

MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE

COUNTY OFFICE BUILDING
P.O. BOX 636

WAMPSVILLE, NY 13163
(315) 366-2341 (Phone)
(315) 366-2725 (Fax)



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, September 2, 2021 @ 10:30 AM** **Chambers**

MINUTES

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

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, S. Field, P. Lutwak, R. Mascari, Y. Nirelli, L. Randall, M. Scimone, R. Verdon, T. Wayland-Smith, and E. Zehr.

Approval of Minutes

- Minutes from - July 29, 2021 and August 10, 2021

Motion by Matt Roberts to approve the minutes from July 29, 2021 and August 10, 2021. 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. Amending the Madison County HIPPA/HITECH Compliance Policies and Procedures Manual

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

3. Authorizing the Chairman to Renew an Agreement With Humana

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

4. Abolish a Staff Social Worker Position and Creating a Senior Staff Social Worker Position in the Mental Health Department

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

5. Creating an Assistant Director of Administrative Services

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

6. Creating a Temporary Confidential Secretary Position in the Office of the District Attorney

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

7. Establishing the Salary for the Confidential Secretary to the District Attorney

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

8. Authorizing the Modification of the 2021 Adopted County Budget (ARPA)

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

9. Authorizing the Chairman to enter into a Modification and Extension Agreement with Benefit Coordinators of America, LLC (DBA BenefitScape) for Affordable Care Act Requirements

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

10. Authorizing the County to Order Lease Vehicles for the 2022 Budget

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

11. Establishing a Deputy Coroner Salary for the Balance of 2021 Retroactive to September 1, 2021

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

12. Authorizing and Approving a Settlement Agreement to an Action Relating to the Opioid Crisis

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

Other Committee Business

1. AMRIC
Executive Session discussion
2. Budget Review:
3. 1 - Board of Supervisors
M. Scimone presented the budget
4. 2 - County Administrator
M. Scimone presented the budget for County Administrator, Clerk to the Board, Compliance and Public Information.
5. 3 - County Attorney
T. Wayland-Smith presented the budget
6. 4 - Information Technology
P. Lutwak presented the budget
7. 5 - Personnel
E. Zehr presented the budget
8. Salary Discussion
Executive Session
9. MOTION TO ENTER EXECUTIVE SESSION
Motion by Pete Walrod to enter into Executive Session. Second by John Becker. The motion was Passed.
Motion by Pete Walrod to exit Executive Session. Second by Cliff Moses. The motion was Passed.
10. Labor Relations
11. Negotiations
12. Personnel Matters

Preferred Agenda

Motion by John Becker to include all resolutions except 1 and 8 as the Government Operations Committee Preferred Agenda. Seconded by Pete Walrod. The motion was Passed.

Next Meeting:

1. September 30, 2021, 10:30 a.m.
Time changed to 10:00 a.m.

Adjourn

Motion by Cliff Moses to adjourn the meeting. Second by Pete Walrod. 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 Eddie Mennig, Wallace Fallon, Robin Chapin and Cheryl Williams upon their retirement.

Eddie L. Mennig	Highway	1994 - 2021
Wallace L. Fallon, Jr	Highway	1995 - 2021
Robin L. Chapin	Social Services	1999 - 2021
Cheryl F. Williams	District Attorney's Office	2000 - 2021

Dated: September 16, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 21-_____

**AMENDING THE MADISON COUNTY HIPAA/HITECH COMPLIANCE POLICIES
AND PROCEDURES MANUAL**

WHEREAS, Madison County has Shred bins located throughout its campus in areas with Protected Health Information (“PHI”) and confidential information; and

WHEREAS, the Compliance Officer in consultation with the Privacy Officer has developed “Policy No. 45 Destruction of PHI – Shred Bin” to inform all departments and employees of the proper procedures associated with the use of confidential paper shred bins in County offices; and

WHEREAS, the Government Operations Committee has considered and approved said policy and procedures.

NOW, THEREFORE BE IT RESOLVED that the Chairman of the Board of Supervisors approve the amending of the Madison County HIPAA/HITECH Compliance Policies and Procedures Manual to include Policy No. 45 this day September 16, 2021.

Dated: September 16, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO EXECUTE
THE HUMANA GROUP MEDICARE ADVANTAGE PLAN RENEWAL
FOR PLAN YEAR 2022**

WHEREAS, the County offers a healthcare plan for its Medicare-eligible retirees and dependents; and

WHEREAS, beginning with plan year 2015, the County has elected to provide its Medicare-eligible population with the Humana Medicare Advantage with Prescription Drug Program; and

WHEREAS, Humana has provided the County with a proposal for the Humana Medicare Advantage with Prescription Drug Program for plan year 2022 with annualized premium rates as follows: Single - \$3,917.16 and 2-Person - \$7,834.32; and

WHEREAS, these premium rates reflect an increase of 3.8% as compared with the 2021 base rates; and

WHEREAS, upon review of these rates with OneGroup, the County's health benefits consultants, it has been determined that the proposed increase for 2022 is appropriate; and

WHEREAS, the proposal made by Humana has been reviewed and approved by the Health Plan Administrator and the Government Operations Committee.

