

Government Operations
Thursday, May 26, 2022 @ 10:30 AM
Chambers/ Zoom

AGENDA

10:30 AM Call Meeting to Order

Approval of Minutes

- Minutes - April 28, 2022

Resolutions:

1. Resolution of Appreciation - Retiree Recognition
2. Adopting a Public Access to Naloxone Policy and Procedure
3. Amending the Use of Portable Data Storage Devices
4. Authorizing an Out-of- State Conference (Information Technology)
5. Authorizing the Chairman to Enter Into an Enterprise Agreement With First Light (Voice Renewal)
6. Authorizing the Chairman to Enter Into an Enterprise Agreement With First Light (DIA Renewal)
7. Authorizing the Chairman to Enter Into an Agreement With the Guardian Life Insurance Company for Fully Insured Disability Administration Services
8. Creating One Solid Waste Operations Supervisor Position and Two Solid Waste Crew Supervisor Positions in the Department of Solid Waste Management
9. Establishing the 2022 Salary for Administrative Assistant to the District Attorney

Other Committee Business

1. Deferred Comp Plan Review - 10:45 am
2. Public Health Presentation
3. Review of ARPA Funds Distribution
4. MOTION TO ENTER EXECUTIVE SESSION
5. Salary Matter - 11:00 am
6. Negotiations
7. Labor Relations
8. Personnel Matter

Preferred Agenda

Next Meeting:

1. June 23, 2022 - Immediately Following Finance, Ways and Means

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, April 28, 2022 @ 10:30 AM Chambers

MINUTES

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

DRAFT

M. Cavanagh called the meeting to order at 9:58 a.m.

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

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

Approval of Minutes

- March 24, 2022 - Minutes

Motion by Matt Roberts to approve the minutes from March 24, 2022. Second by Rex Vosburg. The motion was Passed.

Resolutions:

1. Resolution of Appreciation - Retiree Recognition

Motion by John Becker to approve the resolution. Second Cliff Moses. The motion was Passed.

2. Amending the Use of Computer and Related Equipment Policy

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

3. Abolishing the Computer Games Policy

Motion by Matt Roberts to approve the resolution. Second by John Becker. The motion was Passed.

4. Abolishing the Use of County Telephones Pagers, Facsimile and Answering Machines Policy

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

5. Adopting an Email Signature Policy

Committee members pulled the resolution.

6. Authorizing Attendance at an Out-of-State Conference (Emergency Management)

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

7. Authorizing Attendance at an Out-Of-State Conference (Sheriff)

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

8. Authorizing the Chairman to Enter Into an Agreement with Bonadio for Professional Auditing Services

Motion by Cliff Moses to approve the resolution. Second by Matt Roberts. The motion was Passed.

9. Authorizing the County Attorney to Commence a Lawsuit

Motion by Cliff Moses to approve the resolution. Second by Matt Roberts. The motion was Passed.

10. Authorizing the Chairman to Execute a Settlement Agreement

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

11. Abolishing an Office Assistant III Position and Creating a Principal Account Clerk in the Planning Department's Workforce Development Division

Motion by Cliff Moses to approve the resolution. Second by Matt Roberts. The motion was Passed.

12. Creating a Temporary, Part-Time Position in the Planning Department's Workforce Development Division

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

13. Creating a Temporary Student Intern Position in the Office of the County Clerk

Motion by John Becker to approve the resolution. Second by Cliff

Moses. The motion was Passed.

14. Creating Five Staff Social Worker Positions in the Mental Health Department and Modifying the 2022 Adopted County Budget

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

15. Creating a Full-time Public Safety Systems Coordinator Position in the Office of Emergency Management

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

Other Committee Business

1. MOTION TO ENTER EXECUTIVE SESSION

Motion by Cliff Moses to enter into Executive Session. Second by Pete Walrod. The motion was Passed.

Motion by Pete Walrod to exit Executive Session. Second by Cliff Moses. The motion was Passed.

2. Litigation
3. Labor Relations
4. Negotiations
5. Personnel Matter

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, excluding pulled resolution #5, were voted on and approved by the committee.

Next Meeting:

1. May 26, 2022 - Immediately Following Finance, Ways and Means Committee

Adjourn

Motion by Rex Vosburg to adjourn the meeting. Second by Matt Roberts. 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 certain County employees 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 Steven Chaires, Douglas Winn and Julie Netzband upon their retirement.

Steven P. Chaires
Douglas E. Winn
Julie K. Netzband

Social Services
Highway
Sheriff's Office

1983 - 2022
1996 - 2022
2007 - 2022

Dated: June 14, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**ADOPTING A PUBLIC ACCESS TO NALOXONE
POLICY AND PROCEDURE**

WHEREAS, the County intends to place Naloxone Box units throughout the campus; and

WHEREAS, deployment of Naloxone may help to save lives of persons who are victims of an overdose; and

WHEREAS, the Government Operations Committee has reviewed and approved this policy and procedure,

NOW, THEREFORE BE IT RESOLVED, that the Madison County Board of Supervisors hereby adopts the Public Access to Naloxone policy and procedure effective immediately; and

BE IT FURTHER RESOLVED, that the Board of Supervisors hereby authorizes the Government Operations Committee to amend said procedure as necessary.

