

Government Operations
Thursday, February 25, 2021 @ 10:30 AM
Zoom

AGENDA

10:30 AM Call Meeting to Order

Approval of Minutes

- January 28, 2021

Resolutions:

1. Resolution of Appreciation - Retiree Recognition
2. Authorizing Attendance at an Out of State Conference
3. Authorizing the Chairman to Enter Into an Agreement with The Bonadio Group for Professional Auditing Services
4. Authorizing the Chairman to Execute a Plan Amendment
5. Authorizing an Agreement with Lifetime Benefit Solutions for Section 125 Administration Services
6. Creating a Full-Time Position in the Building Maintenance Department
7. Creating a Part-Time Messenger Positions in the Office of the County Clerk and Amending the Wage Rates and Fringe Benefits for Non-Represented Employees in White Collar Unit Job Titles Policy and Procedures
8. Reappointing the County Personnel Officer
9. Revising the Madison County Management Compensation Plan
10. Authorizing the Chairman to Execute a Memorandum of Agreement with Recognized Labor Unions

Other Committee Business

1. Vacancies
2. Motion to Enter Executive Session

Preferred Agenda

Next Meeting:

Adjourn

MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE

COUNTY OFFICE BUILDING

P.O. BOX 636

WAMPSVILLE, NY 13163

(315) 366-2341 (Phone)

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Eileen M. Zehr

Personnel Officer

eileen.zehr@madisoncounty.ny.gov

Ryan D. Aylward

Director of Labor Relations

ryan.aylward@madisoncounty.ny.gov

GOVERNMENT OPERATIONS COMMITTEE

January 28, 2021

Minutes Draft

Present: R. Bono, M. Cavanagh, C. Moses, M. Roberts and P. Walrod

Also Present: R. Aylward, J. Becker, D. Curtis, D. Degear, C. Edick, S. Field, P. Lutwak, Y. Nirelli, L. Randall, M. Scimone, T. Wayland-Smith, and E. Zehr.

M. Cavanagh called the meeting to order at 10:30 a.m.

I. MINUTES

1. Motion by M. Roberts to approve the December 15, 2020 meeting minutes. Second by R. Bono. The motion was unanimously approved.
2. Motion by P. Walrod to approve the January 5, 2021 meeting minutes. Second by C. Moses. The motion was unanimously approved.

II. Information Technology

1. Staffing – Information Technology Director P. Lutwak spoke to the committee about his desire to create a Deputy Director for Information Technology.

III. RESOLUTIONS

1. In Respect to the Death of Donna Brummer - Motion by P. Walrod to approve the resolution. Second by M. Roberts. The motion was unanimously approved.
2. In Respect to the Death of Richard Lamb - Motion by R. Bono to approve the resolution. Second by P. Walrod. The motion was unanimously approved.
3. Revising the Madison County Management Compensation Plan - Motion by P. Walrod to approve the resolution. Second by C. Moses. The motion was unanimously approved.
4. PILOT – Madison County & VC1, LLC - Motion by C. Moses to approve the resolution. Second by P. Walrod. The motion was unanimously approved.
5. Authorizing Attendance at an Out-Of-State Conference – PA, Lt. Zaleski - Motion by P. Walrod to approve the resolution. Second by R. Bono. The motion was unanimously approved.
6. Authorizing the Madison County Sheriff's Office to Continue to Fly the "Thin Blue Line Flag" in Support of Our County Law Enforcement - Motion by P. Walrod to approve the resolution. Second by C. Moses. The motion was unanimously approved.

7. Authorizing the Chairman to Enter Into Agreements with the State University of NY for COVID Vaccination POD Sites – Motion by C. Moses to approve the resolution. Second by P. Walrod. The motion was unanimously approved.
8. Acknowledging Introduction of Proposed Local Law No. 1 for year 2021 Amending Local Law No. 10 for the year 2020 and Calling for a Public Hearing - Motion by R. Bono to approve the resolution. Second by C. Moses. The motion was unanimously approved.
9. Adopting Local Law No. 1 for the Year 2021 Amending Local Law No. 10 for the Year 2020 - Motion by C. Moses to approve the resolution. Second by M. Roberts. The motion was unanimously approved.
10. Reappointing Members to the Ethics Board – Motion by C. Moses to approve the resolution. Second by J. Becker. The motion was unanimously approved.
11. Amending the Investment Policy and Procedures – Motion by C. Moses to approve the resolution. Second by M. Roberts. The motion was unanimously approved.
12. Creating a Full-time Deputy Director of Information Technology Position in the Information Technology Department and Modifying the 2021 Adopted Budget – Motion by M. Roberts to approve the resolution. Second by R. Bono. The motion was unanimously approved.

IV. PREFERRED AGENDA VOTE - Motion by C. Moses to include all resolutions except 1, 2, 6 and 9 in the Government Operations Committee Preferred Agenda. Second by R. Bono. The motion was unanimously approved.

V. OTHER

1. Insurance Update – R. Aylward briefed the Committee on the status of 2020 flexible spending accounts (FSA). A number of employees have balances in their FSA and are contractually required to use the money or the County will recoup it by March 15, 2021. The number of employees carrying a balance and the size of those balances can be (partially) attributed to COVID-19. Medical offices were shut down for a number of weeks and procedures were limited for a long period of time in 2020. In addition, many daycare arrangements were adjusted in early 2020 as a result of the pandemic. Committee members agreed employees may continue to use their flexible spending account balances through December 31, 2021.

R. Aylward updated the committee on Remedy Analytics and their desire to partner with Madison County to save on prescription drug costs. A request for proposal (RFP) will be issued in 2021 for pharmacy benefit management (PBM) services beginning in 2022 and Remedy Analytics believes that they can provide additional expertise to that process leading to significant savings. The Committee agreed that this opportunity is worth further exploration and R. Aylward will work with OneGroup and Remedy Analytics on the development of a contract in advance of the RFP process.

2. Motion to Enter Executive Session - Motion by M. Roberts to enter executive session. Second by C. Moses. The motion was unanimously approved.
3. Motion to Exit Executive Session- Motion by R. Bono to exit executive session. Second by M. Roberts. The motion was unanimously approved.

VI. NEXT MEETING: Next Committee Meeting: February 25, 2021 at 10:30 a.m.

Motion by C. Moses to adjourn. Second by P. Walrod.

RESOLUTION NO. _____

RESOLUTION OF APPRECIATION – RETIREE RECOGNITION

WHEREAS, the Madison County Board of Supervisors believes that County employees should be recognized for their faithful service to the public; and

WHEREAS, recognition of the distinguished service of certain County employees with an upcoming retirement is in order,

NOW, THEREFORE BE IT RESOLVED that the Madison County Board of Supervisors hereby recognize the dedicated contributions of Jeffrey Colburn upon his retirement.

Jeffrey S. Colburn

Highway

1979 - 2021

Dated: March 9, 2021

no

Due to Coronavirus executive order

Signature obtained at this time.

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING ATTENDANCE AT AN OUT-OF-STATE CONFERENCE
(Emergency Management)**

WHEREAS, In-state opportunities for important Emergency Management continued education have been severely limited due to COVID-19 restrictions; and

WHEREAS, FEMA's Emergency Management Institute located in Emmittsburg, MD, hosts many training opportunities for Emergency Management professionals; and

WHEREAS, Emergency Medical Services Coordinator, John Barattini, has requested authorization to attend a course titled "E0102: Science of Disaster" on April 5, 2021 through April 8, 2021; and

WHEREAS, this request has been reviewed and approved by the Government Operations Committee;

NOW, THEREFORE BE IT RESOLVED, that John Barattini be and hereby is authorized to attend said FEMA EMI training in Emmittsburg, MD from April 5-8, 2021 at a cost not to exceed \$240.00

Dated: March 9, 2021

Mary Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. ____

AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH THE BONADIO GROUP FOR PROFESSIONAL AUDITING SERVICES

WHEREAS, Madison County offers a Deferred Compensation Plan to its eligible employees who may participate in this plan on a voluntary basis; and

WHEREAS, the annual audit of the Madison County Deferred Compensation plan is required by the plan document duly adopted by the Board of Supervisors; and

WHEREAS, the annual audit is further required pursuant to Section 9005.1 of the Rules and Regulations of the NYS Deferred Compensation Board; and

WHEREAS, The Bonadio Group has submitted a proposal for performance of the audit for the year 2020 of \$10,000.00

NOW, THEREFORE, BE IT RESOLVED that the Chairman of the Board of Supervisors be and hereby is authorized to execute an agreement with The Bonadio Group, as is on file with the Clerk of the Board of Supervisors.

Dated: March 9, 2021

Mary Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

AUTHORIZING THE CHAIRMAN TO EXECUTE A PLAN AMENDMENT

WHEREAS, the County provides an IRS Section 125 Flexible Spending Account (FSA) for its eligible employees; and

WHEREAS, the Flexible Spending Account allows employees to pay for anticipated health care and dependent care with pre-tax dollars; and

WHEREAS, the COVID-19 pandemic impacted how County employees managed planned medical procedures and other anticipated expenses typically paid for via their FSA; and

WHEREAS, IRS regulations do not permit excess funds put aside by employees in their FSA to be carried over to the next calendar year; and

WHEREAS, the IRS will permit excess FSA monies from 2020 to be utilized in 2021 at the employer's discretion; and

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board be, and hereby is, authorized to execute an amendment, as is on file with the Clerk to the Board, with Lifetime Benefit Solutions to permit unused 2020 FSA monies to be utilized in calendar year 2021.

Dated: March 9, 2021

Mary Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING AN AGREEMENT WITH
LIFETIME BENEFIT SOLUTIONS
FOR SECTION 125 ADMINISTRATION SERVICES**

WHEREAS, the County provides an IRS Section 125 Flexible Spending Account for its eligible employees; and

WHEREAS, the Flexible Spending Account allows employees to pay for anticipated health care, dependent care and health insurance premiums with pre-tax dollars; and

WHEREAS, in addition to the tax savings for Flexible Spending Account participants, the County, as the employer, also benefits from Social Security and Medicare (FICA) tax savings; and

WHEREAS, Lifetime Benefit Solutions has provided the County with administrative Services for the Flexible Spending Plan for fiscal year 2021 at the cost of \$4.60 per participant per month; and

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board be, and hereby is, authorized to execute an agreement, as is on file with the Clerk to the Board, with Lifetime Benefit Solutions for Section 125 administrative services for the period of January 1, 2021 through December 31, 2021.

Dated: March 9, 2021

Mary Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**CREATING A FULL-TIME POSITION IN THE
BUILDING MAINTENANCE DEPARTMENT**

WHEREAS, the Central Services Technician II will be retiring in May 2021; and

WHEREAS, the Director of Public Facilities has requested the creation of a Central Services Technician position to accomplish a successful transition following the retirement; and

WHEREAS, the Personnel Officer certifies that Central Services Technician is the appropriate classification based on the description of duties submitted for this position; and

WHEREAS, this request has been reviewed and approved in accordance with the vacancy review procedure by the Highway, Buildings and Grounds Committee and the Government Operations Committee,

NOW, THEREFORE BE IT RESOLVED that one (1) full-time Central Services Technician position be and hereby is created effective immediately; and

BE IT FURTHER RESOLVED that the Central Services Technician II position be abolished upon vacancy;

BE IT FURTHER RESOLVED that the Director of Public Facilities be and hereby is authorized to fill said position at the 2021 hourly rate of \$18.55 in accordance with Civil Service Law and Rule, County Policies and Procedures and the contract between the County and the Civil Service Employees' Association, Inc. White Collar Unit effective immediately.

Dated: March 9, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**CREATING A PART-TIME MESSENGER POSITION
IN THE OFFICE OF THE COUNTY CLERK AND AMENDING THE WAGE RATES AND
FRINGE BENEFITS FOR NON-REPRESENTED EMPLOYEES
IN WHITE COLLAR UNIT JOB TITLES POLICY AND PROCEDURES**

WHEREAS, the County Clerk has evaluated the staffing structure of the Department of Motor Vehicle (DMV) office;

WHEREAS, in order to maintain and continue to grow the volume of transactions conducted in the County's DMV office, it has become necessary to provide courier services to many business partners and auto dealerships in Counties with state run DMV offices; and

WHEREAS, the Personnel Officer certifies that Messenger is the appropriate classification based on the description of duties submitted for this position; and

WHEREAS, this request has been reviewed and approved in accordance with the vacancy review procedure by the Finance, Ways and Means Committee and the Government Operations Committee; and

WHEREAS, this position will be funded through appropriations in the County Clerk's 2021 adopted budget,

WHEREAS, the Wage Rates and Fringe Benefits for Non-Represented Employees in White Collar Unit Job Titles Policy outlines the terms and conditions of employment for part-time employees in white collar unit titles (*working less than 50% of the normal work week*) and all temporary, seasonal or casual employees in white collar unit titles; and

WHEREAS, titles affected by this policy are included in the policy's Addendum; and

WHEREAS, the title of Messenger must be added to said addendum; and

WHEREAS, the Government Operations Committee approved the change to the policy and recommends adoption by the Board of Supervisors;

NOW, THEREFORE BE IT RESOLVED that one (1) permanent part-time Messenger position be and hereby is created effective immediately,

NOW, THEREFORE BE IT RESOLVED, that the Madison County Board of Supervisors hereby adopts the Wage Rates and Fringe Benefits for Non-Represented Employees in White Collar Unit Job Titles Policy and Procedures as amended,

BE IT FURTHER RESOLVED that the County Clerk be and hereby is authorized to fill said position at the 2021 hourly rate of \$16.06 in accordance with Civil Service Law and Rule and Policy and Procedure effective immediately.

Dated: March 9, 2021

Mary Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

REAPPOINTING THE COUNTY PERSONNEL OFFICER

WHEREAS, by Resolution No. 76 of 2015, Eileen Zehr was reappointed to a six year term as Personnel Officer expiring April 13, 2021; and

WHEREAS, the Government Operations Committee recommends the reappointment of Eileen Zehr for another term,

NOW, THEREFORE BE IT RESOLVED that Eileen Zehr of Canastota, New York be and hereby is appointed Madison County Personnel Officer for a term of six years effective April 14, 2021.

Dated: March 9, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**AMENDING THE MADISON COUNTY MANAGEMENT
COMPENSATION PLAN POLICY**

WHEREAS, the Madison County Management Compensation Plan Policy was last amended on July 31, 2014; and

WHEREAS, employees have not been able to utilize earned vacation time as a result of COVID-19 and the Federal/State mandated travel restrictions put in place related to COVID-19; and

WHEREAS, the Management Compensation Plan Policy limits the number of days a Management/Confidential employee is permitted to maintain at any given time; and

WHEREAS, the Board of Supervisors feel it is appropriate to permit, on a temporary basis, the abolishment of a vacation leave balance maximum; and

WHEREAS, the Government Operations Committee reviewed the policy and recommends a temporary modification be adopted by the Board of Supervisors.

NOW, THEREFORE BE IT RESOLVED that the vacation leave threshold outlined in Section 7 of the Madison County Management Compensation Plan Policy will be temporarily waived through September 6, 2021; and

BE IT FURTHER RESOLVED that any vacation leave that was "lost" due to the vacation leave threshold by a Management/Confidential employee from April 1, 2020 through March 9, 2021 will be restored to the employee's vacation leave balance.

DATED: March 9, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO EXECUTE A
MEMORANDUM OF AGREEMENT
WITH RECOGNIZED LABOR UNIONS**

WHEREAS, due to COVID-19, many employees were not able to utilize earned vacation time in 2020 and 2021; and

WHEREAS, the labor contracts that govern the terms and conditions of employment for the majority of the County workforce have maximum accrual levels for vacation leave; and

WHEREAS, the Board of Supervisors feel it is appropriate to permit, on a temporary basis, the abolishment of a vacation leave balance maximum; and

WHEREAS, this temporary measure has been reviewed and approved by the Government Operations Committee,

NOW, THEREFORE BE IT RESOLVED that the Chairman of the Board is authorized to execute memorandum of agreements with the CSEA White Collar Unit, CSEA Blue Collar Unit, Teamsters Local 294, Madison County Deputy Sheriff's Police Benevolent Association and New York Nurses Association, as are on file with the Clerk to the Board, effective immediately.

Dated: March 9, 2021

Mary Cavanagh, Chairwoman
Government Operations Committee