

Government Operations
Thursday, October 26, 2023 @ 10:00 AM
Chambers

AGENDA

10:00 AM Call Meeting to Order

Approval of Minutes

- Minutes - September 28, 2023

Resolutions:

1. Resolution of Appreciation - Retiree Recognition
2. Designating Newspapers for 2024
3. Waiving the Rules for Resolutions
4. Authorizing the Chairman to Enter into an Agreement with L.G. Boucher
5. Authorizing the Chairman to Execute the Humana Group
6. Authorizing the Renewal of an Agreement with MVP Health Care
7. Authorizing the Chairman to Execute an Agreement with OneGroup for Professional Consulting Services
8. Authorizing the Chairman to Renew an Agreement with Excellus for Medical Administration Services

Other Committee Business

1. Independent Review - Vehicle Study
2. Purchasing Updates
3. Compliance Audit Report - Contract records and processes
4. MOTION TO ENTER EXECUTIVE SESSION
5. Board of Elections - NTS Discussion
6. Litigation
7. Labor Relations
8. Personnel Matters
9. Salary Matter

Preferred Agenda

Next Meeting:

1. Tentatively: Monday, November 13, 2023 Immediately following FWM, Approximately 10:30 A.M.

Adjourn

MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE

COUNTY OFFICE BUILDING
P.O. BOX 636

WAMPSVILLE, NY 13163
(315) 366-2341 (Phone)
(315) 366-2725 (Fax)



Eileen M. Zehr

Personnel Officer
eileen.zehr@madisoncounty.ny.gov

Ryan D. Aylward

Director of Labor Relations
ryan.aylward@madisoncounty.ny.gov

Government Operations

Thursday, September 28, 2023 @ 10:00 AM
Chambers

MINUTES

10:00 Call Meeting to Order
AM

DRAFT

P. Walrod called the meeting to order at 10:13 a.m.

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

Committee Members absent: M. Roberts

Others present: R. Aylward, J. Becker, D. Curtis, D. Degear, M. During, C. Edick, M. Eggar, S. Field, M. Felton, K. Guinto, J. Illingworth, C. Kennedy, P. LeClair, P. Lutwak, M. Meehan, J. Pinard, S. Prievo, L. Randall, M. Scimone, T. Wayland-Smith, R. Winn and E. Zehr

- Minutes - August 24, 2023

Approval of Minutes

Motion by Rex Vosburg to approve the minutes from August 24, 2023.

Second by Mary Cavanagh. The motion was Passed.

Resolutions:

1. Resolution of Appreciation - Retiree Recognition

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

2. Designating Disposal of Surplus County Personal Property

Motion by Rex Vosburg to approve the resolution. Second by Mary

Cavanagh. The motion was Passed.

3. Modify an Agreement for IT Services to Towns, Villages and Cities

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

4. Appointing A Director of Real Property Tax Services and Establishing the 2023 Salary

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

5. Appointing a Health Plan Administrator

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

6. Reallocating the Title of Personnel Officer in the Management Salary Plan, Appointing a County Personnel Officer and Establishing the 2023 Salary

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

7. Abolishing a Disease Specialist Position and Creating an Epidemiologist Position in the Public Health Department

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

8. Creating Permanent Positions in the Office of Emergency Management

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

Other Committee Business

D. Degear and J. Illingworth shared with the committee positive community interaction and relationships being built between the county and other entities that are partnering with the county ambulance service.

1. Board of Elections Updates

M. Egger informed the committee that sample voting ballots are posted in the County Office Building lobby.

2. Purchasing Updates

M. Meehan informed the committee that several documents were able to be scanned into the Purchasing System while they had a summer intern and they look forward to having this opportunity again.

3. Compliance Officer Update

C. Kennedy informed the committee of several recent updates to compliance that affect the county.

4. MOTION TO ENTER EXECUTIVE SESSION

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

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

5. Salary Matters

6. Labor Relations

7. Litigation - County Attorney

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. October 26, 2023 - Immediately Following Finance, Ways and Means Committee

Adjourn

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

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 recognize the dedicated contributions of Rebecca Marsala upon her retirement.

