

Information Technology Departmental Highlights (12/3/08 – 6/22/09)

1) Infrastructure

- a. Migrated data from old servers to new servers –Sheriff, Social Service home directories and email
- b. Ongoing monthly vulnerability scan – identifying and resolving any security concerns (CSCIC & Qualsys)
- c. Updated all virtual servers to high availability virtual center 2.5
- d. Establish reimaging procedure for loan units (Cyber Security)
- e. Firewall and switch configuration changes for new ACS server
- f. Firewall configuration changes for Tax History integration with Image Mate Online web application
- g. Evaluating and quoting cooling solution for data center
- h. Evaluating desktop units/thin clients/virtual clients and backend infrastructure to deliver solutions
- i. Evaluating URL filter/Security solution for URL filter replacement

2) Application Development

- a. Safety Officer -- created database to store and report on survey
- b. Board of Supervisors – created database to track county vehicle titles
- c. Veterans – created database to store and report on transportation survey
- d. Youth Bureau/Alternative Sentencing – Values Improvement Program (VIP), store clients, print letters, reports
- e. Youth Bureau/Alternative Sentencing – Information store on Day Reporting clients
- f. Public Health – Created DPNL (Deceased Person Notification Log) lookup for Public Health based upon data collected in Dispatch. This helps to clarify billing issues

3) Application Support

- a. Public Health – Updated SQL 2005 on 40 mobile units, Preparation to Release 05.01 of Encore Financial, Clinical and Interface, CellTrak
- b. Personnel/Treasurer/Administration/Miscellaneous Departments – Maintain Kronos Time and Attendance to modify pay and schedule related to Handbook changes, Teamsters and CSEA contracts, Blood Donation and Cancer Screening, Pool Balances, DPW from 8 to 10 hour days
- c. Social Services - Redeveloped Transportation to provide additional reporting to help determine use of the transportation program
- d. Real Property – RPSV4 Updates, Export/Import map data for web
- e. Redevelopment of applications from Access databases to SQL
- f. Administration – Improved Fixed Assets application to track insurance premiums on vehicles and equipment
- g. Buildings and Grounds – Proteus upgrade (phone)
- h. Print various leaflets, brochures, posters, invitations and reports for Public Health, EOC, Youth Bureau, Board of Elections, Administration and Real Property
- i. Treasurer/Personnel – continued support of Payroll, migration and testing for upcoming version update
- j. Personnel – Extraction of compensated time hours from Time and Attendance to Payroll
- k. DPW – Improved applications in department for better information sharing , Cummins & Alldata updates

4) Hardware Install and Support

- a. Maintain and Troubleshoot Hardware and Software for 500 plus (pcs and printers) units throughout the county
- b. Maintain switches, routers throughout county
- c. Clean several workstations of malware and virus
- d. Configure and Install 16 new mobile units at Public Health and subsequently redeploy 16 mobile units
- e. Support time clocks in field – identify problem areas with respect to connectivity
- f. Probation and Board of Supervisors – Scanning and Faxing from desktop
- g. Sheriff – Install ID System and related hardware, Commissary PC and related switch configurations, support mobile units
- h. Received over 895 help desk calls

Information Technology Departmental Highlights (12/3/08 – 6/22/09) Continued

5) Communication and Training

- a. Further enhancement of co.washington.ny.us site.
 - i. Public Safety
 - ii. Board of Supervisors to include Budget, Committee and Board Meeting Minutes
 - iii. District Attorney
 - iv. Public Works – Storm Water Information
 - v. Board of Elections – Special Election, Election Calendar
 - vi. County Clerk – County/Town/Village Directory
 - vii. Youth Bureau – Calendar, Youth Alive @ 25, Photo Slide Show
 - viii. Planning – Annual Report
 - ix. Public Health – Annual Report
 - x. Social Services – Annual Report
- b. Further enhancement of COWNET/WASHPORTAL (Intranet) site
 - i. Memo Postings
 - ii. Wellness Information
 - iii. Safety PINS
 - iv. Policy Updates
 - v. County Handbook Updates
 - vi. Updated phone listing, exported from phone system
- c. Created training material that can be used for all Time and Attendance Managers to learn how to use the system, posted internally on Intranet.
- d. Internal Professional Development for IT Staff on Cyber Security. Update on the latest threats and technologies of cyber attacks on government agencies presented and discussed.
- e. Continued development of information and Powerpoint presentation to address Cyber Security threats. Information is now being posted on the County Intranet. This will continue with a flyer and monthly newsletter highlighting current security issues.
- f. Continued updates on Broadband Initiatives
- g. Continued review, research and follow up from Committee Meetings
- h. Continued communications with NYS departments related to projects with local impact



WASHINGTON COUNTY
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TO: Government Operations Committee
 FROM: Kevin Hayes, County Administrator
 DATE: June 23, 2009
 RE: Lake Lauderdale Revenue

Based on Lake Lauderdale's current 54-day schedule for the summer, personnel costs will total \$20,070. There is currently \$19,551 in the budget – a shortage of \$519. However, approximately \$6,300 in revenue is not included in the 2009 budget, less the \$510 needed to cover the budget shortfall, this leaves \$5,781 in additional funds that could be used to provide more open days at the park. A budget breakdown for both parks is attached.

One day's payroll costs \$388. The additional \$5,781 would allow for 14.9 more days to be added to the schedule ($\$388 \times 14.9 = \$5,781.20$). A current schedule for both parks will be distributed. Note: The supply and repair & maintenance lines may need to be increased to cover operating costs (ie: printing season passes and any unexpected repairs).

REVENUE BREAKDOWN – Lake Lauderdale

LOCAL CONTRIBUTIONS

Cambridge Youth Commission	\$100
Town of Jackson	\$500
Town of Argyle	\$500
Town of Salem	\$1,000
Town of White Creek	\$1,000
Town of Cambridge	<u>\$1,000</u>
	\$4,100

SEASON PARKING PASSES

Revenue from season parking passes: 160 passes sold to date at \$20 each = \$3,200

PAVILLION RESERVATION

The County has approximately \$2,000 in prepaid reservations for the pavilion. It is very likely this amount will end up being close to last years about at \$5,000+.

DAILY PARKING

Currently, \$1.00 parking is netting approximately \$50 per day. This may decline a bit due to the use of season passes.

2009 REVENUE PROJECTION	Budget	Projected	Variance
Recreation Fees	\$4,500	\$5,000	\$500
Daily Parking	\$1,500	\$2,000	\$500
Season Pass	\$2,000	\$3,200	\$1,200
Local Contribution	\$0	\$4,100	\$4,100
Soil & Water Grant	\$7,000	\$7,000	\$0
TOTAL	\$15,000	\$21,300	\$6,300

LAUDERDALE PARK

A7111

EXPENSES	2008 Actual Expenses	2009					Total Budget
		Original Budget	Per Res. No. 86	Per Res No. 137	Per Res No. 158	Per Res No. 177	
Personnel	32,751.58	14,500	(1,449)	6,500	0	0	19,551
Equipment	0.00	0					0
Contractual:							
Telephone	336.71		337				337
Electric	1,112.14		1,112				1,112
Repair & Maintenance	5,495.08		0			1,500	1,500
Miscellaneous	562.06						
Soil & Water Grant	0.00				7,000		7,000
TOTAL EXPENSE	40,257.57	14,500	0	6,500	7,000	1,500	29,500

REVENUE

Recreation Fees	5,538.00			4,500			4,500
Daily Parking						1,500	1,500
Season Parking				2,000			2,000
Local Contribution							
Soil & Water Grant					7,000		7,000
TOTAL REVENUE	5,538.00	-	-	6,500	7,000	1,500	15,000

NET COST	34,719.57	14,500	-	-	-	-	14,500
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- 1) Resolution No. 86 - Move funds from Personnel (.1) to Contractual (.4) to cover telephone & electricity
- 2) Resolution No. 137 - Recognize revenue from parking fees not included in 2009 budget, apply to Personnel line
- 3) Resolution No. 158 - Recognize Soil & Water grant funding to be used at park, apply to contractual
- 4) Resolution No. 177 - Recognize additional revenue from recreation charges, apply to Personnel line

