

Government Operations
Thursday, April 28, 2022 @ 10:30 AM
Chambers/ Zoom

AGENDA

10:30 AM Call Meeting to Order

Approval of Minutes

- March 24, 2022 - Minutes

Resolutions:

1. Resolution of Appreciation - Retiree Recognition
2. Amending the Use of Computer and Related Equipment Policy
3. Abolishing the Computer Games Policy
4. Abolishing the Use of County Telephones Pagers, Facsimile and Answering Machines Policy
5. Adopting an Email Signature Policy
6. Authorizing Attendance at an Out-of-State Conference (Emergency Management)
7. Authorizing Attendance at an Out-Of-State Conference (Sheriff)
8. Authorizing the Chairman to Enter Into an Agreement with Bonadio for Professional Auditing Services
9. Authorizing the County Attorney to Commence a Lawsuit
10. Authorizing the Chairman to Execute a Settlement Agreement
11. Abolishing an Office Assistant III Position and Creating a Principal Account Clerk in the Planning Department's Workforce Development Division
12. Creating a Temporary, Part-Time Position in the Planning Department's Workforce Development Division
13. Creating a Temporary Student Intern Position in the Office of the County Clerk
14. Creating Five Staff Social Worker Positions in the Mental Health Department and Modifying the 2022 Adopted County Budget
15. Creating a Full-time Public Safety Systems Coordinator Position in the Office of Emergency Management

Other Committee Business

1. MOTION TO ENTER EXECUTIVE SESSION
2. Litigation
3. Labor Relations
4. Negotiations
5. Personnel Matter

Preferred Agenda**Next Meeting:**

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

Adjourn

MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE

COUNTY OFFICE BUILDING
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Government Operations Thursday, March 24, 2022 @ 10:30 AM Chambers

MINUTES

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

*** DRAFT***

M. Cavanagh called the meeting to order at 10:05 a.m.

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

Others present: R. Aylward, R. Coe, D. Curtis, C. Edick, C. Kennedy, P. Lutwak, L. Randall, M. Scimone, T. Wayland-Smith, R. Winn and E. Zehr.

Approval of Minutes

- Minutes from - February 24, 2022

Motion by Matt Roberts to approve the minutes from February 24, 2022. Second by Cliff Moses. The motion was Passed.

Resolutions:

1. Retiree Recognition

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

2. Amending the Video Recording Policy

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

3. Authorizing Attendance at an Out-Of-State Conference (Emergency Management)

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

4. Authorizing Attendance at an Out-of-State Conference (Purchasing)

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

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

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

6. Authorizing the Chairman to Enter into an Agreement with Cyber Defense Institute Inc.

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

7. Authorizing the Chairman to Enter into a PILOT Agreement with RenaSolar Power Holdings

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

8. Creating Two Temporary Positions in the Planning Department's Workforce Development Division

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

9. Creating a Full-time Staff Social Worker Position in the Mental Health Department

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

10. Creating a Full-time Permanent Principal Account Clerk Position in the Department of Solid Waste Management

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

11. Declaring the Week of May 1 - 7, 2022 as "Public Service Recognition Week"

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

Other Committee Business

1. Information Technology Initiatives

P. Lutwak informed the committee on the Information Technology initiatives for cyber security, changes to legislative laws and technology upgrades the county will be affected by or implementing.

2. Public Health Week Discussion

3. MOTION TO ENTER EXECUTIVE SESSION

Motion by Cliff Moses to Enter into Executive Session. Second by Rex Vosburg. The motion was Passed.

Motion by Cliff Moses to Exit Executive Session. Second by Rex Vosburg. The motion was Passed.

4. Labor Relations

5. Negotiations

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. April 28, 2022 - Immediately Following Finance, Ways and Means Committee

Adjourn

Motion by Cliff Moses to adjourn the meeting. Second by Pete Walrod. 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 Susan Brown, Kirk Palmer and Lamont Clark upon their retirement.

