

GOVERNMENT OPERATIONS COMMITTEE

November 7, 2016 at 1:00 p.m.

Location: Legislative Chambers

Committee members: Mark Morris, Jim Multer, Earle Gleason, Bonnie Percy, Jim Smith

- Mark and Earle will do the audit this month.
- Approve minutes of the October meeting
- Public Comment

Legislative Operations

- Tourism Input – Brian Zerges/Mike Linehan
- Tim – Legislator vacancy--process & timing

Soil & Water – Jim Balyszak

- Program updates

Cornell Cooperative Extension – Arlene Wilson

- Program updates

IT – Tim Groth

- Monthly statistics
- Program updates

Elections – Robert Brechko/Amy Daines

- Nothing to report this month

County Clerk – Lois Hall

- Statistical reports
- Department updates

Clerk of the Legislature – Connie Hayes

- Standard Location Release
- Audio Files
- Resolution to approve Mortgage Tax Apportionment

Personnel – Kerry Brennan

- Notifications

Discussion:

- Civil Service Examination Proctor Rate of Pay
- Policy Revision – Cancer Screening
- Policy Revision – Employee Communication
- Adopt – Pre-Employment Physical Hiring Policy
- Adopt Workers Compensation Plan Pre-Employment Physical Policy
- Personnel Office Vacancy Report

Resolutions:

- 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

- Fourth coming

EXECUTIVE SESSION – If needed



**Soil and Water Conservation Districts
in New York State**

Protecting Today, Preserving Tomorrow

**Yates County
Soil & Water Conservation District**

417 Liberty Street

Penn Yan, New York 14527

315 536 5188 fax 315 536 5136

Government Operations Committee

Keuka Outlet Trail update:

The work repairing storm damage along the Outlet Trail is nearing completion. Funding for this work was provided by Senator O'Mara's office through the NYS Environmental Protection Fund and the work is being completed in partnership with Chemung and Schuyler County Soil & Water Conservation Districts. The Milo Highway Department is providing a dozer and operator to assist with final grading and repair to the trail surface. The attached photos show the two locations and the repair work.

Keuka Park Stormwater Study update:

District staff have completed the majority of the field inventory work documenting the county, town and college stormwater infrastructure. We have met and reviewed this information with the town and county highway superintendents and plan to meet with a college representative. Once we have completed these meetings we will update the inventory and complete a report.

Agriculture update:

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. There has been some significant interest by landowners in adding parcels to the Agricultural District this year.



Repair locations



Site #1 before repairs



Site #2 before repairs



Site #1 repairs





Site #1 repair work





Site #2 before and after repairs



Program Updates
Cornell Cooperative Extension of Yates County
Arlene Wilson, Executive Director
Governmental Operations Meeting
November 7, 2016

Finger Lakes Eat Smart New York

This ten recipes video series completed and posted on the internet.

FLESNY studied best practices for educating and encouraging children to eat vegetables. Social media platforms such as *Buzzfeed* and *Youtube* find that short clips, with peppy music and quick cutaways appeal to youth and pre-teens.

This format was adopted, in this online strategy, encouraging education around preparing vegetables and healthy recipes [less than six ingredients] that can be made in less than twenty [20] minutes.

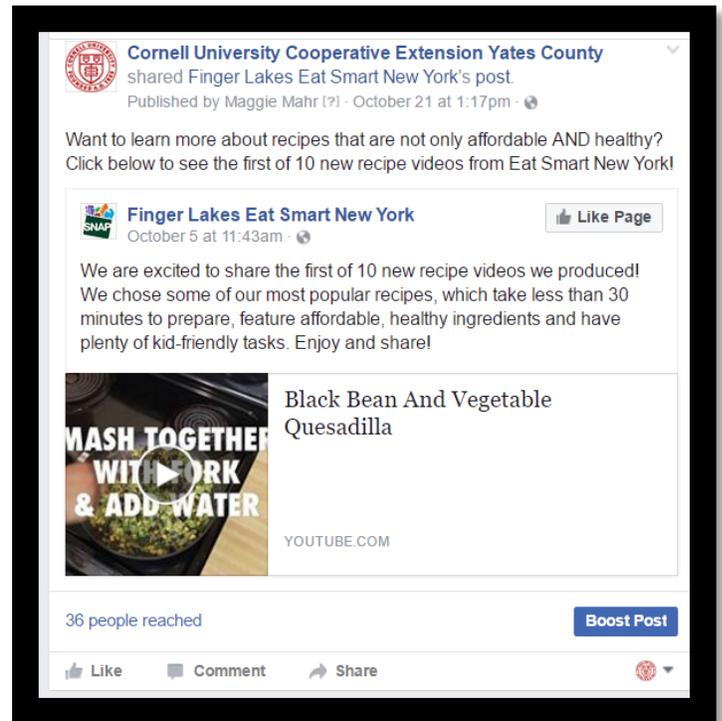
This was a collaborative project among several Extension Associations and FoodLink.

The videographer **Jim Monahan** works with the Finger Lakes Grape and Cornell Vegetable Programs based in the Yates CCE office.

4-H and Youth Development

NYS 4-H Conference – October 25th-27th – Yates 4-H staff were among the Planning Committee members hosting the regional 4-H Conference, which was held in Geneva NY. More than 75 staff, from a ten county area were in attendance, including the NYS Director Andy Turner. Several professional development workshops were held, and best practices shared on youth development, marketing and social media.

Jenn Clancey, of Yates CCE has been elected Chair of the Finger Lakes District 4-H. She will be responsible for convening quarterly meeting and sharing best practices for regional and state conferences.



Cornell Vegetable Program

The Cornell Vegetable Program is a membership-based program, provides education, training and technical assistance to vegetable growers in eleven counties in Western New York, including Ontario, Schuyler, Seneca, Steuben, Wayne and Yates counties. The following is a summary of Yates County membership:

	Summary Ag. Census Data	Yates County % of Total
Mixed Vegetables Farms	118	11.37%
Mixed Vegetables Acreage	2276	3.26%
Dry Beans Farms	9	20.45%
Dry Beans Acres	260	5.91%
Total Vegetable Farms	127	11.73%
Total Vegetable Acres	2536	3.42%
% Total Vegetable Farms	.058	11.6%
% Total Vegetable Acres	.171	7.5%

Finger Lakes Grape Program

The Finger Lakes Grape Program is a membership-based program, provides education, training and technical assistance to grape growers in six counties: Ontario, Schuyler, Seneca, Steuben, Wayne and Yates counties. The following is a summary of Yates County membership:

	SUMMARY AG. CENSUS DATA	YATES COUNTY % OF TOTAL
<i>GRAPE FARMS</i>	153	42%
<i>GRAPE ACREAGE</i>	6,152	55%
GIS FARMS	144	45%
GIS ACRES	4,931	54%

Veraison-to-Harvest #7

- “Despite the recent chill, the Finger Lakes is still on track to have one of the warmest growing seasons every, matching the heat we had in 2012, and just behind our warmest year ever in 2010.” ---**Hans Walters-Peterson**
- **Finger Lakes Reisling Clonal Trials**
 - 77% of NYS Reisling wine produced in the Finger Lakes

NWNY Dairy, Livestock and Field Crops Program

Profitable Meat Marketing Workshop

This workshop will be focus on how to maximize profitability in locally raised and sourced meats. This will be held on **December 8th** at the Yates County Government Building Auditorium in Penn Yan.

RSVP by December 5th to Nancy Glazier at 585-315-7748 or nig3@cornell.edu

Location	Date & Time	Register	By
CCE-Essex, 3 Sisco St., Westport	Thurs., Nov. 10, 5:30-8:30 PM	isd22@cornell.edu	Mon., Nov 7
Ramada Inn, 21000 NYS Route 3, Watertown	NE Livestock Conference, Nov. 11	http://bit.ly/2edCgpn	
White Eagle Conference Center, Cleveland Room, 2910 Lake Montaine Rd., Hamilton	Mon., Nov 14, 6:00-9:00 PM	mrm7@cornell.edu	Fri., Nov. 11
CCE-Broome, 80 Upper Front St., Binghamton	Tues., Dec. 6, 5:30-8:30 PM	hw257@cornell.edu or (607) 584-5007	Fri., Dec. 2
CCE-Yates, 417 Liberty St., Penn Yan	Thurs., Dec. 8, 6:00-9:00 PM	http://bit.ly/2eflljw	Mon., Dec. 5

National Dairy Farm Program

NWNY staff trained in the new FARM [Farmers Assuring Responsible Management] program. New Evaluation standards effective **January 1, 2017** include:

1. All heifers and bull calves receive colostrum
2. VCPR [veterinary client patient relationship] forms signed annually
3. Dairy Cattle Ethics and Training Agreement signed by all employees
4. No tail docking after January 1, 2017.

