

MADISON COUNTY GOVERNMENT OPERATIONS COMMITTEE

Meeting Agenda - Thursday, October 24, 2024

Call Meeting to Order

Government Operations Committee Chairman Pete Walrod called the meeting to order at 10:12 AM in the Supervisors Chambers, second floor, County Office Building, Wampsville, NY. Supervisor Walrod, Supervisor Reger, Supervisor Cavanagh, Supervisor Vosburg, and Supervisor During were present. Supervisor Shwartz was absent.

Others present: Board Chairman Jim Cunningham, Supervisor John Pinard (via Zoom), Supervisor Kyle Reger, County Administrator Mark Scimone, 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 Prieto, Compliance Officer Christina Kennedy, IT Director Paul Lutwak, Treasurer Cindy Edick, Finance Director Lou Anne Randall, Purchasing Agent Laurie Winters, Clerk of the Board Emily Burns, and PIO Samantha Field.

Pledge of Allegiance.

Approval of Minutes

1. September 26, 2024 Meeting Minutes

On motion by Supervisor Cavanagh, seconded by Supervisor During, the motion was made to Approve the September 26, 2024 meeting minutes. The motion was Passed.

Purchasing

1. Procurement Report - October 2024

Purchasing Agent Laurie Winters provided the committee with the October 2024 Procurement Report. Laurie reported a total saving of \$42,627.38 in October from an ambulance bid that they did earlier in the year. Purchasing did an internal audit on our shredding vendor and discovered the vendor billed us incorrectly from our quote, and we were issued a \$270 credit. Mandatory procurement training was provided for the majority of departments, which included review of the revised ticketing system. Purchasing staff continues to work on daily requests, including bids, RFPs, quotes, and grant requisition and expenditure review.

Committee Chairman Walrod thanked the Purchasing Office for all of their assistance and the resources they provide for the County departments and Towns.

Public Information

1. Department Update

Public Information Officer Samantha Field reported that her office continues to work

with departments on their needs, including working with some with the Canva integration to save some money. They are working with IT on the purchase of a mass communication system, which they hope to have up and running by the beginning of 2025. Once the County is trained and comfortable with the system, it will then be offered to the towns that are interested. The County website is now capable of producing digital newsletters, which will save time and be available to all departments.

Madison County will be Going Green for our Veterans from November 4th through November 11th. Towns are welcome to join us and share photos that we can get out to our community. Public Information Office has been getting out two podcasts per month. This month's podcasts were Karma's Companions with Veterans and Wanderers' Rest Human Association, and an update on Delphi Falls. Public Information Specialist Ryan Coe has also been working with County Clerk Michael Keville to record Mike's Monday Messages that are shared on Facebook. For October, the messages are DMV horror stories, which are very entertaining. Sam has been working with our Rural Equity Group for the past two years. They are working on their 2025 Small Business Summit that will be held on January 15th. Information will be provided for supervisors to share with their community businesses. Additionally, they will be working with Planning Director Scott Ingmire to plan out Buy Madison promotions for 2025.

Corporate Compliance

1. Department Update

Compliance Officer Christina Kennedy stated that the New York State Department of Health revised a law regarding treatment and payment consents for healthcare providers. They are required to be separate now, so we are working to implement those changes. The annual Corporate Compliance training for departments has been completed, except for a few in one department. The Board will receive their annual training on November 7th. The Corporate Compliance survey went on October 16th to gauge employee understanding of the program. Approximately 60 responses were received out of the 240 sent out. The results will be compared with the previous couple of years to gauge how the program has progressed. Part one of the Bonadio assessment report has been received on the billing, operations and revenue cycle. There are a number of recommendations that she will be going over with Eric Faisst and Teisha Cook. County Attorney Tina Wayland-Smith engaged Hancock and Estabrook for Christina to perform our annual effectiveness assessment, which she hopes to have by year-end to present to the Board.

Information Technology

1. Department Update

Information Technology Director Paul Lutwak reported that Town of Lenox new phones will be coming online today, the Town of Hamilton's phone system will be started next week, and then the Village of Canastota phones will be brought online. Paul is working with Rita Reynold from NACo for the AI Workshop next week. This will be a fun, informational and interactive workshop. This will get us thinking of how county

departments can use AI as a tool and to create efficiencies.

Soon, NeoGov is going to be pushed out to the towns with DeRuyter as our test case. This will allow the County to push out the annual compliance training to the Towns at no cost. There are thousands of trainings available that can be pushed out to staff and tracked.

Human Resources

1. Department Update

Human Resources Director Ryan Aylward stated that HR items will be discussed in Executive Session.

County Administrator Mark Scimone received a request from Highway Superintendent Joe Wisinski regarding their November 21st OPP refresher training. Joe is interested in holding a team building event (i.e. a few hours of bowling and cornhole) the following day to create a sense of camaraderie among his employees. Highway has been having difficulty recruiting and retaining staff, and Joe would like to add a fun event to their annual training. Mark stated that there would be little expense and a few hours of county time. He also noted that we have expanded our employee recognition events and awards over the past few years, as have other counties, to retain employees. Ryan Aylward added that Highway employees are often field employees that are not able to enjoy our other onsite employee events. It was a consensus of the committee to allow the Highway team building event, but to ensure rules are in place (i.e. no alcohol).

Committee Chairman Pete Walrod would like a consensus of the committee to look at a policy for the distribution of the host community benefit money with consideration of the presence of the landfill in the Town of Lincoln as we reconsider the distribution monies for the Town of Sullivan. Town of Lincoln Supervisor Melissa During stated that the amount of additional funding the Town of Sullivan has requested is not far off of what is levied for the Town of Lincoln. Having two casinos in the Town of Sullivan is a benefit as opposed to having a landfill in the Town of Lincoln with issues such as health concerns, truck traffic and noise, odors and debris, lights and drones. The Lincoln Fire Department is also not receiving any additional benefits for protecting the Landfill. If we are reopening the host community benefit for Sullivan, we should also be looking at it for the residents of Lincoln to make it fair. Supervisor Rex Vosburg believes we are too far along in the budget season this year to make any changes. It's something that needs serious consideration to look at redistribution based on each town's benefits, impacts and needs. Board Chairman Jim Cunningham believes we need an overall town look. Also, Mark Scimone and Jim Cunningham are working to schedule a meeting with the Governor's Office to see if more funding can be sent our way as the casino continues to grow. Between these efforts and being late in the budget season, it's too early to make any decisions at this time. Committee Chairman Pete Walrod stated that it has merit that we discuss this more fully and develop a policy with the full Board.

Resolutions

1. Resolution of Appreciation - Retiree Recognition

On motion by Supervisor Cavanagh, seconded by Supervisor During, the motion was made to Approve the resolution. The motion was Passed.

2. Waiving Rules for Resolutions

On motion by Supervisor Cavanagh, seconded by Supervisor During, the motion was made to Approve the resolution. The motion was Passed.

3. Fixing Time and Date to Organize the Board in 2025

On motion by Supervisor Cavanagh, seconded by Supervisor During, the motion was made to Approve the resolution. The motion was Passed.

4. Fixing Time for Holding Meetings During 2025

On motion by Supervisor Cavanagh, seconded by Supervisor During, the motion was made to Approve the resolution. The motion was Passed.

5. Designating Newspapers for 2025

On motion by Supervisor Cavanagh, seconded by Supervisor During, the motion was made to Approve the resolution. The motion was Passed.

6. Authorizing the Chairman to Enter Into an Agreement with L.G. Boucher

On motion by Supervisor Reger, seconded by Supervisor During, the motion was made to Approve the resolution. The motion was Passed.

7. Amending Human Resources Policy and Procedures Pre-Placement Physical Examination and Controlled Substance Screening

On motion by Supervisor Vosburg, seconded by Supervisor During, the motion was made to Approve the resolution. The motion was Passed.

8. Creating an Office Assistant II and Budget Analyst in the Finance Department

Discussion: Upon further discussion with Finance Director Lou Anne Randall, Ryan Aylward would like to modify this resolution to reclassify a Junior Accountant position to the Budget Analyst position.

On motion by Supervisor Cavanagh, seconded by Supervisor Reger, the motion was made to Approve the resolution as modified. The motion was Passed.

9. Authorizing the Chairman to Enter into an Agreement with Spectrum Enterprise

On motion by Supervisor Vosburg, seconded by Supervisor Reger, the motion was made to Approve the resolution. The motion was Passed.

10. Acknowledging Introduction of Proposed Local Law No. 6 for the Year 2024 and Calling for a Public Hearing

On motion by Supervisor During, seconded by Supervisor Reger, the motion was made to Approve the resolution. The motion was Passed.

Clerk of the Board Emily Burns requested an additional motion for the Adoption of the Local Law No. 6 for the Year 2024 so that she can get the resolution prepared in advance for a later meeting date during Annual Session. On motion by Supervisor During, seconded by Supervisor Reger, the motion was made to Approve the resolution. The motion was Passed.

Other Committee Business

1. Executive Session

A motion was made by Supervisor Vosburg to enter into Executive Session at 10:58 a.m. to discuss 1) the medical, financial, credit or employment history of a particular person, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person, and 2) collective negotiations pursuant to article fourteen of the civil service law. Supervisor Cavanagh seconded the motion, and it was unanimously carried.

A motion was made by Supervisor Reger to exit Executive Session at 11:21 a.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

The next Government Operations Committee meeting will be held on Friday, November 15, 2024 at 10:00 a.m., if needed.

Adjourn

On motion by Melissa During, seconded by Mary Cavanagh, the Board adjourned at 11:21 a.m.