



MADISON COUNTY BOARD OF SUPERVISORS

JOSEPH J. PINARD

Chairman

MARK SCIMONE

County Administrator

EMILY C. BURNS

Clerk

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Government Operations

**Thursday, January 25, 2024 @ 10:30 AM
Chambers**

MINUTES

10:30 Call Meeting to Order AM

Committee Members Present: P. Walrod, T.J. Stokes, R. Vosburg, M. During and K. Reger; M. Cavanagh via zoom due to illness and E.A. Shwartz due to medical.

Other in attendance: J. Pinard – Chairman; L.A. Randall - Finance; T. Wayland Smith - CAO; C. Kennedy - Compliance; L. Winters - Purchasing; M. Felton- CAO; M. Roberts - Supervisor; L. Gormly - OEM Intern; D. Degear - OEM; J. Scroggs Intern - CAO; J. Herb - One Group; A. Brown - One Group; P. Lutwak - IT; L. Martino - BOE; S. Prieto - HR; R. Aylward - HR; R. Coe - PIO; R. Mascari – DA; S. Field - PIO; E. Burns - BOS; M. Scimone - CAO

Approval of Minutes

- Meeting Minutes 12.5.23

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

Executive Session:

- Enter into Executive Session for medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

10:58 AM Motion by Melissa During to Motion. Second by Rex Vosburg. The motion was Passed.

11:37 AM Exit Executive Session Motion by Rex Vosburg to Motion. Second by Melissa During. The motion Passed.

County Administrator:

1. One Group Presentation

One Group provided a handout of Madison County 2024 Property and Liability Insurance Cost Summary. This showed the actual cost of coverages for 2023

and what was budgeted versus the actual for 2024. The budgeted cost for insurances was an increase of 10.2. The actual increase was 8.8%.

This year the renewal went out to bid. There was an average increase of 30 - 60%. The Property premium is up based on market. Workers Comp rates went down, Health care costs go up and Cyber Liability prices spiked. Currently decreasing though.

PERMA is rated differently than normal workers comp and increased 5%, no more.

2. **Corporate Compliance** - Department Overview and Updates

In 2013 Corporate Compliance was established. In 2020 it was a full time position. They work on Compliance with HIPAA; 40 Policies brought to the board in 2021; worked with IT,

Onboarding - Neogov for New employee forms and training

- Contract and Video Recording Policy
- Worked on enhancing Corporate Compliance program.
- Network with Corporate Compliance Round Table and is chair of Compliance Committee that meets quarterly.
- General Training and education.
- Quarterly Newsletter
- Annual Risk and Effectiveness
- RFP Risk Assessment
- ADA Complaints and update website

M. Scimone, County Administrator stated that Christina has exceeded the expectations of the county.

Purchasing:

Current:

- Finishing up year-end requests
- 2024 is in full swing – 622 purchase orders have been converted so far for this year
- 2/1 we will be opening County Complex Sewer Bid
- 2/5 we will be releasing RFI for the Canalside Pocket Neighborhood
- 2/8 we have three Highway bids we will be opening
- 2/16 RFP – HIPAA Assessment will be due

Responsibilities:

The centralized purchasing office is comprised of the following services

- Train employees on our policy and procedures
- Contracts – ERP system
 - ✓ Review
 - ✓ Posting
- Enterprise Lease Fleet Management – along with the County Administrator and the Chairman
 - ✓ Ordering
 - ✓ Reporting
 - ✓ Review
 - ✓ Tracking

- ✓ Annual Budget Preparation
- Enforcing Federal Purchasing Regulations, as indicated in our policy
- Enforcing the NYS General Municipal Law, per our policy
- Grants - Without much cooperation from the departments on the needed documents that will help us purchase off grants within the grant guidelines. We do not receive the information that we need per the Purchasing Policy. We only know of a handful of grants and are trying our best to request as we see it is a grant purchase, but not all departments include grants in their requisitions.
 - ✓ Review of guidelines
 - ✓ Purchasing items correctly
 - ✓ Enforce purchasing requirements
- Insurance – mainly for bid and RFP contracts
 - ✓ Review
 - ✓ Tracking
- Prevailing Wage
 - ✓ Tracking
 - ✓ Ordering
 - ✓ Awarding
 - ✓ Collecting Certified Payrolls
 - ✓ Closing
- Annual review of the Purchasing Policy and Procedures
- Annual review of the Central Service printing fees for internal and external (ex. Office of the Aging, Towns, Villages and City)
- Printing Requests: Madison-Oneida BOCES, NYSID, etc. – This is for items that our Central Service Department cannot do. We do this service for the Towns, Villages and City, upon requests.
- Purchasing – part centralized and part decentralized – The transition to go from decentralized to centralized has not been the smoothest, as some departments requested to continue their purchasing themselves.
 - ❖ Centralized Departments – Mental Health, Pathways, Probation, Planning, Real Property, Human Resources, WIA, Veterans, and Assigned Counsel, Board of Supervisors, County Attorney's, Board of Elections, Compliance Office, Public Information Office, County Clerk, District Attorney, Finance, Social Services, Treasurers, Information Technology
 - ❖ Decentralized Departments – Larger Departments: Sheriffs, Highway, Emergency Management, Facilities, Public Health, Solid Waste,
- ✓ Obtaining quotes
- ✓ Requisition entry
- ✓ Bid Process
- ✓ RFP Process
- ✓ Request for Qualification Process
- ✓ Request for Information
- ✓ P-card payments for medical supplies, office supplies, furniture, and as-needed basis
- Purchasing Ticket System – the departments put in requests and we do them and track our time in the ticket.
 - ✓ Requisition Requests, Place Order
 - ✓ Change Orders
 - ✓ Vendors
 - ✓ Surplus
 - ✓ Prevailing Wage
 - ✓ Purchasing Approvals
 - ✓ Bid/RFP/Quote Request

- ✓ Miscellaneous Requests
- Surplus – departments, other municipalities
 - ✓ Q-Ware Requests
 - ✓ Tracking/Reporting
 - ✓ Disposal
 - ✓ Offerings
 - ✓ Auction – after the Board Resolution goes to the Towns for 30 days then it will get posted to the online auction site.

Goals:

- Grant Module in ERP is our priority for this year. We need to get a handle on how the grant items are purchased so that down the road we do not have to pay a grant back. If we were to get audited on a particular grant and the procurement guidelines were not followed, they could request us to pay the funds back.
- Creation of a Grant Policy
- Commodity Codes – Using them in ERP to be more efficient when researching amount of spend on items. Hoping to have this accomplished by the fall time.
- Purchasing Office to become more efficient, as we are an office of three employees and our work load has us drowning at this time and I don't see much relief coming for the work load to decrease.

Committee Help:

- Our Office needs help with making departments accountable, when they do not follow policy or process, that they have been trained on. (ex. Purchasing the wrong way, without a purchase order prior to order.
- Backing Purchasing when guidance is given and the department keeps pushing back. This is frustrating as we are following the NYS GML and our policy.
- More staff so we can be more efficient by becoming more centralized.

Public Information Office Department Overview and Update

2023 Highlights

- PIO Office sent out 126 press releases in 2023.
The PIO Office is responsible for the maintenance and content of 10 Facebook pages, 1 Instagram account, 1 twitter account, 1 Nextdoor account and a Linked In. The social stats for 2023 for the main Madison County, NY Facebook page were also included in this document.
- The PIO Office along with the Board of Elections and the Board of Supervisors Office ran the first ever “I Voted” Sticker Contest for our County. Students (ages 13-18) across Madison County were asked to create their own artwork to be featured on the sticker you receive when you went to Vote in November. Artwork was submitted by 81 students from six different school districts; Cazenovia, Canastota, Brookfield, Madison, City of Oneida, and Chittenango. From those 7 finalists were chosen and voted on by the public Winner is 18 year old Bonnie Pittman from Cazenovia. Her design features the Madison County outline, a cow and a creek, as she says the design “highlight some of the things that are a special part of Madison County”.
- The P IO Office is a very active member of the Buy Madison Campaign. The PIO Office works with our advertising firm C&D, also partners with The Hub, CCE of Madison County, and Tourism. During 2023 we worked to reach more of our local agriculture producers, advertise, held a business Matchmaker event, and created a Buy Madison isle at Parry's in Hamilton.
The Matchmaker event brought together 56 local businesses. These were stores, restaurants, ag producers and more. Many left the event making connections they have not had previously. It was a great event. Likewise, as part of Buy Madison, we work with the Rural

Equity Group. This group of state, local, and federal partners work together to help provide economic development guidance and assistance. In January 2024 we held a summit attended by 100 people, and are looking to do even more events.

- Every Monday, the PIO Office works with the Clerk to create the "Mike's Monday Message" videos on social media. These get great interaction and provide information for not only our residents but also our surrounding area
- 2023 the PIO Office started a Podcast – Madison County Milk House

There were 21 episodes in 2013 with 1,713 downloads. On average a podcast receives 70-100 listens. We are still small and figuring it out. The goal for 2024 is to increase downloads and have a steady schedule.

The PIO Office created content and maintained a yearlong advertising campaign on Big Frog 104 to promote Madison County. Topics included Buy Madison, Madison County

EMS, promoting career opportunities, DAD's Program, Foster Parenting, Flu Shots, What is the landfill and how to recycle, Healthy Workforce Event, Matchmaker Event, etc

PIO Office in 2023 took over the Employee Newsletter, rebranded it to be called the Madison Minute. It is now bimonthly instead of quarterly.

- The PIO Office created new logos for Madison County Public Health, Madison County EMS, and the Madison County Board of Elections
- In 2023 the PIO Office worked with Christine Coe, Kristin Guinto, Kristin Welch, Kathy Slade, Marisa Meehan, and Jennifer McGowan to rebrand the Madison County website. The new look brings our content up to date. We still have a lot of work to do, but this was a great effort by all. It launched the day before Thanksgiving.
- PIO Office is also involved in MTAC (Madison County's Threat Assessment Council), Youth Board, WOW Committee, Rural Equity and more.
- The Records Access Office handled over 586 FOIL requests. In 2022 it handled 209 FOIL requests. Every year the number of requests are increasing more and more. It is becoming a full-time job that is done by 3 people. The County Attorney's office assisted in redacting records for 1/3 of those requests.
- The PIO attended both NYSAC and NACo. The PIS also attended NYSAC in the Fall at the Turning Stone.

Other stories and topics handled by the PIO Office in 2023:

- First ever Ornament Contest for our Holiday Tree in the lobby of the COB
- Air Quality alerts – we worked hand in hand with OEM and
- Public Health to help our community understand what these alerts were and how to protect themselves.
- New Madison County EMS Ambulance service
- Landfill long-term planning information
- ReConnect project updates and press conference for the
- Hut placement
- Healthy Workforce Event
- Instrumental in assisting the City of Oneida with the natural gas explosion in September

Board of Supervisors:

1. Department Overview and Updates

Began at the County in 2019 and was appointed Clerk to the Board after the retirement of C. Urtz in August of 2022. Responsible for: Resolutions, Contracts and Insurance, journal proceedings, local laws and providing support to all of the Committee Secretaries.

We will be rolling out a new Agenda Software and anticipate having training around 8/1/24.

County Attorney:

1. Department Overview and Updates

Per Tina Wayland Smith, staff is present at all committees. The County Attorney's office has processed 396 contracts last year, 224 Under 20K contracts, and provide a monthly report of all Under 20K contracts that have gone through their office. Reviewed 267 FOIL requests, handle JD's Litigation against the county, and oversee outside litigation. They also represent the Board of Madison County

Information Technology:

1. Department Overview and Updates

Paul often references the saying, "Grow your own". This is reference to department growth, he has a couple of interns and anticipates that they will be great additions after all of the training they receive for how things are done at the County. IT processes a lot of data and are becoming more data driven. Paul presented to the board focusing on the security measures of the County. Security is not fun, and it is very difficult to maintain security while allowing people to do their jobs. IT serves 40 Divisions with 11 off-site buildings and 15 Towns/Villages and PD's. We all know what happened at Suffolk County. They had multiple IT departments and policies with no oversight. Madison County will not be structured that way. IT will be conducting another Cyber Security training

2. Discussion - Sheriff Computer Timeout Request

Looking to have lock out time increased for certain staff due to work responsibilities and the number of times necessary to log back in. Would like the committee to consider making an exemption to the list of employees he provides.

- a. The committee agreed to increase the lock out time on screens to 30 minutes.

Human Resources:

1. Department Overview and Updates

Human Resources is focusing on recruitment.

Human Resources handles workers comp, recruitment, civil service, FMLA administration, COVID leave administration (that is hopefully going away by late summer).

Civil service was established in 1883 which prevents "political clean house". difficulty maintaining continuity.

If we could hire people without holding the test that would be a big help in hiring.

2023 - 74 Civil Service Exams

151 employees on boarded

70 current vacancies

650 Current employees

23% are eligible for retirement and we anticipate 30+ retirements in 2024

Chairman requested a succession plan for Department heads

Taylor Law provide structure tot he negotiations. Our employees are not permitted to strike.

- 5 Bargaining Unites - PBA 42 positions (deputies)
- Teamsters - 57 positions (corrections)
 - NYS Nurses Assoc - 12 positions
 - CSEA Blue Collar - Highway, Landfill, Building maint – 107 positions
 - CSEA White Collar - Technical, Professional, Administrative Support positions - 330 positions

Moving forward in 2024 the focus will be enhanced recruiting, canvassing, professional discipline, policy updates and begin negotiations for 3 bargaining units

Resolutions:

1. In Respect to the Death of Marianne Borgia Simberg
Motion by Mary Cavanagh to Motion. Second by Rex Vosburg. The motion was Passed.
2. Approving Trade-in of 2022 Caterpillar 962M Loader
By consensus of the GOC Committee, this will be approved in the future by Highway, Building and Grounds. Motion by Rex Vosburg to Motion. Second by Kyle Reger. The motion was Passed.
3. Designating Disposal of Surplus County Personal Property
By consensus of the GOC Committee, this will be approved in the future by Highway, Building and Grounds. Motion by Melissa During to Motion. Second by Kyle Reger. The motion was Passed.
4. Amending Human Resources Policy and Procedures Hazard Communication Program
Motion by Melissa During to Motion. Second by Mary Cavanagh. The motion was Passed.
5. Authorizing the Chairman of the Board to Enter into an Agreement with CSEA White Collar Unit
To be voted on after Executive Session:
6. Reallocating the Title of Director of Veteran Service Agency in the Management Salary Plan
To be voted on after Executive Session:
7. Resolution of Appreciation – Retiree Recognition
Motion by Melissa During to Motion. Second by Kyle Reger. The motion was Passed.
8. Authorizing the Chairman to Enter Into An Agreement with Stoneleigh Housing, Inc.
Motion by Rex Vosburg to Motion. Second by Eve Ann Shwartz. The motion was Passed.
9. Authorizing the Chairman to Enter Into an Agreement with Diversion Management, LLC to Administer a Traffic Diversion Program
Motion by Melissa During to Motion. Second by Mary Cavanagh. The motion was Passed.
10. Creating Additional Deputy Fire Coordinator Positions in the Office of Emergency Management
Motion by Eve Ann Shwartz to Motion. Second by Kyle Reger. The motion was Passed.
11. Creating Five Fire Investigator Positions in the Office of Emergency Management
Motion by Rex Vosburg to Motion. Second by Mary Cavanagh. The motion was Passed.

Other Committee Business

1. Update from District Attorneys Office

Stated he is concerned with losing Attorney's. Assigned Counsel rates are enticing the attorneys to leave.
"Less hours - more money"

2. BOE - Department Overview and Updates

iPad for the polls are obsolete. They will need to purchase approximately 100 new iPads for 2025. They're waiting on maps for redistricting. If these are not put through by February 28 they will have to do a separate primary. They are looking at 5 Elections for this year. Village (2), Presidential Primary; State/local primary; and General Election. BOE sent letters to villages stating they may not be able to run elections or they will need to move them to November.

Enter into Executive Session for medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

3:05 PM Motion by Melissa During to Motion. Second by Rex Vosburg. The motion was Passed.

3:52 PM Exit Executive Session Motion by Rex Vosburg to Motion. Second by Kyle Reger. The motion Passed.

1. Litigation-Executive Session
2. Salary Matter - Executive Session
3. Labor Negotiations - Executive Session
4. Labor Relations - Executive Session

Resolution 5 from above: Authorizing the Chairman of the Board to Enter into an Agreement with CSEA White Collar Unit

Motion by Eve Ann Shwartz to Motion. Second by Mary Cavanagh. The motion was Passed.

Resolution 6 from above: Reallocating the Title of Director of Veteran Service Agency in the Management Salary Plan

Motion by Rex Vosburg to Motion. Second by Kyle Reger. The motion was Passed

Next Meeting:

1. February 22, 2024 immediately following Finance Ways and Means

Preferred Agenda

Adjourn

3:55 PM Motion to Adjourn by Rex Vosburg to Motion. Second by TJ Stokes. The motion Passed.