussion various minor changes were made. Connie will work with Stork Insurance on the renewal for May 10<sup>th</sup>.

### **Personnel – Kerry Brennan**

Kerry reported the Catalog and Commerce and Civil Service 101 training was held yesterday. There were 26 participants. Feedback was positive and Kerry has set April 1<sup>st</sup> as the go live date for municipalities to start using Catalog and Commerce.

Kerry reviewed the RFP for the Health Insurance. The Committee approved.

Kerry reviewed the proposed Probationary Period Policy. The Committee made several suggestions and Kerry will take this to the Management Group meeting this week and bring back to the Committee in March.

Kerry reported she is currently recruiting for a Principal Account Clerk Typist in Public Health, Building and Maintenance Work in Buildings & Grounds, and an IT Computer Technical Specialist in IT.

Kerry reported she is still working on the following:

- Workplace Violence Training for County Employees, Legislature and Town/Village Employees interested in attending.
- Management Training
- Health Insurance

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

- Authorize Creation And Filing Of Position (Payroll Specialist)
- Authorize Building Maintenance Supervisor To Fill Vacancy (Building Maintenance Worker)

Jim Smith moved to enter executive session to discuss the employment history of a particular individual, seconded by Bonnie.

VOTE: Unanimous

Earle moved to go back in open session at 3:27p.m., seconded by Jim Multer. The Committee reconvened in open session the following action was taken.

Discussion took place on holding a special Government Operations meeting to review a position review form for a Motor Vehicle Cashier. The consensus of the Committee was to hold a meeting February 3, 2016 at 5:00p.m.

Meeting adjourned at 3:40p.m.