

MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE

COUNTY OFFICE BUILDING
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Government Operations Thursday, July 29, 2021 @ 10:30 AM Chambers

MINUTES

10:30 Call Meeting to Order AM

Mary Cavanagh called the meeting to order at 10:33 a.m.

Committee Members present: R. Bono, M. Cavanagh, C. Moses, M. Roberts and P. Walrod

Others present: R. Aylward, J. Becker, D. Curtis, N. Devaney, C. Edick, M. Felton, S. Field, P. Lutwak, L. Randall, M. Scimone, T. Wayland-Smith, and E. Zehr.

Approval of Minutes - Minutes from July 1, 2021

- Minutes from - July, 1, 2021

Motion by Cliff Moses to approve the minutes from July 1, 2021.
Second by Pete Walrod. The motion was Passed.

Resolutions:

1. Resolution of Appreciation - Retiree Recognition

Motion by Cliff Moses to approve the resolution. Second by Ron Bono.
The motion was Passed.

2. Authorizing the Chairman to Enter into an Agreement with VAR Technologies

Motion by Matt Roberts to approve the resolution. Second by Pete Walrod. The motion was Passed.

3. Authorizing the Chairman to Enter into an Agreement with Insight Public Sector for NeoGov Onboarding Software

Motion by John Becker to approve the resolution. Second by Pete Walrod. The motion was Passed.

4. Authorizing Attendance at an Out-Of-State Conference
Motion by Pete Walrod to approve the resolution. Second by Cliff Moses. The motion was Passed.
5. Creating a Full-time Public Information Specialist Position in the Office of the County Administrator
Motion by Ron Bono to approve the resolution. Second by Matt Roberts. The motion was Passed.
6. Creating a Full-time Emergency Medical Services Coordinator Position in the Office of Emergency Management
Motion by Cliff Moses to approve the resolution. Second by Pete Walrod. The motion was Passed.

Other Committee Business

1. Compliance Officer Report
C. Kennedy provided a review of the first Compliance Officer Report. The report focused on a randomly selected department and revealed only minor recommendations for the Real Property Department.
2. Federal COVID Funding Requests
The county received defederalized funds. J. Becker provided a review of the Federal COVID Funding Requests from departments. Becker recommended the following projects receive the funding. The committee approved the recommendations.

Facilities

Highway Garage, Public Health and VA Building, Roof Repair and Coating	\$ 500,000
Survey and removal of building on Cedar Street	\$ 250,000

Planning

Cowaselon Creek Watershed District Ditch Cleaning	\$ 200,000
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Mental Health

Community Para- medicine/Mental Health Initiative	\$1,100,00
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Emergency Management/E911

CAD/RMS System	\$1,000,00
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Information Technology

New production servers and storage	\$ 250,000
New switches.	\$ 200,000
New generator for COB	\$ 400,000

Highway

Shoulder Machine	\$ 285,000
Additional Plow Trucks	\$ 250,000
Sod Loader	\$ 230,000
<u>Solid Waste/Landfill</u>	
Equipment Replacement	\$1,300,00
<u>County Clerk</u>	
High density storage and indexing of permanent ongoing records	\$ 450,000
<u>Business/Restaurant Aid</u>	
Business/Restaurant Aid	\$ 500,000

3. M. Scimone informed the committee of Governor Cuomo's recent announcement requiring mandatory vaccinations or mandatory testing for unvaccinated New York State employees. Scimone added that the Governor has recommended local governments adopt the same policy. Committee members agreed that the county will not be requiring vaccinations or require regular testing of unvaccinated employees. Vaccinated and unvaccinated county employees should continue to follow the current mask guidelines in the county's Reopening Course of Action plan.
4. Motion to Enter Executive Session

Motion by Pete Walrod to enter into Executive Session. Second by Cliff Moses. The motion was Passed.

Motion by Cliff Moses to exit Executive Session. Second by Matt Roberts. The motion was Passed.
5. Legal Matter
6. Labor Relations
7. Personnel Matter

Preferred Agenda

Motion by Cliff Moses to include all resolutions except 1 as the Government Operations Committee Preferred Agenda. Seconded by Ron Bono. The motion was Passed.

Next Meeting: September 2, 2021

Adjourn

Motion by Pete Walrod to adjourn the meeting. Second by Cliff Moses. The motion was Passed.

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 Marie Anderson, Darren Ladd and Linda Moore upon their retirement.

Marie E. Anderson	Social Services	1984 - 2021
Darren J. Ladd	Sheriff's Office	2001 - 2021
Linda C. Moore	Sheriff's Office	2007 - 2021

Dated: August 10, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN ENTERPRISE AGREEMENT WITH
VAR TECHNOLOGY FINANCE**

WHEREAS, Resolution 19-80 authorized Madison County to enter into a three year lease for patrol car computers and communications devices; and

WHEREAS, the Information Technology department recommends buying the equipment from the leasing company at the end of the lease; and

WHEREAS, funding for this equipment is available in the Homeland Security grant; and

NOW, THEREFORE BE IT RESOLVED, that the Chairman be and hereby is authorized to execute the contract from VAR Technology Finance on behalf of the County, in the form as is on file with the Clerk of the Board.

Dated: August 10, 2021

Mary B Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 21-_____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH INSIGHT PUBLIC
SECTOR FOR NEOGOV ONBOARDING SOFTWARE**

WHEREAS, Insight Public Sector NEOGOV software is designed exclusively for government agencies to support the unique needs of the public sector and automate the employee lifecycle, while maintaining the highest standard of compliance; and

WHEREAS, the Onboard module will allow the County to process hiring documents online for newly hired employees, and then transition the information into the County's current MUNIS system; and

WHEREAS, the Learn module will allow the County to eliminate the administrative burden of managing multiple employee training programs by providing a centralized online platform that will increase the productivity, safety, and retention of our workforce; and

WHEREAS, the eForms module will allow the County to easily create online forms, build workflows, track completion and manage all employee documents electronically; and

WHEREAS, together, these three modules (Onboard, Learn, and eForms) will create a powerful tool for Madison County to minimize paperwork, reduce staff time for processing hiring paperwork, and create an online digital processing platform; and

WHEREAS, the term of the agreement will be from August 1, 2021 through July 31, 2024 with an invoicing schedule of \$10,686.25 due Year 1 for setup/training, \$50,590.54 due Year 2 for subscription, and \$56,914.36 due Year 3 for subscription; and

WHEREAS, both the Information Technology Department and Compliance Officer recommend using the NEOGOV Insight software for onboarding services; and

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

NOW, THEREFORE BE IT RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into an agreement on behalf of the County of Madison with Insight Public Sector, in the form as is on file with the Clerk of the Board.

Dated: August 10, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

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

WHEREAS, the 2021 Drug Recognition Expert Program (DRE) Training Conference will be held October 17 -24, 2021 in Jacksonville, FL; and

WHEREAS, Todd Hood, Madison County Sheriff, has requested Aaron Silverman, Deputy Sheriff, attend this conference; and

WHEREAS, his expenses are fully funded by the NYS Governor's Traffic Safety Committee as he is a DRE Instructor for the NYS Governor's Traffic Safety Committee; and

WHEREAS, this request has been reviewed and approved by the Criminal Justice, Public Safety and Emergency Communications Committee, and the Government Operations Committee;

NOW, THEREFORE BE IT RESOLVED that Aaron Silverman be and hereby is authorized to attend said conference at no expense to the County.

Date: August 10, 2021

Mary Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**CREATING A FULL-TIME PUBLIC INFORMATION SPECIALIST POSITION IN
THE OFFICE OF THE COUNTY ADMINISTRATOR**

WHEREAS, the County Administrator has evaluated the organizational structure of the department and has determined the need for a Public Information Specialist position; and

WHEREAS, this request was reviewed and approved in accordance with the vacancy review procedure by the Government Operations Committee, and

NOW, THEREFORE BE IT RESOLVED that one (1) full-time Public Information Specialist position be and hereby is created and allocated to Grade 5 of the Management Salary Plan effective immediately,

BE IT FURTHER RESOLVED that the County Administrator be and hereby is authorized to fill said position in accordance with Civil Service Law and Rule and the Management Compensation Plan.

Dated: August 10, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**CREATING A FULL-TIME PUBLIC INFORMATION SPECIALIST POSITION IN
THE OFFICE OF THE COUNTY ADMINISTRATOR**

WHEREAS, the County Administrator has evaluated the organizational structure of the department and has determined the need for a Public Information Specialist position; and

WHEREAS, this request was reviewed and approved in accordance with the vacancy review procedure by the Government Operations Committee, and

NOW, THEREFORE BE IT RESOLVED that one (1) full-time Public Information Specialist position be and hereby is created and allocated to Grade 5 of the Management Salary Plan effective immediately,

BE IT FURTHER RESOLVED that the County Administrator be and hereby is authorized to fill said position in accordance with Civil Service Law and Rule and the Management Compensation Plan.

Dated: August 10, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee