

MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE

COUNTY OFFICE BUILDING
P.O. BOX 636

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Government Operations Thursday, July 28, 2022 @ 10:30 AM Chambers

MINUTES

10:30 Call Meeting to Order AM

M. Cavanagh called the meeting to order at 10:06 a.m.

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

Others present: R. Aylward, J. Becker, E. Burns, D. Curtis, C. Edick, S. Field, C. Kennedy, P. Lutwak, L. Randall, T. Wayland-Smith and E. Zehr

- Minutes - June 30, 2022

Approval of Minutes

Motion by Matt Roberts to approve minutes from June 30, 2022. Second by Rex Vosburg. The motion was Passed.

Resolutions:

1. Resolution of Appreciation - Retiree Recognition

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

2. Appointing a Clerk to the Board of Supervisors

Motion by Cliff Moses to approve the resolution. Second by Rex Vosburg. The motion was Passed.

3. Abolishing a Registered Professional Nurse Position and Creating a Public Health Nurse Position in the Public Health Department

Motion by Pete Walrod to Motion. Second by Cliff Moses. The

motion was Passed.

4. Abolishing A Caseworker Position and A Caseworker Assistant Position and Creating a Senior Caseworker Position

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

5. Appointing a Corporate Compliance Officer

Motion by Pete Walrod to approve the resolution. Second by Rex Vosburg. The motion was Passed.

6. Appointing an Americans with Disabilities Act (ADA) Coordinator

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

7. Amending the Americans with Disabilities Act (ADA) Grievance Procedure

Motion by Pete Walrod to approve the resolution. Second by Rex Vosburg. The motion was Passed.

8. Adopting the NYS Archives Retention Schedule LGS-1 as Madison County's Current List by Subject Matter

Motion by Rex Vosburg to approve the resolution. Second by Pete Walrod. The motion was Passed.

9. Authorizing the Chairman of the Board to Enter into an Agreement (New York State Nurses Association)

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

10. Madison County Board of Supervisors Oppose Legislation S.51001/A.41001 or any Further Regulations to be Imposed on Responsible and Legal Gun Owners

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

Other Committee Business

M. Scimone and E. Zehr informed the committee a civilian candidate is being offered the Director of the Child Advocacy Center position. The position is no longer encumbered by a Deputy Sheriff Lieutenant and both positions are fully funded. The committee agreed the Lieutenant position may be reclassified to a Sergeant or Deputy Sheriff.

P. Walrod informed the committee of the positive feedback he's received from the Public Safety Communication Department regarding the newly implemented wage increases.

P. Lutwak and M. Scimone noted the Information Technology Department is

working with the Purchasing Department on ordering the department new carpet and office furniture. The committee agreed the estimated sixty-eight thousand to one hundred thousand dollar cost may be covered by using ARPA funds.

1. MOTION TO ENTER EXECUTIVE SESSION

Motion by Matt Roberts to Enter into Executive Session. Second by Pete Walrod. The motion was Passed.

Motion by Rex Vosburg to Exit Executive Session. Second by Pete Walrod. The motion was Passed.

2. Litigation

3. Negotiations

4. Personnel Matters

5. Labor Relations

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 25, 2022, Immediately following Finance, Ways and Means

Adjourn

Motion by Matt Roberts to adjourn the meeting. Second by Rex Vosburg. The motion was Passed.

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Government Operations **Thursday, June 30, 2022 @ 10:30 AM** **Chambers**

MINUTES

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

Approval of Minutes

- Minutes - May 26, 2022

Resolutions:

1. Resolution of Appreciation - Retiree Recognition
2. Abolish a Geographic Information Systems Aide Position and Creating a Geographic Information Systems Specialist Position in the Office of the County Treasurer
3. Amending the Madison County Purchasing Card Policy and Procedures
4. Authorizing the Chairman to Enter Into an Agreement With Spectrum Enterprise
5. Authorizing the Chairman to Enter Into an Agreement With SEDARA
6. Authorizing the Modification of the 2022 Adopted County Budget
7. Authorizing the Modification of the 2022 Adopted County Budget (ARPA)
8. Authorizing Attendance at an Out-Of-State Recertification Training

9. Establishing the Standard Work Day and Reporting Days for Certain County Officials
10. Establishing the 2022 Salary for the Assistant District Attorney-Fraud Prevention
11. Establishing the 2022 Salary of the Administrative Assistant to the District Attorney
12. Reallocating Certain Titles in the Emergency Management Department

Other Committee Business

1. MOTION TO ENTER EXECUTIVE SESSION
2. Salary Matter
3. Negotiations
4. Labor Relations

Preferred Agenda

Next Meeting:

1. July 28, 2022 - Immediately Following Finance, Ways and Means

Adjourn

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 a certain County employee with an upcoming retirement is in order,

NOW, THEREFORE BE IT RESOLVED that the Madison County Board of Supervisors hereby recognizes the dedicated contributions of Chad Chapman upon his retirement.

Chad L. Chapman

Sheriff's Office

2009 - 2022

Dated: August 9, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**APPOINTING A CLERK TO THE BOARD OF SUPERVISORS AND
ESTABLISHING THE 2022 SALARY**

WHEREAS, the office of the Clerk to the Board of Supervisors will be vacant effective August 10, 2022,

WHEREAS, Cindy Urtz will resign from her position of Clerk to the Board of Supervisors after forty-six years of dedicated County service; and

THEREFORE BE IT RESOLVED, pursuant to Section 47 of the County Law, that Emily Burns be and is hereby appointed as Clerk to this Board of Supervisors effective August 11, 2022, to serve for the life of this Board and until her successor is appointed and shall have qualified.

BE IT FURTHER RESOLVED that the 2022 salary of \$68,422 be and hereby is established in accordance with the Madison County Management Salary Plan.

Dated: August 9, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**ABOLISHING A REGISTERED PROFESSIONAL NURSE POSITION AND CREATING
A PUBLIC HEALTH NURSE POSITION IN THE PUBLIC HEALTH DEPARTMENT**

WHEREAS, a Registered Professional Nurse in the Public Health Department has recently received a Bachelor of Science in Nursing; and

WHEREAS, the Public Health Director would like to promote the Registered Professional Nurse to Public Health Nurse; and

WHEREAS, in order to accomplish this, the Public Health Director recommends that the full-time Registered Professional Nurse position be abolished and a Public Health Nurse position be created; and

WHEREAS, the Personnel Officer certifies that Public Health Nurse 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 Registered Professional Nurse position be and hereby is abolished effective immediately; and

BE IT FURTHER RESOLVED that one (1) full-time Public Health Nurse position be and hereby is created effective immediately; and

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 Agreement between Madison County and the New York State Nurses Association effective immediately.

DATED: August 9, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**ABOLISHING A CASEWORKER POSITION AND A CASEWORK ASSISTANT
POSITION AND CREATING A SENIOR CASEWORKER POSITION IN THE
DEPARTMENT OF SOCIAL SERVICES**

WHEREAS the Commissioner of Social Services recommends that a currently unoccupied Casework Assistant position and an occupied Caseworker position both be abolished and upgraded to a single Senior Caseworker position in the Department of Social Services; and

WHEREAS the Personnel Officer certifies that Senior Caseworker is the appropriate classification based on the description of duties for this position; and

WHEREAS, the salary and fringe benefits for the Senior Caseworker will not generate a local cost increase; and

WHEREAS, with the implementation of NY State Family First Legislation in October 2021, the requirements as it related to the placements of Juvenile Delinquents into the custody of DSS requires more of an administrative involvement and oversight outside of the scope of Caseworker duties; and

WHEREAS, the Caseworker currently doing this work has the knowledge and expertise to do the work that meets the Family First requirements of aftercare obligations saving the county \$52.00 per day from the date of placement for every adjudicated Juvenile Delinquent ordered into the custody of the Department of Social Services; and

WHEREAS, the Caseworker currently doing this work has provided supervision to coworkers in learning compliance with the new mandates in conjunction with ongoing collaboration with other agencies; and

NOW, THEREFORE BE IT RESOLVED that one (1) full-time Caseworker position and one (1) full-time Casework Assistant position be and hereby be abolished,

BE IT FURTHER RESOLVED that one (1) full-time Senior Caseworker position be and hereby be created effective immediately,

BE IT FURTHER RESOLVED that the Commissioner of Social Services be and hereby is authorized to fill said position in accordance with Civil Service Law and Rule and the Agreement between Madison County and the CSEA White Collar Unit effective immediately.

Dated: August 9, 2022

Mary B. Cavanagh, Chairwomen
Government Operations Committee

RESOLUTION NO. 22-_____

APPOINTING A CORPORATE COMPLIANCE OFFICER

WHEREAS, Madison County is committed to conducting the business of local county government in accordance with applicable federal, state, and local laws and regulations, and adhering to the highest ethical standards; and

WHEREAS, the County adopted a Corporate Compliance Plan, effective December 29, 2009, to help ensure that the organization maintains a high level of honesty and ethical behavior in all aspects; and

WHEREAS, the compliance program requires the County to designate an employee vested with responsibility for the day-to-day operation of the compliance program; and

WHEREAS, Resolution No. 449 of 2011 appointed Eric Faisst, Public Health Director as Corporate Compliance Officer; and

WHEREAS, in March 2020, the County hired a full-time Corporate Compliance Officer whose responsibilities include operation of the compliance program and oversight of federal, state and local regulations; and

WHEREAS, the Government Operations Committee recommends that Christina Kennedy be formally appointed as the Corporate Compliance Officer;

NOW, THEREFORE, BE IT RESOLVED, Christina Kennedy be and hereby is appointed Corporate Compliance Officer effective March 2, 2020.

Dated: August 9, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 22-_____

APPOINTING AN AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR

WHEREAS, the Americans with Disabilities Act of 1990 (ADA, or the Act) requires the County to appoint an ADA Coordinator to facilitate and monitor the County's compliance with the Act; and

WHEREAS, Resolution No. 448 of 2011 appointed Eric Faisst, Public Health Director, the County's Corporate Compliance Officer at that time, as the ADA Coordinator; and

WHEREAS, the County now employs full-time Corporate Compliance Officer position responsible for overseeing compliance with the federal, state and county policies, including the Act; and

WHEREAS, the Government Operations Committee recommends that Christina Kennedy, Corporate Compliance Officer, be appointed as the ADA Coordinator;

NOW, THEREFORE, BE IT RESOLVED, Christina Kennedy be and hereby is appointed ADA Coordinator effective March 2, 2020.

Dated: August 9, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 22-____

AMENDING THE AMERICANS WITH DISABILITIES ACT (ADA) GRIEVANCE PROCEDURE

WHEREAS, the Americans with Disabilities Act of 1990 (ADA) requires local governments with 50 or more employees to adopt and publish procedures for resolving grievances arising under Title II of the ADA; and

WHEREAS, the contact information listed in the Madison County Americans with Disabilities Act (ADA) Grievance Procedure has been amended to reflect the appointment of Christina Kennedy as the ADA Coordinator; and

WHEREAS, the amendments to this policy have been reviewed and approved by the Government Operations Committee;

NOW, THEREFORE BE IT RESOLVED, the Chairman of the Board of Supervisors approve the amending of the Madison County Americans with Disabilities Act (ADA) Grievance Procedure, making the changes effective immediately.

Dated: August 9, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**ADOPTING THE NYS ARCHIVES RETENTION SCHEDULE LGS-1
AS MADISON COUNTY'S CURRENT LIST BY SUBJECT MATTER**

WHEREAS, on November 5, 2020, the Board of Supervisors of Madison County resolved to adopt the retention and disposition schedule for New York Local Government Records (LGS-1) through Resolution No. 20-457 effective; and

WHEREAS, effective January 1, 2021, Madison County adopted the Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records; and

WHEREAS, in accordance with Article 57-A, only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein; and

WHEREAS, only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods;

WHEREAS, additionally, Public Officers Law Article 6§87(3)c requires a reasonably detailed current list by subject matter of all records in the possession of the agency;

NOW, THEREFORE BE IT RESOLVED, that the Madison County Board of Supervisors adopts the Retention and Disposition Schedule for New York Local Government Records (LGS-1) as Madison County's detailed current list by subject matter as required by Public Officers Law Article 6§87(3)c.

Dated: August 9, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN OF THE BOARD TO
ENTER INTO AN AGREEMENT
(New York State Nurses Association)**

WHEREAS, the Legislature of the State of New York enacted Article 14 of the Civil Service Law, which is known as the Taylor Law; and

WHEREAS, pursuant to Section 202 of the Civil Service Law, employees licensed or otherwise lawfully entitled to practice as a Registered Nurse are represented by the New York State Nurses Association; and

WHEREAS, the Board of Supervisors has recognized said employees' organization for the purpose of negotiating collectively in accordance with Section 204 of the Civil Service Law,

NOW, THEREFORE BE IT RESOLVED that the Chairman of the Board of Supervisors be and hereby is authorized and empowered to enter into the negotiated agreement with New York State Nurses Association for the period January 1, 2022 to January 1, 2025 and to execute on behalf of the County such Agreement and such other and further documents as are required thereby.

Dated: August 9, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee