

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 Thursday, May 27, 2021 @ 10:30 AM Chambers

MINUTES

10:30 Call Meeting to Order AM

Mary Cavanagh called the meeting to order at 10:30 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 P. Lutwak, Y. Nirelli, L. Randall,
M. Scimone, T. Wayland-Smith, and E. Zehr.

Approval of Minutes

- April 29, 2021 Minutes

Motion by Cliff Moses to Approve Resolution. Second by Pete Walrod. The motion was Passed.

Resolutions:

1. Resolution of Appreciation - Retiree Recognition

Motion by Pete Walrod to approve the resolution. Second by Ron Bono. The motion was Passed.

2. Authorizing the Chairman to Enter Into an Agreement with Spectrum Enterprise

Motion by Cliff Moses to approve the resolution. Second by Pete Walrod. The motion was Passed.

3. Authorizing the Chairman to Enter Into an Agreement with Bonadio

& Co LLP

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

4. Authorizing Chairman to Execute U.S. Department of the Treasury Coronavirus Local Fiscal Recovery Fund Application

Motion by Ron Bono to approve the resolution. Second by Matt Roberts. The motion was Passed.

5. Authorizing the Chairman to Enter Into an Agreement with Remedy Analytics

Motion by Cliff Moses to approve the resolution. Second by Pete Walrod. The motion was Passed.

6. Rescinding the Visitors and Public Access to Madison County Office Buildings and Indoor Facilities Policy and Procedure

Motion by Ron Bono to approve the resolution. Second by Matt Roberts. The motion was Passed.

7. Adopting a Telework Policy and Procedures

Motion by Cliff Moses to approve the resolution. Second by Pete Walrod. The motion was Passed.

8. Creating an Office Assistant I Position in the Public Health Department

Motion by Pete Walrod to approve the resolution. Second by Ron Bono. The motion was Passed.

9. Creating a Recovery Center Coordinator Position and Two Peer Specialist Positions in the Mental Health Department

Motion by Ron Bono to approve the resolution. Second by Matt Roberts. The motion was Passed.

10. Creating a Staff Social Worker Position in the Mental Health Department

Motion by Matt Roberts to approve the resolution. Second by Cliff Moses. The motion was Passed.

11. Creating a Deputy Sheriff Lieutenant Position in the Sheriff's Office

Motion by Cliff Moses to approve the resolution. Second by Pete Walrod. The motion was Passed.

12. Creating A Head Automotive Mechanic Position in the Department of Solid Waste Management

Motion by John Becker to approve the resolution. Second by Matt Roberts. The motion was Passed.

13. Establishing the Salary for Undersheriff

Motion by Pete Walrod to table the resolution. Second by Cliff Moses. The motion was Passed.

Other Committee Business

1. Motion to Enter Executive Session

Motion by Matt Roberts to enter into Executive Session. Second by Pete Walrod. The motion was Passed.

Motion by John Becker to exit Executive Session. Second by Matt Roberts. The motion was Passed.

2. Salary Matter

3. Personnel Matter

4. Litigation

5. Labor Relations

Preferred Agenda

Motion by Cliff Moses to include all resolutions except 1 and 13 as the Government Operations Committee Preferred Agenda. Seconded by Matt Roberts. The motion was Passed.

Next Meeting:

July 1, 2021 at 10:30 a.m.

Adjourn

Motion by John Becker to adjourn. Second by Matt Roberts. The motion was Passed

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Government Operations Thursday, April 29, 2021 @ 10:30 AM Chambers

MINUTES

**10:30 Call Meeting to Order
AM**

Draft Minutes

Mary Cavanagh called the meeting to order at 10:32 a.m.

Committee Members present:

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

Others present:

R. Aylward, J. Becker, D. Curtis, C. Edick P. Lutwak, Y. Nirelli, M. Scimone, T. Wayland-Smith, and E. Zehr.

Approval of Minutes

Motion by Cliff Moses to Approve Resolution. Second by Ron Bono. The motion was Passed.

- Minutes from - April 1, 2021

Resolutions:

1. Resolution of Appreciation - Retiree Recognition

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

2. Declaring the Week of May 6-12, 2021 as "Nurses Week" in Madison County

Motion by Mary Cavanagh to approve the resolution. Second by Cliff Moses. The motion was Passed.

