

**County Administrator Organizational Taskforce**  
**January 21, 2016**

**Committee Members Present:** Doug Paddock, Mark Morris, Ed Bronson, Gary Montgomery, Jim Multer, Scott Falvey, Deb Minor, Nonie Flynn and Ex-Officio member Tim Dennis

**Committee Members Excused:** Kerry Brennan

**Public Attendance:** None

Committee Chairman, Doug Paddock called the meeting to order at 6:06 PM

**Agenda items:**

1. Review proposed Agenda
2. Public Comment
3. Review of January 13, 2016 minutes.
4. Review status of January 13<sup>th</sup> Action items
5. Members report findings for Non-Charter Counties with a Chief Operating Officer (COO)
6. Discussion of next steps for Non-Charter Counties without a COO
7. New York State map

**Agenda Review:**

Task Force Chair Doug Paddock presented a proposed agenda for the evening's meeting with agreement by those present.

**Public Comment:**

The Chair invited public comment of which there was none.

**January 13, 2016 Minutes:**

- After review of the January 13, 2016 minutes Deb Minor informed members that the location of the February 3<sup>rd</sup> meeting would be in the Executive Session Room rather than the Public Health Conference room for a revised schedule as follows:
  - Wednesday, February 3<sup>rd</sup> @ 12:30 PM – Location: Executive Session Room
  - Monday, February 8<sup>th</sup> @ 3:00 PM – Location: Public Health Conference Room
  - Additional meetings to be scheduled at subsequent meetings

**Scope of Committee:**

Dr. Timothy Dennis, Chairman of the Legislature commented that while at the previous meeting 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, however it may be determined that the committee remain the same and be tasked for these additional steps. The determination will need to be made at a later point in the overall process of evaluating the County Administrator position by the current task force.

**Review the Status of Action Items from Jan 13th:**

- **Action item #1:** The spread sheets outlining all NYS Counties with population were sent to all committee members on January 13 by Mark Morris.
- **Action items #2 and #3:** Personnel Officer Kerry Brennan contacted all Non-Charter Counties without a Chief Operating Officer (COO) to obtain information defining key job functions and who has responsibility for the key job functions. She also contacted the agreed upon Non-Charter Counties with a COO and requested their local laws and job descriptions for the COO. The information obtained was then forwarded to all committee members electronically.
- **Action items #4:** Committee members independently evaluated their assigned counties by review of available documents obtained through the Personnel Officer, review of county websites and through direct contact as able. Information obtained was entered into the spread sheet developed by Treasurer Nonie Flynn. Information was not complete at the time of the meeting for all counties, however committee members will continue in

their efforts to complete the assignment. The spread sheet will be included as an attachment to the minutes and will be updated by Deb Minor as additional information is obtained.

- **Action item #5:** A spread sheet was created by Nonie for documentation and distributed to all member electronically on January 18<sup>th</sup>.
- **Action item #6:** A request has been made to the IT Director for the creation of a distribution list for all committee members. It is anticipated that the distribution list is forthcoming.

**Discussion of Next Steps for Counties without a Chief Operating Officer:**

The following Counties without a COO are identified for review and assigned to committee members for evaluation:

Chenango	Mark
Columbia	Gary
Delaware	Doug
Ostego	Nonie
Tioga	Deb
Wyoming	Nonie

Committee members agreed that the counties located in New York City are not being considered for evaluation due to the vast differences between those counties that are very urban compared Yates.

Discussion occurred regarding how best to proceed with the evaluation of these six counties, method of evaluation, scope of questions to ask and person(s) best to approach for the questions. There was consensus that members should first review county websites and any information already obtained thru Kerry Brennan’s inquires. It will then likely entail one or more phone conversations with key employees of the respective counties with a logical first contact being made with the Clerk of the Governing Body, to explore how key functions are conducted and by what title.

Discussion also occurred on additional information that may be valuable including the number of employees for each county, the number of first reports for the COO and current salaries of the COO, Legislature versus Board of Supervisors, and for the counties without a COO, whether or not the Chair of the Legislature or Board of Supervisors was a full time employee. These elements will be added to the spread sheet for documentation. It was suggested that Kerry may be able to request the number of employees by county through her list serve to Personnel Officers.

**New York State Map:** Doug presented a Map done by Connie Hayes, Clerk of the Legislature depicting through color coding which counties were non-charter vs charter, COO vs no COO etc. Doug discussed how this map could be used as a valuable visual toll in presenting information. All members were in agreement and also appreciative of the work done by Connie in creating this.

**Interim Period:**

Discussion occurred on whether it is recommended that the County proceed in naming an interim County Administrator. Further consideration is needed after input is gathered from the counties which do not have a COO.

Discussion also occurred by members regarding how performance appraisals and setting of annual goals for those department heads that had previously reported to the County Administrator should be handled and what options existed. Choices tabled:

- Have committee chairs prepare/complete performance evaluations
- Defer some or all.

Tim Dennis offered to distribute a list showing anniversary dates to both the Standing Committee Chairs and members of the committee. It was suggested that further discussion would take place through the Government Operations committee.

**Review of Action Items developed January 21<sup>st</sup>:**

- **Action item #1:** Committee members to complete review of Counties with a COO including new data elements regarding employees, first reports and COO salary.

- **Action item #2:** Contact Non-Charter Counties that do not have a COO as defined in the chart above. Information gained can be provided to Deb Minor prior to or at the next meeting for entry into the revised spread sheet.
- **Action item #3:** Deb to update the Key Functions Spread Sheet and distribute to all committee members
- **Action item #4:** Doug will update the chart of counties to indicate which have a County Legislature and which have a Board of Supervisors.
- **Action items #5:** Tim to distribute list of anniversary dates for department heads to the Standing Committee Chairs and members of the Committee.

Meeting adjourned by Doug at 7:35 PM

Respectfully Submitted  
Deborah A Minor, RN, MPH  
Director of Public Health