

MADISON COUNTY GOVERNMENT OPERATIONS COMMITTEE

Meeting Agenda - Thursday, August 29, 2024

Call Meeting to Order

Government Operations Committee Chairman Pete Walrod called the meeting to order at 10:14 AM in the Supervisors Chambers, second floor, County Office Building, Wampsville, NY. Supervisor Walrod, Supervisor Reger, Supervisor Vosburg, Supervisor Shwartz and Supervisor During were present. Supervisor Cavanagh was absent.

Others present:

Chairman of the Board Jim Cunningham, 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, Elections Commissioners Laura Martino and Mary Egger, IT Director Paul Lutwak, Treasurer Cindy Edick, Finance Director Lou Anne Randall, Purchasing Agent Laurie Winters, Clerk of the Board Emily Burns, PIO Samantha Field.

Pledge of Allegiance.

Approval of Minutes

1. GOC Draft Minutes 7/25/2024

On motion by Supervisor Vosburg, seconded by Supervisor Reger, the motion was made to Approve the July 25, 2024 meeting minutes. The motion was Passed.

Board of Elections

1. Hart InterCivic - Notice of Disconnect

Elections Commissioner Laura Martino stated that the Hart InterCivic contract's Notice of Disconnect and Notice of Completed Annual Reports from their previous vendor, NextVote, was signed by the Chairman, and they should be getting money back.

2. Proposed Budget 2025

Elections Commissioner Mary Egger informed the Committee to beware of fraudulent text messages to elected officials saying that their roles are incorrect. As the election gets closer, it will likely happen more often. She wanted to share a reminder that the County Board of Elections is the official election resource, so be cautious of any message that did not come directly from them or their website.

The Board of Elections 2025 budget proposal is requesting a salary increase for their deputies. A comparison was done between counties in New York and our deputies

came up on the low end. Their overtime budget is lower for next year with fewer elections. A van was added due to safety concerns with the current van. New voter registration system will be a decrease for next year once the migration is complete. The new system requires a little more time for transitioning from the old system. They are under a tight timeline to do the checks and balances before getting absentee ballots out. A big thank you was sent to IT, especially Lindsay and Rob, for helping with this transition and meeting deadlines.

Elections Commissioner Laura Martino stated that there are grants deadlines coming up that will cover several department needs, including iPads, ballots by mail, general election funding, overtime, postage, and cyber security needs. Poll site agreement deadline is August 31st. There is one poll site change and leases have been mailed for signatures.

Finance/Purchasing

1. 2023 Annual Discount and Dispensing Fee Audit by Remedy

Finance Director Lou Anne Randall provided the Committee with Remedy Analytics' 2023 Annual Discount and Dispensing Fee Audit Report. The audit resulted in \$81,722.97 that will be rebated back to the county. Remedy audits ProAct to make sure they are following the required regulations and rebates.

2. 2023 Deferred Compensation Audit

Randall reported that she received Bonadio & Company's 2023 Deferred Compensation Audit. Two audit findings were identified by the auditors: 1) Empower is to submit a general ledger report that all funds are balanced, and 2) auditors would like us to have a document stating whether new employees would like to participate or not. Lou Anne is pushing back on the second item as she feels that it is the employees' business. We are just here to enroll them if they want to be in the deferred compensation plan.

3. Procurement Report - August 2024

Purchasing Agent Laurie Winters provided the Committee with the August 2024 Procurement Report. The Purchasing Department worked on 3 bids, 1 RFP, 11 quotes and found \$1,276.86 in savings through their purchasing processes. Purchasing staff did a 3-day training with NIGP, The Institute for Public Procurement, and continue to attend valuable training sessions, work on surplus and the Enterprise Fleet. They are working with Finance on updating the grant process and documents, and the County Attorney's Office assisted with drafting the grant policy. Bids, RFPs, quotes, requisition requests, and change orders continue to come in steadily, and they also did an RFQ for the Canastota Pocket Neighborhood, which is under committee review.

