

**GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES
NOVEMBER 24, 2009**

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

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Brown, Trinkle, Sady

SUPERVISORS: Wilbur, LaPointe, Rymph, Scribner

Debra Prehoda, Clerk

Harrison Steves, Supt. Bldgs. & Grounds

Phyllis Cooper, Treasurer

Roger Wickes, County Attorney

Kevin Hayes, County Administrator

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Approval of Minutes – October 21, 2009
- 3) Department Reports/Requests
 - A. Buildings & Grounds
 - 1) Monthly Updates
- 4) Other Business
- 5) Adjournment

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

A motion to approve the minutes of the October 21, 2009 meeting was moved by Mr. Lindsay, seconded by Mrs. G. Hall and adopted.

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

- Monthly Updates – Harrison distributed a handout listing 2009 project updates, on file. In October the following items were addressed:
 - Finished servicing Recycle furnaces
 - Carpeted Dispatch
 - Repaired roofs for the following locations: Granville, Whitehall and Dix Ave Head Starts, Car Wash, Fort Edward Highway Barn, Olive St. and “B” building
 - Started receiving Park Reservations for 2010
 - Recaulked Treasurer’s windows, will have to do the rest of the building in sections, a little at a time.
 - Crowd control for the H1N1 Flu Clinic
- 2010 Projects –
 - Building light project – install light
 - Replace safety edge on the “A” building elevator
 - Make an Attorney waiting room for Judge McKeighan
 - Make door and window for County Attorney, to prevent the public from just wandering in
 - Train another person in keys and locks
 - Carpet the DMV Lobby
 - Remove two trees at Granville Head Start
 - Install new chimney liner at Granville Head Start
 - Install diverter on Annex 1 roof

- Wall paper the 1st floor hallway of "C" Building
 - Repair brick work on 2nd floor front of A Building
 - Replace water pipes at St. Paul's Head Start
 - Install lights in back of complex for safety – He is proposing to add lighting by the back steps to provide adequate lighting and for safety purposes. He anticipates the lights will cost \$2,500 plus additional installation costs of \$2,000 for wire, conduit and cement to complete.
 - Change the Head Start key system, so that it doesn't match the courts.
- Boat Launch at Lauderdale Park – Chairman Henke asked for the Superintendent of Buildings and Grounds/Parks for his opinion of a boat launch at Lauderdale Park. Harrison stated he does not see a problem with canoes, sailboats, and kayaks but does not know if the landowner association would approve. This matter will be placed on the agenda for the next committee meeting.

OTHER BUSINESS:

The Treasurer stated that the IRS is auditing the County for year 2007 and they are specifically looking at our cell phones, uniforms, reporting of our Fed 941 and cars. She distributed the attached handout, Summarization of Automobile Usage/Benefit. If the IRS determines a violation, the County would be paying all the tax and penalty not the employee. Gayle Hall, Budget Officer, stated there are no take home vehicles in the 2010 budget. In the future, the employees will have to be taxed. Phyllis stated there is no policy for assignment of cars. She will write a letter to the entire Board stating a policy should be developed.

In 2007, there were 56 cell phones with an associated expense in excess of \$35,000 and once again the County does not have a policy. These are also considered taxable income because there is no policy requiring the employee to track personnel and county business calls. The County will have to pay the tax and penalty for these cell phones also.

Mrs. G. Hall, Budget Officer, stated another policy that needs to be looked at is a compensated time policy prior to the first of the new year. The Treasurer stated the County has a very limited policy addressing compensated time stating employees can accumulate up to 40 hours. She stated there is a department with two clerical staff with substantial comp time. She stated that is an unrecorded expense. Mrs. G. Hall stated with the reduction of hours in departments, there is a concern that departments will use compensated time.

The Treasurer also reported that one or two department heads are not punching in. Also, employees are editing their own time cards. She will follow through with a letter relating to these matters. There is a policy addressing time and attendance but enforcement is needed.

A cash receipting policy is also needed and the Treasurer has mentioned this numerous times over the years. The Treasurer stated the County has departments collecting cash.

Mr. Henke feels strongly that the cash receipt policy should be a priority. Kevin stated between now and the end of the year and also what is needed for our audit is a list identifying internal weaknesses. The County Administrator, County Treasurer, County Attorney and Budget Officer will work on policies.

The Treasurer advised the committee that her office now has extensive information posted on the County's website and urged the Supervisors to take a look.

The meeting adjourned at 10:50 A.M.

WASHINGTON COUNTY TREASURER
SUMMARIZATION OF AUTOMOBILE USAGE / BENEFIT
FOR THE FISCAL YEAR ENDED 12/31/2007

Employee	Department	2007 Title	Total Days Worked	Total Punches (Days worked x's 2)	# of "Assumed" Non-Taxable Punches	# of "Assumed" Taxable Punches	# of "Assumed" Taxable Days
Brenda Freeborn	A3620 - Code Enforcement	Code Enforcement Officer	159	318	5	313	156.50
Russell Kiggins	A3620 - Code Enforcement	Code Enforcement Officer	223	446	289	157	78.50
David Armando	A3620 - Code Enforcement	Code Enforcement Officer	235	470	21	449	224.50
Robert Hunt	A3620 - Code Enforcement	Code Enforcement Officer	222	444	76	368	184.00
Daniel Rogers	CLB8160 - Solid Waste	Waste Station Attendant	177	354	11	343	171.50
Kyle Vandewater	A1490 - DPW	Acting Superintendent	226	452	92	360	180.00
Willy Grimmke	A1490 - DPW	Superintendent	185	370	81	289	144.50
Jr y Crosier Jr	D5110 - County Road Maintenance	Highway Supervisor I	208	416	75	341	170.50
M...ew Austin	D5110 - County Road Maintenance	Highway Worker II	220	440	186	254	127.00
Jeffrey Croster Sr	D5110 - County Road Maintenance	Highway Supervisor II	198	396	110	286	143.00
John McMillan	D5110 - County Road Maintenance	Highway Supervisor III	192	384	121	263	131.50
Donald Greenough	DM5130 - County Road Machinery Administration	Auto Mechanic Supervisor	199	398	49	349	174.50
Terry Vanwagner	D5110 - County Road Maintenance	Highway Supervisor II	198	396	76	320	160.00
Christopher Wright	D5110 - County Road Maintenance	Highway Supervisor I	203	406	48	358	179.00
Donald McWhorter	D3310 - County Road Traffic	Highway Sign Maintenance Supervisor	194	388	171	217	108.50
James Hogan	D5110 - County Road Maintenance	Highway Supervisor II	206	412	233	179	89.50
Ricky Robertson	D5110 - County Road Maintenance	Highway Supervisor I	165	330	115	215	107.50
		Total	3410	6820	1759	5061	2530.50

Worksheet Key:

Total Days Worked: The number of days the employee physically worked.

Total Punches: "Total Days Worked" times 2 (to and from workplace).

of "Assumed" Non-Taxable Punches: Either a time card edit (manual entry) by department or a punch by the employee at a time clock other than at their home department. Assuming that the time card edits by the department and time clock punches at time clocks other than the home department are when the employee commenced work in the field.

of "Assumed" Taxable Punches: Punches by the employee at their home department.

of "Assumed" Taxable Days: "Total Punches Minus Highlights" divided by 2.