

Government Operations
Tuesday, December 5, 2023 @ 12:00 PM
County Attorney Conference Room

AGENDA

12:00 PM Call Meeting to Order

Approval of Minutes

- Approval of Meeting Minutes 11/28/2023

Resolutions:

1. Appointing a Clerk to the Board of Supervisors
2. Appointing a County Attorney
3. Recognizing County Employees for Graduating from the NACo Professional Development Academy
4. Authorizing the Chairman to Modify an Agreement with Excellus Health Plan, Inc.
5. Appointing a Budget Officer and a Deputy Budget Officer
6. Resolution of Appreciation – Retiree Recognition
7. Establishing the Salaries of Certain Managerial/Confidential Employees for 2024
8. Revising the Madison County Management Compensation Plan
9. Amending Personnel Policy and Procedure Employee Separation Policy
10. Amending Personnel Policy and Procedures Lactation – Time Away From Work
11. Amending Personnel Policy and Procedures Exposure Control Plan

County Attorney:

1. Department Update - Anticipated Executive Session

Other Committee Business

Next Meeting: To Be Determined

Adjourn



MADISON COUNTY BOARD OF SUPERVISORS

JOHN M. BECKER

Chairman

MARK SCIMONE

County Administrator

EMILY C. BURNS

Clerk

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Wampsville, NY 13163

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Government Operations

Tuesday, November 28, 2023 @ 10:00 AM

Chambers

MINUTES

10:00 Call Meeting to Order AM

The meeting was called to order at 9:58 A.M. by P. Walrod, Chairman

Committee Members Present: M. Cavanagh, M. Roberts, P Walrod, R. Vosburg and A. Stepanski

Others present: M. Scimone, R. Aylward, S. Prieto, C. Edick, M. Felton, T. Wayland-Smith, L. Winters, J. Pinard, P. Lutwak, C. Kennedy, K. Lummis, K. Guinto, L. Corbin, M. Egger, L. Martino, M. During (zoom), L. Randall (zoom)

Approval of Minutes

- Meeting Minutes 11.13.23

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

Information Technology:

1. Department Update

P. Lutwak mentioned that they're wrapping up for the year. Making sure all installations and security updates are completed as proposed. He spoke to the Tyler Technologies Contract that is on the agenda, stating that this is in an effort to provide an additional layer of security. The ERP Software that is used to financially support the County will be moved to a cloud based storage platform. This move aligns with the CoOp plan the county has established by the County.

Other Committee Business

1. Purchasing Update

L. Winters mentioned they also continue to wrap up for the year. They are working on the Grant Module in ERP and have 2 RFPs, and 2 bids opening this week. they will be working on the ReConnect Construction project and will have 4 more bids for December as well as an RFI for the Canalside Pocket Neighborhood.

2. BOE Update

M. Egger and L. Martino mentioned they just completed one election and are preparing for Village Elections in March They are working on closing out a grant with purchasing new equipment and gearing up to find storage for the new equipment. One of the biggest purchases made with the grant monies are on demand printers.

3. Corporate Compliance Update

C. Kennedy stated she has completed the Final effectiveness review with Hancock. It is reported they are very impressed with our program and have only a few considerations which will be incorporated into next year's work plan.

M. Scimone stated that he spoke with the representative from Hancock and that our compliance is the best he's seen. It is even better than some hospitals he has reviewed and we should be very proud of the work that C. Kennedy has done.

Resolutions:

1. In Respect to the Death of John A. Reinhardt

Former Superintendent from the City of Oneida, Passed away November 9, 2023. He is best known for his organization and commitment to the County. He will be missed.

Motion by Mary Cavanagh to Motion. Second by Alex Stepanski. The motion was Passed.

2. Authorizing an Increase to Per Visit Rate for Teachers of the Speech and Hearing Impaired

This increase is considered a modest adjustment. They have not received increases in several years and this increase is a moderate increase.

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

3. Reappointing the County Highway Superintendent

Motion by Rex Vosburg to Motion. Second by Alex Stepanski. The motion was Passed.

4. Authorizing the Chairman to Modify an Agreement with Tyler Technologies

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

5. Acknowledging the Introduction of Local Law No. 8 for the year 2023 – Fixing the Salaries of Certain County Officials.

This is being presented due to the late appointment of certain County Officials, these Salary fixes for 2024 were not part of the Local Law from earlier in 2023.

