

GOVERNMENT OPERATIONS COMMITTEE

April 6, 2015

Present: Mark Morris, Doug Paddock, Gary Montgomery, Bonnie Percy, Jim Multer, Dan Banach, Leslie Church, Lee Sackett, Tim Dennis, Bob Clark, Jim Smith, Connie Hayes, Sarah Purdy, Paul Casey, Bob Brechko, Julie Betts, Tim Groth, Amy Guereri, Tom Eskildsen, Elden Morrison, Danielle Hautaniemi, Margaret Dunn, Bill Holgate

Mark and Elden will do the audit this month.

Minutes of the March meeting were approved as presented.

Legislative Operations

Chairman Dennis reviewed as a follow up to last week's discussions with the Management Team.

- Issue: Regular meetings between the Legislature and the Management Team. Chairman Dennis stated that the Legislature feels this should continue on a quarterly basis but they need to know who is going to set them up, is there going to be an agenda and is it going to be made available prior to the meeting.
- Issue: Creation of a Standard of Conduct Document and Development of Guidelines regarding Workplace Flexibility. Chairman Dennis stated it needs to be known who is doing what and who's responsible for what. The development of the guidelines and policy manual itself needs to have input from the Management Team with oversight by the Legislature and facilitation by the Administrator.

Jim Smith stated there are a few policies that have been identified as rather a higher priority than maybe some others. It might make sense to structure it as a frame work for what ultimately becomes a handbook or a work place guide book and in there are a number of policies. If there could be some standard or frame work so that we know what the issues are, come back with what the prioritized ones are, such as flex time, work from home, time off request etc. come up with that prioritized list, develop those while we ultimately integrate those into a large policy. If we wait for the handbook that could be a long time.

- Issue: Non-union Compensation and Benefits. Chairman Dennis stated again, who is going to do it and how much is the Legislature going to support it. We need to look at issues such as ones we currently have where supervisors are making less than the employees they are supervising. Who is going to do it and who do they report to? The Legislature needs to further discuss this with the Management Team. Sarah will need to work with the Management Team and put something together as far as options available for the May Government Operations meeting.
- Issue: Clarification of salary study hour/salary. The Legislature approved going forward with this but needs to know who is going to do it. Further discussion will take place on at future workshops.

Soil & Water – Jim Balyszak – Tom Eskildsen

Tom reported with regards to the Emergency Watershed Program. This USDA program assists municipalities with stream work that has impacted roads as a result of the May 2014 storm. District staff met with County Highway, Town of Italy Highway and USDA representatives to review reporting requirements and determine necessary surveys and designs for repairs. This program has been funded by congress and work should be completed this year.

Tom reported with regards to the Emergency Conservation Program. This USDA program will reimburse farm owners for repairs to agricultural lands damaged during the May 2014 storm. Farm owners are eligible for reimbursement for fixing wash outs, debris removal, fence repair and similar actions. This program has been funded by Congress, and Soil & Water are providing the forms and giving instructions on completing the required paperwork. There are currently 30 Yates County land owners participating in this program.

Tom reported the District Tree Program will conclude at the end of the month. Sales are down this year by approximately half, which Soil & Water feels is associated with the long winter and late spring.

Tom reported the District Staff has been busy reviewing site plans for proper erosion and sediment control measures. Based on the plans that have been submitted it appears to be an active construction year.

Tom reported the District Staff are completing applications for two competitive grants. Funds for these are made through the NYS Environmental Protection Fund.

Tom reported the 2014 annual report is completed and available in their office.

Cornell Cooperative Extension – Danielle Hautaniemi

Danielle reported the Joint Shared Services Committee of CCE Yates and CCE Schuyler counties provided both Boards with preliminary findings on their exploration of shared programming, administrative and executive staff, or merger/consolidation at the end of March. The recommendation is to not pursue consolidation or merger at this point based on limited immediate savings or efficiencies. However, the committee also recommended that both Associations pursue shared programming and administrative support in selected short- and long-term areas, and to use these opportunities to build familiarity and greater sharing between staff, Boards and participants. The committee will continue to meet to refine these findings and to monitor progress on identified goals.

