

GOVERNMENT OPERATIONS COMMITTEE
May 4, 2015 at 1:00p.m.

Present: Mark Morris, Tim Groth, Jim Balyszak, Connie Hayes, Amy Guererri, Gary Montgomery, Bonnie Percy, Jim Multer, Bill Holgate, Dan Banach, Lee Sacket, Tim Dennis, Bob Clark, Sarah Purdy, Bob Brechko, Amy Daines, Julie Betts, Elden Morrison, Danielle Hautaniemi, Doug Paddock, Joe Reed.

Mark and will Bob do the audit this month.

Minutes of the April meeting were approved as presented.

Legislative operations

Mark reported he has been working on a way to show total compensation numbers for various employee groups. Total compensation being, total salary, benefits, pension etc. Mark is still working on this and will report his findings once all information is complete. Mark feels the Legislature does not have a good comparison on how total compensation has increased.

Soil & Water – Jim Balyszak

Jim reported the District was able to secure \$150,000 from the NYS Environment Protection Fund through the efforts of Senator O'Mara. The funds will be used to repair damage created by the 2014 storm event along certain sections of the outlet trail.

Jim reported the District staff are completing hydrology studies for approximately 50 culverts on two county highway roads. These studies will determine how large an area is discharging water to each culvert and the estimated volume of water based on various size storm events.

Jim reported the office has started working on a culvert inventory project in the Town of Jerusalem for East Bluff Drive. Maps and the field information will be produced along with a database that can be updated when maintenance or repairs are made.

Cornell Cooperative Extension – Danielle Hautaniemi

Danielle reported the Yates County Board of Directors has appointed Arlene Wilson to the position of Executive Director. Arlene will be starting next week.

Danielle reported the Cornell Vegetable Program team released a video, featuring Judson Reid and the first and still largest, produce auction in New York State, right here in Yates County. To view the video, please visit <https://youtube.com/watch?v=MvvjnDic4LA>.

Danielle reported CCE Yates and CCE Schuyler are submitting a grant to Cargill, Inc. to expand watershed protection and invasive species education in the western Seneca Lake Watershed. This grant would fund approximately 20% of the Invasive Species/Watershed educator's time and primary target audiences include youth, watershed residents and local officials.

Gary questioned if there was any data available that would show how successful the Like Skills program has been over the years. Danielle will have the new director look into putting something together.

Danielle was thanked for stepping in during the absence of a permanent director.

Elections – Robert Brechko/Amy Daines

Amy reported there are bills to change the primary election date for 2015 being presented in the Senate and Assembly which would move the date to September 10th. However, they are still waiting to hear when the primary date will be. Once this date is set the political calendar will then be adjusted and published.

Bob reviewed a travel authority request that will be needed for him and Amy to attend the NYS Election Commissioner' Association 100th year summer conference. The Committee approved.

IT – Tim Groth

Tim reviewed his statistical report. There were 170 help desk calls and 3 of those were classified as user error. There were 1237 viruses identified and 12836 spam identified.

Tim reported on remote access for Yates County Employees. Tim explained he has several concerns with remote access one of which is security and the use of personnel laptops. Tim stated that as part of the refresh program an updated firewall would be needed and IT does have some previously used laptops that could be setup as loaners so that the individual could have access to their files, and a policy would need to be developed that would describe the process for obtaining authorization for this access and how it would be handled. The consensus of the Committee was to have Tim move forward with this.

Tim reviewed the Network Refresh & VoIP Collaboration project. Tim explained the current situation of our network switches and the phone system. Tim stated he has put together a combined package that would upgrade the 13 and 14 year old switches, core switch, connectivity between the four facilities, the cabling, and the services provided by SMP. This would also include a complete replacement of our current 20+ PBX system that is no longer being supported, the desktop phones, and the infrastructure for that in addition to the firewall. The call reporting software that we currently use would also be replaced. Tim explained the total cost for this will be \$545,720.02 and this can be financed with Cisco over a 5 year period interest free. The consensus of the Committee was to move forward, Tim will have a resolution ready for Monday's meeting.

County Clerk – Julie Betts

Julie reviewed her statistical report for transactions in the County Clerk's office and DMV.

Julie reviewed the new Federal rules for CDL permit testing. It is now required that DMV staff involved in CDL testing to take a 45 minute training session prior to June 8 remotely via the State computer system.

Also, DMV staff will be required to undergo a federal background fingerprint check regardless of whether a prior fingerprint check was performed for the issuance of Enhanced Driver Licenses. Julie explained the cost for fingerprint checks is approximately \$105 and grant funding has been allocated to DMV by the Federal Motor Carrier Safety Administration to cover this cost.

Julie reviewed the new Federal regulations for proof of citizenship/legal residency. Julie explained beginning June 18, 2015, new proofing requirements will be phased in for commercial learner permit (CLP) and commercial driver license (CDL). Because Federal Regulations require submission of additional proofs in person, drivers will be prohibited from renewing their CLP and/or CDL by mail after June 18, 2015.

Proof of U.S. Citizenship or proof of lawful permanent residency or temporary legal presence will be required, and for New York State residents, proof of residency will be required for all CLP or CDL transactions.

Julie reported on the electronic insurance card procedures. Julie explained that effective April 29, 2015 changes to Part 32 of the NYS commissioner regulations allow the Department to accept an electronic version of a client's automobile insurance ID card. The client can present this version on portable electronic devices, which include but are not limited to iPhone, android or windows phones, notebooks or tablets. However DMV will not be handling the device. The individual will be asked to put the phone in front of the clerk and the clerk will then scan the electronic card. If for any reason the electronic card will not scan the individual will need to get a paper copy or have it faxed to DMV. However, temporary insurance cards, self-insured entities and fleet, dealer or transporter transactions are not covered by the new procedure.

Julie reported the US passport agency is requesting that each month, they be provided with an accounting of the number of passport applications processed. Julie explained this information is available from the ACS monthly report. Julie stated this request of monthly data may have something to do with possibly increasing the county's portion. Julie will report more as information is available.

Legislature – Connie Hayes

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

- Resolution to approve the mortgage tax apportionment
- Resolution approving the standard work day reporting – Connie explained that the retirement system requires terms be listed, if a term is not filled in the retirement will not be logged. For the positions that do not have terms, the term of the appointing authority is used per the NYS Retirement System.

Personnel – Amy Guererri

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

- Resolution granting unpaid leave of absence (Strojny)

Amy reviewed a position review form to refill the position beginning vacated by the Personnel Assistant. Amy would like to refill the position with a Human Resources Associate. The consensus of the Committee was to go ahead and fill the position with a salary range of \$34,000 to \$38,000 and asked that “Personnel” be included in the title somewhere.

- Resolution authorizing creation and filling of position –Human Resources Associate

Amy reported the Fair Labor Standards Act (FLSA) classification analysis. Amy explained that of the 45 titles reviewed it has been determined that there are 5 titles that clearly do not meet the criteria for exemption from the FLSA and should be changed from salaried to hourly status. It is recommended that two titles undergo further review by our labor attorney for classification determination. The Committee approved Amy to get the labor attorney’s opinion on the 2 positions.

Amy provided the Committee with a report of non-union employees that supervise employees that earn close to or more than they do and asked for clarification if the Committee wanted to address this issue at this time. The consensus of the Committee was to address this issue through the salary study.

County Administrator – Sarah Purdy

Sarah explained that one of her goals for 2015 was to redesign the County performance appraisal system so that it was based on core competencies. Sarah recommended that she set aside this goal in order to work on priorities/subjects that the Management Team brought to the Legislature’s attention in April. The Committee agreed.

Sarah reported the next meeting for the Shared Services is scheduled for May 27th at 1:30p.m. in Schuyler County. Sarah asked if there was anything further that she could relay to CGR so they could prepare for meeting.

Doug suggested a shared county attorney and paralegal might possibly be looked at. Also maybe a shared public defender.

Jim Multer moved to enter executive session to discuss personnel performance, seconded by Bonnie.

Meeting adjourned at 3:15p.m.