Susan E. Brown	Employment and Training	1987 - 2022
Kirk E. Palmer	Highway	1992 - 2022
Lamont B. Clark, Jr.	Highway	1998 - 2022

Dated: May 10, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 22-_____

AMENDING THE USE OF COMPUTER AND RELATED EQUIPMENT POLICY

WHEREAS, on June 8, 2010 the Madison County Board of Supervisors adopted a County policy on Use of Computer and Related Equipment by Resolution No. 171-10; 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 Computer and Related Equipment Policy, making the changes effective immediately.

Dated: May 10, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

ABOLISHING THE COMPUTER GAMES POLICY

WHEREAS, on October 13, 1998 the Madison County Board of Supervisors adopted the Computer Games Policy by Resolution No. 245 for the year 1998; and

WHEREAS, this policy is no longer needed because the installation of any software is already addressed in the Use of Computer and Related Equipment Policy; and

WHEREAS, the Government Operations Committee recommends abolishing the Computer Games Policy and recommends same for adoption by the Board of Supervisors,

NOW, THEREFORE, BE IT RESOLVED, the Madison County Board of Supervisors herein and hereby renders the Computer Games Policy abolished effective immediately.

Dated: May 10, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**ABOLISHING THE USE OF COUNTY TELEPHONES, PAGERS, FACSIMILE AND
ANSWERING MACHINES POLICY**

WHEREAS, on September 8, 1998 the Madison County Board of Supervisors adopted the Use of County Telephones, Pagers, Facsimile, and Answering Machines Policy by Resolution No. 225 for the year 1998; and

WHEREAS, this policy is no longer needed because the use of the technology is no longer applicable and/or is addressed in the Use of Computer and Related Equipment Policy; and

WHEREAS, the Government Operations Committee recommends abolishing the Use of County Telephones, Pagers, Facsimile, and Answering Machines Policy and recommends same for adoption by the Board of Supervisors,

NOW, THEREFORE, BE IT RESOLVED, the Madison County Board of Supervisors herein and hereby renders the Use of County Telephones, Pagers, Facsimile, and Answering Machines Policy abolished effective immediately.

Dated: May 10, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. 22-_____

ADOPTING AN EMAIL SIGNATURE POLICY

WHEREAS, this Email Signature Policy will ensure consistent email signatures across all departments and programs; and

WHEREAS, email signature blocks help ensure that all email communications sent on behalf of Madison County meets professional standards, represents the quality of our work, and provides relevant information to support Madison County processes; and

WHEREAS, the Director of Information Technology and Compliance Officer have developed this policy and recommend its adoption; and

WHEREAS, the policy and procedures have been reviewed and approved by the Government Operations Committee;

NOW, THEREFORE BE IT RESOLVED, the Chairman of the Board of Supervisors approve the adoption of the Email Signature Policy and Procedures, effective immediately.

Dated: May 10, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING ATTENDANCE AT AN OUT-OF-STATE CONFERENCE
(Emergency Management)**

WHEREAS, the Madison County Office of Emergency Management Services operates an Emergency Medical Services Certificate of Need and Paramedic Fly-Car units; and

WHEREAS, Emergency Medical Services Coordinator, Jenna Rosky oversees the Emergency Medical Services program for Madison County; and

WHEREAS, Dan Degear, Director of Emergency Management Services has requested that Jenna Rosky attend the Pinnacle EMS Conference to be held in Marco Island, Florida from July 24, 2022 through July 29, 2022; and

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

NOW, THEREFORE BE IT RESOLVED, that Jenna Rosky be and hereby is authorized to attend said Pinnacle EMS Conference in Marco Island from July 24-29, 2022 at a cost not to exceed \$4,375.00

Dated: May 10, 2022

Mary Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

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

WHEREAS, the 34th Annual Crimes Against Children Conference will be held August 8-11, 2022 in Dallas, TX; and

WHEREAS, Michael Fitzgerald, Commissioner of Social Services, has requested that Debra George, CPS Caseworker, attend this conference; and

WHEREAS, her expenses are fully funded by the Multi-Disciplinary Team Grant received by the Sheriff's Office; and

WHEREAS, this request has been reviewed and approved by the Criminal Justice, Public Safety and Emergency Communications Committee and the Government Operations Committee;

NOW, THEREFORE, BE IT RESOLVED, that Debra George be and hereby is authorized to attend said conference at no expense to the County.