4. Purchasing Proposed Budget 2025

The Committee reviewed Purchasing's 2025 proposed budget. Laurie reported that the majority of the increase is for training and development as there are more NIGP training she would like her staff to attend. Advertising also increased slightly due to the number of bids.

Public Information

1. Proposed Budget 2025

Public Information Officer Samantha Field provided her department's 2025 proposed budget to the Committee. The biggest increase is in the computer software line for two reasons; 1) CANVA graphics program is being centralized under the Public Information Officer rather than several departments having their own account, saving money overall, and 2) a proposed mass communication system to be utilized by all departments for internal and external communications. Towns can also have access to the system.

It was a consensus of the Committee that a mass communication system is needed to alert residents quickly and effectively during emergency events and be a trusted resource.

Corporate Compliance

1. Proposed Budget 2025

County Administrator Mark Scimone stated that the 2025 proposed budget for Corporate Compliance is exactly the same as 2024, other than personal services for proposed Management/Confidential salary raises.

Information Technology

1. Secure Networks Contract

IT Director Paul Lutwak reported that his department is working on computer replacements and amounts need to be increased due to State bids, which slow everything way down and some of the cooperative bids are no longer accepted. They are working on getting Flex Cards out to the four Police Departments that are using the Flex and CAD software. They have updated the firewalls in all Town and County buildings. Older phones are being replaced as they can no longer be upgraded. IT Deputy Director Rob Verdon is currently working to sort out the access controls and camera system at Delphi Falls.

2. Proposed Budget 2025

Paul reported that he has removed IT projects from his 2025 proposed budget. Instead, as IT projects come up, a scope of work will be put together and brought to the Government Operations Committee. If approved, money will be taken from the general fund rather than having money in the budget that doesn't get used, often carrying money from year to year. A backup air conditioner is needed for the data center as the current one keeps breaking. Computer replacements are up as all computers in police cars need to be replaced next year because they won't accept Windows 11. Strobe lights will be installed outside buildings to activate if a duress button is pressed inside the building, along with lockout buttons. Cameras at all 911 towers are at the end of life and need to be replaced. One position has been created for Computer Technician. It is not funded at this time.

Chairman Walrod questioned how they are doing with staffing. Paul stated that they are staffed well right now, but they continue to bring on more towns and ambulances, which can affect staffing. Supervisor Shwartz recommended funding the new position now. Treasurer Cindy Edick said they would discuss the funding further at IT's budget hearing.

Board of Supervisors

1. Legislative Board Proposed Budget 2025

County Administrator Mark Scimone reported on the Legislative Board's 2025 proposed budget. Vending machine commissions revenues will support employee recognition events. The County Administrator expense has increased as it is often used to cover unanticipated expenses that arise. A new bid for promotional items requires us to increase out employee recognition line. PIO Samantha Field stated that the EAP expense for the WOW Committee has not had an increase in budget since 2016. The WOW Committee provides events and programs for employees, exercise/wellness classes, Take Your Child to Work day activities, public service recognition, and drives for local charities. With the increase in costs, it has been difficult to make ends meet. County Administrator Mark Scimone stated that a small increase is requested for a program that has such a big impact on employee morale. Sam noted they continue to see an increase in employee participation year after year. Mark stated that the Employee Assistance Program (EAP) contracted Services with BRiDGES has seen increased utilization since it was removed from the County. The program also covers employees' families and three training opportunities per year. This budget line has incrementally increased with a phased-in contract and is well worth the cost. The Training and Staff Development budget line has decreased significantly as we have covered the cost for many employees to attend the NACo Leadership Academy. Going forward, this training will be covered under individual departments.

2. Clerk to the Legislative Board Proposed Budget 2025

Clerk of the Board Emily Burns stated that there are no changes to the Clerk of the Legislative Board 2025 proposed budget other than the proposed salary increases.

County Attorney

1. Proposed Budget 2025

County Attorney Tina Wayland-Smith stated that her 2025 proposed budget shows an increase in the Personal Services line for attorney salaries, and she would also like to increase the Law Clerk hours as they are a valuable asset to the office. The biggest increase in the budget is the Professional Legal Counsel (outside counsel) budget line. Retention numbers have gone up significantly, and it will be discussed in more detail at the County Attorney's budget hearing with Treasurer Cindy Edick.

Human Resources

1. Proposed Budget 2025

Director of Human Resources Ryan Aylward stated that his department's 2025 proposed budget shows three increases; 1) Personal Services for proposed salary increases, 2) Severance for a department employee that is retiring next year, and 3) Advertising expense for radio advertising, which has been shown to be very effective for the Sheriff's Office staffing. The next focus will be Probation Department staffing.

Resolutions

1. Resolution of Appreciation - Retiree Recognition

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

2. Authorizing the Adoption of a Grant Review Policy

Second Assistant County Attorney Melissa Felton stated that this new Grant Review Policy will tighten up overview and review of grants and streamline the process. They won't have to go through Board approval with some exceptions (i.e. State resolution requirement, matching funds, new position). This will be coupled with procedures that Melissa is finalizing with Purchasing and Finance.

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

3. Resolution for Day Automation for Hamilton Ambulance

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

4. Creating One Staff Social Worker Position in the Mental Health Department

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

5. Creating Two Full-Time Position and Reclassifying Another Full-Time Position in the Solid Waste Management Department

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

6. Acknowledging Introduction of Proposed Local Law No. 5 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 motion was Passed.

7. Fixing the 2024 Salary of an Employee and Reallocating a Title within Appendix C of the Management Salary Plan

The Committee requested that this resolution be separated into two separate resolutions - one for Fixing the 2024 Salary of an Employee and another for Reallocating a Title within Appendix C of the Management Salary Plan.

On motion by Supervisor Shwartz, seconded by Supervisor During, the motion was

made to Approve the two resolutions. The motion was Passed.

8. Revising the Management Salary Plan

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

9. Establishing the Salaries of County Officers and Managerial/Confidential Employees for 2025

After salary discussions in Executive Session, the Committee agreed to revise the salaries of five Managerial/ Confidential employees.

On motion by Supervisor Shwartz, seconded by Supervisor Reger, the motion was made to Amend Appendix B and D of the Salary Schedule with the recommended revisions. The motion was Passed.

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

10. Authorizing the Chairman to Execute the Humana Group Medicare Advantage Plan Renewal for Plan Year 2025

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

Other Committee Business

1. Review Committee Description & Discuss Any Proposed Changes or Corrections

The Government Operations Committee description in Rule 6 of the Board Rules was reviewed for any necessary changes or corrections. Emily will send the revised GOC description to the Committee for review and approval before it is included in the September 12th Board agenda and meeting packet.

2. Executive Session - Litigation, Salary Discussion, Employee Matters

A motion was made by Supervisor During to enter into Executive Session at 11:31 a.m. to discuss: 1) the 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, and 2) discussions regarding proposed, pending or current litigation. Supervisor Shwartz seconded the motion, and it was unanimously carried.

A motion was made by Supervisor During to exit Executive Session at 1:36 p.m. Supervisor Vosburg seconded the motion, and it was unanimously carried.

3. Board Rules 18- 32 - Review

The Committee reviewed Board Rules 18-32 for any recommended revisions.

On motion by Supervisor Vosburg, seconded by Supervisor During, the motion was

made to Approve a resolution to approve the recommended changes to the Board Rules. The motion was Passed.

The resolution and amended rules will be included on the September 12th Board agenda and meeting packet.

Preferred Agenda

Next Meeting: Thursday, September 26, 2024 at 10AM

Adjourn

On motion by Supervisor Vosburg, seconded by Supervisor During, the motion was made to Adjourn at 2:12 p.m.