HULETT'S PARK

A7110

EXPENSES	2008 Actual Expenses	2009				Total Budget
		2009 Adopted Budget	Per Res. No. 86	Per Res No. 138	Per Res No. 177	
Personnel	29,628.02	14,500	(1,405)	15,500	(1,500)	27,095
Equipment	0.00	0	0	0	0	0
Contractual:						
Telephone	366.72		367			367
Office Supplies	28.56		0			0
Electric	939.77		940			940
Repair & Maintenance	2,277.67		98		1,500	1,598
Miscellaneous	549.67		0			0
TOTAL EXPENSE	33,790.41	14,500	0	15,500	0	30,000

REVENUE

Parks & Recreation	2,231.00			1,500		1,500
Reimbursement - Dresden				14,000		14,000
TOTAL REVENUE	2,231.00	-	-	15,500	-	15,500

NET COST	31,559.41	14,500	-	-	-	14,500
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- 1) Resolution No. 86 - Move funds from Personnel (.1) to Contractual (.4) to cover telephone, electricity & propane
- 2) Resolution No. 138 -Recognize additional revenue not included in 2009 budget, apply to personnel line
- 3) Resolution No. 177 - Move funds from Personnel (.1) to Contractual (.4) to cover repair & maintenace

PLAIN LANGUAGE GUIDE TO GOVERNMENT ETHICS AND CONFLICTS OF INTEREST FOR WASHINGTON COUNTY OFFICERS AND EMPLOYEES

INTRODUCTION

The citizenry of Washington County are entitled to the expectation of exemplary ethical behavior from their county officers, employees and appointed officials, and this law is intended to create the minimum standards which constitute that behavior.

WHO MUST COMPLY

Any officer or employee of the County of Washington and any elected officials, appointed officials and heads of any agency, institution, department, office, branch, division, council, commission, board or bureau of the County of Washington whether paid or unpaid.

PROHIBITED ACTIVITIES

No officer or employee shall have an interest, direct or indirect, which conflicts with their duty to the County or which could adversely affect an individual's judgment in the discharge of his or her responsibilities.

1. **County Contracts:** You may not participate in making a County contract if you have a financial interest in the contract. You may not be a member of the Board of Supervisors, or any board, committee or commission whose approval is required to make a County contract in which you have a financial interest.

2. **Moonlighting:** You may not have an outside job that conflicts with your duties as a County officer or employee.

3. **Gifts:** You may not accept gifts or favors worth more than \$75.00 per year (in the aggregate) from anyone other than your parent, spouse or child, if you know the person is doing business with the County.

4. **Confidentiality:** You may not disclose confidential County information or use it for any non-County purpose.

5. You may not take an action or fail to take an action if doing so might financially benefit you, a member of your immediate family, or anyone with whom you have a business or financial relationship.

DISCLOSURE OF INTEREST

As soon as you face a real or potential conflict of interest or violation, you must disclose the same, in writing, to the County agency involved and to the Board of Ethics. You must also refrain from any participation in the matter.

ANNUAL FINANCIAL DISCLOSURE

Depending on the County position you hold, you may be required to file an annual financial disclosure statement with the Board of Ethics.

CERTIFICATION OF REVIEW

You must certify annually that you have reviewed the Code of Ethics.

BOARD OF ETHICS

You may request confidential advisory opinions from the Board of Ethics. For further information or to obtain answers to specific questions, you may write or call the Board of Ethics at:

ADDITIONAL CAVEATS

There are other issues, including things prohibited by County policy, State and/or Federal laws, you should be aware of:

1. You may not use County letterhead, personnel, equipment, supplies or resources, including the County e-mail system and telephones, for a non-County purpose, nor may you pursue personal or private activities during times when you are required to work for the County (County Personnel Handbook, Electronic Communications Policy and NYS law).
2. You may be an officer or director of a not-for-profit organization that does business with the County if you do this activity on your own time and the organization has no dealings with the County (unless your agency head or the Board of Supervisors approves in which case your attendance may be on County time). Your membership/participation should be disclosed as stated herein.
3. In some cases, depending on whether you are an elected official and are principally employed in connection with programs financed in whole or in part by loans or grants made by the United States or a federal agency, you may not be a candidate for public office in a partisan election, use official authority or influence to interfere with or affect the results of an election or nomination, or directly or indirectly coerce contributions from subordinates in support of a political party or candidate. (Federal Law: Hatch Act)
4. A public servant is guilty of official misconduct when, with intent to obtain a benefit or deprive another person of a benefit:
 1. He commits an act relating to his office but constituting an unauthorized exercise of his official functions, knowing that such act is unauthorized; or
 2. He knowingly refrains from performing a duty which is imposed upon him by law or is clearly inherent in the nature of his office.

Official misconduct is a class A misdemeanor pursuant to NYS Penal Law §195.00

WordPerfect Document Compare Summary

Original document: Q:\Data\CtyAtty\ETHICS\Washington County Ethics Law.wpd

Revised document: Q:\Data\CtyAtty\ETHICS\Washington County Ethics Law No Form.wpd

Deletions are shown with the following attributes and color:

~~Strikeout~~, Blue RGB(0,0,255).

Deleted text is shown as full text.

Insertions are shown with the following attributes and color:

Double Underline, Redline, Red RGB(255,0,0).

The document was marked with 14 Deletions, 13 Insertions, 0 Moves.

WASHINGTON COUNTY ETHICS LAW

I. PURPOSE

The purpose of this law is to create the Washington County Ethics and Disclosure Law in compliance with Article 18 of the New York State General Municipal Law. The citizenry of Washington County are entitled to the expectation of exemplary ethical behavior from their county officers, employees and appointed officials, and this law is intended to create the minimum standards which constitute that behavior. This legislation recognizes that varying degree of professional and governmental responsibility warrant equitable requirements of disclosure in pursuit of official integrity, which must be balanced against individual constitutional rights. Any particulars not determined in this law shall be construed within the provisions of General Municipal Law Article 18.

II. DEFINITIONS

Unless otherwise indicated, the following terms shall be defined such for the purpose of the Washington County Ethics Law:

- (a) "Agency" means any of the divisions of County government, referred to in subdivision (d) of this section except the legislature.
- (b) "Appropriate body" pursuant to Article 18 of General Municipal Law means the Board of Ethics of the County of Washington.
- (c) "Child" means any son, daughter, step-son or step-daughter of a County Officer, employee or appointed official if such child is under 18 or is a dependent of the officer, employee or appointed official as defined in the Internal Revenue Code Section 152 (a) (1) and (2) and any amendment thereto.
- (d) "County" means the County of Washington or any department, board, executive division, institution, office, branch, bureau, commission, agency, legislature or other division or part thereof.
- (e) "Interest" means a direct or indirect pecuniary or material benefit accruing to a County officer, employee or appointed official, his or her spouse, or child whether as the result of a contract with the County or otherwise. For the purpose of this chapter, a County Officer, employee or appointed official shall be deemed to have an interest in the contract of (i) his/her spouse and children, except a contract of employment with the County, (ii) a firm, partnership or association of which such officer, employee or appointed official or his/her spouse or child is a member or employee, (iii) a corporation of which such officer, employee or appointed

official, or his/her spouse or child is an officer or director; and (iv) the outstanding capital stock of a corporation which is owned by an officer, employee or appointed official, or his/her spouse or child.

- (f) "Legislation" means a matter which appears upon the calendar or agenda of the Board of Supervisors of Washington County or upon a committee thereof which any official action has been taken and shall include adopted acts, local laws, ordinances or resolutions.
- (g) "Officer" or "employee" means any officer or employee of the County of Washington and any elected officials, appointed officials and heads of any agency, institution, department, office, branch, division, council, commission, board of bureau of the County of Washington whether paid or unpaid.
- (h) "County elected official" means a member of the County Board of Supervisors, the County Clerk, the District Attorney, the County Coroner, the County Treasurer or the Sheriff.
- (i) "Appointed official" means any individual who is appointed by the Board of Supervisors to any agency, institution, department, office, branch, division, council, commission, board or bureau whether unpaid or paid.
- (j) "Relative" means a spouse or child of a County officer, employee or appointed official.
- (k) "Reporting officer, employee or appointed official" means an officer, employee or appointed official or a candidate for county elected office who is required to complete and file an annual statement of financial disclosure pursuant to this Resolution.
- (l) "Spouse" means the husband or wife of an officer, employee or appointed official subject to the provisions of this Resolution unless legally separated from such officer, employee or appointed official.
- (m) "Jurisdiction" shall mean having authority, capacity, power or right to act with regard to the management and administration of policy and supervision of personnel for the county agency (as defined above at II (3) (a) in which she/he is an officer, employee or appointed official (as defined above at II (1) (g).

- (n) ~~“Reporting Category” for the purpose of completing the financial disclosure reports (Forms A, B and C, pursuant to Article IV, sections 3, 4 and 5 of this law) means the category of interest, income, value or worth of said reported items. No exact dollar amounts are to be included in the completion of the statements of financial disclosure, rather all amounts are to be indicated using the following categories:~~

“A”. \$0 - \$5,000	“D”. \$25,001 - \$50,000
“B”. \$5,001 - \$10,000	“E”. \$50,001 - \$100,000
“C”. \$10,001 - \$25,000	“F”. Over \$100,001

~~“Chief Elected Official” means, for the purposes of interpreting this Resolution~~Local Law only, the Chairman of the Board of Supervisors of Washington County, or his or her designee.

III. CODE OF ETHICS

A. Prohibited Activities

It is the policy of the County Board of Supervisors that all officers and employees must avoid conflicts or potential conflicts of interest. A conflict or a potential conflict exists whenever an officer, employee or their relative as defined above in II (1) (j) has an interest, direct or indirect, which conflicts with their duty to the County or which could adversely affect an individual’s judgment in the discharge of his or her responsibilities. No officer, employee or their relatives shall:

1. Take action or participate in any manner whatsoever in his or her official capacity in the discussion, negotiation or awarding of any contract or in any business or professional dealings with the County of Washington or any agency thereof in which the official or employee has or will have an interest, direct or indirect, in such contract or professional dealings.
2. Engage in, solicit, negotiate for or promise to accept private employment or render services for his or her personal benefit when such employment or service creates a conflict or impairs the proper discharge of his or her official duties.
3. Solicit, directly or indirectly, any give, or receive or accept any gift having the value of Seventy-five (\$75.00) Dollars, or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or in any other form under circumstances in which it could be reasonably inferred that the gift was intended to influence him or her, or could reasonably be expected to influence him or her, in the performance of his or her official duties or was intended as a reward for any official action on his or her part.

4. Disclose confidential financial information acquired in the course of his or her official duties or use such information to further his or her personal interest.
5. Take action on a matter before the County or any instrumentality thereof when, to his or her knowledge, the performance of that action would provide a pecuniary or material benefit to himself for herself.

IV. DISCLOSURE ON INTEREST

1. Any officer or their relative who has, will have or intends to acquire a direct or indirect interest in any matter being considered by the Board of Supervisors of the County of Washington or by any other official, Board, Agency, officer or employee of the County of Washington, and who participates in the discussion before or who gives an opinion or gives advice to any Board, Agency or individual considering the same, shall publicly disclose on the official record the nature and the extent of such interest.
2. Any officer or employee of the County of Washington or their relative, who has knowledge of any matter being considered by any Board, Agency, officer or employee of the County of Washington in which matter he or she has will have or intends to acquire any direct or indirect interest, shall be required immediately to disclose, in writing, his or her interest to such Board, Agency, officer or employee, and the nature and the extent thereof, to the degree that such disclosure gives substantial notice any potential conflict of interest.
3. On or before January 31 of each year for which the employment is in effect, the "Chief Elected Official" shall promulgate two lists, to be known as "Level A" and "Level B", a list of all positions required to provide financial disclosure. Said lists are discretionary in nature, subject to the law as determined by this ResolutionLocal Law and to be construed within Article 18 of the New York State General Municipal Law.

~~4. "Level A" financial disclosure shall be accomplished by the completion of a form substantially similar to that of the "Level A" form attached to this law, which is incorporated in substance by reference herein. "Level A" financial disclosure shall be required through the discretionary designation of the "Chief Elected Official", as state din (IV) (3) above, and is applicable to those designated in Article II, sections g, h, and i, above. This statement shall be completed and returned to the Ethics Board on or before May 15 of the year for which the employment is in effect.~~

~~5. "Level B" financial disclosure shall be accomplished by the completion of a form substantially similar to that of the "Level B" form attached to this law, which is incorporated in substance by reference herein. "Level B" financial disclosure shall be required through the discretionary designation of the "Chief Elected~~

~~Official”, as stated in (IV) (3) above, and is applicable to those who may not fall within the specific purview of (IV) (4), above, but are with proper discretion, deemed to be “policymaking” within the construction of Article 18 of the New York State General Municipal Law. This statement shall be completed and returned to the Ethics Board on or before May 15 of the year for which the employment is in effect.~~

4. A person who is subject to the filing requirements of this Resolution from more than one county may satisfy the requirement by filing only one annual statement of financial disclosure, and filing with the other(s) a notice that such filing has been made, inclusive of the date and place of the filing.
5. Any person who is subject to the reporting requirement of this Resolution and who has or shall timely file with the Internal Revenue Service an application for automatic extension of time in which to file his/her individual income tax return for the immediately preceding calendar or fiscal year which would extend filing with the IRS beyond May 15 of that year shall be required to submit notice of said application on or before March 31 of the year in which the employment is in effect. Such person shall file a completed disclosure form, absent only the portion stated within the application for automatic extension, on or before May 15 of the year for which the employment is in effect, and a supplementary statement is filed within fifteen (15) days of the expiration of the automatic extension.
6. Any person who is required to file an annual statement of financial disclosure may request, prior to May 1, of the year for which the employment is in effect, an extension of filing for an additional specific period of time. Such request shall be made in writing to the Board of Ethics, with approval based upon substantiation of justifiable cause or undue hardship. The Board of Ethics may grant or deny the request, by vote of the membership, and extensions shall be for the specific period of additional time requested.
7. Any person required to file an annual statement of financial disclosure who become so required, or experiences a change in reporting levels, or becomes a candidate for county elected office, after March 15 of the year for which the employment is in effect, shall file the appropriate annual statement within thirty (30) days.

V. ANNUAL CODE OF ETHICS REVIEW

1. Every official and employee is required to attest on an annual basis that he or she has reviewed the Code of Ethics of the County of Washington, to be made on or before March 31 of the year for which the employment is in effect. Said attestation is to be filed with the Washington County Ethics Board and may be

made by so certifying on the annual disclosure statement.

VI. ETHICS BOARD

~~(Note: The creation of a Board of Ethics is optional under Chapter 813 of the Laws of 1987. At implementing discretion, these requirements may also be fulfilled by filing with the Temporary State Commission on Local Government Ethics, pursuant to Article 18 of the General Municipal Law. Counties which must file need only to designate one or the other; no duplicate filing is necessary.)~~

1. Establishment

The Legislature of the County of Washington, pursuant to Article 18 of the New York General Municipal Law, hereby establishes the Washington County Board of Ethics, responsible for ensuring full compliance with this code of ethics and disclosure. The Ethics Board shall consist of five (5) members, a majority of whom shall not be officers or employee of Washington County and at least one of whom shall be an elected or appointed officer or employee of Washington County. Each member shall be approved by majority vote of the entire Board of Supervisors. Three (3) member of the Ethics Board shall constitute a quorum. Any action fo the Board requires three affirmative votes.

2. Membership

Members of the Ethics Board shall serve without compensation, but shall be entitled to reimbursement of reasonable expenses and for mileage, in accordance with rules established by the Board of Supervisors. Members of the Ethics Board shall be construed under this Local Law as policymaking officials, and thus be subject to all of the appropriate ethic and disclosure requirements.

The members of the Ethic Boards shall serve at the pleasure of the Board of Supervisors. Members of the Ethics Board shall not serve more than four (4) consecutive years.