DATED: June 14, 2022

Mary Cavanagh, Chairman
Government Operations Committee

RESOLUTION NO. 22-_____

AMENDING THE USE OF PORTABLE DATA STORAGE DEVICES

WHEREAS, on July 10th, 2007 the Madison County Board of Supervisors adopted County policy on the use of portable data storage devices by Resolution No. 245; and

WHEREAS, the Director of Information Technology has reviewed and revised the policy in light of regulatory and environmental changes with technology; 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 use of portable data storage devices policy, making the changes effective immediately.

Dated: June 14, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING ATTENDANCE AT AN OUT-OF-STATE CONFERENCE
(Information Technology)**

WHEREAS, the 2022 MS-ISAC 15th annual conference will be held in Baltimore MD, from August 7, 2022 to August 10th 2022; and

WHEREAS, the Director of Technology has been awarded a grant from MS-ISAC to reimburse for travel and cover hotel and registration costs to attend this conference; and

WHEREAS, these travel reimbursement costs total about \$500.00. Meals would be covered by Madison County at GSA rates; and

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

NOW, THEREFORE BE IT RESOLVED, that Paul Lutwak be and hereby is authorized to attend said conference.

Dated: June 14, 2022

Mary B Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO
AN ENTERPRISE AGREEMENT WITH FIRST LIGHT**

WHEREAS, Madison County currently contracts with First Light for phone service; and

WHEREAS, Madison County can decrease costs with a new 36 month contract; and

WHEREAS, the cost for the new service without taxes and usage will be \$1,129.90/month; and

NOW, THEREFORE BE IT RESOLVED, that the Chairman be and hereby is authorized to execute the contract with First Light on behalf of the County in the form as is on file with the Clerk of the Board.

Dated: June 14, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO
AN ENTERPRISE AGREEMENT WITH FIRST LIGHT**

WHEREAS, Madison County currently contracts with First Light for Internet; and

WHEREAS, Madison County can increase bandwidth and decrease costs with a new 36 month contract; and

WHEREAS, the cost for the new service will be \$850.00/month including 30 static IP addresses; and

NOW, THEREFORE BE IT RESOLVED, that the Chairman be and hereby is authorized to execute the contract with First Light on behalf of the County, in the form as is on file with the Clerk of the Board.

Dated: June 14, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH THE
GUARDIAN LIFE INSURANCE COMPANY FOR FULLY INSURED
DISABILITY ADMINISTRATION SERVICES**

WHEREAS, Madison County currently has an agreement with The Standard Life Insurance Company of New York (The Standard) for fully insured disability benefit claims administration services for Madison County employees: and

WHEREAS, the current agreement with The Standard provides for a rate of \$7.80 per member, and expires June 30, 2022; and

WHEREAS, the County's benefit consultants issued a request for proposals and subsequently received quotes from a total of five (5) carriers, ranging from \$6.35 to \$7.10 per member per month for July 1, 2022 through June 30, 2024; and

WHEREAS, the most favorable rate of \$6.35 per member per month, to include a 2-year rate guarantee, was provided by the Guardian; and

WHEREAS, this represents a 18.6 % decrease over the prior two year term rate; and

WHEREAS, given the approximate count of 671 members per month the rate decrease will result in a decrease of annualized premiums from \$59,904 to \$51,130.

NOW, THEREFORE, BE IT RESOLVED that Chairman of Board of Supervisors be, and hereby is, authorized to sign an agreement with The Guardian Life Insurance Company of America for the period of July 1, 2022 through June 30, 2024.

Dated: June 14, 2022

Mary B. Cavanagh, Chairman
Government Operations Committee

RESOLUTION NO. _____

**CREATING ONE SOLID WASTE OPERATIONS SUPERVISOR POSITION AND TWO
SOLID WASTE CREW SUPERVISOR POSITIONS AND
ELIMINATING THREE HEAVY EQUIPMENT OPERATOR POSITIONS IN THE
DEPARTMENT OF SOLID WASTE MANAGEMENT**

WHEREAS, the Director of Solid Waste Management has evaluated staffing of the department and has determined the need for a change to the organizational structure; and

WHEREAS, the Director of Solid Waste Management wishes to create one (1) Solid Waste Operations Supervisor position and two (2) Solid Waste Crew Supervisor positions; and

WHEREAS, this request has been reviewed and approved in accordance with the vacancy review procedure by the Solid Waste and Recycling Committee and the Government Operations Committee,

NOW, THEREFORE BE IT RESOLVED that one (1) Solid Waste Operations Supervisor position be and hereby is created; and

BE IT FURTHER RESOLVED that two (2) Solid Waste Crew Supervisor positions be and hereby are created; and

BE IT FURTHER RESOLVED that said positions will be filled through reclassification with no increase in total number of positions in the department;

BE IT FURTHER RESOLVED that the Director of Solid Waste Management be and hereby is authorized to fill said positions in accordance with Civil Service Law and Rule and the contract between the County and the Civil Service Employees' Association, Inc. Blue Collar Unit effective immediately.

DATED: June 14, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**ESTABLISHING THE 2022 SALARY FOR
ADMINISTRATIVE ASSISTANT TO THE DISTRICT ATTORNEY**

WHEREAS, an anticipated vacancy exists for the title of Administrative Assistant to the District Attorney; and

WHEREAS, the Government Operations Committee recommends a 2022 salary of \$39,817 be established; and

NOW, THEREFORE BE IT RESOLVED that the Madison County District Attorney be and hereby is authorized to fill the Administrative Assistant to the District Attorney position at the 2022 salary of \$39,817 upon vacancy.

Dated: June 14, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee