

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES
MAY 20, 2009

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

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Trinkle, Sady

SUPERVISORS: Wilbur, LaPointe, Rymph, Scribner

Debra Prehoda, Clerk

Kevin Hayes, County Administrator

Harrison Steves, Supt. Bldgs. & Grounds

Roger Wickes, County Attorney

Barb Winchell, Personnel Director

Phyllis Cooper, Treasurer

Dona Crandall, County Clerk

Phil Spiezio, Safety Officer

Donna English, Jeff Curtis – Commissioners Board of Elections

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1) Call to Order

2) Approval of Minutes – April 22, 2009

3) Department Reports/Requests

A. Buildings & Grounds

1) Monthly Updates

B. County Clerk

a. DMV Update

C. Board of Elections

a. Congressional Special Election Overview

b. Discuss Programming/Maintenance Plan for BMD Machines

c. Training Classes Update

d. Campaign Finance Seminar – May 29, 2009

10:00 AM – Move to B230 Classroom

4) Presentation: Benetech Inc. (3rd Party Administration of Workers' Compensation Plan)

A. Update on current program

B. Discuss Possible Assessment Alternatives/Cost Containment Ideas

(Towns/Villages invited to attend.)

5) Other Business

6) Adjournment

Chairman Henke called the meeting to order at 9:35 A.M., with Vice Chairman LaPointe making a quorum.

A motion to approve the minutes of the April 22, 2009 meeting was moved by Mr. LaPointe, seconded by Mrs. G. Hall and adopted.

Mr. Alexander arrived at 9:38 A.M. making a quorum of the committee.

BOARD OF ELECTIONS: Donna English and Jeff Curtis, Commissioners, addressed the following items with the committee:

- Congressional Special Election Overview – The special election costs have been totaled, \$45,546.99.
- Discuss Programming/Maintenance Plan for BMD Machines – The BMD machines were not used at all in the special election but the cost to have these machines at the sites was \$3,300. The Commissioners stated a team of one republican and one democrat is needed to maintain these BMD machines. These machines involve quarterly testing with paperwork

involved and documentation if they are opened and then resealing them. They will contact other counties on how they are doing the programming and maintenance. Time being spent on these machines is taking away from other tasks. They are unsure at this time if they need full time or part time personnel for this required maintenance. Currently it takes three days to get the lever machines ready for an election. The committee would like a list of duties and the amount of time to do those duties. The Commissioners wanted to make the committee aware of this concern.

- Training Classes Update – Training classes have been scheduled.
- Campaign Finance Seminar – They advised the committee of the Campaign Finance seminar scheduled for Friday, May 29, 2009 – 9:30 – 12:00 in the downstairs classroom.

COUNTY CLERK: Dona Crandall, County Clerk, addressed the following item with the committee:

Regarding the Motor Vehicle Department, she distributed a handout stating, “Due to budgetary cuts, you may experience delays with longer lines. We would appreciate your patience.” She would like to place a sign advising people that they may have to wait in line. Mr. Brown suggested changing the wording to “We **will** appreciate your patience. Motor vehicle is busy now due to boat registrations and people out. Dona also stated one position was not backfilled. Mrs. G. Hall asked if the statement: “Due to budgetary cuts” was misleading. Kevin Hayes, County Administrator, stated we have had lines before especially the first of the month. Personnel in Motor Vehicle are not pleased that the one position was not backfilled. Kevin stated an additional position was added several years ago so the loss of one position put them back the way they had been staffed. Currently during this busy time, the staff in Motor Vehicle have been coming in early on Thursday’s and working one hour and forty-five minutes of overtime, coming in at 8:30 verses 10:15 A.M. – 6 P.M. The Treasurer mentioned that she placed a drop box for people to leave their payments during the busy collection times in her office. It was also suggested putting mailing envelopes out, to allow people to mail their registrations, etc. to Washington County Motor Vehicle. The committee consensus was no sign at this time.