NOW, THEREFORE, BE IT RESOLVED that the Chairman of the Board be, and hereby is, authorized to execute the Humana Group Medicare Advantage Plan Renewal, as is on file with the Clerk to Board of Supervisors.

Dated: September 16, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

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

WHEREAS, a Staff Social Worker vacancy exists in the Mental Health Department due to a resignation; and

WHEREAS, the Mental Health Director has evaluated the staffing structure of the department and has determined the need for a Senior Staff Social Worker; and

WHEREAS, the Senior Staff Social Worker will supervise clinical staff and continue to provide billable services, generating revenue for the department; and

WHEREAS, the Personnel Officer certifies that Senior 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 abolished effective immediately and;

BE IT FURTHER RESOLVED that one (1) full-time Senior Staff Social Worker position 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: September 16, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**CREATING A FULL-TIME ASSISTANT DIRECTOR OF ADMINISTRATIVE
SERVICES IN THE PUBLIC HEALTH DEPARTMENT**

WHEREAS, an Assistant Director of Administrative Services will retire in January, 2022; and

WHEREAS, the Public Health Director has requested the creation of an Assistant Director of Administrative Services position to accomplish a successful transition following the retirement; and

WHEREAS, the salary for this position will be funded through appropriations in the Public Health Department budget; and

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

NOW, THEREFORE BE IT RESOLVED that one (1) full-time Assistant Director of Administrative Services position be and hereby is created effective immediately subject to the requirement that the next vacant Assistant Director of Administrative Services position be abolished,

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 Management Compensation Plan.

Dated: September 16, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**CREATING A TEMPORARY, PART-TIME POSITION IN THE
DISTRICT ATTORNEY'S OFFICE**

WHEREAS, the Confidential Secretary to the District Attorney retired on August 31, 2021; and

WHEREAS, a new Confidential Secretary to the District Attorney has been appointed effective September 7, 2021; and

WHEREAS, the District Attorney has requested that a temporary, part-time position be created in order to accomplish a successful transition; 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 Government Operations Committee,

NOW, THEREFORE BE IT RESOLVED that one (1), temporary, part-time Confidential Secretary position be and hereby is created effective immediately at an hourly rate of \$26.33 per hour; and

BE IT FURTHER RESOLVED that the temporary, part-time Confidential Secretary position is abolished effective December 11, 2021.

Dated: September 16, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**ESTABLISHING THE 2021 SALARY FOR
CONFIDENTIAL SECRETARY TO THE DISTRICT ATTORNEY**

WHEREAS, the Confidential Secretary to the District Attorney position is vacant due to a retirement; and

WHEREAS, the Government Operations Committee recommends a 2021 salary of \$44,197 be established; and

NOW, THEREFORE BE IT RESOLVED that the Madison County District Attorney be and hereby is authorized to fill the Confidential Secretary to the District Attorney position at the 2021 salary of \$44,197, retroactive to date of hire.

Dated: September 16, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

AUTHORIZING THE MODIFICATION OF THE 2021 ADOPTED COUNTY BUDGET

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

WHEREAS, Madison County's total allocation amounted to \$13,779,458; and

WHEREAS, Madison County received \$6,889,729, representing 50% of its total allocation, in 2021; and

WHEREAS, the funds must be used in accordance with expenditure guidelines set forth by the United States Treasury; and

WHEREAS, following review of the guidelines and potential uses of the funds, it has been decided to appropriate much of the first tranche for spending.

NOW, THEREFORE, BE IT RESOLVED that the 2021 Adopted County Budget be modified as follows:

General Fund

9999 Non Departmental Revenue

Revenue

	<u>From</u>	<u>To</u>
A999995 440895 Fed Aid Coronavirus Fiscal Recovery Funds	<u>\$515,500</u>	<u>\$6,650,980</u>
Control Total		<u>\$6,135,480</u>

1461 Records Management (ARPA)

Expense

A146110 524017 Shelving Equipment	\$-0-	\$250,000
A146110 540136 Indexing Software	-0-	125,000
A146110 540416 Indexing Equipment	-0-	75,000

1481 Public Information (ARPA)

Expense

A148110 511000 Personal Services Full Time	\$-0-	\$38,565
A148110 581100 Retirement Expense	-0-	4,245
A148110 582100 Social Security & Medicare Expense	-0-	2,950
A148110 583100 Workers Compensation Expense	-0-	30
A148110 585100 Disability Expense	-0-	75
A148110 586100 Employee Health Insurance Expense	-0-	14,135

1631 County Buildings (ARPA)

Expense

A163110 540351 Roof Repair and Coating Expense	\$-0-	\$500,000
A163110 540352 Morrisville Highway Garage Site Expense	-0-	250,000
A163110 529355 Generator for County Office Building	-0-	400,000

1681 Information Technology (ARPA)

Expense

A168110 525222 Production Servers and Storage Expense	\$-0-	\$250,000
A168110 540414 Switches	-0-	100,000

1990 Contingent Fund

Expense

A199010 544440 Contingent Fund	\$500,267	\$520,267
--------------------------------	-----------	-----------

3023 Communications E911 (ARPA)

Expense

A302330 524145 CAD/RMS System	\$-0-	\$1,000,000
-------------------------------	-------	-------------

4311 Mental Health (ARPA)

Expense

A431140 542312 Mental Health Study	\$-0-	\$20,000
------------------------------------	-------	----------

4989 County EMS Program (ARPA)

Expense

A498940 540285 County EMS Program	\$-0-	\$350,000
-----------------------------------	-------	-----------

6012 Social Services (ARPA)

Expense

A601260 542705 Affordable Housing Projects	\$-0-	\$400,000
--	-------	-----------

6326 Economic Opportunity Program (ARPA)

Expense

A632660 547265 Madison Local Eats Program	\$515,500	\$500,000
---	-----------	-----------

6421 Promotion of Tourism (ARPA)

Expense

A642160 542715 Tourism Administration	\$-0-	\$100,000
---------------------------------------	-------	-----------

9903 Contribution to Other Funds (ARPA)

Expense

A990399 594101 Transfer to Road Machinery Fund	\$-0-	\$765,000
A990399 594220 Transfer to Enterprise Landfill Fund	-0-	1,285,980
A990399 594211 Transfer to Cowaselon Creek Fund	-0-	<u>200,000</u>

Totals	\$ <u>1,015,767</u>	\$ <u>7,151,247</u>
--------	---------------------	---------------------

Control Total		\$ <u>6,135,480</u>
---------------	--	---------------------

Cowaselon Creek Watershed District Fund

8741 Cowaselon Creek Watershed District (ARPA)

Revenue

CC874180 450326 Transfer from General Fund	<u>\$-0-</u>	<u>\$200,000</u>
--	--------------	------------------

Control Total		<u>\$200,000</u>
---------------	--	------------------

Expense

CC874180 548451 Ditch Cleaning Expense	<u>\$-0-</u>	<u>\$200,000</u>
--	--------------	------------------

Control Total		<u>\$200,000</u>
---------------	--	------------------

Road Machinery Fund

5133 Road Machinery-Equipment (ARPA)

Revenue

DM513350 450326 Transfer from General Fund	<u>\$-0-</u>	<u>\$765,000</u>
--	--------------	------------------

Control Total		<u>\$765,000</u>
---------------	--	------------------

Expense

DM513350 529050 Dump Truck	\$-0-	\$250,000
DM513350 529066 Shoulder Machine	-0-	285,000
DM513350 529067 Sod Loader	<u>-0-</u>	<u>230,000</u>

Control Total		<u>\$765,000</u>
---------------	--	------------------

Enterprise Environmental Landfill Fund
8172 Environmental Control-Equipment (ARPA)

	<u>From</u>	<u>To</u>
<u>Revenue</u>		
EE817280 450326 Transfer from General Fund	<u>\$-0-</u>	<u>\$1,285,980</u>

Control Total		<u>\$1,285,980</u>
---------------	--	--------------------

Expense

EE817280 529090 Large Loader	\$-0-	\$206,622
EE817280 529145 Landfill Compactor	-0-	492,471
EE817280 529068 Roll-Off Truck	-0-	200,000
EE817280 529605 Large Excavator	-0-	211,887
EE817280 529069 Truck Scale Deck	-0-	75,000
EE817280 540485 Transfer Station Compactors (4)	<u>-0-</u>	<u>100,000</u>

Control Total		<u>\$1,285,980</u>
---------------	--	--------------------

Dated: September 16, 2021

Paul Walrod, Chairman
Criminal Justice, Public Safety & Emergency
Communications Committee

Cliff Moses, Chairman
Planning, Economic Development &
Intergovernmental Affairs Committee

James S. Goldstein, Chairman
Solid Waste & Recycling Committee

Alexander Stepanski, Chairman
Health & Human Services Committee

Ron Bono, Chairman
Highway, Buildings & Grounds Committee

Mary Cavanagh, Chairwoman
Government Operations Committee

Yvonne M. Nirelli, Chairwoman
Finance, Ways & Means Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO A MODIFICATION AND
EXTENSION AGREEMENT WITH BENEFIT COORDINATORS OF AMERICA, LLC
(DBA BENEFITSCAPE) FOR AFFORDABLE CARE ACT REQUIREMENTS**

WHEREAS, Madison County has an agreement with Benefit Coordinators of America, LLC (dba BenefitScape) for services related to the Affordable Care Act (ACA) requirements; and

WHEREAS, the County and BenefitScape, under a Renewal Addendum, extended the Term of RFP P1019 from December 31, 2020 to July 31, 2021; and

WHEREAS, under the terms of RFP P1019 the agreement may be renewed under the same terms and conditions for (3) additional one (1) year periods upon written consent of both parties; and

WHEREAS, the Parties are desirous to extending the Term of RFP P1019 for a one year period to July 31, 2022; and

WHEREAS, the information required for the provision of such services is subject to the Health Insurance Portability and Accountability Act (HIPAA) of 1996 which requires the execution of a Business Associate Agreement; and

WHEREAS, the County, additionally, wishes to modify the agreement to include a Business Associate Agreement; and

WHEREAS, this modification and extension agreement has been reviewed and approved by the Health Plan Administrator and 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 extension and modification agreement on behalf of the County of Madison with BenefitScape, in the form as is on file with the Clerk of the Board.

Dated: September 16, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

AUTHORIZING THE COUNTY TO ORDER LEASE VEHICLES FOR THE 2022 BUDGET

WHEREAS, Enterprise is recommending the County to lease vehicles for 2022; and

WHEREAS, due to current manufacturing issues in the automobile industry, we are seeking approval to place orders in advance in order to secure required vehicles; and

WHEREAS, no funds will be used from the 2021 budget. All funds will be paid from the 2022 budget; and

WHEREAS, the request to order these vehicles in advance is recommended and approved by the Government Operations Committee.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors authorizes Madison County to order these vehicles when available.

Dated: September 16, 2021

Mary Cavanagh, Chairperson
Government Operations Committee

RESOLUTION NO. _____

**ESTABLISHING A DEPUTY CORONER SALARY FOR THE
BALANCE OF 2021 RETROACTIVE TO SEPTEMBER 1, 2021.**

WHEREAS, the Madison County District Attorney/Coroner is to appoint Mary Beth Albro as a Deputy Coroner effective as of September 1, 2021; and

WHEREAS, the Madison County District Attorney/Coroner has requested to set Mary Beth Albro's compensation at \$5,700.00 for the balance of 2021 (prorated over four (4) months not the full calendar year) retroactive to September 1, 2021; and

WHEREAS, the recommendation of the Madison County District Attorney/Coroner has been reviewed and positively endorsed by the Criminal Justice Committee and the Government Operations Committee;

NOW, THEREFORE, BE IT RESOLVED that the Deputy Coroner salary for Mary Beth Albro is set at \$5,700.00 for the balance of 2021 retroactive to September 1, 2021.

Dated: September 16, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 21-____

**AUTHORIZING AND APPROVING A SETTLEMENT AGREEMENT TO AN ACTION
RELATING TO THE OPIOID CRISIS**

WHEREAS, there is pending the matter on behalf of Madison County, regarding the opioid addiction crisis, in which Madison County is the named plaintiff in the action (the “Action”); and

WHEREAS, the Action is against several defendants, including manufacturers of opioids, distributors of opioids and chain pharmacies; and

WHEREAS, the Action alleges several causes of action against defendants McKesson Corporation, Cardinal Health, Inc., AmerisourceBergen Drug Corporation, PSS World Medical, Inc., Kinray, LLC, Bellco Drug Corporation, and American Medical Distributors, Inc. (the “Distributors”) based on claims that the Distributors contributed to the opioid epidemic by failing to comply with their obligations under the federal Controlled Substances Act and the New York Controlled Substances Act to implement adequate measures to prevent diversion of the prescription opioids they distributed to pharmacies and others in Suffolk County, all of which contributed to a public health crisis in Madison County; and

WHEREAS, the Distributors have offered to settle the claims of Madison County against them over eighteen (18) years and agreeing to implement injunctive relief under a controlled substance monitoring program; and

WHEREAS, the Government Operations Committee has approved a settlement agreement and release; and

WHEREAS, it is in the best interest of Madison County to resolve this matter with respect to the Distributors without further litigation and enter into the proposed Agreement as it shall settle all allegations against the Distributors and avoid protracted litigation; now, therefore be it

NOW, THEREFORE, BE IT RESOLVED, that the execution and delivery on behalf of and in the name of Madison County by John M. Becker, Chairman of the Board of Supervisors, of the proposed Settlement Agreement is hereby authorized and he is directed to execute the proposed Settlement Agreement in the form as is on file with the Clerk of the Board of Supervisors and execute such other documents as may be necessary and appropriate to effectuate the settlement with the Distributors.

Dated: September 16, 2021

Mary B. Cavanagh, Chairwoman
Government Operations Committee