3. Authorizing the Chairman of the Board to Execute a Memorandum of Agreement (MOA) and Modifying the Salary of the Director of Community Health Services

Motion by Cliff Moses to approve the resolution. Second by Pete Walrod. The motion was Passed.
4. Abolishing a Public Health Nurse II Position and Creating a Nurse Epidemiologist Position in the Public Health Department

Motion by Cliff Moses to approve the resolution. Second by Pete Walrod. The motion was Passed.
5. Abolishing a Health Statistician Position and Creating a Quality Improvement Coordinator Position in the Public Health Department

Motion by Cliff Moses to approve the resolution. Second by John Becker. The motion was Passed
6. Authorizing the Chairman to Enter Into an Agreement with Spectrum Enterprise

Motion by John Becker to approve the resolution. Second by Matt Roberts. The motion was Passed
7. Authorizing the Chairman to Enter into an Extension Agreement with the State University of New York for COVID Vaccination Site

Motion by Cliff Moses to approve the resolution. Second by Pete Walrod. The motion was Passed.
8. Authorizing Attendance at an Out of State Conference

Motion by Pete Walrod to approve the resolution. Second by Cliff Moses. The motion was Passed.
9. Modifying Contract Approval in the County Contract Policy and Procedures

Motion by Cliff Moses to approve the resolution. Second by Matt Roberts. The motion was Passed.
10. Creating One Full-Time Permanent Heavy Equipment Operator Position in the Department of Solid Waste Management

Motion by Cliff Moses to approve the resolution. Second by Ron Bono. The motion was Passed.
11. Opposing Senate Bill S4264A and Assembly Bill A6967 Climate and Community Investment Act

Motion by John Becker to approve the resolution. Second by C. Moses. The motion was Passed
12. Expressing the Sense of the Madison County Board of Supervisors That the Number of Justices of the Supreme Court of the United

States Should Remain at Nine

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

Other Committee Business

1. Motion to Enter Executive Session

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

Motion to Exit Executive Session by John Becker. Second by Cliff Moses. The motion was Passed.

2. Negotiations
3. Labor Relations
4. Performance Appraisal

Preferred Agenda

Motion by Cliff Moses to include all resolutions except 1, 10 and 11 as the Government Operations Committee Preferred Agenda. Seconded by Pete Walrod. The motion was approved.

Next Meeting: May 27, 2021 at 10:30 am

Adjourn

Motion by Pete Walrod to Motion. 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 Diane Crompton upon her retirement.

Diane E. Crompton

Social Services

1996 - 2021

Dated: June 8, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH
REMEDY ANALYTICS, INC.**

WHEREAS, the County offers prescription drug coverage to all full-time employees; and

WHEREAS, the cost of prescription drugs coverage continues to rise at an alarming rate;
and

WHEREAS, Remedy Analytics, Inc. can provide additional support to the County throughout an upcoming request for proposal process that will determine the County's next pharmacy benefit manager (PBM); and

WHEREAS, Remedy Analytics, Inc. will be paid 20% of the savings generated from the new PBM contract that will be in effect beginning on January 1, 2022; 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 Remedy Analytics, Inc. for consultant services for the period of June 8, 2021 through December 31, 2023, with the option to extend the agreement through December 31, 2024 if both parties wish to do so.

Dated: June 8, 2021

Mary Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT
WITH BONADIO & CO. LLP**

WHEREAS, Madison County is eligible to receive \$13,779,458 in Coronavirus Local Fiscal Recovery Funds from the U.S. Department of the Treasury under the American Rescue Plan Act of 2021; and

WHEREAS, there are stringent regulations relative to allowable expenditures, reporting requirements, subrecipient monitoring, and other aspects of compliance associated with these funds; and

WHEREAS, the County intends to comply with the U.S. Treasury regulations and mitigate the risk of having to return any of the funds to the federal government; and

WHEREAS, in response to the County's request for proposals, Bonadio & Co. LLP has offered a proposal to provide disaster recovery consulting services to assist the County with various components of the planning, evaluation, and compliance phases associated with the funds; and

WHEREAS, the fee for the engagement is an initial \$20,000 retainer, with hours incurred being billed at a rate of \$340 per hour; and

WHEREAS, it is anticipated that the County will be allowed to use the Coronavirus Local Fiscal Recovery Funds to pay the fees for these consulting services; and

WHEREAS, the term of the engagement will be from May 21, 2021 through December 31, 2024, with a possible extension through December 31, 2026.

NOW, THEREFORE, BE IT RESOLVED that the Chairman of the Board of Supervisors is hereby authorized to execute an agreement with Bonadio & Co. LLP, as is on file with the Clerk of the Board of Supervisors.

Dated: June 8, 2021

Mary Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING CHAIRMAN TO EXECUTE U.S. DEPARTMENT OF THE TREASURY
CORONAVIRUS LOCAL FISCAL RECOVERY FUND APPLICATION**

WHEREAS, the American Rescue Plan Act of 2021 provides \$350 billion in emergency funding for eligible state, local, territorial and tribal governments; and

WHEREAS, Madison County is eligible to receive \$13,779,458 in Coronavirus Local Fiscal Recovery Funds from the U.S. Department of the Treasury; and

WHEREAS, the County is required to apply for these funds and adhere to the U.S. Department of the Treasury's award terms and conditions.

NOW, THEREFORE, BE IT RESOLVED that the Chairman of the Board of Supervisors is hereby authorized to execute the U.S. Department of the Treasury Coronavirus Local Fiscal Recovery Fund Award Terms and Conditions, as is on file with the Clerk of the Board of Supervisors; and

BE IT FURTHER RESOLVED that the Chairman of the Board of Supervisors is hereby authorized to execute any additional documents that may become necessary to apply for and receive the funds; and

BE IT FURTHER RESOLVED that the Madison County Treasurer is hereby authorized to accept the funds from the U.S. Department of the Treasury.

Dated: June 8, 2021

Mary Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH
REMEDY ANALYTICS, INC.**

WHEREAS, the County offers prescription drug coverage to all full-time employees; and

WHEREAS, the cost of prescription drugs coverage continues to rise at an alarming rate;
and

WHEREAS, Remedy Analytics, Inc. can provide additional support to the County throughout an upcoming request for proposal process that will determine the County's next pharmacy benefit manager (PBM); and

WHEREAS, Remedy Analytics, Inc. will be paid 20% of the savings generated from the new PBM contract that will be in effect beginning on January 1, 2022; 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 Remedy Analytics, Inc. for consultant services for the period of June 8, 2021 through December 31, 2023, with the option to extend the agreement through December 31, 2024 if both parties wish to do so.

Dated: June 8, 2021

Mary Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**RESCINDING THE VISITORS AND PUBLIC ACCESS TO MADISON COUNTY
OFFICE BUILDINGS AND INDOOR FACILITIES POLICY AND PROCEDURE**

WHEREAS, the County desires to rescind the temporary policy established to comply with social distancing and health monitoring requirements in an effort to combat the COVID-19 pandemic; and

WHEREAS, by rescinding this policy the campus will no longer be on an appointment only basis; and

WHEREAS, the Government Operations Committee has reviewed and approved this policy and procedure;

NOW, THEREFORE BE IT RESOLVED, that the Madison County Board of Supervisors hereby rescinds the Visitors and Public Access to Madison County Office Buildings and Indoor Facilities effective June 21, 2021; and

BE IT FURTHER RESOLVED, the Madison County Board of Supervisors sets the County office hours from 8:00am - 4:00pm unless variations are required by law or department operational requirements.

DATED: June 8, 2021

Mary B. Cavanaugh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**ADOPTING A COUNTY TELEWORK
POLICY AND PROCEDURES**

WHEREAS, the County adopted temporary measures that permitted employees to telework throughout the COVID-19 pandemic; and

WHEREAS, in certain circumstances, both employees and appointing authorities have found telework to be beneficial for work/life balance and productivity; and

WHEREAS, the County believes that telework will aid in recruitment and retention; and

WHEREAS, a policy is necessary to outline the rules and expectations with telework, and

WHEREAS, the Government Operations Committee has reviewed and approved this policy and procedures; and

NOW, THEREFORE BE IT RESOLVED, that the Madison County Board of Supervisors hereby adopts the Madison County Telework policy and procedures effective immediately.

DATED: June 8, 2021

Mary Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**CREATING AN OFFICE ASSISTANT I POSITION
IN THE PUBLIC HEALTH DEPARTMENT**

WHEREAS, the Public Health Director has evaluated the staffing structure of the department and has identified an increased need for program support based on enhanced regulation requirements regarding the Lead Poisoning and Prevention program and Covid-19 regulations; and

WHEREAS, in order to accomplish this the Public Health Director desires to create an Office Assistant I position; and

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

WHEREAS, the salary and fringe benefits for the position are fully funded through existing appropriations in the 2021 departmental budget; and

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

BE IT FURTHER RESOLVED that one (1) full-time Office Assistant I be and hereby is created effective immediately; and

BE IT FURTHER RESOLVED that the Public Health Director be and hereby is authorized to fill said position in accordance with Civil Service Law and Rule and the Agreement between the County and the contract between the County and the Civil Service Employees' Association, Inc. White Collar Unit effective immediately.

