

MADISON COUNTY GOVERNMENT OPERATIONS COMMITTEE

Meeting Agenda - Thursday, May 30, 2024

Call Meeting to Order

Government Operations Committee Chairman Pete Walrod called the meeting to order at 10:13 AM in the Supervisors Chambers, second floor, County Office Building, Wampsville, NY. Supervisor Walrod, Supervisor Reger, Supervisor Cavanagh, Supervisor Vosburg, Supervisor Shwartz (via Zoom), Supervisor During were present.

Others present:

Chairman of the Board John Pinard, County Administrator Mark Scimone, Supervisor Matt Roberts, Chief ADA Robert Mascari, County Attorney Tina Wayland-Smith, 2nd Assistant County Attorney Melissa Felton, Human Resources Director Ryan Aylward, Human Resources Deputy Director Shawn Prievo, IT Director Paul Lutwak, Compliance Officer Christina Kennedy, Elections Commissioners Mary Egger and Laura Martino, Purchasing Agent Laurie Winters, Finance Director Lou Anne Randall, OEM Director Dan Degear, EMS Director Jenna Illingworth, Clerk of the Board Emily Burns, PIO Samantha Field.

Approval of Minutes

1. Approval of Draft Meeting Minutes 5/2/2024

On motion by Supervisor Reger, seconded by Supervisor Vosburg, the motion was made to approve the May 2, 2024 meeting minutes. The motion was passed.

Executive Session

A motion was made by Supervisor During to enter into Executive Session at 10:13 a.m. to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person. Supervisor Cavanagh seconded the motion, and it was unanimously carried.

A motion was made by Supervisor Reger to exit Executive Session at 10:55 a.m. Supervisor During seconded the motion, and it was unanimously carried.

The Committee took a break from 10:55 a.m. to 11:47 a.m. to attend the WAVEM Memorial Day Ceremony in front of the Veterans Memorial Building.

Information Technology

1. Department Update

IT Director Paul Lutwak recently attended the 2024 New York State Local Government Information Technology Directors' Association Spring Conference in Saratoga Springs,

NY. Much of the focus was on AI (Artificial Intelligence) in Government. Paul will be bringing more information on how AI can be used as a tool at Madison County to increase efficiencies in all departments.

Corporate Compliance

1. Program Status Report from Compliance Officer

Compliance Officer Christina Kennedy provided the Quarterly Report from Compliance to the committee. She stated that the Corporate Compliance Committee met on May 21, 2024 and reviewed policies and procedures for updates and effectiveness and the proposed policy for conducting Compliance Program Risk Assessments. Christina attending the 10th annual Bonadio Compliance Boot Camp and shared information from the conference with the Corporate Compliance Committee.

Cybersecurity Defense Institute was hired to perform a Security Risk Assessment and Bonadio will begin Billing Compliance Review of Mental and Public Health Departments next week.

Newly hired employees are undergoing Corporate Compliance Training within 30 days of hire, and annual compliance training has been scheduled starting in July for the Governing Board, August for employees and November for contractors. The Corporate Compliance Newsletter has also been sent to county employees.

2. Results of Internal Audits

The KChecks Audit Report was finalized on March 26, 2024 with the audit focusing on Finance/Purchasing and the Department of Social Services. There were four incidents identified in the audit that highlighted issues with the quality of data in KChecks.

Corrective actions have been put into place to enhance the overall data integrity and ensure accurate screening and compliance with the laws, regulations, and county policies. No reporting is required.

Board of Elections

1. Department Update

Election Commissioner Laura Martino reported that the Board of Elections has been busy preparing for the June 18th Village elections and the upcoming Primary election. They are looking for a new voter registration bender and are reviewing a couple of different companies.

A resolution has been submitted to enter an agreement with KnowInc, Inc. for voter electronic pollpad license system software and support. Second Assistant County Attorney Melissa Felton stated that the resolution does not include the cost. Melissa will amend the resolution to include the cost of \$11,990 for the three-year term of the contract.

Purchasing

1. Department Update

Purchasing Agent Laurie Winters provided the committee with a revised Purchasing Policy in order to comply with procedural changes and improved efficiency. Additionally, the procedures were removed from the policy to a separate document so that they can be changed as needed. A summary of all changes was provided for committee review.

Laurie shared the 2023/2024 Procurement Report with the committee. In 2023, the Purchasing Department converted 4,878 purchase orders (1,138 created by Purchasing), completed 40 bids, 18 RFPs, and 60 quotes. Four-year savings totaled \$375,748 (2020-\$24,471, 2021-\$73,538, 2022-\$106,139, 2023-\$171,598). Purchasing put out their first Purchasing/Finance monthly newsletter in October. Purchasing has been doing trainings, working on the ERP grant module, reviewing procedures and policies, while continually working on surplus, Enterprise Fleet, bids, RFPs, quotes, requisition requests, change orders, contracts and year-end closing.

In the first quarter of 2024, Purchasing has converted 1,667 purchase orders (508 created by Purchasing), completed 16 bids, 3 RFPs, 30 quotes and provided savings of \$487. Purchasing staff worked on year-end processes, which was very time consuming with closing purchase order and contracts. They are also creating purchase orders and updating the contracts in ERP for the New Year. They are continually working on surplus, Enterprise Fleet, bids, RFPs, quotes, requisition requests, change orders, contracts and grant review. They worked with the Veteran's Agency with their furniture requests, and were able to send a great deal from surplus to their new office and helped order other items they needed. The Purchasing staff is also training on different procurement processes in order to become an efficient and organized office.

