

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
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Ryan D. Aylward

Director of Labor Relations
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Government Operations **Thursday, May 25, 2023 @ 10:30 AM** **Chambers**

MINUTES

10:30 Call Meeting to Order AM

P. Walrod called the meeting to order at 9:49 a.m.

Committee Members present: M. Cavanagh, B. DuBois, M. Roberts, A. Stepanski, P. Walrod and R. Vosburg

Others present: R. Aylward, J. Becker, E. Burns, D. Curtis, D. Degear, M. During, C. Edick, S. Field, K. Guinto, C. Kennedy, M. Keville, P. LeClair, P. Lutwak, J. Pinard, L. Randall, T. Wayland-Smith, and E. Zehr

Approval of Minutes

- April 27, 2023 - Minutes

Motion by Alex Stepanski to approve the minutes from April 27, 2023. Second by Matt Roberts. The motion was Passed.

Resolutions:

1. Resolution of Appreciation - Retiree Recognition

Motion by Rex Vosburg to approve the resolution. Second by Mary Cavanagh. The motion was Passed.

2. Amending the Corporate Compliance Policy on Reimbursement Practices and Billing Errors; Reporting and Returning Overpayments

Motion by Mary Cavanagh to approve the resolution. Second by Matt Roberts. The motion was Passed.

3. Authorizing the Chairman to Enter into a PILOT Agreement with Nexamp Solar, LLC, d/b/a Allis Hill Solar, LLC
Motion by Alex Stepanski to approve the resolution. Second by Brandee DuBois. The motion was Passed.
4. Authorizing the County to Enter into an Agreement with Thomson Reuters-West Publishing Corporation
Motion by Mary Cavanagh to approve the resolution. Second by Matt Roberts. The motion was Passed.
5. Creating an Office Assistant-Claims Processor Position in the Mental Health Department
Motion by Rex Vosburg to approve the resolution. Second by Mary Cavanagh. The motion was Passed.
6. Creating an Office Assistant I Position in the Building Maintenance Department
Motion by Alex Stepanski to approve the resolution. Second by Rex Vosburg. The motion was Passed.
7. Creating a Full-time Case Manager (Corrections) Position in the Office of the Sheriff
Motion by Matt Roberts to approve the resolution. Second by Alex Stepanski. The motion was Passed.
8. Creating an Emergency Medical Services Educator Position in the Office of Emergency Management
Motion by Matt Roberts to approve the resolution. Second by Rex Vosburg. The motion was Passed.

Other Committee Business

Personnel - R. Aylward noted he will be starting to provide Progressive Discipline Training to departments.

Emergency Management Services - D. Degear encouraged board members to participate in the upcoming Cyber Summit.

1. Purchasing Department Updates
2. Information Technology Department Updates
P. Lutwak updated the committee on the duress system. He also noted the digital signage the Information Technology Department has been implementing within the towns and villages.
3. MOTION TO ENTER EXECUTIVE SESSION
Motion by Rex Vosburg to Enter into Executive Session. Second by Mary Cavanagh. The motion was Passed.

Motion by Mary Cavanagh to Exit Executive Session. Second by Matt Roberts. The motion was Passed.

4. Labor Relations
5. Negotiations
6. Personnel Matters

Preferred Agenda

It was the consensus of the committee to allow any eligible resolutions from today's meeting to be added to the preferred agenda. All resolutions were voted on and approved by the committee.

Next Meeting:

1. June 29, 2023 - Immediately Following Finance, Ways and Means

Adjourn

Motion by Mary Cavanagh to adjourn the meeting. Second by Matt Roberts. The motion was Passed.

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Government Operations
Thursday, April 27, 2023 @ 10:30 AM
Chambers

MINUTES

10:30 Call Meeting to Order
AM

DRAFT

P. Walrod called the meeting to order at 10:11 a.m.

Committee Members present: B. DuBois, M. Roberts, A. Stepanski, P. Walrod and R. Vosburg

Committee Members absent: M. Cavanagh

Others present: R. Aylward, J. Becker, E. Burns, C. Coe, D. Curtis, M. During, C. Edick, M. Egger, S. Field, C. Kennedy, M. Keville, P. LeClair, P. Lutwak, L. Martino, J. Pinard, L. Randall, M. Scimone, T. Wayland-Smith, L. Winters, and E. Zehr

Approval of Minutes

- March 30, 2022 - Minutes

Motion by Matt Roberts to approve the minutes. Second by Rex Vosburg. The motion was Passed.

Resolutions:

1. Resolution of Appreciation - Retiree Recognition

Motion by Alex Stepanski to approve the resolution. Second by Matt Roberts. The motion was Passed.

2. Approving the Contractor Security Access Badge Policy for Madison County Facilities

Motion by Matt Roberts to approve the resolution. Second by Alex Stepanski. The motion was Passed.

3. Approving the Duress Alarm Policy for the Wampsville Campus of Madison County Office Buildings

Motion by Rex Vosburg to approve the resolution. Second by Alex Stepanski. The motion was .

4. Recognizing County Employees for Graduating From the NACO Professional Development Academy

Motion by Rex Vosburg to approve the resolution. Second by Matt Roberts. The motion was .

Other Committee Business

R. Aylward provided committee members a brief update on the 2022 Health Insurance review.

1. Board of Elections Updates

L. Martino updated the committee on the primary elections scheduled for June 27, 2023.

2. Purchasing Updates

L. Winters updated the committee on the number of bids, RFPs and quotes for 2023. The Purchasing Office has received compliments on their procedures and for having TV monitors for visual access making it easier for contractors to follow along during the bid process.

3. MOTION TO ENTER EXECUTIVE SESSION

Motion by Matt Roberts to enter into executive session. Second by Rex Vosburg. The motion was Passed.

Motion by John Becker to exit executive session. Second by Rex Vosburg. The motion was Passed.

4. Personnel Matters

Preferred Agenda

It was the consensus of the committee to allow any eligible resolutions from today's meeting to be added to the preferred agenda. All resolutions were voted on and approved by the committee.

Next Meeting:

1. May 25, 2023 - Immediately Following Finance, Ways and Means

Adjourn

Motion by Matt Roberts to adjourn the meeting. Second by Rex Vosburg. 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 Sandra Jordan and John Wolf upon their retirement.

Sandra M. Jordan
John M. Wolf

County Clerk's
Information Technology

1996 - 2023
2003 - 2023

Dated: June 13, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. 23-_____

**AMENDING THE CORPORATE COMPLIANCE POLICY
ON REIMBURSEMENT PRACTICES AND BILLING ERRORS; REPORTING AND
RETURNING OVERPAYMENTS**

WHEREAS, Madison County as a Medicaid program provider is required to have an effective compliance program as required by NYS Social Services Law § 363-d and Title 18 of the New York Codes, Rules and Regulations (18 NYCRR) SubPart 521-1; and

WHEREAS, the policy of Madison County has always been to conduct its business in compliance with all applicable and constitutional laws and regulations and adherence to the highest ethical standards; and

WHEREAS, Madison County adopted a Corporate Compliance Policy on Reimbursement Practices and Billing Errors; and

WHEREAS, changes to the New York Office of the Medicaid Inspector General (OMIG) Title 18 NYCRR Part 521 Provider Compliance Programs regulations and Self-Disclosure protocols has necessitated additional changes to this Policy; and

WHEREAS, the revisions to the policy are recommended by outside counsel and have been reviewed by the Corporate Compliance officer with appropriate staff and management; and

WHEREAS, the Government Operations Committee has considered and evaluated the changes to the policy;

NOW, THEREFORE BE IT RESOLVED, the Board of Supervisors approve the amendment of the Corporate Compliance Policy titled "Reimbursement Practices and Billing Errors Policy; Reporting and Returning Overpayments", making it effective as of March 28, 2023.

Dated: June 13, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO A
PILOT AGREEMENT WITH NEXAMP SOLAR, LLC
D/B/A ALLIS HILL SOLAR, LLC**

WHEREAS, the Madison County Board of Supervisors received correspondence from Nexamp Solar, LLC, d/b/a Allis Hill Solar, LLC, pursuant to New York State Real Property Tax Law (RPTL) section 487(9) that they intended to construct a solar energy system in the Town of Lenox; and

WHEREAS, the solar energy systems would be located at 2945 New Boston Road, Lenox, New York; and

WHEREAS, the solar energy system would be one 5 megawatt project; and

WHEREAS, the PILOT provides that Nexamp Solar, LLC, d/b/a Allis Hill Solar, LLC, will pay the County, Town, and School District, \$4,500.00 per megawatt; and

WHEREAS, the County share of the PILOT payment will be 24.208 % and the PILOT will have a 2% annual escalator;

WHEREAS, pursuant to RPTL section 487, the PILOT will be for a term of fifteen (15) years; and

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to enter into a PILOT agreement with Nexamp Solar, LLC, d/b/a Allis Hill Solar, LLC, for the solar project in the form that is on file with the Clerk of the Board of Supervisors.