3. Removal

In addition to penalties defined specifically for violation of the Washington County Ethics Law, and other pertinent Sections of local, state and federal law, members of the Ethics Board may be removed for cause by the Chairman of the Board of Supervisors with the concurrence of the Board of Supervisors. Prior to

removal, the Ethics Board member shall be given written notice of the grounds for removal and an opportunity to reply.

4. Powers and Duties

- a) The Board of Ethics shall possess all powers and duties authorized by Section 808 of General Municipal Law.
- b) The Board of Ethics shall be the repository for completed annual statements of financial disclosure, pursuant to section 808 (5) of the General Municipal Law and Article IV herein and such written instrument, affidavits, and disclosures as required under this ~~Resolution~~Local Law.
- c) The Board of Ethics shall possess, exercise and enjoy all rights, powers and privileges necessary and proper to the enforcement of the Code of Ethics and completion and filing by reporting officers, employees and appointed officials of the County of annual statements of financial disclosure required by this act.
- d) The Board of Ethics shall promulgate rules and regulations in furtherance of its powers and duties enumerated herein. Said rules and regulations shall include rules governing the conduct of adjudicatory proceedings and appeals relating to the assessment of the civil penalties herein authorized. The Board of Supervisors may empower the Board of Ethics to subpoena any individual, whether or not a County officer, employee or appointed official, and any document or thing the Board of Ethics deems necessary to the resolution of any pending adjudicatory proceeding or matter.
- e) The Board of Ethics shall render advisory opinions in writing regarding specific matters pertaining to filing and reporting categories, to officers, employees and appointed officials of the County with respect to this Resolution and Article Eighteen of the General Municipal Law. Such opinions shall be rendered only upon written request by the officer, employee or appointed official concerning only the subject of the inquiry as it pertains to the requesting individual's own filing requirements.
- f) Such opinions shall not be made public or disclosed unless required by the Freedom of Information Law (Public Officers Law Article 6) or required for use in a disciplinary proceeding or proceeding under Article VI of this Resolution involving the officer, employee or appointed official who requested the advisory opinion. Whenever a request for access to an

advisory opinion herein is received, the officer, employee or appointed official who requested the opinion shall be notified of the request within forty-eight (48) hours of the receipt of the request. ~~Under no circumstances shall the "Reporting Categories" be disclosed to the public, as stated in New York State General Municipal Law Section 813.18(a)(1).~~

- g) The Chairman of the Board of Supervisors shall designate an attorney admitted to practice in the State of New York to serve as counsel to the Board of Ethics, who may be the County Attorney, and to fix his compensation for services which shall be payable to him in addition to his official compensation. The Ethics Board shall be empowered to:
- 1) Retain and employ support staff within the limits of the amounts appropriated by the Board of Supervisors for the use of the Ethics Board, and
 - 2) with the consent of the Chairman of the Board of Supervisors to use agents, employees and facilities of Washington County.

VII. APPEAL OF DESIGNATION OF POLICY MAKING POSITION

Appeal may be taken by the filing of written petition in opposition to such designation within thirty (30) days from the date that the designation was filed with the Washington County Board of Ethics. Upon receipt of the petition, the Board of Ethics shall make a determination upon the merits of the application within thirty (30) days.

VIII. PENALTIES

A reporting individual who knowingly and willfully fails to file an annual statement of financial disclosure or who knowingly and willfully with intent to deceive makes a false statement or gives information with such individual knows to be false on such statement of financial disclosure filed pursuant to this section shall be assessed a civil penalty in an amount not to exceed ten thousand dollars. Assessment of a civil penalty hereunder shall be made by the Washington County Board of Ethics. For a violation of this section, other than for conduct which constitutes a violation of subdivision twelve of section seventy-three of the Public Officers Law, the Washington County Board of Ethics may, in lieu of civil penalty, refer a violation to the appropriate prosecutor and upon such conviction, but only after such referral, such violation shall be punishable as a Class A misdemeanor. ~~A civil penalty for false filing may not be imposed hereunder in the event a category of "value" or "amount" reported hereunder is incorrect unless such reported information is falsely understated.~~ Upon an appropriate determination and vote, the Washington County Ethics Board may file a written recommendation with the Chief Elected Official or other disciplinary body, establishing grounds for removal for cause, in accordance with other provisions of the Washington County Law pertaining to officers, officials and employees and rules governing conduct. Notwithstanding any other provision of law to the

contrary, no other penalty, civil or criminal may be imposed for a failure to file, or for a false filing, of such statement, except that the appointing authority may impose disciplinary action as otherwise provided by law. The Washington County Board of Ethics shall adopt rules governing the conduct of adjudicatory proceedings and appeals relating to the assessment of the civil penalties herein authorized. Such rules shall provide for due process procedural mechanisms substantially similar to those set forth in Article Three of the State Administrative Procedure Act but such mechanisms need not be identical in terms or scope. Assessment of a civil penalty shall be final unless modified, suspended or vacated within thirty days of imposition and upon becoming final shall be subject to review at the instance of the affected reporting individual in a proceeding commenced against the Washington County Board of Ethics pursuant to Article ~~seventy-eight~~Seventy-Eight of the Civil Practice Law and Rules.

IX. ANNUAL STATEMENT OF FINANCIAL DISCLOSURE

The Washington County Board of Ethics will recommend to the Board of Supervisors hereby designates Forms "Level A" and "Level B", as attached, as substantially incorporated by reference, as the annual a form or forms which, after adoption by resolution of the Board of Supervisors will serve as the annual statement of financial disclosure for the purpose of fulfilling the requirements of Article IV, sections 3, 4, and 5, respectively, of the Washington County Ethics and Disclosure Law. Said form or forms will serve as the annual statement until changed by resolution of the Board of Supervisors.

X. SEVERABILITY

The various elements of the Washington County Ethics Law are explicitly intended to be construed within the application of Article 18 of the New York State General Municipal Law. Should any portion of this law be determined to be unconstitutional or improper, said determination shall be no baring on the severable remainder of this ResolutionLocal Law.

Amend Employee Handbook

Section: Benefits
Subsection: Health Insurance

Issue Date: 6/23/09 **Section #7.008**
Revised Date: 6/23/09 **Page 1**

Section 2. County & Employee Share of Health Insurance Premium

A. Effective 1/1/97, all non-union employees and all retirees (retiring after 1/1/97) will pay 10 % of the single coverage or 20% of the two-person or family coverage. Washington County will pay the remaining portion.

Change to:

A. Effective 6/1/09, all non-union employees and all retirees (retiring after 1/1/97) will pay 12% of the single coverage or 20% of the two-person or family coverage. Washington County will pay the remaining portion.

Section: Attendance and Standards of Conduct
Subsection: Family and Medical Leave Act

Issue Date: 6/23/09 **Section #4.008**
Revised Date: 6/23/09 **Page 2**

If an employee has accumulated vacation, personal, or sick time, they may elect to use this time to remain on the payroll (first payroll of the month) for their employee's health insurance contribution. (See Health Insurance Section #7.008).

Change to:

If an employee has accumulated vacation, personal, or sick time, they may elect to use this time to remain on the payroll (first and second payments of the month) for their employee's health insurance contribution. (See Health Insurance Section #7.008).

Section: Benefits
Subsection: Disability Benefit Policy

Issue Date: 6/23/09 **Section #7.004**
Revised Date: 6/23/09 **Page 1**

If an employee has accumulated vacation or personal time, they may elect to use this time to remain on the payroll (first payment of the month) for their employee's health insurance contribution. (See Health Insurance Section)

Change to:

If an employee has accumulated vacation or personal time, they may elect to use this time to remain on the payroll (first and second payments of the month) for their employee's health insurance contribution. (See Health Insurance Section #7.008).

Amend Employee Handbook

Section: Benefits
Subsection: Workers' Compensation

Issue Date: 6/23/09 **Section #7.005**
Revised Date: 6/23/09 **Page 1**

If an employee has accumulated vacation, personal time, or sick time, they may elect to use this time to remain on the payroll (first payment of the month) for their employee's health insurance contribution. (See Health Insurance: Section #7.008).

Change to:

If an employee has accumulated vacation, personal time, or sick time, they may elect to use this time to remain on the payroll (first and second payment of the month) for their employee's health insurance contribution. (See Health Insurance Section #7.008).