

County Administrator Organizational Taskforce
January 13, 2016

Committee Members Present: Doug Paddock, Mark Morris, Ed Bronson, Gary Montgomery, Jim Multer, Scott Falvey, Deb Minor, Nonie Flynn and Kerry Brennan

Committee Members Excused: None

Public Attendance: Tim Dennis

Committee Chairman, Doug Paddock called the meeting to order at 4:00 PM

Agenda items:

1. Folders provided with various documentation related to the County Administrator, Yates County Local Laws, Government Structure and documentation from the recent Facilitator review.
2. Meeting Frequency
3. Vice-Chair
4. Meeting Minutes
5. Task Timeline
6. Review and discussion of the "Review of Counties and Chief Operating Officer" spreadsheet

Meeting Frequency:

It was decided that the committee would meet at the following dates and times:

- Thursday, January 21st @ 6:00 PM – Location: Public Health Conference Room
- Wednesday, February 3rd @ 12:30 PM – Location: Public Health Conference Room
- Monday, February 8th @ 3:00 PM – Location: Public Health Conference Room (Tentative)
- Additional meetings to be scheduled at subsequent meetings

Vice-Chair:

Mark Morris volunteered to be the Vice-Chair and Ed Bronson volunteered to fill in for Mark in his absence.

Meeting Minutes:

The following people have volunteered to take minutes and distribute to the committee and Clerk of the Legislature:

- January 13th – Kerry Brennan
- February 3rd – Deb Minor
- February 8th – Ed Bronson

Task Timeline:

Discuss timeline set forth by the Chairman of the Legislature. Timeline could change based on the recommendations by the committee.

Task	Deadline Date	Status
Form Committee	January 11 th	Completed
Review various options (Acting/Interim)	January	
Various Options Conclusion	February Government Ops	
Complete Job Description/Define qualifications and qualities	February	
Recruitment Process	March	
Start Recruitment	April	
Review Applications/Hold Interviews	May	
County Administrator Selected	June	
County Administrator Starts	July	

It was agreed that there would be an update of status at the February Government Operations Committee meeting, but it was unlikely that all options would be evaluated and presented at that time.

Scope of Committee:

Prepare recommendations and analysis regarding the County Administrator Position and the Yates County Government Structure for the review of the Legislature. It was agreed that, should the Legislature decide to pursue recruitment of an administrator, this committee is not necessarily the same committee that would recruit candidates and conduct initial interviews.

Review of Counties and Chief Operating Officers (County Administrator, County Manager, Chief Administrative Officer):

- Reviewed spreadsheet showing high-level analysis of 57 Counties based on Connie’s website search:
 - Charter Counties: 21
 - Non-Charter Counties: 36
 - No designated Chief Operating Officer: 7
 - Unknown: 6
- Committee agreed that adoption of a Charter would not be pursued (Separation of powers possible: Elected Executive, appointed County Manager)
- **Action item:** Mark Morris to send committee members spreadsheet outlining all NYS Counties and their populations.
- **Action item:** Contact Non-Charter Counties that do not have a Chief County Operating Officer, find out what they define as their key functions and who completes them.
 - Personnel Officer Brennan to contact applicable counties and distribute responses.
- **Action item:** Contact Non-Charter Counties that do have Chief Operating Officers and request that they send their Local Laws and Job Descriptions for their Chief Operating Officer positions:
 - Criteria to consider/Counties to Contact:
 - Benchmark Counties
 - Ontario and Wayne (other non-charter Finger Lakes counties)
 - NYS non-charter counties with populations less than ~50,000
 - Personnel Officer Brennan to contact applicable counties and distribute responses.
- **Action item:** After job descriptions and local laws are collected and distributed, the following are the assignments for further evaluation:

Cortland	Kerry
Greene	Jim
Allegany	Noni
Orleans	Deb
Essex	Ed
Seneca	Gary
Schoharie	Deb
Lewis	Ed
Yates	Doug
Schuyler	Mark
Ontario	Scott
Wayne	Scott

- **Action item:** Nonie is to create a spreadsheet format that the committee will use as a template to formulate the documentation that is received.
- **Action item:** Personnel Officer Brennan will contact Tim Groth to create a distribution list for the committee members for easy communication purposes.
- Discussion regarding what we do in the interim:
 - Who/how/when will evaluations and quarterly meetings occur?
 - Should committee chairs prepare/complete the performance evaluations?
 - Defer performance appraisals until permanent solution?
 - Further discussion is needed.

- This committee also needs to address the pending vacancy in Planning:
 - What are the functions of this position?
 - Could the County Administrator, if filled, also complete the functions of this position?
 - Further discussion is needed.
- If additional tasks are added to the County Administrator such as Purchasing/Risk Insurance/Budget/etc., we would need to consider providing the position with support staff.
- Discussion regarding Mark's configurational alternatives: "CA Replacement Options-Draft"
 - Scenarios provided and discussed
 - It was agreed that this may be used and/or modified once information is gathered from other counties
- Key functions of previous County Administrator:
 - Coordinating with Department Heads
 - Performance Appraisals
 - Administration of Contracts
 - Project Management
- The intent of the committee is to decide if a Chief Operating Officer is practicable and the documentation being collected will be a start in addressing this.

Meeting adjourned at 5:30 PM