Dated: June 13, 2023

Paul Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING THE COUNTY TO ENTER INTO AN AGREEMENT WITH
THOMSON REUTERS – WEST PUBLISHING CORPORATION**

WHEREAS, certain online research materials are maintained by the County Attorney's Office, currently under contract with Thomson Reuters-West Publishing Corporation; and

WHEREAS, the Madison County District Attorney's Office wishes to join in the online legal research subscription contract, which would result in overall reduced costs for both offices; and

WHEREAS, proposals have been received and reviewed for same;

WHEREAS, it is advisable to enter into a new agreement with Thomson Reuters-West Publishing Corporation for online research;

WHEREAS, under such agreement the monthly West Proflex online service will be \$803.00/month for the first three months; \$835.00/month the first year; and \$876.75/month the second year; and

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into the agreement for online research services with Thomson Reuters – West Publishing Corporation in the form as is on file with the Clerk of the Madison County Board of Supervisors.

Dated: June 13, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**CREATING AN OFFICE ASSISTANT-CLAIMS PROCESSOR IN THE MENTAL HEALTH
DEPARTMENT**

WHEREAS, the Director of Community Mental Health Services has identified an increase in billing responsibilities due to the addition of the school clinics as well as an increase in responsibilities related to newly adopted OMIG regulations; and

WHEREAS, the Director of Community Mental Health Services has requested a second full-time Office Assistant-Claims Processor position be created to accommodate duties; and

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

WHEREAS, the 2023 Adopted County Budget contains ample appropriations to finance the salary and fringe benefits for this position for the remainder of 2023 due to other position vacancies; 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; and

BE IT FURTHER RESOLVED that one full-time Office Assistant-Claims Processor position be and hereby is created effective immediately; and

BE IT FURTHER RESOLVED that the Director of Community Mental Health Services be and hereby is authorized to fill said position in accordance with Civil Service Law and Rule, effective immediately.

Dated: June 13, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**CREATING AN OFFICE ASSISTANT I POSITON IN THE
BUILDING MAINTENANCE DEPARTMENT**

WHEREAS, the Director of Public Facilities has evaluated the organizational structure of the department and has determined the need for an additional administrative support 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, this request was 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 full-time Office Assistant I position be and hereby is created effective immediately; and

BE IT FURTHER RESOLVED that the Director Public Facilities be and hereby is authorized to fill said position at the 2023 hourly rate of \$18.46 in accordance with Civil Service Law and Rule and the Agreement between the County and the Civil Service Employees Association, White Collar unit effective immediately.

Dated: June 13, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**CREATING A FULL-TIME CASE MANAGER (CORRECTIONS) POSITION IN
THE OFFICE OF THE SHERIFF**

WHEREAS, the Sheriff has reviewed the organizational structure of the office and has determined the need for additional staffing; and

WHEREAS, recent mandates from the State legislature have expanded the requirements regarding successful reintegration of inmates into society and post release follow-up; and

WHEREAS, the current contract with Madison-Oneida BOCES that provides part of the services required of this position will expire in June 30, 2023; and

WHEREAS, the Personnel Officer certifies that Case Manager (Corrections) is the appropriate classification based on the description of duties submitted for this position; and

WHEREAS, this request was 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,

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

BE IT FURTHER RESOLVED that the Sheriff be and hereby is authorized to fill said position at the 2023 hourly rate of \$25.34 in accordance with Civil Service Law and Rule and the Agreement between the County and the Civil Service Employees Association, White Collar unit effective immediately,

Dated: June 13, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**CREATING AN EMERGENCY MEDICAL SERVICES EDUCATOR POSITON IN THE
OFFICE OF EMERGENCY MANAGEMENT**

WHEREAS, the Madison County Office of Emergency Management and the Madison County Board of Supervisors have determined the need for increased Emergency Medical Services education throughout Madison County; and

WHEREAS, in consideration of filling said need, the Director of Emergency Management Services has evaluated the organizational structure of the department and has determined the need for additional staffing; and

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

WHEREAS, this request was 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,

NOW, THEREFORE BE IT RESOLVED that one (1) Emergency Medical Services Educator position be and hereby is created effective immediately and be allocated to Grade L of the White Collar Bargaining Agreement; and

BE IT FURTHER RESOLVED that the Director of Emergency Management Services be and hereby is authorized to fill said position at the 2023 hourly rate of \$27.88 in accordance with Civil Service Law and Rule and the Agreement between the County and the Civil Service Employees Association, White Collar unit effective immediately.

Dated: June 13, 2023

Paul H. Walrod, Chairman
Government Operations Committee