

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
ryan.aylward@madisoncounty.ny.gov

Government Operations **Thursday, August 24, 2023 @ 10:00 AM** **Chambers**

MINUTES

10:00 AM Call Meeting to Order

P. Walrod called the meeting to order at 10:29 a.m.

Committee Members present: M. Roberts, A. Stepanski and P. Walrod

Committee Members absent: M. Cavanagh and R. Vosburg

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

Approval of Minutes

- July 27, 2023 - Minutes

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

Personnel:

Resolutions:

1. Adopting Local Law No. 4 for the Year 2023

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

2. Appointing a Member to the Ethics Advisory Council

Motion by Matt Roberts to approve the resolution. Second by Alex

Stepanski. The motion was Passed.

3. Acknowledging Introduction of Proposed Local Law No. 5 for the Year 2023 and Calling for a Public Hearing (Personnel)

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

4. Adopting Local Law No. 5 for the Year 2023 (Personnel)

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

5. Acknowledging Introduction of Proposed Local Law No. 6 for the Year 2023 and Calling for a Public Hearing (DSS)

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

6. Adopting Local Law No. 6 for the Year 2023 (DSS)

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

7. Adopting a Software Vetting Policy

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

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

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

9. Appointing a Commissioner of Social Services and Establishing a 2024 Salary

10. Revising the Madison County Management Compensation Plan

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

Other Committee Business

1. Information Technology - Shared Services

P. Lutwak updated the committee on shared Information Technology services with the towns and villages.

2. Budget Reviews:

3. Compliance Budget

C. Kennedy present the budget

4. Board of Elections

- M. Egger presented the budget
- 5. Board of Supervisors
 - M. Scimone presented the budget
 - E. Burns presented the budget for Clerk to the Board
- 6. County Attorney
 - T. Wayland-Smith presented the budget
- 7. County Administrator, Purchasing, Public Information
 - M. Scimone presented the budget for County Administrator and Purchasing
 - S. Field presented the budget for Public Information
- 8. Information Technology
 - P. Lutwak presented the budget
- 9. Personnel Department
 - R. Aylward presented the budget
- 10. MOTION TO ENTER EXECUTIVE SESSION
 - Motion by Matt Roberts to Enter Executive session. Second by Alex Stepanski. The motion was Passed.
 - Motion by Alex Stepanski to Exit Executive session. Second by Matt Roberts. The motion was Passed.
- 11. Personnel Matters
- 12. Labor Relations
- 13. Salary 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. September 28, 2023, Immediately following Finance, Ways and Means

Adjourn

Motion by Alex Stepanski to adjourn the meeting. Second by Matt Roberts. The motion was Passed.

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Government Operations **Thursday, July 27, 2023 @ 10:00 AM** **Chambers**

MINUTES

10:00 Call Meeting to Order
AM

DRAFT

P. Walrod called the meeting to order at 10:02 a.m.

Committee Members present: M. Cavanagh, M. Roberts, P. Walrod and R. Vosburg

Committee Members absent: A. Stepanski

Others present: J. Becker, E. Burns, D. Curtis, D. Degear, M. During, C. Edick, M. Eggar, S. Field, M. Felton, K. Guinto, P. LeClair, P. Lutwak, L. Martino, J. Pinard, L. Randall, M. Scimone, T. Wayland-Smith, R. Winn, L. Winters, and E. Zehr

Approval of Minutes

- Minutes - June 29, 2023

Motion by Matt Roberts to approve the minutes from June 29, 2023.
Second by Mary Cavanagh. The motion was Passed.

Resolutions:

1. Designating Disposal of Surplus County Personal Property
Motion by Mary Cavanagh to approve the resolution. Second by Rex Vosburg. The motion was Passed.
2. Designating Disposal of Surplus County Personal Property
Motion by Rex Vosburg to approve the resolution. Second by Matt Roberts. The motion was Passed.

3. Authorizing The Chairman to Enter Into an Agreement With Enhanced Voting

Motion by Rex Vosburg to approve the resolution. Second by Matt Roberts. The motion was Passed.
4. Authorizing the Chairman to Enter Execute an Extension Agreement with the New York State Board of Elections for the Technology Innovation and Election Resource Grant Program and Modifying the 2023 Adopted County Budget

Motion by Matt Roberts to approve the resolution. Second by Rex Vosburg. The motion was Passed.
5. Authorizing the Chairman to Execute an Extension Agreement with the New York State Board of Elections for the Absentee Ballot Pre-Paid Postage Grant and Modifying the 2023 Adopted County Budget

Motion by Matt Roberts to approve the resolution. Second by Mary Cavanagh. The motion was Passed.
6. Authorizing the Chairman to Enter Into an Agreement With SEDARA

Motion by Rex Vosburg to approve the resolution. Second by Mary Cavanagh. The motion was Passed.
7. Establishing Retention Bonuses for Select Management Confidential Employees in the Department of Solid Waste Management

Motion by Rex Vosburg to approve the resolution. Second by Mary Cavanagh. The motion was Passed.
8. Establishing the Salaries of County Officers and Managerial/Confidential Employees for 2024

Motion by Pete Walrod to approve the resolution. Second by Rex Vosburg. The motion was Passed.
9. Acknowledging Introduction of Proposed Local Law No. 4 for the Year 2023 and Calling for a Public Hearing

Motion by Rex Vosburg to approve the resolution. Second by Matt Roberts. The motion was Passed.
10. Changing the Name of the Building Maintenance Department to the Facilities Department

Motion by Mary Cavanagh to approve the resolution. Second by Rex Vosburg. The motion was Passed.
11. Creating Permanent Part-time Positions in the Office of Emergency Management

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

12. Creating a Part-Time Coroner's Physician Position in the District Attorney's Office

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

13. Creating a Deputy Personnel Officer Position in the Personnel Department and Allocating the Title in the Management Salary Plan

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

14. Resolution of Appreciation - Retiree Recognition

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

Other Committee Business

1. Purchasing Updates

L. Winters updated the committee on bids and RFP's.

2. Board of Elections Updates

M. Egger updated the committee on Election Inspector classes and the new voter registration system.

3. Vacancy Review Procedural Change

Committee members agreed that the vacancy review form does not need the committee chair signatures for the creation of new positions since the full committee is approving the action by resolution. E. Zehr will revise the vacancy review form.

4. MOTION TO ENTER EXECUTIVE SESSION

Motion by Rex Vosburg to Enter Into Executive Session. Second by Mary Cavanagh. The motion was Passed.

Motion by Rex Vosburg to Exit Executive Session. Second by Mary Cavanagh. The motion was Passed.

5. Litigation Matter

6. Salary Matter

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. August 24, 2023 - Immediately Following Finance, Ways and Means

Motion by Mary Cavanagh to adjourn the meeting. Second by Rex Vosburg. The motion was Passed.

Adjourn

RESOLUTION NO. 23-_____

ADOPTING LOCAL LAW NO. 4 FOR THE YEAR 2023

WHEREAS, there has been duly introduced Local Law No. 4 for the year 2023 entitled "A LOCAL LAW FIXING THE SALARIES OF CERTAIN COUNTY OFFICIALS FOR THE YEAR 2024"; and

WHEREAS, a public hearing on said local law was duly held by the Board of Supervisors of the County of Madison on September 12, 2023,

NOW, THEREFORE BE IT RESOLVED, that Local Law No. 4 for the year 2023 be and the same is hereby adopted.

Dated: September 12, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

APPOINTING A MEMBER TO THE ETHICS ADVISORY COUNCIL

WHEREAS, Local Law #6 of 1990, as amended by Local Law #3 of 2000, establishes the current Code of Ethics and, among other things, provides for its administration by an Ethics Advisory Council;

WHEREAS, a vacancy exists on the Ethics Advisory Council due to the expiration of a term of appointment and resignation; and

WHEREAS, the Government Operations Committee recommends the appointment of the individual listed below;

NOW, THEREFORE BE IT RESOLVED, that Hon. Dennis K. McDermott of 112 Morgan Lane, Oneida, New York be and hereby is appointed to fill this vacancy on the Ethics Advisory Council effective immediately, said term expiring on September 12, 2027.

DATED: September 12, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. 23-_____

**ACKNOWLEDGING INTRODUCTION OF PROPOSED LOCAL LAW NO. 5 FOR THE YEAR
2023 AND CALLING FOR A PUBLIC HEARING**

WHEREAS, Supervisor Walrod has duly introduced proposed Local Law No. 5 for the year 2023, entitled, "A LOCAL LAW SUPERSEDING PUBLIC OFFICERS LAW SECTION 3(1) AS TO THE RESIDENCY OF CERTAIN PUBLIC OFFICER IN MADISON COUNTY"; and

WHEREAS, a copy of said proposed local law has been furnished to each Supervisor.

NOW, THEREFORE BE IT RESOLVED, that a public hearing be held on the proposed local law in the chambers of the Board of Supervisors at the Madison County Office Building on Tuesday, October 10, 2023 at 11:15 a.m.; and

BE IT FURTHER RESOLVED, that the Clerk of the Board shall duly publish a notice of said hearing in the official newspapers of the County at least five days prior to the scheduled hearing date.

Dated: September 12, 2023

Paul H. Walrod, Chairman
Government Operations Committee

**A LOCAL LAW SUPERSEDING PUBLIC OFFICERS LAW SECTION 3(1)
AS TO THE RESIDENCY OF CERTAIN PUBLIC OFFICER IN MADISON
COUNTY**

Be in enacted by the Board of Supervisors of the County of Madison as follows:

SECTION 1: LEGISLATIVE INTENT

The Board of Supervisors hereby finds that because of his expertise and years of experience in the Madison County Personnel Department, it is in the public interest that Ryan D. Aylward be promoted to the title of Personnel Officer. The Board of Supervisors hereby finds that requiring Ryan D. Aylward to move from his current residence in an adjoining county is not required given such expertise and experience, and accordingly an exemption from the residency requirements ordinarily applicable is warranted.

SECTION 2: EXEMPTION

The provisions of Public Officers Law Section 3(1) requiring public officers employed by Madison County to be residents of Madison County shall not prevent Ryan D. Aylward from holding the position of Personnel Officer, provided that such person resides in an adjoining county in the State of New York. The provisions of Public Officers Law Section 3(1) to the contrary are hereby superseded.

SECTION 3: SEPARABILITY

If any clause, sentence, paragraph, or section of this local law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not impair or invalidate the remainder hereof, but shall be confined in its operation to the clause, sentence, paragraph, or section directly involved in the controversy in which judgment shall have been rendered.

SECTION 4: EFFECTIVE DATE

This local law shall take effect immediately upon filing in the office of the Secretary of State pursuant to Municipal Home Rule Law Section 27.

RESOLUTION NO. 23-_____

ADOPTING LOCAL LAW NO. 5 FOR THE YEAR 2023

WHEREAS, there has been duly introduced Local Law No. 5 for the year 2023 entitled, "A LOCAL LAW SUPERSEDING PUBLIC OFFICERS LAW SECTION 3(1) AS TO THE RESIDENCY OF CERTAIN PUBLIC OFFICER IN MADISON COUNTY"; and

WHEREAS, a public hearing on said local law was duly held by the Board of Supervisors of the County of Madison on October 10, 2023.

NOW, THEREFORE BE IT RESOLVED, that Local Law No. 5 for the year 2023 be and the same is hereby adopted.

Dated: October 10, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. 23-_____

**ACKNOWLEDGING INTRODUCTION OF PROPOSED LOCAL LAW NO. 6 FOR THE YEAR
2023 AND CALLING FOR A PUBLIC HEARING**

WHEREAS, Supervisor Walrod has duly introduced proposed Local Law No. 6 for the year 2023, entitled, "A LOCAL LAW SUPERSEDING PUBLIC OFFICERS LAW SECTION 3(1) AS TO THE RESIDENCY OF CERTAIN PUBLIC OFFICER IN MADISON COUNTY"; and

WHEREAS, a copy of said proposed local law has been furnished to each Supervisor.

NOW, THEREFORE BE IT RESOLVED, that a public hearing be held on the proposed local law in the chambers of the Board of Supervisors at the Madison County Office Building on Tuesday, October 10, 2023 at 11:20 a.m.; and

BE IT FURTHER RESOLVED, that the Clerk of the Board shall duly publish a notice of said hearing in the official newspapers of the County at least five days prior to the scheduled hearing date.

Dated: September 12, 2023

Paul H. Walrod, Chairman
Government Operations Committee

**A LOCAL LAW SUPERSEDING PUBLIC OFFICERS LAW SECTION 3(1)
AS TO THE RESIDENCY OF CERTAIN PUBLIC OFFICER IN MADISON
COUNTY**

Be in enacted by the Board of Supervisors of the County of Madison as follows:

SECTION 1: LEGISLATIVE INTENT

The Board of Supervisors hereby finds that because of her expertise and years of experience in the Madison County Department of Social Services, it is in the public interest that Jesica L. Prieto be promoted to the title of Commissioner of Social Services. The Board of Supervisors hereby finds that requiring Jesica L. Prieto to move from her current residence in an adjoining county is not required given such expertise and experience, and accordingly an exemption from the residency requirements ordinarily applicable is warranted.

SECTION 2: EXEMPTION

The provisions of Public Officers Law Section 3(1) requiring public officers employed by Madison County to be residents of Madison County shall not prevent Jesica L. Prieto from holding the position of Commissioner of Social Services, provided that such person resides in an adjoining county in the State of New York. The provisions of Public Officers Law Section 3(1) to the contrary are hereby superseded.

SECTION 3: SEPARABILITY

If any clause, sentence, paragraph, or section of this local law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not impair or invalidate the remainder hereof, but shall be confined in its operation to the clause, sentence, paragraph, or section directly involved in the controversy in which judgment shall have been rendered.

SECTION 4: EFFECTIVE DATE

This local law shall take effect immediately upon filing in the office of the Secretary of State pursuant to Municipal Home Rule Law Section 27.

RESOLUTION NO. 23-_____

ADOPTING LOCAL LAW NO. 6 FOR THE YEAR 2023

WHEREAS, there has been duly introduced Local Law No. 6 for the year 2023 entitled, "A LOCAL LAW SUPERSEDING PUBLIC OFFICERS LAW SECTION 3(1) AS TO THE RESIDENCY OF CERTAIN PUBLIC OFFICER IN MADISON COUNTY"; and

WHEREAS, a public hearing on said local law was duly held by the Board of Supervisors of the County of Madison on October 10, 2023.

NOW, THEREFORE BE IT RESOLVED, that Local Law No. 6 for the year 2023 be and the same is hereby adopted.

Dated: October 10, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

ADOPTING A SOFTWARE VETTING POLICY

WHEREAS, Madison County recognizes the critical role that software applications play in achieving operational efficiency, data security, and overall business success; and

WHEREAS, an effective software vetting policy can mitigate potential risks, such as vulnerabilities, compatibility issues, and regulatory non-compliance, while maximizing the value and utility of chosen software applications; and

WHEREAS, the establishment of a standardized software vetting policy will establish guidelines and procedures for the vetting and evaluation of software applications to ensure their logistics, security, and compatibility within the County; and

WHEREAS, the policy and procedures has been developed by the Department of Information Technology and the Compliance Officer; and

WHEREAS, the Government Operations Committee recommends adopting the Software Vetting Policy and Procedures and recommends same for adoption by the Board of Supervisors,

NOW, THEREFORE, BE IT RESOLVED, that the Madison County Board of Supervisors hereby adopts the Software Vetting Policy, effective September 12th, 2023.

Dated: September 12th, 2023

Paul H. Walrod Chairman
Government Operations Committee

RESOLUTION NO. _____

ABOLISHING AN OFFICE ASSISTANT I POSITION AND CREATING AN OFFICE ASSISTANT II POSITION IN THE PUBLIC HEALTH DEPARTMENT

WHEREAS, the Public Health Director desires to change the organizational structure of the department in order to improve efficiencies; and

WHEREAS, the Public Health Director recommends that one (1) full-time Office Assistant I position be abolished and one (1) full-time Office Assistant II position be created; and

WHEREAS, an Office Assistant I has duly qualified in a competitive civil service examination for the title of Office Assistant II; and

WHEREAS, the Personnel Officer certifies that Office Assistant II 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 Health and Human Services Committee and the Government Operations Committee,

NOW, THEREFORE BE IT RESOLVED that one (1) full-time Office Assistant I position be and hereby is abolished effective immediately.

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

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 contract between the County and the Civil Service Employees' Association, Inc. White Collar Unit effective immediately.

Dated: September 12, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**APPOINTING A COMMISSIONER OF SOCIAL SERVICES
AND ESTABLISHING THE 2024 SALARY**

WHEREAS, the Commissioner of Social Services has announced a December 31, 2023 retirement date; and

WHEREAS, in order to accomplish a successful transition, the County Administrator established a search committee to assist with recruitment of the next Commissioner of Social Services; and

WHEREAS, as a result of these efforts, the search committee and the County Administrator recommend that Jesica Prieto be appointed to the title of Commissioner of Social Services effective December 30, 2023; and

WHEREAS, the Health and Human Services and the Government Operations Committees support said recommendation; and

NOW, THEREFORE BE IT RESOLVED that Jesica Prieto be appointed as the Commissioner of Social Services on December 30, 2023 at the 2024 annual salary of \$107,485

Dated: September 12, 2024

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**REVISING THE MADISON COUNTY
MANAGEMENT COMPENSATION PLAN**

WHEREAS, the Management Compensation Plan establishes terms and conditions of employment for all department heads, management/confidential personnel and elected officials; and

WHEREAS, the Board of Supervisors desires to amend the language regarding terminal benefits; and

WHEREAS, the Government Operations Committee reviewed the proposed revisions and recommend the aforementioned changes to the Board of Supervisors for adoption effective September 12, 2023,

NOW, THEREFORE, BE IT RESOLVED that the Madison County Management Compensation Plan be amended as is on file with the Clerk to the Board.

Dated: September 12, 2023

Paul H. Walrod, Chairman
Government Operations Committee