

**County Administrator Taskforce
February 3, 2016**

Committee Members Present: D. Paddock, M. Morris, E. Bronson, G. Montgomery, J. Multer, S. Falvey, D. Minor, N. Flynn, K. Brennan

Committee Members Excused: none

Public Attendance: none

Taskforce Chairman, D. Paddock called the meeting to order at 12:33 PM

1. January 21, 2016 minutes were approved as submitted.
2. D. Paddock reported he is working on maps and has started a PowerPoint presentation for future use.
3. Revised spread sheets were reviewed by the taskforce.
4. **Action Item:** D. Minor agreed to collect and input new information about counties that do not have an administrator.
5. Taskforce members shared the information they gathered by contacting individuals in counties without an administrator:

N. Flynn	Otsego and Wyoming
G. Montgomery	Columbia
D. Minor	Tioga
D. Paddock	Delaware
M. Morris	Chenango
6. Observations were discussed about counties without an administrator:
 - counties without an administrator had additional staff
 - each county has someone who is the focal point, usually Chair of governing body and/or Clerk
 - Chair of governing body may be full time or part time
 - in counties without an administrator, legislators/supervisors have more responsibilities

7. **Action item:** K. Brennan will contact personnel departments in counties without an administrator to research:

- number of full time employees
- number of part time employees
- number of department heads
- salary of chair of governing body, any additional stipends
- legislator/supervisor salary
- terms of office -are they staggered

8. D. Paddock led discussion about the next step in our process. M. Morris discussed using a decision matrix and SWOT chart (Strengths, Weaknesses, Opportunities, Threats).

9. D. Paddock facilitated a discussion about Key Job Functions (KJFs) we would want a Chief Operating Officer (COO) to perform. The taskforce also identified functions we would perhaps want a COO to perform as well as functions we would not want a COO to perform.

Key Job Functions	Possible Job Functions	Functions Definitely Not to be Performed
Coordinate/Supervise Department Heads (DHs)	Budget Officer	Auditor
Regular meetings with DHs	County Planner	Clerk of Legislature
Policy recommendation	Purchasing	IT Director
Policy implementation	Records Access Officer	Prepare tax rolls
Program Manager for large, multi-department projects	Risk Manager	
Union negotiations		

10. Future meetings of the taskforce:

Monday, February 8 at 3:00 PM in Public Health conference room

Tuesday, February 16 at 6:00 PM in Public Health conference room

Thursday, February 25 at 6:00 PM in Public Health conference room

11. Meeting adjourned by D Paddock at 1:58 PM.