

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES
JUNE 23, 2009

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: Henke, Trinkle, G. Hall, Lindsay, Alexander

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Brown, Sady

SUPERVISORS: Wilbur, LaPointe, Banks, Rymph, Shay, Scribner

Debra Prehoda, Clerk

Kevin Hayes, County Administrator

Harrison Steves, Supt. Bldgs. & Grounds

Roger Wickes, County Attorney

Karen Pratt, Director IT

Barb Winchell, Personnel Director

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Approval of Minutes – May 20, 2009
- 3) Presentation – Benetech (Erroneously listed from prior month's agenda.)
- 4) Department Reports/Requests
 - A. Information Technology
 - 1) Department Updates
 - B. Buildings & Grounds
 - 1) Monthly Update
 - C. County Administrator
 - 1) County Parks Budget Update
 - 2) Ethics Board Update
- 5) Employee Handbook Updates
 - 1) Health Insurance – An Employee may elect to remain on the payroll for their employee's health insurance contribution (1st/2nd payment of the month)
- 6) Other Business
- 7) Department Head Evaluation – Director of Real Property Tax Services
- 8) Adjournment

Chairman Henke called the meeting to order at 10:00 A.M.

A motion to approve the minutes of the May 20, 2009 meeting was moved by Mr. Alexander, seconded by Mr. Lindsay and adopted.

INFORMATION TECHNOLOGY: Karen Pratt, Director, addressed the following items with the committee:

- Department Updates: Karen distributed a handout listing department activities for the first half of the year attached. She highlighted that they have been working on cyber security.

BUILDINGS & GROUNDS: Harrison Steves, Superintendent, addressed the following item with the committee:

- Monthly Updates, handout on file. Harrison distributed a handout listing the following May projects:
 - NYSERDA application should be here by the end of June
 - Completed Roof Project (budgeted \$177,000, spent \$144,000, saved \$33,000)
 - Lauderdale Park open (Fees collected \$545 – Parking & \$2,738 – Reservations)
 - Huletts Park not open until June 26th (Fees collected \$660 – Reservations)
 - Summer work completed @ St. Paul's Head Start, starting mowing at Dix Ave
 - Sheet rocked walls in County Clerks, Painting & carpeting will be done 1st week of

July

- Looking into motion sensors, have one coming for testing
- Working with DPW on overhead doors – Overhead Doors install & Buildings and Grounds wires the doors (saving DPW contractor's wiring fee)
- Contractor will replace steps (A loading dock to basement) in July
- Bricks over 'A' entrance will be replaced in the Fall
- Installing windows in DPW main shop – replacing old drafty ones & insulating shop
- Air handler #1 – running one schedule for the summer (Mon – Fri, 6am –5:30pm and Sat, 6am –2pm for Civil Service Exams)
- Will be getting design from Paul Martin to only run one air handler in the winter (Dispatch)

COUNTY ADMINISTRATOR: Kevin Hayes, County Administrator, addressed the following items with the committee: (handouts: Lake Lauderdale Revenues & 2009 Schedule for both parks, on file)

- County Parks Budget Update – The attached handout details Lauderdale Park revenues and budget changes for both parks. Kevin anticipates revenue exceeding what was projected and that would allow Lauderdale Park to be open additional days. Harrison stated he would like to allow additional hours for the lifeguards to come in early to make sure the bathrooms and pavilion are ready for the activities of that day. Mrs. G. Hall suggested having Lauderdale open on Wednesdays and Thursdays for the month of August. Mr. Banks stated the first week in September is before Labor Day. A motion to utilize projected funding to allow Lauderdale Park to be open Wednesdays and Thursdays in August and the first week of September (10 days) and any remaining revenue be used at the discretion of the park manager (i.e. clean up) was moved by Mr. Alexander and seconded unanimously. Kevin stated that traditionally the park is very slow on fair week and he recommends reviewing the attendance numbers for that week to make a recommendation on how to proceed next year. The motion to utilize projected funding to allow Lauderdale Park to be open Wednesdays and Thursdays in August and the first week of September (10 days) and any remaining revenue be used at the discretion of the park manager (i.e. clean up) was moved by Mr. Alexander, seconded unanimously and adopted.
- AEDs – Harrison stated Public Health was denied grant funding to purchase AEDs. He has been loaned AEDs from the Cambridge rescue squad for Lauderdale Park and the Whitehall rescue squad for Huletts Park.
- Ethics Board Update - Kevin distributed the following handouts:
 - Plain Language Guide to Government Ethics and Conflicts of Interest for Washington County Officers and Employees, attached.
 - Annual Statement of Financial Disclosure (current form) on file.
 - Model Annual Disclosure Form on file.

Kevin stated the Ethics Board has meet five times this year. Members of the Ethics Board are Kevin Hayes, Tammy DeLorme, Stephen McLean, Joanne Booth and Bob Jeffords. The Ethics Board would like to make some modifications to the ethics law and reporting form. They would like to make the ethics rules more visible and placed on the County's website. Complaints can be filed with the Clerk of the Board of Supervisors. Roger Wickes, County Attorney, stated the ethics form was part of the local law/resolution so therefore if the form is changed it would required an amendment to the local law/resolution. He is recommending

that the law/resolution be revised to state a form approved by the Board rather incorporate the form into the resolution/local law. Kevin recommends amending the proposed form regarding relatives to narrow the scope. Roger stated he would address the proposed change in wording to the local law/resolution at the next meeting, copy attached. Discussion ensued on moonlighting and an outside job that conflicts with your duties as a County officer or employee.

EMPLOYEE HANDBOOK UPDATES –

- Health Insurance – Barb Winchell, Personnel Director, addressed a proposed change to the employee handbook. The proposed change addressed that an employee may elect to remain on the payroll, first and second payments of the month, for their employee's health insurance contribution if they are out due to disability, Family and Medical Leave and workers compensation, handout attached. As of June 1, 2009 health insurance deductions are in two equal deductions during the month, first and second payroll. The handbook also needs to be amended to state the change effective June 1, 2009, all non-union employees and all retirees (retiring after 1/1/97) will pay 12% of the single coverage replacing 10%. Proposed handbook changes attached. Mr. Henke does not agree with changing the retirees' benefits. Kevin mentioned a concern that active deputies pay 20% on single coverage and the handbook states that retirees pay 12%. Discussion ensued on leaving the retirement contribution for retirees at the rate at which they retire. Mrs. G. Hall expressed concern and questioned a policy that did not allow future changes to the retirees' contribution rates with the escalating cost for health care. A motion to amend handbook to state all employees and retirees (strike retiring after 1/1/97 and non-union) will pay the employee's share (percent/rate) of coverage in effect at the time of retirement and incorporate a section that lists/details the employee's current percent of contribution to the health insurance cost was moved by Mr. Lindsay and seconded by Mrs. Trinkle. Discussion ensued. The motion to amend the handbook to state all employees and retirees will pay the employee's share (percent) of coverage in effect at the time of retirement and incorporate a section that lists/details the employee's current percent of contribution to the health insurance cost was moved by Mr. Lindsay, seconded by Mrs. Trinkle and adopted. Mrs. G. Hall opposed. The proposed handbook changes (clarification of percent of contribution for both employee and retirees and an if employee has accumulated benefit time they may elect to use this time to remain on the payroll (**first and second payroll of the month**) for their employee's health insurance contribution, will be forwarded to the Finance and Personnel Committee for final approval per Resolution No. 99 dated March 21, 2003.
- Benetech recommends a handbook change. Employees can now go out on compensation but remain on the payroll for a day to cover benefit costs. They feel this might lead to double dipping, being paid for ten days of compensation and also receiving one day's pay (used for health insurance deduction). Their fear is overpayment. Benetech recommends that employees exhaust all their benefit time prior to going out on compensation. Barb will review the handbook rules and bring a recommendation to the next meeting.

OTHER BUSINESS:

- Real Property – Bill McCarty, Director, stated he has received a request from a Hebron

property owner requesting the County remove the picture of her home from our assessment data on our website for security reasons. Bill was directed to inform her that our site is not the only avenue for obtaining a picture of her home and her request is denied. There have been similar requests in the past and they have been denied.

- Auction update – He stated the auction was well attended. Offers on property at auction totaled approximately \$555,000 not including the county parcels (Hartford Landfill property).

DEPARTMENT HEAD EVALUATION – Director of Real Property Tax Services – A motion to enter an executive session to conduct a department head evaluation, Director of Real Property Tax Services, was moved by Mrs. Trinkle, seconded by Mr. Alexander and adopted.

Meeting adjourned from executive session. No action was taken during the executive session.

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