Calf & Heifer Congress 2016

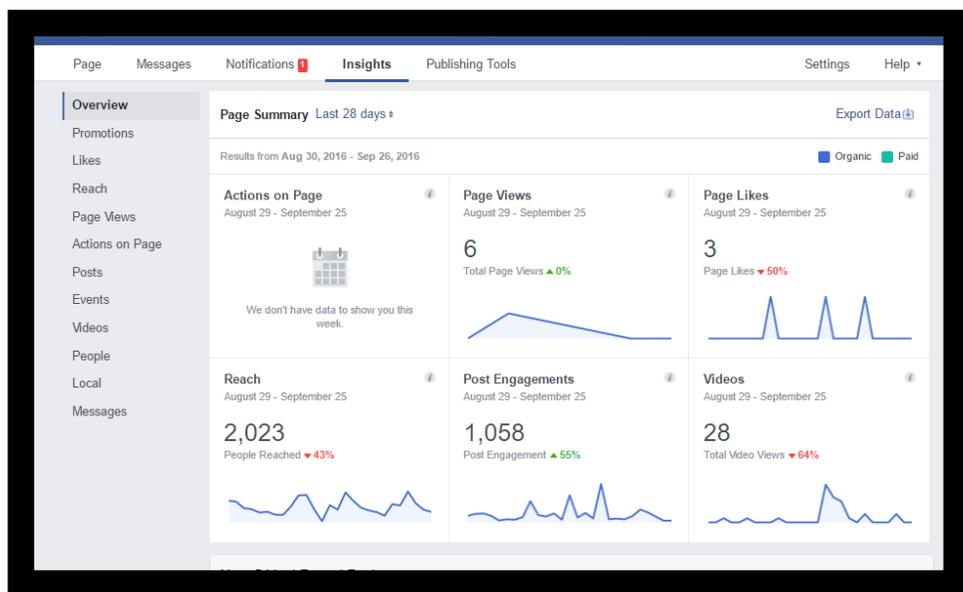
This year's conference focuses on the human side of raising heifers. Various workshops will discuss best practices for management and caring of young livestock. This event will be held on **December 7-8** at the Doubletree in East Syracuse, NY.

Contact **Nancy Glazier** at CCE Yates with questions or for more information.

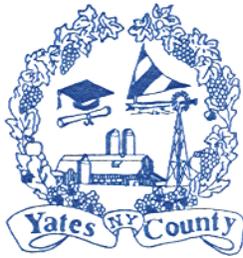
Cornell Cooperative Administration:

1. Regional Agriculture Teams-- Management Group Meetings
Rochester Institute of Technology
October 21, 2016
2. Finger Lakes Eat Smart New York Regional Training
October 21, 2016
Yates County Government Building Auditorium
3. Finger Lakes Shared Business Network USDA [Civil Rights] Trainings
Geneva Boys & Girls Club
October 28, 2016
4. Agriculture In-Service Training:
Cornell University
November 1-4, 2016
5. CCE Yates Annual Meeting:
December 1
Elks Club

October Social Media Pages



Page		Messages	Notifications	Insights	Publishing Tools	Settings
Overview		Search...		Reach: Organic / Paid	Post Clicks	Reactions, Comments
Promotions	Published	Post	Type	Targeting	Reach	Engagement
Likes	09/23/2016 5:35 pm	Cornell University Cooperative Extension Yates County shared your post			0	0
Reach	09/23/2016 4:30 pm	The temperatures outside may be getting cooler, but that doesn't			92	1
Page Views	09/22/2016 1:29 pm	Another year, another successful Conservation Field Day. We would			42	3
Actions on Page	09/22/2016 9:57 am	Today marks the 50th Annual Conservation Field Day. What a wonderful			160	5
Events	09/21/2016 11:30 am	Rotational Grazing Pasture Walk: "Planning Even In A Drought" Friday			21	0
Videos	09/20/2016 12:30 pm	With Fall comes changing leaves, apple picking, cooler temperatures			111	1
People	09/16/2016 1:30 pm	We are just a stone's throw away from \$2,000. Click the donate button			109	6
Local	09/16/2016 10:02 am	Cornell University Cooperative Extension Yates County's cover photo			20	0
Messages	09/14/2016 12:42 pm	From the Legislative Luncheon, a video presentation from Invasive			71	3
	09/14/2016 9:16 am	http://www.ftl.org/savemoreland/video-a-conservation-story/			43	3
	09/12/2016 10:09 am	Today is the 2016 Legislative Luncheon. While this event is closed			117	6
	09/09/2016 8:38 am	On behalf of the educators, staff, and board members of Cornell C			78	14
	09/08/2016 9:18 am	https://www.youtube.com/watch?v=bW747eyVj_k The latest episode			74	4
	09/07/2016 11:52 am	Nut Tree Orchard Public Tour Date: Saturday, September 24, 20			293	14
	09/06/2016 4:00 pm	http://pallensmith.com/2015/02/19/what-to-plant-in-your-fall-veget			34	0



YATES COUNTY INFORMATION TECHNOLOGY

417 Liberty Street, Suite 2027

Penn Yan, New York 14527

Phone: 315-531-3444

Fax: 315-531-3226

MEMORANDUM

To: Government Operations Committee

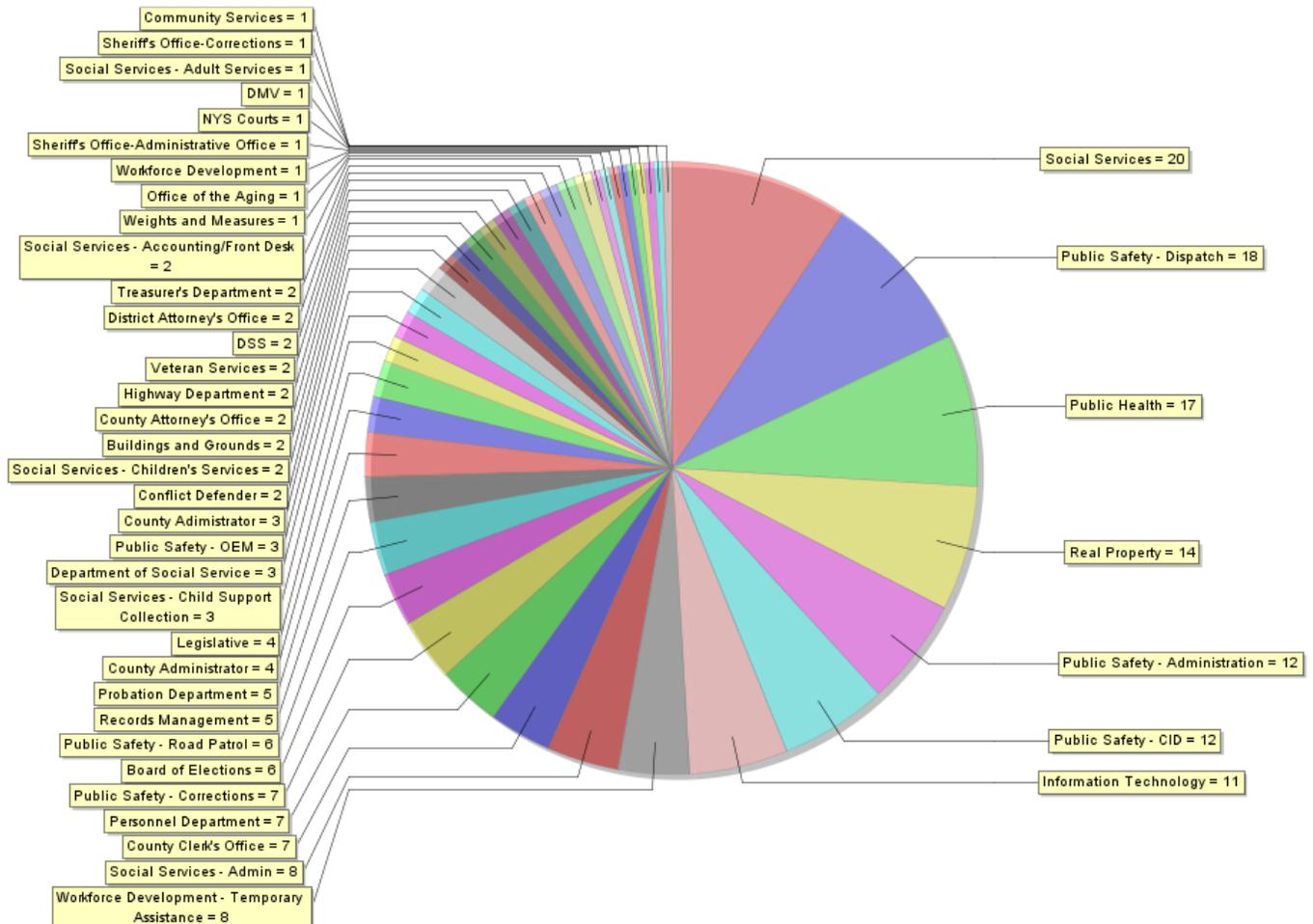
From: Tim Groth
I.T. Director

Date: November 1, 2016

Re: Report for October 2016

Help-Desk calls

In the month of September the helpdesk took in a total of 212 calls.



Year to Date Help Desk Tickets by Department

	2016									
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Count
Board of Elections	8	7	18	7	19	9	12	8	6	94
Buildings and Grounds	0	0	0	4	1	7	7	2	2	23
Community Services	0	0	1	0	1	0	0	0	1	3
Conflict Defender	0	0	1	0	0	1	0	0	2	4
County Administrator	0	0	0	0	0	0	0	0	7	7
Cornell Cooperative Ext.	0	0	0	0	1	7	4	0	0	12
County Attorney's Office	0	0	0	3	2	2	1	3	2	13
County Clerk's Office	3	1	1	5	4	9	5	3	7	38
District Attorney's Office	2	5	0	5	11	16	3	5	2	49
DMV	0	0	0	0	0	0	0	0	1	1
Highway Department	1	3	0	2	3	6	3	2	2	22
Historian	2	1	0	1	5	10	4	4	0	27
Information Technology	1	7	3	2	3	6	5	6	11	44
Legislative	7	7	6	9	5	8	12	8	4	66
NYS Courts	0	0	0	0	0	11	1	2	1	15
Office of the Aging	0	1	0	0	2	5	7	3	1	19
Personnel Department	22	16	8	13	13	9	7	9	7	104
Planning	0	0	1	0	1	0	0	0	0	2
Probation Department	3	4	10	1	6	14	8	8	5	59
Public Defender	0	1	0	0	0	0	0	0	0	1
Public Health	9	14	28	23	34	27	12	14	17	178
Public Safety - Administration	21	16	5	14	8	28	21	16	13	142
Public Safety - CID	5	4	0	10	3	10	5	8	12	57
Public Safety - Corrections	5	7	17	18	13	27	9	8	8	112
Public Safety - Court Security	1	4	2	5	4	4	2	4	0	26
Public Safety - Dispatch	18	32	17	28	14	23	14	17	18	181
Public Safety - Marine Patrol	3	1	0	0	1	0	0	0	0	5
Public Safety - OEM	3	2	3	1	1	4	3	0	3	20
Public Safety - Road Patrol	5	14	24	15	12	8	7	18	6	109
Real Property	9	3	21	18	19	30	16	34	14	164
Records Management	0	0	0	0	0	0	0	3	5	8
Social Services	45	41	45	68	57	106	45	50	41	498
Soil and Water	0	1	1	0	0	3	0	0	0	5
Treasurer's Department	1	3	11	7	3	7	9	3	2	46
Veteran Services	2	1	2	2	1	7	11	5	2	33
Weights and Measures	0	0	0	0	0	0	0	0	1	1
Workforce Development	10	5	8	3	6	23	4	4	9	72
Count	186	201	233	264	253	427	237	247	212	2260

Project Updates

- Time Clock Plus Upgrade
 - We will be implementing a new upgrade to the Time Clock System on November 14th. This upgrade will take us to Version 7.0 with added features and functionality. Our current system will no longer be supported as of the end of December. We have installed the new version in a test environment and have been working with all the departments to train on the new software.
- Internal Fiber upgrade
 - We have migrated over to the new single mode fiber and now have our own internal Fiber Ring which provides additional routes in the event of a break or failure. We have also upgraded the connectivity between the County Office Building, County Court House, and the Public Safety Building from a 1 Gigabit connection to a 10 Gigabit connection which has enhanced our data throughput allowing for growth and enhanced capabilities.
- Mutual Link Installation & Configuration
 - This Installation is scheduled for November 2nd. We 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 your existing radio, video, telephone, and IP-sensory equipment (including disparate systems), as well as next-generation communication technology. The equipment was provided by NYS at no cost to the counties and they are providing installation support. This technology will allow E911 centers from different counties to link their radio & telephone lines (up to a certain degree) in the event of large statewide emergencies via the Internet. This will give the E911 centers interoperability that was not previously available.
- SPAM/Virus Firewall & Email Archiver replacement
 - Due to the discontinuation of our current SPAM/Virus email protection and Email Archiving services currently provided by McAfee, we will need to migrate to a new solution by the end of this year. We have vetted out possible solutions and have agreed that the Barracuda solution will provide us with even better protection then what we have had, but giving us increased capabilities and services at half the cost.
- WebEx and or Conference calling solution
 - We have had several requests in the past and one as recently as last week to have the capability to setup conference calling bridges and/or WebEx functionality. I have been researching both and we will be testing out varies options in addition to asking for quotes. We setup an actual live conference for Community Services utilizing one of the solutions and it was well received.
- Tyler Forms for MUNIS
 - IT worked quite extensively with Tyler MUNIS on the implementation of the Tyler Forms solution. This will allow the Treasurer office to print payroll advices directly on paper and save the cost of printing on check stock. I commend Nonie's office on this transition and cost savings.
- Printer Inventory
 - We are in the process of performing a full inventory on all desktop and multifunction printing devices. We will be using this data to take a look at total printing costs and taking a look at managed print services to see if there may be a cost savings to be had.

INTER-OFFICE CORRESPONDENCE

YATES COUNTY

TO: Mark Morris, Chair
Legislators Government Operations Committee

FROM: Lois Hall, County Clerk

SUBJECT: Updates—County Clerk's Office

DATE: November 2, 2016

STATISTICAL REPORTS

January 2016 through September 2016, Statistical Report, including two- year prior totals for transactions processed in the Recording Office, is attached. Also, the DMV report indicating collections from January through August 2016 with 13-month comparison.

DMV

Fingerprint and background checks have been completed. All DMV staff are now able to issue EDL documents and CDL documents. Anyone issuing a CDL (Commercial Driver's License) and EDL (Enhanced Driver's License) must have fingerprints taken and go through a background check prior to issuing any of these documents as NYSDMV regulations require.

Shared revenue from internet transactions YTD is \$998.67. The county receives 3.25% of transaction dollars processed through the internet after we reach the annual threshold of \$170,587.25. We are at \$201,315.75 through September.

CLERK

The Electronic Recording Agreement from XEROX Commercial Solutions LLC, has been received and forwarded to Scott Falvey our county attorney for review. This process was started by the prior county clerk Julie Betts. This will be for real estate recording only at this time.

Department, Group, Class Statistical Report

Yates County, Lois E. Hall, Yates County Clerk
(Jan 01, 2016 thru Sep 30, 2016)

	01/01/2016	09/30/2016	01/01/2015	09/30/2015	01/01/2014	09/30/2014
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Official Records

			1 Year Ago		2 Year(s) Ago	
Charge Account Pymnts						
	82,682.57	128	89,867.35	146	73,121.28	87
Account Payment	82,682.57	128	89,867.35	146	73,121.28	87
Court Fees						
	57,410.00	617	86,250.00	914	75,710.00	891
Civil Search	10.00	1	20.00	2		
Criminal Search	40.00	4	1,060.00	106	1,310.00	131
Index Number	22,890.00	109	36,960.00	176	35,700.00	170
Index Number Divorce	7,350.00	35	7,350.00	35	7,560.00	36
Index Number Exempt	.00	22	.00	29	.00	17
Index Number Exempt Divorce	.00	12	.00	12	.00	9
Index Number Fee w/o Number	420.00	2	210.00	1	420.00	2
Index Number Foreclosure	3,570.00	17	9,030.00	43	3,780.00	18
Index Number Foreclosure Add Fee	3,230.00	17	8,170.00	43	3,420.00	18
Jury Demand	260.00	4	65.00	1	130.00	2
Motion Exempt	.00	4			.00	9
Motion/Cross Motion	7,155.00	159	7,875.00	175	9,675.00	215
Note of Issue Exempt	.00	5	.00	12	.00	6
Note of Issue With RJI PD	1,230.00	41	1,020.00	34	1,260.00	42
Note of Issue Without RJI PD	120.00	4	30.00	1	30.00	1
Notice of Appeal	260.00	4	260.00	4	130.00	2
Notice of Appeal Exempt	.00	1			.00	1
Request Judicial Inventn	8,740.00	92	10,545.00	111	9,120.00	96
RJI Exempt	.00	18	.00	20	.00	23
Separation Agreement	20.00	4	15.00	3	5.00	1
Small Claims Assmt Review	120.00	4	420.00	14	90.00	3
Stipulation - Exempt					.00	1
Stipulation of Settlement	315.00	9	910.00	26	630.00	18
Voluntary Discontinuance	1,680.00	48	2,310.00	66	2,450.00	70
Voluntary Discontinuance Exempt	.00	1				
Equalization Asment						
	114,500.00	754	103,250.00	701	90,000.00	603
RP-5217 (Exempt)	.00	4	.00	6	.00	5
RP-5217 Commercial	41,500.00	166	32,750.00	131	30,500.00	122
RP-5217 Resid/Agric	73,000.00	584	70,500.00	564	59,500.00	476
Filling Fees						
	22,978.50	1766	24,736.50	1721	22,227.00	1577
Affidavit	15.00	3	10.00	2	25.00	5
Affidavit - Attachment	1,050.00	210	1,115.00	223	995.00	199
Agreement Deed Book	902.50	14	822.00	14	603.00	11
Assign Deed Exempt					.00	1
Assignment Deed Book	5,469.50	68	4,886.00	72	3,346.00	51
Boundary Line Agreement	250.00	5	618.00	11	1,050.00	20
Building & Loan Agreement	575.00	23	525.00	21	625.00	25
Building & Loan Agreement No Fee	.00	1				
Corporation					25.00	1
Corporation \$\$ Only	2,560.00	5	4,315.00	13	4,270.00	11
Corporation-From NY	.00	17	.00	5	.00	10
County Map	30.00	10	48.00	16	66.00	22
Doing Business As	3,150.00	126	3,225.00	129	2,600.00	104
Doing Business As - \$\$ Only	256.00	10	126.00	5	326.00	13

Department, Group, Class Statistical Report

Yates County, Lois E. Hall, Yates County Clerk

(Jan 01, 2016 thru Sep 30, 2016)

	01/01/2016	09/30/2016	01/01/2015	09/30/2015	01/01/2014	09/30/2014
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Official Records

			1 Year Ago		2 Year(s) Ago	
Filing Fees	22,978.50	1766	24,736.50	1721	22,227.00	1577
Doing Business As - From NY	.00	161	.00	115	.00	148
Fed Tax Lien	320.00	8	400.00	10	680.00	17
Federal Tax Lien - Direct deposit	40.00	1				
Federal Tax Lien Release	520.00	13	480.00	12	600.00	15
Lis Pendens	1,190.00	34	1,715.00	49	1,085.00	31
Map Filing	1,930.00	193	2,250.00	225	1,810.00	181
Mechanics Lien	60.00	4	15.00	1	120.00	8
Miscellaneous Deed W Inst#	320.50	5	191.50	4	436.00	7
Miscellaneous Recording No Fee	.00	1				
Mortgage Discharge Exempt	.00	3	.00	8	.00	4
Mortgage Exempt	.00	7	.00	11	.00	3
Notice of Lending	210.00	14	255.00	17	240.00	16
TP-584	4,085.00	817	3,660.00	732	3,205.00	641
TP-584 - Exempt	.00	4	.00	10	.00	7
TP-584 Additional	45.00	9	70.00	14	105.00	21
TP-584.1					.00	2
TP-584.2			10.00	2	15.00	3
Judgement Fees	445.00	421	355.00	433	435.00	404
Judgment Exempt	.00	371	.00	394	.00	359
Judgment Transcript	390.00	39	320.00	32	420.00	42
Judgment Transcript Issue	55.00	11	35.00	7	15.00	3
MISC - Other Fees	41,040.32	6688	36,159.74	6549	33,701.21	5882
Adjusting Entry	.25	1	.00	4	.00	4
Affidavit Attachment Exempt	.00	7	.00	11	.00	5
Autobill - Auto Account Print	1,783.60	914	2,275.65	1169	2,317.90	1153
Certificate	55.00	11	20.00	4	45.00	9
Copies and Map Copies	10,774.97	1121	8,629.59	1165	8,513.25	920
Coversheet	12,140.00	2428	12,165.00	2433	11,090.00	2218
Coversheet Exempt	.00	19	.00	33	.00	18
Execution Issued	55.00	12	65.00	13	55.00	11
Miscellaneous Filing	896.50	163	847.00	154	951.50	173
Miscellaneous Filing No Fee	.00	3	.00	7	.00	20
Mortgage Tax Miscellaneous Filing	27.50	5	16.50	3	16.50	3
Notary Certificate	36.00	12	42.00	14	3.00	1
Other	3,377.50	145	4,045.00	189	3,626.06	167
Passport Photo	2,580.00	258	2,600.00	260	2,110.00	211
Photo	3,610.00	361	1,580.00	158	1,600.00	160
Pistol Permit	1,500.00	150	420.00	42	400.00	40
Pistol Permit Amendment	1,794.00	598	1,494.00	498	1,323.00	441
Pistol Permit Dealer/Gun	30.00	3			20.00	2
Pistol Permit Duplicate	2,290.00	458	1,835.00	367	1,560.00	312
Pistol Permit Exempt	.00	1				
Pistol Permit Transfer	90.00	18	125.00	25	70.00	14
Mortgage Taxes	655,659.58	601	734,279.67	645	573,208.98	549
Mortgage Apportionment	.00	7	.00	2	.00	1

Department, Group, Class Statistical Report

Yates County, Lois E. Hall, Yates County Clerk
(Jan 01, 2016 thru Sep 30, 2016)

	01/01/2016 09/30/2016		01/01/2015 09/30/2015		01/01/2014 09/30/2014	
Official Records						
Mortgage Taxes			1 Year Ago		2 Year(s) Ago	
	655,659.58	601	734,279.67	645	573,208.98	549
Mortgage Tax	655,659.58	594	734,279.67	643	573,208.98	548
Notary	780.00	17	2,780.00	51	4,740.00	87
Notary - Exempt					.00	2
Notary Public	660.00	11	2,640.00	44	4,560.00	76
Notary Public - NY	120.00	6	140.00	7	180.00	9
Other Fees	135,621.86	964	137,754.01	964	131,498.20	936
Dept Motor Vehicle	125,785.92	190	127,977.17	189	122,467.39	189
Dept Motor Vehicle Sales Tax	2,546.00	190	2,350.00	191	2,378.00	189
Dept Motor Vehicle Voluntary Surrender	1,904.00	190	1,869.00	189	1,872.00	189
Dissolution of Marriage	165.00	33	220.00	44	210.00	42
Non Refundable Fees	555.94	145	449.19	112	450.55	120
Passport	4,500.00	180	4,675.00	187	3,975.00	159
Passport Card	50.00	2	50.00	2		
Postage	115.00	34	163.65	50	145.26	48
Recording Fees	158,927.50	2345	156,415.00	2343	142,118.50	2146
Deed	40,988.50	762	37,832.00	705	33,360.50	613
Deed Exempt	.00	4	.00	7	.00	5
Easement	1,532.50	23	726.00	12	530.00	8
Easement Government			115.00	2	215.00	4
Easement Public Utility	1,200.00	24	1,275.00	26	1,466.00	29
Estate Tax Recording	1,319.50	29	1,922.50	42	1,228.50	27
Judgment Assignment	.00	2	.00	1	.00	4
Land Contract MTG Exempt					.00	2
Land Contract RETT Exempt			.00	1	.00	2
Land Contract with MTGTax	.00	3	.00	2	.00	3
Land Contract with RETT	210.00	3	70.00	1	205.00	3
Lease	2,042.00	29	682.00	13	2,500.00	14
Lease Exempt					.00	1
Miscellaneous Recordings	3,278.50	66	2,558.50	51	3,131.00	57
Mortgage	61,045.50	572	64,090.50	625	54,094.00	536
Mortgage Agreement	11,460.50	80	10,320.00	86	8,311.50	74
Mortgage Assignment	4,477.50	88	4,581.50	92	3,148.00	63
Mortgage Discharge	27,807.00	604	27,888.00	606	29,514.50	639
Mortgage Release	723.50	14	1,527.50	29	1,126.50	21
Power Of Attorney	2,842.50	42	2,826.50	42	3,288.00	41
Transfer Taxes	293,810.00	867	343,651.00	799	297,992.50	713
Transfer Tax	293,810.00	867	343,651.00	799	297,992.50	713
UCC	2,480.00	62	2,945.00	74	2,675.00	68
UCC Search			25.00	1	75.00	3
Uniform Commercial Code	2,480.00	62	2,920.00	73	2,600.00	65

Department, Group, Class Statistical Report

Yates County, Lois E. Hall, Yates County Clerk
(Jan 01, 2016 thru Sep 30, 2016)

	01/01/2016	01/01/2015		01/01/2014
	09/30/2016	09/30/2015		09/30/2014
Official Records	1 Year Ago		2 Year(s) Ago	
Veteran Cards	.00	18	.00	34
ID CARD	.00	18	.00	34
	1,566,335.33	15248	1,718,443.27	15374
			1,447,427.67	13983

2016	2016	2016	2016	2016	2016	2016	2016
	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY
VEHICLE REGISTRATIONS	907	882	1390	1629	1495	1313	1029
2 YR ORIGINAL	84	172	182	164	192	167	174
2 YEAR RENEWAL	240	294	373	393	383	381	337
BOATS	11	24	58	106	207	236	145
SNOWMOBILES	74	17	1	0	0	0	3
MISC	47	64	55	90	109	94	77
INTRANSIT PERMIT	0	0	1	1	1	3	4
DUP TITLE	13	14	23	21	19	25	19
TITLE ONLY IRP	15	13	14	12	17	9	12
LICENSES	136	127	160	146	162	199	178
PHOTO ID	26	29	36	42	31	33	35
LICENSE ABSTRACTS	22	22	32	23	26	28	29
PERMITS	23	39	60	69	75	75	43
PLATE SURRENDER	155	168	178	171	177	176	172
DUPLICATE SURRENDERS	6	6	13	20	20	21	4
PLATES SURRENDER FS	45	42	44	24	36	47	42
FS CIVIL PENALTY	13	15	12	7	8	14	7
AMOUNT	\$ 2,508.00	\$ 1,666.00	\$ 3,040.00	\$ 776.00	\$ 966.00	\$ 2,138.00	\$ 1,524.00
INQUIRY LETTER NO LAPSE	0	0	1	0	0	0	0
FS RECISION	0	1	0	0	1	0	0
DRA	18	23	18	13	18	15	14
AMOUNT	\$4,425.00	\$7,175.00	\$4,275.00	\$3,225.00	\$3,525.00	\$4,650.00	\$2,850.00
ESCORT CERTIFICATION	0	0	\$0.00	0	1	0	0
ESCORT CERT FEES	\$				\$ 40.00		
CIVIL PENALTY	0	1	0	0	1	0	2
AMOUNT	0	\$750.00	\$0.00	0	\$750.00	\$0.00	\$1,250.00
LICENSE COMPLIANCE	10	11	7	7	5	11	18
\$25.00 SUSPENSION TERM	6	8	6	3	2	6	12
DDP PROGRAM	3	2	0	2	1	5	3
CONDITIONAL LICENSE	1	2	0	0	2	1	3
RESTRICTED LICENSE	2	3	5	2	2	1	3
FULL LICENSE RESTORED	9	10	9	10	7	5	10
CONDITIONAL LICENSE	2	3	1	5	0	0	2
RESTRICTED LICENSE	4	1	2	2	2	2	1
SALES TAX RECEIPTS	159	221	307	306	368	410	346
SALES TAX ONLY RECEIPTS	15	15	15	16	18	9	12
VOTER REGISTRATION - YES	14	9	18	8	23	31	25
FEE PAYMENT RECEIPTS	24	35	34	44	45	46	28
FEES TO STATE (DMV)	\$45,530.78	\$34,659.73	\$53,550.14	\$38,374.41	\$43,961.07	\$42,582.34	\$32,597.03
SALES TAX	\$26,766.86	\$26,423.83	\$63,325.76	\$42,295.68	\$50,860.67	\$44,233.13	\$41,455.05
CREDIT CARD PAYMENT	\$36,194.24	\$48,051.41	\$65,501.29	\$72,742.87	\$76,313.55	\$73,901.84	\$62,170.19
FEES TO COUNTY (DMV)	\$11,383.73	\$12,217.55	\$16,559.57	\$15,377.47	\$16,601.43	\$16,356.90	\$13,202.51
FEES TO COUNTY (ST)	\$147.00	\$220.00	\$287.00	\$291.50	\$334.00	\$374.00	\$302.50
TOTAL REVENUES	\$129,039.61	\$121,572.52	\$199,223.76	\$169,081.93	\$188,070.72	\$177,448.21	\$149,727.22

2016	2016	2015	2015	2015	2015
AUGUST	SEPT	SEPT	OCT	NOV	DEC
1091	848	887	1080	1392	1536
184	159	157	175	108	123
382	305	319	350	271	260
94	41	48	12	10	15
5	4	10	8	19	41
69	70	26	63	46	31
1	2	1	1	2	2
16	18	20	24	31	10
10	31	12	7	9	2
191	166	184	168	126	130
35	24	23	43	18	39
30	17	27	21	20	13
58	44	40	45	32	25
194	176	190	237	223	164
16	11	8	17	8	11
36	28	38	32	37	40
8	5	15	15	12	11
\$ 1,716.00	\$ 1,158.00	\$ 2,428.00	\$2,740.00	\$ 2,210.00	\$ 1,740.00
0	0	1	0	1	0
1	0	2	1	1	0
14	11	16	21	10	16
\$3,875.00	\$2,875.00	\$ 4,700.00	\$ 4,125.00	\$ 2,350.00	\$3,485.00
0	0	1	0	0	0
	\$ -	\$ 40.00			\$ 80.00
1	0	1	0	1	1
\$750.00	\$ -	\$500.00	0	\$500.00	\$500.00
9	6	6	2	12	12
7	5	3	2	7	7
1	0	2	0	4	2
1	1	1	1	1	2
0	2	2	3	1	2
4	6	2	2	4	4
1	0	2	2	4	0
2	2	0	2	0	0
335	282	246	229	176	185
10	32	13	9	11	13
28	25	21	18	11	20
31	30	35	43	28	28
\$37,153.86	\$22,411.97	\$39,916.94	\$38,409.36	\$48,824.69	\$79,096.26
\$86,872.78	\$41,075.45	\$32,963.47	\$36,019.97	\$34,687.89	\$29,357.24
\$66,537.99	\$60,765.84	\$48,876.39	\$55,697.81	\$40,179.14	\$53,839.90
\$14,372.07	\$11,409.69	\$12,320.17	\$13,112.33	\$12,482.17	\$18,807.84
\$331.50	\$271.50	\$243.00	\$215.50	\$171.50	\$186.00
\$155,268.20	\$135,934.45	\$134,319.97	\$143,454.97	\$136,345.39	\$181,287.24

**YATES COUNTY LEGISLATURE
INTER-OFFICE MEMO**

TO: Government Operations Committee

FROM: Connie Hayes, Clerk of the Legislature

DATE: November 2, 2016

RE: Committee report

1. Standard Location Release: I have been contacted by FamTeam Media who is putting together a short film on the Finger Lakes. They have filmed the Civil War Statue along with the County Office Building and are seeking permission to use the footage in their film would like a release signed. I sent the release to the County Attorney who made a few changes. Please advise if you would like to go forward with granting them the release to use the footage and whether you want me to sign it or the Chairman of the Legislature.
2. Audio files: As of right now we have 4 months of audio files up on the website which include all committee meetings and legislative meetings. I need to know how long you want the audio files up as they are very large and take up a lot of space. Legally I am required to keep an audio file for 4 months, but I have been keeping them on CD's now going back to 2014. My thought would be starting with the November round of meetings, to take down the July audio files and where the link was posted for that file to put "for audio version of the meeting please contact the Clerk of the Legislature". Anyone wanting to keep the audio longer can always download the file to their own computer or contact me for a copy.
3. Resolution to Approve Mortgage Tax Apportionment

STANDARD LOCATION RELEASE

SERIES / PROGRAM TITLE: Working Title – VINE VALLEY

PRODUCTION DATE: Estimated production date – December 31, 2017

Permission is hereby granted to FamTeam Media to use the property located in

Yates County Civil War Statue in Penn Yan, New York

consisting of the Yates County Office Building in the background of the Civil War Statue

for the purpose of photographing and recording scenes for the above program, retroactively and into the future, and produced by FamTeam Media.

Permission includes the right to bring personnel and equipment onto the property and to remove them after completion of the work. The permission herein granted shall include the right, but not the obligation, to photograph the actual name connected with the premises and to use such name in the program(s).

The undersigned hereby gives to FamTeam Media, its assigns, agents, licensees, affiliates, clients, principals, and representatives the absolute right and permission to copyright, use, exhibit, display, print, reproduce, televise, broadcast and distribute, for any lawful purpose, in whole or in part, through any means without limitation, any scenes containing the above described premises, all without inspection or further consent or approval by the undersigned of the finished product or of the use to which it may be applied.

FamTeam Media hereby agrees to hold the undersigned harmless of and free from any and all liability and loss which FamTeam Media, and/or its agents, may suffer for any reason, except that directly caused by the negligent acts or deliberate misconduct of the owner of the premises or its agents.

The undersigned hereby warrants and represents that the undersigned has full right and authority to solely enter into this agreement concerning the above described premises.

**By: _____
Signature of Authorized Property Representative**

Date: _____

APPROVE MORTGAGE TAX APPORTIONMENT

WHEREAS, this Legislature is in receipt of the Mortgage Tax Report showing the amounts to be credited to each tax district of the County, of the money collected during the period April 1, 2016 to September 30, 2016 be it

RESOLVED, that pursuant to Section 53 of the Tax Law, this Legislature issue a Tax Warrant for the payment to the respective tax districts of the amounts so credited and authorize and direct the County Treasurer to make payments of said amounts so credited and to the respective districts in accordance with the report:

Total Tax Collected	\$221,972.92
Recording Officer's Expense	\$15,328.77
Treasurer's Expense	
Interest Received	\$18.91
Adj and refunds	
Net amount of Distribution	\$206,663.06

Town	Net After	To Towns	Village	To Village	Total
Barrington	\$13,331.48	\$13,331.48			\$13,331.48
Benton	\$19,914.22	\$18,630.29	Penn Yan	\$1,283.93	\$19,914.22
Italy	\$10,065.34	\$10,065.34			\$10,065.34
Jerusalem	\$64,091.97	\$63,812.57	Penn Yan	\$279.40	\$64,091.97
Middlesex	\$20,340.63	\$20,340.63			\$20,340.63
Milo	\$40,525.14	\$27,364.61	Penn Yan	\$13,160.53	\$40,525.14
Potter	\$5,530.31	\$5,139.77	Rushville	\$390.54	\$5,530.31
Starkey	\$20,263.90	\$17,156.47	Dundee	\$3,107.43	\$20,263.90
Torrey	\$12,600.07	\$12,095.60	Dresden	\$504.47	\$12,600.07
	\$206,663.06	\$187,936.76		\$18,726.30	\$206,663.06



YATES COUNTY PERSONNEL DEPARTMENT

417 Liberty Street, Suite 1007

Penn Yan, New York 14527

Phone: (315) 536-5112

Fax: (315) 536-5118

personnel@yatescounty.org

www.yatescounty.org

www.facebook.com/YatesCountyPersonnel

Kerry M. Brennan
Personnel Officer

Karen L. Bradley
Personnel Assistant

Government Ops Committee Agenda 11/7/2016

Notifications:

- November 1st – November 30th – Benefits Open Enrollment Period
- November 9th – Employee Benefits Fair
- November 10th – CSEA Negotiations 2nd Session
- November 10th – Lunch and Learn - Presentation on signs and symptoms of Diabetes and lifestyle tips to help prevent or improve diabetes – County Auditorium – 12:00 PM – 1:00 PM
- November 15th – Public Budget Workshops - Due to a previously scheduled conflict, I am unable to attend.
- November 18th – CSEA Negotiations – 3rd Session – Tentative

Items for Discussion:

- Civil Service Examination Proctor Rate of Pay
- Policy Revision – Cancer Screening
- Policy Revision – Employee Communication – to factor in Cancer Screening update, if approved.
- Adopt – Pre-Employment Physical Hiring Policy
- Adopt – Workers Compensation Plan Pre-Employment Physical Policy
- Personnel Office Vacancy Report

Still in Progress:

- Employee Handbook Update/Administrative Guide
- Various Policy Updates
- Health Insurance:
 - New employees Insurance Policy
 - Retiree Policy
- Local Rules Update
 - Possibly adopt NYS Civil Service Model Rules
 - Need to complete a side by side comparison

Resolutions:

- 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

Civil Service Exam Proctor:

Currently, the pay for someone who comes in a Saturday to help with the Civil Service exams is paid \$10 an hour to assist the Personnel Assistant and monitor the exam. (i.e. helps distribute exams, answer questions, escort examinees to the rest room, etc.) At times and depending on how many exams the state schedules on one day, there can be the need to have two examination rooms set up and therefore two exam proctors are needed. We currently have a part time exam monitor who has been working with Personnel since 2013 and is very knowledgeable and an asset to our office. Through the Part Time Hourly Salary resolution, I would like to add the title of Examination Proctor and make the hourly rate \$17.00 an hour, allowing me the flexibility to offer more money based on the additional responsibilities associated with proctoring the exam. The frequency of needing an additional exam proctor would potentially be 1- 2 times a year, for a potential of an additional \$160. I feel that in order to retain the current trained and willing individual the incentive of increasing the hourly rate for the additional responsibilities will increase our odds. I respectfully ask that the Government Ops Committee approve my request and allow the resolution to be brought to the entire Legislature. This should have been addressed in my budget and specifically during Budget Workshops. My apologies for not doing so.

Cancer Screening Policy Suggested Revision:

It was recently brought to my attention that the Cancer Screening policy needs to be revised. As the policy is currently written it includes the following statement, “(employees are granted compensatory time off for cancer screenings that occur on a day off or a holiday;”. Below you will see how the policy is currently written and the suggested policy revision:

Current Language	Proposed Language
<p>Full time employees of Yates County are entitled to take up to eight (8) hours of paid leave each calendar year, for the purpose of cancer screening scheduled during the employees’ regular work hours.</p> <ul style="list-style-type: none">• Cancer screening includes physical exams, and subsequent follow-up visits, for the detection of cancer;• Travel time is included in this eight (8) hour cap;• Employees who undergo screenings outside their regular work schedule do so on their own time;• Absence beyond the eight (8) hour cap must be charged to leave credits, or be unpaid (employees are granted compensatory time off for cancer screenings that occur on a day off or a holiday;• Leave for cancer screening is not cumulative and expires at the close of business on the last day of each calendar year.• Yates County employees must comply with Yates County, Department, and applicable Collective Bargaining Agreement leave policies and practices, and follow the customary leave procedures for their office/department. Failure to follow the proper procedures may result in disciplinary action.	<p>Full time employees of Yates County are entitled to take up to eight (8) hours of paid leave each calendar year, for the purpose of cancer screening scheduled during the employees’ regular work hours.</p> <ul style="list-style-type: none">• Cancer screening includes physical exams, and subsequent follow-up visits, for the detection of cancer;• Travel time is included in this eight (8) hour cap;• Employees who undergo screenings outside their regular work schedule do so on their own time;• Absence beyond the eight (8) hour cap must be charged to leave credits, or be unpaid. (employees are granted compensatory time off for cancer screenings that occur on a day off or a holiday;• Leave for cancer screening is not cumulative and expires at the close of business on the last day of each calendar year.• Yates County employees must comply with Yates County, Department, and applicable Collective Bargaining Agreement leave policies and practices, and follow the customary leave procedures for their office/department. Failure to follow the proper procedures may result in disciplinary action.

ADOPT POLICY AND PROCEDURE ON CANCER SCREENING

RESOLVED, that effective November 14th, 2016 the Policy and Procedure on Cancer Screening is hereby adopted and shall be added to the Yates County Employee Handbook and all pre-existing policies and resolutions be abolished, and be it further

RESOLVED, that a copy of this resolution be forwarded to all department heads, and the respective President for each current County Collective Bargaining Unit.

YATES COUNTY POLICY AND PROCEDURE ON CANCER SCREENING

I. PURPOSE:

Some types of cancer can be discovered before they cause symptoms. Checking for cancer (or for conditions that may lead to cancer) in people who have no symptoms is called screening. Screening can help health care providers discover and treat some types of cancer early in their clinical course. Generally, cancer treatment is more effective when the condition is found early. However, not all types of cancer have screening tests and some tests are only recommended for people with specific genetic risks or other risk factors. Research has shown that detection of certain types of cancer through regular use of certain specific screening tests can help reduce cancer mortality. For other types of cancer, screening tests are in use or being studied, but the test's ability to reduce cancer mortality has not been established.

II. AUTHORITY:

Centers for Disease Control and Prevention (CDC), specifically the U.S. Preventative Services Task Force. NYS Department of Civil Service; Legislation enacted in August 2002 (Chapter 362, Laws of 2002) amended the Civil Service Law to add section 159-b, NYS Department of Civil Service; Legislation enacted in July 2004 (Chapter 237, Laws of 2004) amended the Civil Service Law to add Section 159-c. NYS Department of Civil Service; Senate Bill S2069A Section I amends Civil Service Law §159-b.

III. SCOPE:

This policy applies to all full time Yates County employees.

IV. POLICY:

Full time employees of Yates County are entitled to take up to eight (8) hours of paid leave each calendar year, for the purpose of cancer screening scheduled during the employees' regular work hours.

- Cancer screening includes physical exams, and subsequent follow-up visits, for the detection of cancer;
- Travel time is included in this eight (8) hour cap;
- Employees who undergo screenings outside their regular work schedule do so on their own time;
- Absence beyond the eight (8) hour cap must be charged to leave credits, or be unpaid.
- Leave for cancer screening is not cumulative and expires at the close of business on the last day of each calendar year.

- Yates County employees must comply with Yates County, Department, and applicable Collective Bargaining Agreement leave policies and practices, and follow the customary leave procedures for their office/department. Failure to follow the proper procedures may result in disciplinary action.

V. PROCEDURE:

- 1) An employee must submit a leave request in accordance to their office/departments policies. The leave request must clearly indicate that the requested time off is for the purpose of cancer screening. Failure to follow the proper procedure may result in a charge to accrued leave credits.
- 2) On the next business day following the date of the cancer screening the employee is required to provide satisfactory medical documentation that the absence was for the purpose of cancer screening. Failure to provide appropriate documentation may result in a charge to accrued leave credits.

ADOPT WORKERS' COMPENSATION PLAN PRE-EMPLOYMENT PHYSICAL POLICY

RESOLVED, that effective November 14th, 2016 the Workers' Compensation Plan Pre-Employment Physical is hereby adopted and shall be added to the Yates County Employee Handbook and all pre-existing policies and resolutions be abolished, and be it further

RESOLVED, that a copy of this resolution be forwarded to all department heads, participants of the Yates County Workers' Compensation Insurance Plan, and the respective President for each current County Collective Bargaining Unit.

ADOPT POLICY AND PROCEDURE/NOTICES ON EMPLOYEE COMMUNICATION AND ABOLISH ALL PRE EXISTING EMPLOYEE COMMUNICATION POLICIES

WHEREAS, the following language needs to be removed; "(employees are granted compensatory time off for cancer screenings that occur on a day off or a holiday;" and

NOW, THEREFORE BE IT RESOLVED, that effective November 14th, 2016 the Policy and Procedure/Notices on Employee Communications is hereby adopted and shall be added to the Yates County Employee Handbook and all pre-existing policies and resolutions be abolished, and be it further

RESOLVED, that a copy of this resolution be forwarded to all department heads and employees.

**YATES COUNTY
EMPLOYEE COMMUNICATION ON POLICIES/PROCEDURES/NOTICES**

POLICY COMMUNICATION

- Employee Blood Donation Leave (NYS Labor Law Section 202-j)
- Leave of Absence for Bone Marrow Donation (Resolution 320-13)
- Cancer Screening Leave Policy (Resolution 273-16)

The following summary of the above listed policies, procedures and/or notices is hereby distributed to all employees of Yates County. Full versions of each policy and/or notice will be accessible in the Public Folders in Outlook, and if required by law will also be posted on the Personnel Office bulletin board, as well as at remote work sites. Individual departments may also maintain electronic and/or paper copies as per their

customary operating procedures. Requests for full version paper copies may be made to your Department Head or the Personnel Office as applicable.

Employees will be required to sign the attached acknowledgement statement that they have received and read the policy communication. It is the responsibility of each employee to seek clarification from their Department Head or the Personnel Office if they have any questions related to the content of a policy or communication.

Disclaimer: Where there exists a provision in a collective bargaining agreement (Agreement) related to a communicated policy, the Agreement generally governs.

EMPLOYEE BLOOD DONATION LEAVE

Pursuant to and in accordance with Section 202-j of the New York State Labor Law, Yates County allows any employee, as that term is defined herein, without the use of accumulated leave time, to donate blood during work hours at least two (2) times per year by way of participation in blood drives held at the Yates County Office Building. To this end, Yates County hosts two (2) blood drives at the Yates County Office Building in any given calendar year. Should an employee choose to participate in said blood drive(s) by donating blood, he/she may do so during work hours and without charge to leave credits. Departments may implement specific procedures and guidelines for their employees with regard to requesting leave to donate blood as set forth above. For the purposes of this Employee Blood Donation Leave policy, the term “employee” shall mean a person who is 1) employed by Yates County and 2) works for an average of twenty (20) or more hours per week pursuant to said employment.

LEAVE FOR CANCER SCREENING

Full time employees of Yates County are entitled to take up to eight (8) hours of paid leave each calendar year, for the purpose of cancer screening scheduled during the employees’ regular work hours. Cancer screening includes physical exams, and subsequent follow-up visits, for the detection of cancer; Travel time is included in this eight (8) hour cap; Employees who undergo screenings outside their regular work schedule do so on their own time; Absence beyond the eight (8) hour cap must be charged to leave credits, or be unpaid; Leave for cancer screening is not cumulative and expires at the close of business on the last day of each calendar year. Yates County employees must comply with Yates County, Department, and applicable Collective Bargaining Agreement leave policies and practices, and follow the customary leave procedures for their office/department. Failure to follow the proper procedures may result in disciplinary action.

LEAVE OF ABSENCE FOR BONE MARROW DONATION

Eligible employees of Yates County shall be granted unpaid leave* to undergo a medical procedure to donate bone marrow. The length and duration of leave must be determined by a physician, but the combined leaves may not exceed twenty-four (24) hours per each request, unless agreed to by the Department Head and/or employer. The leave entitlement is available only to the extent that it conflicts with the employee’s work schedule. Bone marrow donations undergone outside employees’ work schedule are done on an employees’ own time. (NYS Labor Law Section 202-a).

Yates County’s Policies and the provisions of respective collective bargaining agreements may require the substitution of accrued paid leave run concurrent with any unpaid leaves of absence for bone marrow donations. An employee must comply with County, Department, and applicable collective bargaining agreement leave policies and practices, and customary procedures for their unit/department, and will be required to provide suitable verification/documentation from a physician regarding the purpose and length of each leave.



YATES COUNTY
EMPLOYEE COMMUNICATION ON POLICIES/PROCEDURES/NOTICES
ACKNOWLEDGMENT RECEIPT

By signing below I hereby acknowledge that I have received, and will read the summarized versions of the Yates County policies, procedures, and/or legal notice(s) listed below, and I've been informed that full versions will be made available to me upon request.

- Employee Blood Donation Leave (NYS Labor Law Section 202-j)
- Leave for Cancer Screening (Resolution 273-16)
- Leave of Absence for Bone Marrow Donation (Resolution 320-13)

My signature also confirms that I will comply with these policies and procedures, and I am aware that it is my responsibility to seek clarification if I don't fully understand the information contained within a policy communication, as lack of comprehension is not a valid defense for the violation of a policy.

I understand that nothing contained within these or any other County policies shall be construed as creating a promise of future benefits or a binding or contractual obligation for continued employment, benefits, or any other purpose.

Notwithstanding the provisions of any collective bargaining agreement, I understand that policies and procedures are continually evaluated, and that Yates County may change, modify, suspend, interpret or cancel, in whole or part, any of the published or unpublished personnel policies or practices, and such revised information may supersede, modify or eliminate existing policies. The Yates County Legislature shall have the sole authority to add, delete or adopt revisions to Yates County Policies.

NAME (PLEASE PRINT):		DATE:	
SIGNATURE:			

**YATES COUNTY
WORKERS' COMPENSATION PLAN PRE-EMPLOYMENT PHYSICAL POLICY**

I. POLICY:

Pursuant to Local Law # 1 of 1956 entitled Establishing a Plan of Self-Insurance as Provided for in Article 5 of the Workmen's Compensation Law, and Providing for the Administration Thereof (hereinafter referred to as "Local Law 1-56"), every new employee of any participant in the plan shall undergo a physical examination before undertaking any of the duties of his or her employment, except in the case of an emergency, in which case the participant employing such employee shall arrange for such physical examination at the earliest possible time after such undertaking of duties.

Recipients of public assistance who are required to participate in community service or work experience activities pursuant to the New York State Social Services Law (such persons also referred to herein as "Workforce Development, Community Aides and Youth Program Participants") are not "employees" for the purposes of Local Law 1-56, and thus are exempt from such pre-employment physical requirement. As such, Workforce Development, Community Aides and Youth Program Participants are exempt from this policy. That said, it is the responsibility of the supervising authority over these persons and programs to ensure that such persons are able to perform the essential functions of his or her assigned position.

Every new employee of any participant in the Yates County Workers' Compensation Self-Insurance Plan (hereinafter referred to as the "Plan") shall undergo a physical examination (hereinafter referred to as the "pre-employment physical") before undertaking any of the duties of his or her employment, except in the case of an emergency, in which case the participant employing such employee shall arrange for such physical examination at the earliest possible time after such undertaking of duties.

Any employee of a particular Plan participant, who was last employed by that particular Plan participant within one (1) year of being re-employed by such Plan participant is exempt from having to undergo a pre-employment physical before undertaking his or her re-employment duties.

The required pre-employment physical form(s) to be completed as part of the pre-employment physical and any instructions thereto, shall be prepared by and distributed through the Yates County Personnel Office.

The employee is responsible for scheduling his or her pre-employment physical, and submitting the requisite pre-employment physical form(s) to the Yates County Personnel Office.

The Plan shall pay \$45 toward the cost of the pre-employment physical. Any additional expense shall be the responsibility of the employee. Any fees associated with having to reschedule a pre-employment physical to a different day shall be the responsibility of the employee.

All processing of bills for the pre-employment physical will be administered through the Yates County Personnel Office. All area physicians and medical facilities have been notified regarding the processing of bills for payment.

All pre-employment physical medical information is kept in a confidential manner, in accordance with applicable laws, rules or regulations.

The results of any pre-employment physical may be used by the Yates County Personnel Officer in making determinations and/or administering his or her powers and duties, pursuant to the New York State Civil Service Law and/or any other applicable law, rule or regulation.

ADOPT PRE-EMPLOYMENT PHYSICAL HIRING POLICY

RESOLVED, that effective November 14th, 2016 the Pre-Employment Physical Hiring Policy is hereby adopted and shall be added to the Yates County Employee Handbook and all pre-existing policies and resolutions be abolished, and be it further

RESOLVED, that a copy of this resolution be forwarded to all department heads, participants of the Yates County Workers' Compensation Insurance Plan, and the respective President for each current County Collective Bargaining Unit.

YATES COUNTY PRE-EMPLOYMENT PHYSICAL HIRING POLICY

I. POLICY:

Pursuant to Local Law # 1 of 1956 entitled Establishing a Plan of Self-Insurance as Provided for in Article 5 of the Workmen's Compensation Law, and Providing for the Administration Thereof (hereinafter referred to as "Local Law 1-56"), and any subsequent policy resolutions thereto, new employees of any participant in the Yates County Workers' Compensation Insurance Plan shall undergo a pre-employment physical (hereinafter referred to as the "Pre-Employment Physical"), before undertaking any of the duties of his or her employment, except in the case of an emergency, in which case the participant employing such employee shall arrange for such physical examination at the earliest possible time after such undertaking of duties.

Pursuant to the New York State Civil Service Law, and/or any other applicable law, rule or regulation, the Yates County Personnel Officer in making determinations and/or administering his or her powers and duties, may investigate and consider whether an applicant for employment has a disability which renders him or her unfit to perform in a reasonable manner the duties of the position in which he or she seeks employment or which may reasonably be expected to render him or her unfit to continue to perform in a reasonable manner the duties of such position, and may make findings with regard to whether the established requirements for admission to the examination or for appointment to a position of employment have been met; and as such, may consider the results of such Pre-Employment Physical regarding the same.

In light of the foregoing, the following policy regarding the Pre-Employment physical as it relates to the employment hiring process by employers under the administrative jurisdiction of the Yates County Personnel Officer is set forth as follows:

Any offer of employment by an appointing authority to a person required to have a Pre-Employment Physical shall be contingent upon the results of the Pre-Employment Physical. To this end, in such instances:

- A) A post-job offer, Pre-Employment physical shall be scheduled by the job candidate after a job offer has been made. Job candidates who do not consent to completing the Pre-Employment Physical or who do not complete the same as required will not be considered for employment.
- B) When an appointing authority informs the job candidate of an offer of employment, the appointing authority shall:

- 1) Notify the candidate that the job offer is contingent upon the results of the Pre-Employment Physical and that a start date will be set when the candidate has “cleared” the Pre-Employment physical.
- 2) Provide the job candidate with a copy of the written instructions for completing a Pre-Employment physical.
- 3) Provide the job candidate with the Part I: Post Offer Pre-Employment Medical History Form and the Part II: Post Offer Pre-Employment Physical Exam Form to be completed by their physician or the physician referenced in the written instructions.
 - a. Deputy Sheriff/Police Officer job candidates will receive written instructions and the Medical Examination Report in accordance to the Medical and Physical Standards and Procedures for Police Officer Candidates prescribed by the Municipal Police Training Council (MPTC) from the appointing authority.
- 4) Notify the job candidate that if he/she has a Pre-Employment Physical completed by Keuka Health, the documentation needs to be completed prior to his/her appointment, and that if he/she arrives for such appointment and his/her paperwork is incomplete, he/she will have to reschedule his/her appointment for a different day, and that any fees associated with having to reschedule the appointment is the responsibility of the job candidate.
- 5) Notify the job candidate that if he/she decides to use his/her own physician, he/she will only be reimbursed \$45.
- 6) Notify the job candidate to promptly submit the completed Part I and Part II Forms to the Yates County Personnel Office.

C) Once the appointing authority has notified the job candidate of these requirements, the appointing authority shall notify the Yates County Personnel Office at (315-536-5554) or yatespersonnel@yatescounty.org that a job offer was made and to expect the Pre-Employment Physical.

D) After the job candidate turns the Pre-Employment physical into the Yates County Personnel Office, the physical will be reviewed and the appointing authority will be notified that the candidate is either “clear” or “not clear” for hire. If the Pre-Employment physical results contain any area of concern and the job candidate is “not clear for hire”, the Yates County Personnel Office will review the results with the appointing authority to determine an appropriate course of action.

AUTHORIZE CHAIRMAN TO SIGN MEMORANDUM OF UNDERSTANDING (CSEA)

WHEREAS, the Director of Veterans’ Affairs has created the Veterans’ Services Officer position, and

WHEREAS, both the Director of Veteran’s Affairs and the CSEA Union Vice President agree to adding the position to Group IX of the CSEA Union contract as a result of the Yates County Legislature authorizing the starting rate of pay to be at the same level the position was budgeted for, and

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Legislature is authorized to sign a Memorandum of Understanding adding the Veterans’ Services Officer position to the Yates County - CSEA contract, and be it further

RESOLVED, that copies of this resolution be given to the Director of Veterans’ Affairs, County Administrator, Personnel Officer, Treasurer and the CSEA Yates County Unit Vice President.

PERSONNEL OFFICE VACANCY REPORT

<i>Vacancy Report</i>							
Vacant Position	Account Number	Department	Personnel Status	Vacancy Start Date	Position Status	New Hire - Recent Activity	Current Staffing Level
						10/2016	
Cook	A3150.51975	YCSO - Jail	PT – 17 Hrs	6/28/2016	Currently recruiting	0	1
Deputy Elect.	A1450.51595	Elections	PT – 17.5 Hrs	8/19/2016	Elections to fill – still vacant	0	1
Deputy Sheriff	A3110.51755	YCSO – LE	FT – 40 Hrs	10/6/2016	Temp - FT on 10/6/16 (back to 13)	1	13
Deputy Sheriff	A3110.51760	YCSO – LE	FT – 40 Hrs	1/11/2016	Deputy hired 11/25/15	0	13
ES Dispatcher	A3021.51714	YCSO – E911	FT – 40 Hrs	9/7/2016	Vacancy Review in October – Waiting for CS Results to come back from the September exam	0	7
Planner	A8020.51085	Planning	FT – 35 Hrs	2/26/2016	No activity – Current Temp	n/a	1
Public Health Nurse/ Public Health Specialist	A4010.51330	Public Health	FT – 35 Hrs	5/6/2016	Currently recruiting	0	3

Currently Recruiting means the Personnel Office has advertised the position and is collecting applications

<i>Continuous Recruitment</i>					
<i>(Applications are accepted on a continuous basis)</i>					
Position Title	Account Number	Department	Personnel Status	New Hire - Recent Activity	Current Staffing Level
				10/2016	
Corrections Officers	A3150.51990	YCSO – Jail	Part Time	0	9
Corrections Officers	A3190.51981	YCSO - Court	Part Time	1 (PT CO/CS hired as Deputy Sheriff – position filled by current MPO)	5
Deputy Sheriff	A3110.51985	YCSO – LE	Part Time	0	4
Dispatcher	A3021.51986	YCSO – Dispatch	Part Time	0	1
Marine PO	A3110.51995	YCSO – LE	Seasonal	0	7