Danielle reported CCE Yates County is holding interviews for the Executive Director position on April 6th & 7th. Candidate public presentations will be at 2:30 and 3:30 pm on April 6th and at 3:15 pm on April 7th. All presentations will be in the Auditorium of the Yates County Office Building.

Danielle reported the contract between Yates and Schuyler CCE for her services expires the middle of the month. Danielle expects a short term extension for the services until someone is on board in Yates County.

Elections – Robert Brechko/Amy Daines

Bob reported the 2014 annual report was submitted. Bob explained with regards to the annual report, he puts together the statistical report at the beginning of the year that goes to the state and Amy does the narrative report taking in the statistical information.

Bob reported tomorrow he and Amy will be going to the other half of the county schools. They registered Penn Yan last month and tomorrow they will be doing Marcus Whitman and Dundee and that should finish up this year. Bob and Amy would still like to get out to the towns but they are waiting for the political calendar from the State before this can be done.

IT – Tim Groth

Tim reviewed his report which showed 131 calls of which 5 were classified as user error. The spam filter caught 15954 and there were 370 viruses identified.

Tim reported the roll out of the new SAN's solution for the VM network installation went well. Testing is currently underway.

Tim reported the department has been busy with the 911 center in getting the center in place and running,

Tim reported he is now training the new IT employee that will be shared between DSS and Public Safety.

Tim reviewed his 2016 – 2020 capital plan requests for various equipment needs.

County Clerk – Julie Betts

Julie reviewed various statistical reports which compared transactions in the Clerk's office, and DMV.

Julie reported her annual report was filed with the Clerk of the Legislature.

Julie reviewed the following ruling for default judgments:

Since last October, the Clerk's office and the Yates County Supreme Court's staff have been working on a system to address the Chief Administrative Judge's new ruling regarding default judgments in consumer credit card actions.

The new ruling requires a 20-day Additional Notice to be mailed to the defendant by the Supreme Court before a default judgment can be filed against a debtor by the County Clerk. The new ruling has initiated additional paperwork to be transferred back and forth between the Supreme Court staff and the County Clerk's Office staff whereas previously the County Clerk was exclusively responsible for filing these types of default judgments.

Both offices have now devised a cohesive system and judgments are now being entered within an acceptable time-frame.

Julie reviewed the following information on the Redaction of confidential personal information:

Effective March 1, 2015, the Chief Administrative Judge of the Courts added a new section 202.5 (e) regarding the omission or redaction of confidential personal information ('CPI') from papers intended to be filed in Court.

CPI is considered to be:

- i. An individual's Tax payer ID number or Social Security number
- ii. The full name of an individual known to be a minor, except the minor's initials.
- iii. A financial account number, including a credit and/or debit card number, a bank account number an investment account number, and/or an insurance account number, except the last four digits or letters thereof.

The ruling states that any person submitting papers to the court for filing, provide a cover page stating whether or not CIP information is contained within the documents or if CIP information is contained, has been redacted.

Responsibility for compliance with the new redaction rule lies with the filer and to a lesser extent, other litigation parties. The rule does not place any new document redaction or rejection obligation upon County Clerks or Court Clerks.

Legislature – Connie Hayes

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

- Adopt Local Law No. 1-15 Entitled A Local Law Of The County Of Yates, New York, Allowing For Common, Safe Items To Be Excluded From the Dangerous Fireworks Definitions As Permitted By New York State Penal Law Section 405
- Resolution to Request Home Rule Legislation To Renew The 1% Sales Tax Increase Imposed in 2003

Personnel – Amy Guererri

Amy reviewed the following resolutions that would be needed the Committee approved.