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

- Monthly Updates, handout on file. April projects listed as follows:
 - Sold the old Generator for \$11,000
 - Started “A” building roof project – 80% completed
 - Parks ready to open this weekend
 - Started Head Starts Summer work projects
 - Ran conduit for the Gasboy at the Highway Barn
 - Should have the Specs for the lighting project this week
 - Working with Public Health about AED for parks
 - Meet with Paul Martin regarding getting one air handler to service Dispatch and price

Harrison is looking into grant funding through Public Health for the defibulator, AED for the parks. Mr. Wilbur suggested looking into borrowing one. Mr. Scribner stated that the Whitehall rescue squad will let them borrow one. A defibulator costs approximately \$1,500.00, state contract price. A motion to have Harrison ask Public Health to purchase (2) defibulators with grant funding was

moved by Mrs. G. Hall and seconded by Mr. Alexander. Discussion. July 1st is the compliance date. The motion to have Harrison ask Public Health to purchase (2) defibrillators with grant funding was moved by Mrs. G. Hall, seconded by Mr. Alexander and defeated.

Sr. Lifeguard position – Harrison asked for clarification on the senior lifeguard position asking whether it is permanent or on an as needed basis (acting as manager in the absence of park manager). Chairman Henke stated only when the lifeguard is acting as the manager.

Travel Reimbursement for Bank Deposit – The park manager at Lauderdale asked about getting mileage from the park up to Salem to deposit funds collected. The funds are to be deposited in TD Bank North. It was suggested that if he travel back to Glens Falls perhaps there was a bank branch where a deposit could be made on his way home. Harrison did not see a problem with this request and does not anticipate it will be a lot of money. Chairman Henke offered his approval, no dissenting comments.

Budget Amendment – Some funds need to be moved from personnel to contractual for maintenance items for the parks.

The committee recessed to move to the classroom for a presentation by Benetech Inc. and reconvened.

Mr. Lindsay arrived at 10:03 A.M.

PRESENTATION BY BENETECH INC. (3rd Party Administration of Workers' Compensation Plan) – 10:00 A.M. Classroom:

Kevin Hayes, County Administrator, gave a brief overview of the Workers Compensation budget that is just under \$1.7M, handout on file. Two employees are paid from this fund, the Safety Officer and an Account Clerk. He mentioned that the Workers Compensation reserve fund is only earning interest as the County stopped making the annual \$20,000 contribution.

Tina Panichi, Benetech, briefly explained what Benetech, third party administrator of our workers compensation plan, does for the County.

- ✓ Receive a claim
- ✓ The claim is opened by an adjuster
- ✓ Estimate what the amount of the claim will be
- ✓ Monitor the case and get doctor reports
- ✓ If out of work and not using benefit time then they start the bi-monthly payments
- ✓ Close out case as soon as possible.
- ✓ Mitigate the cases and keep the cost as low as possible.

She mentioned claims such as a broken arm and also claims for the death of a volunteer fireman that bi-monthly claims are paid on for years.

A Benetech financial representative explained our current plan that is based on 25% payroll, 50%

experience and 25% property evaluation, copy of 2009 budget with allocations to county, towns and villages, attached. The percentages used are stated in the County's local law, on file. Increases are capped at 100%.

He provided an example of allowing for only a 30% increase in one-year versus the currently 100% increase cap, handout attached. With the 30% increase, he felt this was a fair assessment and the participants would be paying for their experience and the amount would be workable for budgeting.

Kevin stated they have previously met with the villages and several of the villages' assessments have doubled in recent years. They were looking for more stability in the assessment for budgeting purposes.

Tina explained that if any one entity had to pay for just their claims, the amount of their insurance would be excessive, constantly increasing.

Discussion and questions on this plan and proposal ensued. Mr. Brown asked if the percentage cap could be lower and still avoids budgetary spikes and would like to see the numbers for a range of percentages.

Changes are coming as of July 1, 2009 and they are planning to meet with the towns and villages with detailed information after the next Government Operations Committee meeting scheduled for Tuesday, June 23, 2009 at 10:00 A.M. This is a very important meeting and she urged everyone to attend.

If the Supervisors were interested in changing the cap to 30% then the local law would need to be amended. A motion to draft an amendment to the local law to reflect a change to a 30% increase cap was moved by Mr. Brown and seconded by Mrs. G. Hall. Discussion ensued. Benetech was asked to provide calculations ranging from 20% to 60% in increments of 10 for capping amounts. The motion to draft an amendment to the local law to reflect a change to a 30% increase cap was moved by Mr. Brown, seconded by Mrs. G. Hall and adopted. Mr. Alexander was not in the room at the time of the vote. This information will be discussed at the Finance and Personnel Committee meeting scheduled for Thursday, June 11, 2009 at 9:30 A.M. If the information on the various ranges is available by Wednesday, June 3rd the information will be included with the Finance and Personnel meeting notice.

OTHER BUSINESS: None

Meeting adjourned at 11:25 A.M.

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