

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES
MARCH 24, 2009

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

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Brown, Trinkle, Sady

SUPERVISORS: LaPointe, Rymph

Debra Prehoda, Clerk

Harrison Steves, Supt. Bldgs. & Grounds

Roger Wickes, County Attorney

Barb Winchell, Personnel Director

Kevin Hayes, County Administrator

Karen Pratt, IT

Bill McCarty, Director RPTS

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1) Call to Order

2) Approval of Minutes – February 24, 2009

3) Department Reports/Requests

A. Personnel/Workers' Comp

a. Amend Employee Handbook – Family Leave Act

B. Buildings & Grounds

1) Parks Operations Status

2) Monthly Updates

C. Real Property

a. Discuss File Transfer Process

4) Other Business

5) Adjournment

Chairman Henke opened the meeting for discussion at 10:07 A.M., no quorum.

BUILDING & GROUNDS: Harrison Steves, Superintendent of Buildings and Grounds addressed the following items with the committee:

- Monthly Updates, handout on file. February projects listed as follows:
 - PVI – piping and new anti-siphon valve have been ordered
 - Still working on re-cabling of 2nd floor of "B" building
 - Lighting project – working on pre-approved re-bates
 - Ordered carpet for Judge Mercure's chambers – should be completed by the end of the month
 - Started repairing wall in DPW back office
 - New Roof – bids received and opened last week
 - Parks – working on hours, days and employees
- Park Operations Status - Harrison asked the committee how he is to proceed with the parks and distributed the attached handout detailing questions that need to be addressed. Supervisors Alexander, Brown and Trinkle met with the Lake Lauderdale concerned citizens group regarding operation of that park.

Mr. Lindsay arrives making a quorum at 10:15 A.M.

- Park Operations Status continued – Mr. Henke stated that at this time, Harrison should move forward with the hours he has proposed and address as more funding is available. Mr. Alexander stated the Lake Lauderdale group suggested charging \$20.00 per family for a season pass or \$5.00 per car. Kevin Hayes, County Administrator, suggested charging

\$1.00 per car (not get into season passes). Harrison can move forward with the permit to operate the parks and then increase or decrease the days and hours of operation. A motion to proceed with Harrison's schedule for Lake Lauderdale and expand as revenue is received was moved by Mr. Alexander, seconded by Mr. Lindsay and adopted. The park at Huletts Landing will be open from 11 A.M. to 7 P.M. seven days a week.

- Roof Bids – Two bids were received for roof repairs to the Washington County Municipal Center Building A as follows: Monahan & Loughlin, Inc. \$144,000 and S.D. Carruthers Sons, Inc. \$154,045, handout on file. Kevin Hayes, County Administrator, stated a capital project was established for this project in the amount of \$160,000 and the project has earned interest in the amount of \$13,784 totaling \$173,784.00. A motion to accept low bid from Monahan & Loughlin for roof repairs to Building A in the amount of \$144,000 was moved by Mrs. G. Hall, seconded by Mr. Alexander and adopted.
- Pleasant Valley Fuel Line – Harrison reported that all of the parts have been ordered.

A motion to approve the minutes of the February 24, 2009 meeting was moved by Mr. Lindsay, seconded by Mr. Alexander and adopted.

PERSONNEL/WORKERS' COMPENSATION: Barbara Winchell, Personnel Director, addressed the following items with the committee:

- Amend Employee Handbook – Family Leave Act (Handout on file) – Barb is requesting to add a new section to the employee handbook regarding the Family Leave Act for clarification as follows: Leave is Paid or Unpaid as follows: "Family/medical leave is unpaid leave, although you may be eligible for short or long term disability payments. If you request leave because of a birth, adoption or foster care placement of a child, an accrued paid vacation, personal leave, sick leave up to 6 weeks may be substituted for unpaid family/medical leave. If you request leave because of your own serious health condition, any accrued paid vacation, personal leave, sick leave (if applicable) may be substituted for any unpaid family/medical leave. The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period. Further, in no case can the substitution of paid leave time for unpaid leave time result in you receipt of more than 100% of your salary." This is not a change but clarification of the process. A motion to approve handbook addition was moved by Mr. Lindsay, seconded by Mr. Alexander and adopted. The Finance & Personnel Committee per Resolution No. 99 dated March 21, 2003 has authorization to amend the employee handbook and this new section will be forwarded to that committee for consideration.
- Workers' Compensation Meeting with Village Clerks and Benetech (Workers Compensation Administrator) – A meeting was held on March 13th with the Village Clerks and Benetech to discuss the Workers' Compensation Plan and the formula for calculating assessments. Barb distributed a handout of the village assessments and the local laws pertaining to the Workers' Compensation Plan, on file. According to the local law, any village or town that would like to leave our plan would have to notify the County by July 1st that they do not plan to participate in the following year's plan. Kevin distributed a handout, History of Self-Insurance Assessment 2005-2009, attached. The Deputy Mayor of Cambridge has contacted another agency for a quote. According to the local laws, the villages are still responsible for the payment due this year. Kevin stated Barb should notify the villages of the

withdrawal period stated in the local law. He feels the villages are looking for stability. The villages will be invited to attend future meeting discussing our Workers Compensation Plan. If a village was to split out from our plan it would need to be decided if they are entitled to any of the reserve funds or fund balances and coverage of volunteer fireman. Barb will invite Benetech and the villages to a meeting of the Government Operations Committee in May for further discussion of this topic.

REAL PROPERTY: Bill McCarty, Director, addressed the following item with the committee:

- Proposal to Change File Transfer – Bill distributed and explained the attached handout entitled, Conversion to CITRIX Server method of transferring/maintaining files. Historically the assessors have brought their computers into the Office of Real Property several times a year for updates and with this proposal that will no longer be necessary. This change was recommended in the Consolidated Assessment study. Under this proposal, the assessors would connect to one system at the County via a secure internet connection for updates and access to current data. Grant funds are available to cover this expense. Karen Pratt, IT Director, is working on surveying the towns to determine their internet accessibility. Bill stated July 1st through mid-August is the opportune time to make this switch. He contacted the State regarding hosting this program but it was less expensive to have the County host the file site. The \$17,000 is the current fee paid to support of the RPS software, which the County annually pays the State on behalf of the towns and will not increase due to this program. Karen Pratt, IT Director, explained the cost of this file transfer program as follows: \$22,000 certificate for secure connection (including labor and license fees) and the expense for additional help to install if needed and second year maintenance expenses for an estimated grand total of \$30,000.00. Bill stated the assessors are very receptive of this proposal. A motion to move forward with the file transfer conversion to CITRIX Server method was moved by Mr. Lindsay, seconded by Mrs. G. Hall and adopted.

OTHER BUSINESS: None.

The meeting adjourned at 11:13 A.M.