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

6. Adopting LL No. 8 of 2023 - Fixing the Salaries of Certain County Officials

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

Human Resources

1. Personnel Matter - Anticipated Executive Session

Entered into Executive Session at 10:15 A. M. for 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 or corporation.

Out of Executive Session 10:40 A.M.

Motion by Matt Roberts to Motion. Second by Rex Vosburg. The motion was .

Next Meeting:

1. December 5, 2023 - Immediately Following Finance Ways and Means Meeting

Adjourn

Motion by Matt Roberts to Adjourn Meeting at 10:42 A.M.. Second by Rex Vosburg. The motion was Passed.

RESOLUTION NO. 24-_____

APPOINTING A CLERK TO THE BOARD OF SUPERVISORS

RESOLVED, pursuant to Section 47 of the County Law, that Emily C. Burns be and she is hereby reappointed as Clerk to this Board, to serve for the life of this Board and until her successor is appointed and shall have qualified.

Dated: January 2, 2024

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. 24-_____

APPOINTING A COUNTY ATTORNEY

RESOLVED, pursuant to Section 500 of the County Law, that Tina Wayland-Smith be and she hereby is appointed as County Attorney of Madison County to serve for the life of this Board.

Dated: January 2, 2024

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. 23-_____

**RECOGNIZING COUNTY EMPLOYEES FOR GRADUATING FROM THE
NACO PROFESSIONAL DEVELOPMENT ACADEMY**

WHEREAS, the Madison County Board of Supervisors believes in recognizing and honoring the achievements of our County employees; and

WHEREAS, fifty-seven County employees have attended and graduated from the National Association of Counties (NACo) Professional Development Academy's Leadership Academy since September 2018; and

WHEREAS, NACo's High Performance Leadership Academy (HPLA) is an innovative, completely online 12-week program created to equip frontline county government professionals with practical leadership skills to deliver results for counties and communities; and

WHEREAS, the robust curriculum developed by the Professional Development Academy in partnership with Fortune 1000 executives, public sector leaders, world-renowned academics and thought leaders, including General Colin Powell and Dr. Marshall Goldsmith, HPLA was designed specifically for the unique challenges and opportunities of serving in county government; and

WHEREAS, the Board of Supervisors wishes to honor and recognize the following County employees for graduating from the Professional Development Academy between May 2023 and December 2023;

Holly Fleming

Melissa During

Shelly DeGroat

NOW, THEREFORE, BE IT RESOLVED that the Madison County Board of Supervisors does hereby wish to honor and recognize the above-mentioned County employees for dedicating their time for personal growth and empowerment and to build a culture of leadership for the betterment of Madison County.

Dated: December 14, 2023

Paul H. Walrod, Chairman

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. 23-_____

**AUTHORIZING THE CHAIRMAN TO MODIFY AN AGREEMENT WITH EXCELLUS
HEALTH PLAN, INC.**

WHEREAS, Madison County entered into an agreement with Excellus Health Plan, Inc. on Resolution Number 23-377 dated November 9, 2023. This agreement was to provide medical insurance for our eligible employee and their eligible dependents; and

WHEREAS, the employee medical program is self-funded program; and

WHEREAS, the county desires to continue its practice of purchasing specific stop loss insurance to minimize its exposure to volatility in claims experience; and

WHEREAS, Excellus Health Plan, Inc. will provide stop loss at \$50.37 rate per contract per month for a deductible level of \$300,000; and

WHEREAS, Excellus Health Plan, Inc. proposal for the stop loss coverage for 2024 plan year with a 9.7% rate increase with no plan modifications; and

WHEREAS, Excellus Health Plan, Inc. proposal has been reviewed by OneGroup, the County health benefit consultants; and

NOW, THEREFORE, BE IT RESOLVED that the Chairman of the Board and Health Plan Administrator be, and hereby are, authorized to execute such documents as deemed necessary to secure stop loss coverage from Excellus Health Plan, Inc. for the 2024 plan year.

Dated: December 14, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

APPOINTING A BUDGET OFFICER AND A DEPUTY BUDGET OFFICER

WHEREAS, by Resolution No. 433-11, Cindy Edick, County Treasurer was appointed as Budget Officer commencing January 1, 2012; and

WHEREAS, Mark Scimone was appointed as Deputy Budget Officer commencing January 1, 2012; and

WHEREAS, the Finance, Ways and Means and Government Operations Committees recommend that Cindy J. Edick, County Treasurer be appointed as Budget Officer and that Mark A. Scimone, County Administrator be appointed Deputy Budget Officer for the 2024 calendar year,

NOW, THEREFORE, BE IT RESOLVED that Cindy J. Edick be and hereby is appointed Budget Officer and shall receive the stipend of \$18,000, paid on a biweekly basis effective January 1, 2024,

BE IT FURTHER RESOLVED that Mark A. Scimone be and hereby is appointed Deputy Budget Officer effective January 1, 2024 again at no additional compensation.

Dated: December 14, 2023

Paul H. Walrod, Chairman
Government Operations Committee

Matthew A. Roberts, Chairman
Finance, Ways and Means Committee

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 certain County employees with an upcoming retirement is in order,

NOW, THEREFORE BE IT RESOLVED that the Madison County Board of Supervisors hereby recognize the dedicated contributions of Michael Fitzgerald and Denise Molinari upon their retirement.

Michael A. Fitzgerald

Social Services

1991 – 2023

Denise M. Molinari

County Clerk's

2002 - 2023

Dated: December 14, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**ESTABLISHING THE SALARIES OF CERTAIN MANAGERIAL/CONFIDENTIAL
EMPLOYEES FOR 2024**

BE IT RESOLVED, commencing January 1, 2024, the following annual salaries shall be paid to managerial/confidential employees in biweekly payments by the County Treasurer.

Deputy Director of Human Resources	\$92,758
Corrections Captain	\$87,681
Director of Administrative Services	\$81,603
Corrections Lieutenant	\$78,287
Highway Operations Manager	\$78,287
Director of Children with Special Needs Program	\$76,507
Director of Financial Assistance	\$68,309
Assistant Director of Administrative Services	\$60,989
Administrative Assistant to the District Attorney	\$45,982

Dated: December 14, 2023

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 update position titles within the plan and to amend language regarding insurance and 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 January 1, 2024,

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: December 14, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**AMENDING PERSONNEL POLICY AND PROCEDURE EMPLOYEE
SEPARATION POLICY**

WHEREAS, an Employee Separation policy has been developed by the Department of Human Resources and Compliance Officer; and

WHEREAS, this policy was originally adopted on March 8, 2022; and

WHEREAS, the purpose of the policy is to ensure the separation of employees is handled in a professional and documented manner and in accordance with all applicable Civil Service laws and collective bargaining agreements and Madison County Policies and Procedures; and

WHEREAS, the policy clearly outlines procedures to be followed for the voluntary and involuntary separation of employees from County employment; and

WHEREAS, the current policy requires amendments and updates to comply with procedural and legislative changes; and

WHEREAS, the adoption of this policy has been reviewed and is recommended by the Government Operations Committee,

NOW, THEREFORE BE IT RESOLVED, the Chairman of the Board of Supervisors approve the amended Employee Separation Policy, making it effective immediately.

Dated: December 14, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**AMENDING PERSONNEL POLICY AND PROCEDURES LACTATION
– TIME AWAY FROM WORK**

WHEREAS, Madison County is committed to providing a healthy environment for its employees; and

WHEREAS, the Madison County Board of Supervisors has previously adopted a Lactation Time Away From Work Policy on October 12, 2010; and

WHEREAS, the current policy requires amendments and updates to comply with procedural and legislative changes; and

WHEREAS, the Government Operations Committee has reviewed the amendments to the procedures and recommends adoption by the Board of Supervisors,

NOW, THEREFORE BE IT RESOLVED, that the Madison County Board of Supervisors hereby adopts the revised Lactation – Time Away From Work Policy as amended.

Dated: December 14, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**AMENDING PERSONNEL POLICY AND PROCEDURES EXPOSURE
CONTROL PLAN**

WHEREAS, Madison County is committed to providing a safe and healthy environment for its employees; and

WHEREAS, the Madison County Board of Supervisors has previously adopted revised an Exposure Control Plan Policy; and

WHEREAS, the current policy requires amendments and updates to comply with procedural changes; and

WHEREAS, the Government Operations Committee has reviewed the amendments to the procedures and recommends adoption by the Board of Supervisors,

NOW, THEREFORE BE IT RESOLVED, that the Madison County Board of Supervisors hereby adopts the revised Exposure Control Plan as amended.

Dated: December 14, 2023

Paul H. Walrod, Chairman
Government Operations Committee