Dated: May 10, 2022

Mary Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT FOR
PROFESSIONAL AUDITING SERVICES**

WHEREAS, Madison County offers a Deferred Compensation Plan to its eligible employees who may participate in this plan on a voluntary basis; and

WHEREAS, the annual audit of the Madison County Deferred Compensation plan is required by the plan document duly adopted by the Board of Supervisors; and

WHEREAS, the annual audit is further required pursuant to Section 9005.1 of the Rules and Regulations of the NYS Deferred Compensation Board; and

WHEREAS, The Bonadio Group has submitted a proposal for performance of the audit for the year 2021 of \$10,000.00,

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

Dated: May 10, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

AUTHORIZING THE COUNTY ATTORNEY TO COMMENCE A LAWSUIT

WHEREAS, Madison County has a Third Party Administrator of Claims, LG Boucher, who investigates claims and makes recommendations regarding payment/adjustment of claims; and

WHEREAS, LG Boucher has investigated a motor vehicle accident occurring on 6/22/21, where Timothy M. Bloomquist caused damage to a Madison County Sheriff Office's patrol vehicle in the amount of \$ 7,009.09; and

WHEREAS, LG Boucher determined that Mr. Bloomquist was liable for the damages incurred; and

WHEREAS, LG Boucher, on behalf of the Madison County Department of Law, has made numerous attempts to collect this debt;

NOW, THEREFORE, BE IT RESOLVED, that the County Attorney or her designee is hereby authorized to commence suit against Timothy M. Bloomquist to collect damages owed to Madison County in the amount of \$ 7,009.09.

Dated: May 10, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

AUTHORIZING THE CHAIRMAN TO EXECUTE A SETTLEMENT AGREEMENT

WHEREAS, the Mental Health Department is a participating provider with Excellus Health Plan, Inc.; and

WHEREAS, the Department notified Excellus that the incorrect reimbursement rate had been paid for services rendered from April 1, 2015 through June 30, 2021; and

WHEREAS, the NY State Department of Health required Excellus to pay the correct rates retroactively for services dated April 1, 2015 through June 30, 2021; and

WHEREAS, Excellus notified the Mental Health Department on April 18, 2022 that they have determined that they underpaid in the amount of \$147, 213.91; and

WHEREAS, the proposed settlement amount is correct according to the department calculations, and will be fully settled once executed; and

WHEREAS, the Health and Human Services Committee and the Government Operations Committee have reviewed and approved the execution of the Settlement Agreement with regard to same;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Supervisors be and hereby is authorized to execute a Settlement Agreement.

Dated: May 10, 2022

Alexander Stepanski, Chairman
Health and Human Services Committee

Mary Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**ABOLISHING AN OFFICE ASSISTANT III POSITON AND
CREATING A PRINCIPAL ACCOUNT CLERK POSITION IN
THE PLANNING DEPARTMENT'S WORKFORCE DEVELOPMENT DIVISION**

WHEREAS, an Office Assistant III will retire on May 26, 2022; and

WHEREAS, the Planning Director has requested the Office Assistant III position be abolished and that a Principal Account Clerk position be created; and

WHEREAS, the Personnel Officer certifies that Principal Account Clerk is the appropriate classification based on the description of duties submitted for this position; and

WHEREAS, this request has been reviewed and approved in accordance with the vacancy review procedure by the Planning, Economic Development, Environmental and Intergovernmental Affairs Committee and the Government Operations Committee,

NOW, THEREFORE BE IT RESOLVED that one full-time Office Assistant III Services position be and hereby is abolished effective May 26, 2022; and

BE IT FURTHER RESOLVED that one full-time Principal Account Clerk position be and hereby is created effective May 27, 2022; and

BE IT FURTHER RESOLVED that the Planning Director be and hereby is authorized to fill said position at the 2022 hourly rate of \$23.01 in accordance with Civil Service Law and Rule and the Agreement between the County and the Civil Service Employees Association, White Collar unit effective May 27, 2022.