DATED: June 8, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**CREATING A RECOVERY CENTER COORDINATOR POSITION AND TWO
PEER SPECIALIST POSITIONS
IN THE MENTAL HEALTH DEPARTMENT**

WHEREAS, the Madison County Mental Health Department is establishing a Peer Recovery Center where individuals can get support for their mental health needs; and

WHEREAS, the Director of Community Mental Health Services wishes to create one (1) Recovery Center Coordinator and two (2) Peer Specialist positions in order to provide the needed supports and services to individuals enrolled in the Center; and

WHEREAS, the Personnel Officer certifies that Recovery Center Coordinator and Peer Specialists are the appropriate classifications based on the description of duties submitted for these positions; and

WHEREAS, the salary and fringe benefits for the position are fully funded by State Aid from the Office of Mental Health; and

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

NOW, THEREFORE BE IT RESOLVED that one full-time (1) Recovery Center Coordinator position be and hereby is created effective immediately and be allocated to Grade I of the White Collar Bargaining Agreement; and

BE IT FURTHER RESOLVED that two (2) full-time Peer Specialist positions be and hereby are created effective immediately and be allocated to Grade F of the White Collar Bargaining Agreement; and

BE IT FURTHER RESOLVED that the Director of Community Mental Health Services be and hereby is authorized to fill said positions in accordance with Civil Service Law and Rule and the Agreement between the County and the contract between the County and the Civil Service Employees' Association, Inc. White Collar Unit effective immediately.

DATED: June 8, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**CREATING A STAFF SOCIAL WORKER POSITION
IN THE MENTAL HEALTH DEPARTMENT**

WHEREAS, the Mental Health Director has evaluated the staffing structure of the department and has determined that the demand for services justify an additional staff social worker position being added to the department in order to respond to patients needs in a timely manner; and

WHEREAS; access and quality of care for patients will be improved with the addition of this position; and

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

WHEREAS, the salary and fringe benefits for the position are fully funded through expected revenue generated by this position; and

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

BE IT FURTHER RESOLVED that one (1) full-time Staff Social Worker be and hereby is created effective immediately; and

BE IT FURTHER RESOLVED that the Mental Health Director be and hereby is authorized to fill said position in accordance with Civil Service Law and Rule and the Agreement between the County and the Civil Service Employees' Association, Inc. White Collar Unit, effective immediately.

DATED: June 8, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**CREATING A DEPUTY SHERIFF LIEUTENANT POSITION
IN THE SHERIFF'S OFFICE**

WHEREAS, the Madison County Sheriff has reviewed the organizational structure of the Office and has determined the need for an additional Deputy Sheriff Lieutenant position; and

WHEREAS, the Sheriff has determined that the Child Advocacy Center will be best managed by a Deputy Sheriff Lieutenant; and

WHEREAS, an additional Deputy Sheriff Lieutenant position is necessary to effectively supervise the Criminal Investigations Division and other tasks as assigned; and

WHEREAS, the salary and fringe benefits for the position are fully funded through existing appropriations in the 2021 departmental budget; and

WHEREAS, this request has been reviewed and approved in accordance with the vacancy review procedure by the Criminal Justice, Public Safety and Emergency Communications Committee and the Government Operations Committee,

BE IT FURTHER RESOLVED that one (1) full-time Deputy Sheriff Lieutenant position be and hereby is created effective immediately; and

BE IT FURTHER RESOLVED that the Sheriff be and hereby is authorized to fill said vacancies at the 2021 hourly rate of \$37.18 in accordance with the Agreement between Madison County and the Deputy Sheriff's Police Benevolent Association, effective immediately.

DATED: June 8, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**CREATING A HEAD AUTOMOTIVE MECHANIC POSITION
IN THE DEPARTMENT OF SOLID WASTE MANAGEMENT**

WHEREAS, the Director of Solid Waste Management has evaluated the staffing structure of the department and has determined the need for a Head Automotive Mechanic position; and

WHEREAS, with the creation of this position, the Department of Solid Waste will have an additional mechanic (two total after the creation of this position) to manage the preventative maintenance and repair work associated with an inventory of over 18 pieces of heavy equipment, six heavy duty trucks, a dozen pick-up trucks, and numerous pieces of small engine equipment; and

WHEREAS, this request has been reviewed and approved in accordance with the vacancy review procedure by the Solid Waste and Recycling and the Government Operations Committees,

NOW, THEREFORE BE IT RESOLVED that one (1) full-time Head Automotive Mechanic position be and hereby is created effective immediately; and

BE IT FURTHER RESOLVED that the Director of Solid Waste Management be and hereby is authorized to fill said position in accordance with Civil Service Law and Rule and the contract between the County and the Civil Service Employees' Association, Inc. Blue Collar Unit effective immediately.

Dated: June 8, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee