

GOVERNMENT OPERATIONS COMMITTEE

March 7, 2016

Present: Mark Morris, Doug Paddock, Ed Bronson, Bonnie Percy, Jim Multer, Dan Banach, Leslie Church, Earle Gleason, Terry Button, Bill Holgate, Elden Morrison, Jim Smith, Connie Hayes, Arlene Wilson, Jim Balyszak, Kerry Brennan, Amy Daines, Robert Brechko,

Mark and Earle will do the audit this month.

Minutes from the January and February meeting were approved as present.

Legislative Operations

Doug Paddock gave a power point presentation that was developed by the County Administrator Task Force from their research into whether to refill the County Administrator's position. After some discussion it was determined that the next step would be to create a job description that the legislature can agree on and also a job announcement. A resolution directing the Task Force to develop a job description will be presented at Monday's legislative meeting.

Mark questioned if there was any interest in moving the Legislative meetings to evenings for summer.

The consensus of the Committee was, after having night meetings for the last two years during the summer months with little to none public participation, they would forgo having night meetings this year.

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

- Resolution to file annual reports with the Clerk of the Legislature

Soil & Water – Jim Balyszak

Jim reported the District's 2015 annual report has been completed and approved by the Board of Directors.

Jim reported the grant funding from the Agricultural Safety & Health Council of America provided for the purchase of gas meters to conduct manure gas safety training and education programs provided in cooperation with Yates County Emergency Management Office, Cornell Cooperative Extension and Soil & Water District. The grant objectives have been completed and there are now three high range gas meters being used by volunteer fire departments and twenty five personal gas monitors being used by the farming community and custom manure haulers.

Jim explained the education and outreach component of the grant was very successful with six workshops held with 208 in attendance.

Jim reported the NYS Commissioner of Agriculture certified the addition of the parcels to the Yates County Agricultural District.

Jim reported CCE recently sent information regarding vineyard acreage in our region. Of the 9,050 acres of vineyards in Yates, Ontario, Schuyler, Steuben and Seneca Counties, 55% of this acreage is in Yates County.

Cornell Cooperative Extension – Arlene Wilson

Arlene reported the TANF Life Skills Program is going well, 3 workshops have been completed so far this year.

Arlene reported Extension has just finished America Saves Week, displays could be seen at Extension and the Penn Yan Public Library show different ways to save.

Arlene reported Extension is looking into grant opportunities to provide additional money management workshops to Yates community members, regardless of income eligibility.

Arlene reported the Baby Café opened in February, a Certified Lactation Counselor from Extension will be there once a month.

Arlene reported nutrition workshops were held for Rainbow Junction staff as well as a food preservation program at the Penn Yan Public Library.

Arlene reported on various activities that 4-H and Youth Development are participating in highlights are: Novice Horse Bowl practices and presentations, Yarn Group, Shooting Sports certification, Memory Book Workshops, District Horse Extravaganza, and Ag Literacy week.

Arlene reported Extension is currently participating in a Farm to School planning grant with other counties in the Finger Lakes BOCES district.

Arlene reported in addition to the previous mentioned activities 4-H is holding a 4H Tee Shirt Design Contest. Designs were accepted through March 1st and they will soon be starting a series of clay workshops.

Arlene reported the Master Gardener's will be holding the Yard and Garden Day March 19th in the County Auditorium. They will also have an information table at the Home & Garden Show being held on April 30th. Master Gardener's will be available at two of the stops during the Keuka in Bloom Wine Trail that will be April 30th and May 1st.

Arlene reported the invasive species Emerald Ash Borer has been sited and documented in Yates County. It has been found in Keuka Park and Bluff Point. Extension staff will be working closely with the DEC and Master Forest owners to provide education and information on strategies for eradication of this insect for owners of ash trees. Yates County is now within the quarantine zone which means no personal transportation of untreated firewood and lumber outside of the county. Elizabeth Newbold, CCE staff member, is available to answer questions and encourage those who own significant amounts of ash trees to be proactive, have trees checked, take your ash (cut trees down), and learn about insecticide strategies and treatment information.

Arlene reported the following workshops have been scheduled for Master Forest Owner Program: Hemlock Woolly Adelgid to be held in April, Mushroom Growing Workshop to be held May 17th, and Woods Walk to be held June 11th.

IT – Tim Groth

Tim reviewed his statistical report which showed 186 calls to the help desk of those 4 calls were user error. The spam filter detected 10002 spam and 285 viruses.

Tim reviewed the following resolution that will be needed. The Committee approved.

- Resolution to authorize the Chairman to sign internet and telephone services contract

Tim reported the VOIP program is moving along, it is in the programming stage.

Tim reported the new website was up as of February 1st. Tim Dennis stated there are a lot of links that do not work on various pages. Also the print needs to have more contrast as it is hard to read. Tim Groth is working with Biznetix on the contrast and various other issues.

Elections – Robert Brechko/Amy Daines

Amy reported the voter outreach at the schools will take place the next two days.

Amy reported the village election will take place next week and they are currently doing the absentee ballots for that.

Amy explained they will be starting the presidential ballots this week. They will be doing at least two elections at the same time most of the year if not 3 at one time.

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

- Resolution to authorize Yates County Board of Elections to enter into election services agreement with school districts or other entities in the County pursuant to section 3-224 of election law
- Resolution to authorize the Chairman of the Legislature to sign contract extension Appendix X for HAVA Shoebox Money Contract T003215
- Resolution to authorize the Chairman of the Legislature to sign contract T002583, appendix X extending the expiration date of the contract poll worker training/voter education grant to 3/31/17

County Clerk – Lois Hall

Lois was unable to attend the meeting her reports were reviewed with no questions.

Personnel – Kerry Brennan

Kerry reported the Workplace Violence Training will take place April 12th in the County Auditorium. The topic will be Active Shooter Awareness and will be conducted by the Sheriff.

Kerry reported there is now a Yates County Personnel Facebook page which Kerry plans to use for job and exam announcements.

Kerry reported there is a Blood Drive scheduled for May 4th from 9:00a.m. to 2:00p.m in the County Auditorium.

Kerry reported Catalog and Commerce will go live as of April 1st and the next training is being offered as a webinar on March 16th at 10:00a.m.

Kerry reported she is recruiting for the positions of Principal Account Clerk Typist in Public Health, Motor Vehicle Cashier, and Deputy County Clerk.

Kerry reported with regards to the Health Insurance Broker of Records RFP. She has received 6 responses back she would like to setup a committee to review the responses. A committee consisting of Bonnie, Mark, Nonie and Kerry will review the responses.

Kerry reviewed a memo pertaining to the Historian/Records Management Structure. Further discussion will take place on this next month when Lois is available.

Kerry reviewed a memo pertaining to various management training options and asked if the Committee wanted her to obtain further information. The consensus of the Committee was to move forward with this possibility and also try using local sources.

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

- Adopt Probationary Period Policy
- Adopt Performance Test Retest Policy
- Adopt Alternate Test Date Policy
- Adopt Application Receipt Policy
- Adopt waiver of Performance Test Policy
- Authorize Chairman to sign Memorandum of Agreement regarding Mass Prophylaxis Dispensing CLOSED Point of Dispensing (POD) with Yates County Public Health
- Authorize Chairman to sign Business Associate Agreement with Benetech
- Amend Resolution 83-16 Create and Fill Payroll Specialist
- Authorize Chairman to sign a contract with Bonadio
- Authorize unpaid leave of absence Miller
- Authorize Highway Superintendent to hire summer help

Bonnie moved to enter into executive session to discuss the employment history of a particular person, seconded by Terry.

VOTE: Unanimous

Meeting adjourned at 5:37p.m.