Dated: May 10, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**CREATING A TEMPORARY, PART-TIME POSITION
IN THE PLANNING DEPARTMENT'S WORKFORCE DEVELOPMENT DIVISION**

WHEREAS, an Office Assistant III in the Planning Department's Workforce Development division will retire on May 26, 2022; and

WHEREAS, the County Planning Director has requested the creation of a temporary Office Assistant III position for said retiree to return to in order to accomplish a successful transition following the retirement; and

WHEREAS, the salary for this position will be funded through appropriations in the department's 2022 adopted budget; and

WHEREAS, this request has been reviewed and approved in accordance with the vacancy review procedure by the Planning, Economic Development, Environmental and Intergovernmental Affairs Committee and the Government Operations Committee,

NOW, THEREFORE BE IT RESOLVED that one (1) temporary part-time Office Assistant III position be and hereby is created effective immediately,

BE IT FURTHER RESOLVED that the County Planning Director hereby is authorized to fill said position at an hourly rate of \$22.45 in accordance with Civil Service Law and Rule and county policies and procedures upon the retirement of the OAIIL.

Dated: May 10, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**CREATING A TEMPORARY STUDENT INTERN POSITION
IN THE OFFICE OF THE COUNTY CLERK**

WHEREAS, the County Clerk has requested the creation of one (1) temporary, full-time Student Intern position in the Office of the County Clerk; and

WHEREAS, the salary and fringe benefits for said position will be fully funded through the appropriations in the 2022 County Clerk's departmental budget; and

WHEREAS, this request has been reviewed and approved in accordance with the vacancy review procedure by the Finance, Ways and Means and the Government Operations Committees,

NOW, THEREFORE BE IT RESOLVED that one (1) temporary, full-time Student Intern position be and hereby is created in the County Clerk's Office effective immediately; and

BE IT FURTHER RESOLVED that the County Clerk is hereby authorized to fill said position at a 2022 rate of \$13.75/hour in accordance with County policy and procedure.

Dated: May 10, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee

RESOLUTION NO. _____

**CREATING A FULL-TIME PUBLIC SAFETY SYSTEMS COORDINATOR
POSITION IN THE OFFICE OF EMERGENCY MANAGEMENT**

WHEREAS, the Director of Emergency Management Services has reviewed the organizational structure of the Office of Emergency Management and has determined the need for a full-time Public Safety Systems Coordinator; and

WHEREAS, the said position would, among other duties, be responsible to ensure the proper operating condition of essential public safety systems used by the 911 Communications Center; and

WHEREAS, the Personnel Officer certifies that Public Safety Systems Coordinator is the appropriate classification based on the description of duties submitted for this position; and

WHEREAS, this request was reviewed and approved in accordance with the vacancy review procedure by the Criminal Justice Committee and the Government Operations Committee,

NOW, THEREFORE BE IT RESOLVED that one full-time Public Safety Systems Coordinator position be and hereby is created effective immediately and be allocated to Grade M of the White Collar Bargaining Agreement; and

BE IT FURTHER RESOLVED that the Director of Emergency Management Services be and hereby is authorized to fill said position at the 2022 hourly rate of \$27.35 in accordance with Civil Service Law and Rule and the Agreement between the County and the Civil Service Employees Association, White Collar unit effective immediately,

Dated: May 10, 2022

Mary B. Cavanagh, Chairwoman
Government Operations Committee