In May 2024, Purchasing converted 319 purchase orders (86 created by Purchasing), completed 5 bids and 5 quotes, and saved \$6,280. My staff created and finalized their job duties and instructions, reviewed their personal goals and office goals. This month, Purchasing created their first ever promotional bid and ambulance bid. A training schedule has been created for office staff. Laurie is in the process of creating a grant policy and procedures manual. It is procurement's responsibility to make sure grants are procured properly and abide by the Federal, State, or County procurement laws and policies. We want to take steps now in the event of an audit. If grants are not procured properly during an audit, funds may be required to be paid back. This could be very costly to the County and taxpayers.

Supervisor Vosburg asked if there was anything the department needed to help with their workload. Laurie state that another person would be helpful, especially with the new grant procurement process. Chairman Walrod stated that the Purchasing Department has a tremendous workload and a lot of responsibility that impacts the County. The additional needs of the department will be discussed further.

Human Resources

1. Local Law for County Administrator - Discussion

Director of Human Resources Ryan Aylward presented the committee with Local Law No. 4 of 2008 to discuss amending the reporting procedures for the County Administrator. The following three options were discussed:

1. The County Administrator takes direction from the *Chairman of the Board of Supervisors* or by resolution of the Board (current language)
2. The County Administrator takes direction from the *Legislative Committees* or by resolution of the Board
3. The County Administrator takes direction from the *Board, by a Standing Committee* or by resolution of the Board

County Administrator Mark Scimone stated that he would continue to work with and for all supervisors and the Chairman every day. After much discussion, it was the consensus of the committee to amend the local law to option 2. Clerk of the Board Emily Burns will prepare the resolutions and the Local Law Language that was decided on by consensus of the Committee and move forward with putting them on the June and July Board Meetings.

On motion by Supervisor During, seconded by Supervisor Cavanagh, the motion was made to introduce the proposed local law resolution and call for a public hearing. The motion was passed.

On motion by Supervisor During, seconded by Supervisor Cavanagh, the motion was made to prepare the adoption resolution for Local Law No. 1 for the Year 2024 amending Local Law No. 4 of 2008. The motion was passed.

2. Review of Board Rules 1 - 16

The Committee agreed to move this item to the June 27th GOC meeting for discussion.

Resolutions

1. Authorizing the Chairman to enter into an agreement with Knowink Inc.

On motion by Supervisor Cavanagh, seconded by Supervisor Reger, the motion was made to authorize the Chairman to enter into an agreement with KnowInk, Inc. The motion was passed.

2. Amending the Purchasing Policy and Procedures

On motion by Supervisor Vosburg, seconded by Supervisor During, the motion was made to amend the purchasing policy and procedures. The motion was passed.

3. Adopting a Policy on Compliance Program Risk Assessments

On motion by Supervisor Cavanagh, seconded by Supervisor Reger, the motion was made to adopt a policy on Compliance Risk Assessments. The motion was passed.

4. Authorizing the Chairman to Enter Into An Agreement with The Guardian Life Insurance Company for Fully Insured Disability Administration Services

On motion by Supervisor Reger, seconded by Supervisor Cavanagh, the motion was made to authorize the Chairman to enter into an agreement with Guardian Life Insurance Company. The motion was passed.

5. Amending the Equal Employment Opportunity Policy Statement and Approving an Anti-Discrimination and Equal Employment Opportunity Policy

On motion by Supervisor Cavanagh, seconded by Supervisor Vosburg, the motion was made to amend the Equal Employment Opportunity Policy Statement. The motion was passed.

6. Amending the Madison County Overtime Eligibility Policy

On motion by Supervisor Cavanagh, seconded by Supervisor During, the motion was made to amend the Madison County Overtime Eligibility Policy. The motion was passed.

7. Increasing the Hours for Certain Positions in the Office of Emergency Management

On motion by Supervisor Shwartz, seconded by Supervisor Vosburg, the motion was made to increase the hours for certain positions in the Office of Emergency Management. The motion was passed.

8. Revising the Madison County Management Compensation Plan

On motion by Supervisor During, seconded by Supervisor Vosburg, the motion was made to revise the Madison County Management Compensation Plan. The motion was passed.

Other Committee Business

Executive Session

A motion was made by Supervisor Vosburg to enter into Executive Session at 1:02 p.m. to discuss matters 1.) leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person, and 2.) regarding proposed, pending, or current litigation. Supervisor During seconded the motion, and it was unanimously carried.

A motion was made by Supervisor Cavanagh to exit Executive Session at 2:49 p.m. Supervisor During seconded the motion, and it was unanimously carried.

Preferred Agenda

It was the consensus of the Government Operations Committee to allow any eligible

resolutions from today's meeting to be added to the preferred agenda.

Next Meeting: Thursday, June 27, 2024 at 10 a.m.

Adjourn

On motion by Rex Vosburg, seconded by Melissa During, the Board adjourned at 2:50 p.m.