Rebecca S. Marsala

Treasurer's Office

36 Years of Service

Dated: November 9, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. 23-_____

DESIGNATING NEWSPAPERS FOR 2024

WHEREAS, Subdivision 2 of Section 214 of the County Law states that the Board of Supervisors shall annually designate two newspapers to publish local laws, notices and other matters required by law to be published; and

WHEREAS, in designating such newspapers, “. . .consideration shall be given to those newspapers [with] general circulation throughout the county”; and

WHEREAS, Subdivision 1 of Section 214 of County Law requires that a majority of the members of the Board of Supervisors from each party designate a newspaper for the publication for concurrent resolutions, election notices issued by the secretary of state, and the official canvass; and

WHEREAS, a majority of the members of the Board of Supervisors from each party have designated the *Oneida Daily Dispatch* and *Rome Sentinel* as the papers to publish the concurrent resolutions, the election notices issued by the secretary of state, and the official canvass;

NOW THEREFORE BE IT RESOLVED THAT the Board of Supervisors hereby designates the following newspapers for the following official publications:

Concurrent Resolutions	<i>Oneida Daily Dispatch or Rome Sentinel</i>
Official Canvass	<i>Oneida Daily Dispatch or Rome Sentinel</i>
Election Notices	<i>Oneida Daily Dispatch or Rome Sentinel</i>
Official Notices	<i>Oneida Daily Dispatch or Rome Sentinel</i>
Local Laws, Notices, and other matters required by law to be published	<i>Oneida Daily Dispatch or Rome Sentinel</i>

BE IT FURTHER RESOLVED, that a copy of each County legal advertisement shall be distributed by the official County newspapers to all of the following located in Madison County: Town Clerks, Village Clerks, City Clerks, Public Libraries and Reading Centers, County Clerk, Clerk of the Board of Supervisors, County Veterans, and County Board of Elections.

Dated: December 14, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. 23-_____

WAIVING THE RULES FOR RESOLUTIONS

RESOLVED, that Rule 24 and Rule 24-A of the Madison County Board of Supervisors, to the extent requiring that all resolutions intended to be moved for adoption be filed with the Clerk not less than seven calendar days prior to the meeting, and copies mailed/emailed to all members with the meeting agenda; and to the extent providing that resolutions be filed with the Chairman of the appropriate legislative committee at least ten days prior to the meeting at which its introduction will be sought, be waived during this annual session so that all resolutions may be acted upon immediately. Nothing herein shall be construed to limit the ability to table resolutions until the next succeeding meeting pursuant to Rule 17.

Dated: November 9, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT
WITH L.G. BOUCHER**

WHEREAS, on January 1, 2014, Madison County changed insurance carriers from Trident to Houston Casualty; and

WHEREAS, that with Houston Casualty the County now has a Third Party Administrator of our claims; and

WHEREAS, L.G. Boucher has, among other things, investigated all tort claims made against the County; provided reports on claims to the County, vigorously pursued any subrogation and loss recoveries and made recommendations regarding payment/adjustment of claims or settlement of claims;

WHEREAS, L.G. Boucher will provide the services of the Third Party Claims at a cost of \$36,000.00 per year, to be paid at a rate of \$3,000.00 per month;

WHEREAS, the term of this contract will be from January 1, 2024 through December 31, 2024;

WHEREAS, this agreement has been reviewed and approved by the Government Operations Committee;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors be and is hereby authorized to enter into an agreement on behalf of Madison County with L.G. Boucher, a copy of which is on file with the Clerk of the Board.

Dated: November 9, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO: _____

**AUTHORIZING THE CHAIRMAN TO EXECUTE THE HUMANA GROUP MEDICARE
ADVANTAGE PLAN RENEWAL FOR PLAN YEAR 2024**

WHEREAS, the county offers a health care plan for its Medicare–eligible retirees and dependents; and

WHEREAS, beginning with plan year 2015, the County has elected to provide its Medicare-eligible population with Humana Medicare Advantage with Prescription Drug Program; and

WHEREAS, Humana has provided the County with a proposal for the Humana Medicare Advantage with Prescription Drug Program for plan year 2024 with annualized premium rates as follows: Single - \$ 4,281.60 and 2 - Person - \$8,563.20; and

WHEREAS, these premium rates reflect an increase of 6.5% as compared with the 2023 base rate; and

WHEREAS, the proposal made by Humana has been approved by the Health Plan Administrator and the Government Operations Committee.

NOW, THEREFORE, BE IT RESOLVED that the Chairman of the Board be, and hereby is, authorized to execute the Humana Group Medicare Advantage Plan Renewal, as is on the file with the Clerk to Board of Supervisors.

Dated: November 9, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO 23- _____

AUTHORIZING THE RENEWAL OF AN AGREEMENT WITH MVP HEALTH CARE

WHEREAS, Madison County offers Health Maintenance Organization (HMO) option for health insurance coverage for its eligible employees; and

WHEREAS, MVP Health Care has developed premium rates for the HMO portion of the County's Health Insurance program for fiscal year 2024; and

WHEREAS, the 2024 annualized rates, reflecting an increase of 5.1% from the 2023 plan year, are as follows:

Single -	\$14,267.04
2 - Person -	\$32,814.24
Family -	\$33,266.04

WHEREAS, this is a community-rated plan and the rate increases are primarily due to the experience of the overall claims pool.

NOW, THEREFORE, BE IT RESOLVED, that the County's agreement with MVP Health Care be, and hereby is, renewed for the period of January 1, 2024 through December 31, 2024.

Dated: November 9, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO: _____

**AUTHORIZING THE CHAIRMAN TO EXECUTE AN AGREEMENT WITH ONEGROUP FOR
PROFESSIONAL CONSULTING SERVICES**

WHEREAS, OneGroup has provided the County with professional consulting services for the employee and retiree health plans and related benefit matters for the past several years; and

WHEREAS, due to the complexity of health plan administration and the increasing costs of providing health insurance coverage, it is necessary to retain the services of professional health benefit consultants; and

WHEREAS, a request for proposal was issued and OneGroup was the organization chosen from amongst the number of interested consulting firms; and

WHEREAS, the agreement is for professional consulting services for 2024 at the maximum cost of \$5,834.00 per month, and

WHEREAS, the actual monthly expenses will vary, depending on the amount of commissions applied each month; and

WHEREAS, these commissions are built into one of the County's fully insured healthcare plans and the premium amounts for that plan will not change regardless of whether the commissions are allocated to the County's health benefit consultants; and

WHEREAS, the proposal made by OneGroup has been reviewed and approved by the Health Plan Administrator and the Government Operations Committee.

NOW, THEREFORE, BE IT RESOLVED that the Chairman of the Board be, and hereby is authorized to execute an agreement with OneGroup, as is on file with the Clerk of the Board of Supervisors.

Dated: November 9, 2023

Paul H. Walrod, Chairman
Government Operations Committee

RESOLUTION NO. 23_____

**AUTHORIZING THE CHAIRMAN TO RENEW AN AGREEMENT WITH EXCELLUS FOR
MEDICAL ADMINISTRATION SERVICES**

WHEREAS, the County provides medical insurance for its eligible employees and their eligible dependents; and

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

WHEREAS, Excellus has proposed to provide these services for 2024 at a cost of \$36.52 per subscriber per month, 2025 at a cost of \$34.07 per subscriber per month and 2026 at a cost of \$35.09 per subscriber per month; and

WHEREAS, the Health Plan Administrator and Government Operations Committee recommend continuing to partner with Excellus for third party administrators services,

NOW, THEREFORE, BE IT RESOLVED that the Chairman of the Board of Supervisors is authorized to renew an agreement with Excellus, as is on file with the Clerk of the Board of Supervisors, for the period of January 1, 2024 through December 31, 2026.

Dated: November 9, 2023

Paul H. Walrod, Chairman
Government Operations Committee

MADISON COUNTY

Independent Review - Vehicle Study

Contract Document - October, 2023

Proposed by:



Venesky & Company

6114 State Route 31, Cicero, NY 13039

Doug Venesky, MBA - General Manager

(315) 698-2442

vgroup@venesky.com

www.VENESKY.com



Venesky & Company
Accounting & Technology Services
to NYS County Governments

6114 State Route 31
Cicero, New York 13039
Phone: (315) 698-2442
E-Mail: vgroup@venesky.com
Website: www.venesky.com

October 6, 2023

Mr. Mark Scimone, County Administrator
P.O. Box 635
Wampsville, New York 13163

Dear Mark:

Re: Independent Review - Vehicle Study

Thank you for giving Venesky & Company the opportunity to submit a contract document regarding an Independent Review of Madison County vehicles. Our extensive annual experience with 36 NYS Counties provides our Company with the unique ability to successfully complete this very important project within the timeframe discussed.

Please note that the total fee for this project, including out of pocket expenses, is a FIXED amount. Our Company is dedicated to this project and we will staff this engagement properly to ensure that the bulk of the services will be provided by December 31, 2023.

The contract document includes a contractual acceptance section. I have signed the document, and if the terms of the contract are acceptable, I request that an authorized County official sign and return a copy to our office. If you should have any questions or require additional information regarding the enclosed contract, do not hesitate to contact me by phone: (315) 698-2442 or e-mail: vgroup@venesky.com.

Very truly yours,

Doug Venesky, MBA
General Manager

DV/jfv
Enclosure

Vehicle Study - Overview

This contract document will outline the background information, project goals, approach, timing, and cost:

Background Information:

Madison County would like Venesky & Company to conduct a study to determine the cost of purchased vehicles versus leased vehicles and/or the optimal mix of these two options. V&C will also consider outfitting costs for the Sheriff's vehicles, as well as the number of vehicles per department. Madison County would like options on how they can lower their budgeted vehicle expense.

Project Goals:

- ♦ Determine if the County should purchase or lease vehicles. Or some combination of both.
- ♦ Develop parameters to determine whether vehicles should be purchased or leased. V&C will not draft the policy.
- ♦ Determine approximately about how many vehicles are needed by each major department.
- ♦ Calculate the true cost of the Enterprise vehicle lease program.
- ♦ Calculate the true cost of each type of vehicle. Consider 3 year and 5 year leases.
- ♦ Calculate and factor in the true cost of outfitting Sheriff's vehicles.
- ♦ Research if purchasing vehicles is a viable option considering the current environment.
- ♦ Analyze the Capital Reserve Account for vehicles and the budgeted amounts by department/fund.

Approach:

We will:

- ♦ Dedicate the time and resources necessary to gain a complete understanding of the vehicle purchasing process and protocols.
- ♦ Perform as many virtual meetings (or conference calls) as needed to update our knowledge about the County's accounting and vehicle structure.
- ♦ Use our extensive network of other NYS Counties as a resource for appropriate procedures and guidance regarding County owned versus leased vehicles.
- ♦ Develop questionnaires for the County to collect from each major department to determine the optimal vehicle count.
- ♦ Develop multiple Data Request Packets to collected vehicle information.
- ♦ Analyze the 'Vehicle, Lease, Budget listing' spreadsheet.
- ♦ Review the Enterprise Vehicle Lease Contract.
- ♦ Review the County Budget including the Capital Reserve Account for vehicles.

Timing:

We are contracting to conduct a vehicle study. The Project Completion Schedule is the 4th Quarter 2023. The deadline may need to be modified based upon the availability and cooperation of County staff.

Project Completion Schedule

- ♦ **Independent Review - Vehicle Study**

10/6/2023 - 12/31/2023

(on or about)

Notes:

To complete this project in a timely manner, we will need cooperation from the County Administrator, Purchasing, Treasurer, and the Finance Department.

Vehicle Study - Overview

Cost:

Our total professional fee for this engagement is a fixed fee which includes the professional services outlined on Page 1, and includes a factor to reimburse our Company for job related costs such as travel and subsistence. In the event of a mid-term cancellation, the fee will be prorated based on the amount of work completed.

♦ **Total FIXED FEE**

\$ 6,900 Payable in FYE 2024

This project will be billed after the completion of the study. Payment is due upon receipt.
The Federal Identification Number for Venesky & Company is: 16-1588018.

Contractual Acceptance

Insurance:

Venesky & Company has all necessary insurance coverage required to fulfill the project goals included within this contract document. Proper insurance documentation will be provided to the County upon execution of this contract.

Indemnification-Hold Harmless:

Both Parties shall indemnify, defend and hold the other harmless, its officers, directors, employees, and agents from and against any claim, loss, damage, liability, penalty, fine, or expense (including consultants' and attorney's fees) paid, incurred by, or sought from the other party as a result of (i) the other party's failure to perform or fulfill any term, covenant, or condition of the Agreement, or resulting from the breach by the other party of any provision of the Agreement, and (ii) the negligence, intentional misconduct, or violation of law of the indemnifying party in the performance of the Agreement.

This contract document is designed to provide professional accounting services to Madison County. The specific scope of services to be provided by Venesky & Company are outlined on page 1. The total fee schedule for this project, including out of pocket expenses is listed on page 2, and will include the basic services outlined, but will not cover any other activities not listed. Any request for services not outlined within this contract document will be subject to an additional fee to be negotiated between our Company and Madison County.

Venesky & Company is prepared to begin services outlined within this contract document to Madison County beginning October, 2023.

PROPOSED BY:



(Name, Title)



(Date)

As an authorized official of Madison County, my signature authorizes Venesky & Company to provide all of the services outlined and be paid the appropriate fee(s) described within the contract document submitted October, 2023.

ACCEPTED BY:

(Name, Title)

(Date)