- Resolution to authorize the Chairman to sign agreement with Benetech, Inc. for Loss Control and Safety Training
- Resolution to authorize the Chairman to sign agreement with Benetech, Inc. for Leave Management

Amy reported she and Kim participated in a conference call with Catalog & Commerce, and everything is moving along according to schedule.

Amy reported the Employee Assistance Program (EAP) utilization for the period 1/1/15 to 2/28/15 has already matched the utilization for the entire year in 2012, and is 50% greater than the utilization for the entire year in 2013.

Amy reported she recently participated in a survey conducted by the NYS Dept. of Civil Service Commission. The intent of the survey was to review the process for local civil service agencies to submit “Rules Resolutions” with the goal of simplifying and speeding up the process.

Amy reported the NYS Personnel Officer’s Association, and their tireless advocacy on behalf of the local civil service agencies within New York State, the New York State Department of Civil Service, and Office of Commission Operations & Municipal Assistance recently offered local civil service agencies the opportunity to participate in a “Joint Score Notice” process. By opting to participate in this initiative, Personnel has avoided the financial burden of the mailing costs and staff time associated with notifying nearly 2,000 candidates of their score and rank.

Amy reported the transition to Benetech, Inc. has progressed smoothly, and according to plan.

Paul Casey reviewed the costs of the County Insurance renewals. The consensus of the Committee was to move forward with the renewals. Connie will prepare the necessary resolution.

County Administrator – Sarah Purdy

Sarah reviewed her memo on the Insurance responsibilities. Connie will be handling General Liability, property and bodily injury claims and Sarah will be handling anything pertaining to law suits.

Sarah reviewed her memo on the Shares services and asked for feedback on anything that the Committee wanted the Shared Services Committee to be addressing in preparation for the next phase. Sarah stated it might be a good idea to ask the county attorney to give the Committee an assessment of the levels of risk involved in sharing different positions. This would allow us to have that information ready at the time that we enter the next phase of the Shared Services endeavor. That way the Committee wouldn’t be in a position of needing to go backward again before we go forward.

Chairman Dennis stated that he feels the question in general was does the Legislature have some specific things or some things in general that they would like to take back to the Steering Committee. Chairman Dennis feels that the Legislature still needs to consider, if you take into

account our present infrastructure, and our present cost of operation, that we should not walk away from this study without a thorough, and probably would require, an additional study and funding to look at a regional jail. Chairman Dennis stated he knows this is not popular with the Schuyler County Sheriff according to the Observer paper, but it is something we are going to have to address sooner or later and it makes more sense to address it on the economy of scale of two or three counties and a regional jail than trying to do it ourselves.

Bill stated that he agrees and it would be a great way to do a litmus test of the Governor also just so we can see where the state stands. Right now we are doing this study but we have no feelers out to the state as to what they might be willing to get involved in.

Chairman Dennis stated there is \$150 million dollars in the Governor's proposed budget to facilitate shared services. If there is money out there, obviously we would have to come up with some and the shared counties would have to come up with some but it is a litmus test for the state government, are you willing to support what you're talking about.

Mark stated that he has been an advocate for months now on sharing between Yates, Steuben and Schuyler. Steuben is in a position where they could be expended, it's only approximately 25 miles from Penn Yan. Mark feels we should really push this.

Chairman Dennis stated that we can hear all the reasons it can't be done, but he would like to have a study showing how and why it could be done. Including the use of up to date technology including our fiber optic networks so that conferences could be held without having to transport prisoners back and forth for every court appearance.

Sarah questioned if the discussion should be continued in Public Safety. Chairman Dennis stated that obviously the Sheriff needs to be involved but he wants to hear from the board, do they want to send a directive to the Yates County's Steering Committee that this is important to them or not.

Mark stated he feels there is also an opportunity for 911 service.

Chairman Dennis asked that Bill bring this up at the Public Safety meeting to get the Sheriff's input before it goes to the Steering Committee.

Tim Groth gave a brief presentation on his office's duties and responsibilities

Meeting adjourned at 3:40p.m.