

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES  
MARCH 24, 2010

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

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Sady

SUPERVISORS: Rymph, LaPointe, Campbell, Suprenant, Idleman, Pitts, Banks

Debra Prehoda, Clerk

Kevin Hayes, County Administrator

Roger Wickes, County Attorney

Bill McCarty, Director RPTS

Harrison Steves, Supt. Bldgs. & Grnds.

Barb Winchell, Personnel Director

Nick Reisman, Post Star

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Approval of Minutes – February 23, 2010
- 3) Department Reports/Requests:
  - A. Buildings & Grounds
    - a. Day Camps – Lake Lauderdale
    - b. Containers for Lake Lauderdale
    - c. Park Manager – Huletts
    - d. Monthly Updates
  - B. Real Property
    - a. Discuss Local Option Exemptions Relative to Town Impacts
  - C. Personnel Department
    - a. Consider Request to Backfill Personnel Clerk, Grade 10, with Sr. Account Clerk, Grade 10
- 4) Other Business
- 5) Department Head Evaluation – Personnel Officer
- 6) Adjournment
  - 4) Business
- ) Adjournment

Chairman Henke called the meeting to order at 10:05 A.M.

A motion to approve the minutes of the February 23, 2010 meeting was moved by Mr. Lindsay, seconded by Mr. Watkins and adopted.

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

- Day Camps – Lake Lauderdale – Harrison stated he had a meeting with the Cambridge and Salem Youth Commissions regarding the use of Lake Lauderdale Park. Salem is requesting use for their swimming program and Cambridge for a six-week summer camp. The day camps will bring quite a few children into the park. He distributed a listing of the activities and dates for the Cambridge Summer Camp, attached. Mr. Pitts stated this is a win-win for both communities. The Salem children will return to the Salem Courthouse in the afternoon for additional activities. The towns will provide proof of liability insurance. Roger Wickes, County Attorney, stated what is needed would probably be a cross indemnification agreement between the towns and the county. A motion to present a resolution to authorize agreements with the Town of Salem and Town of Cambridge for use of Lake Lauderdale Park for summer youth programs was moved by Mr. Watkins, seconded by Mr. Haff and adopted. Any other vehicles that come in will be charged to park, i.e. parents attending the summer program.

- Containers for Lake Lauderdale – In relation to the above-mentioned day camp, the Town of Cambridge needs a place to store equipment for their arts and crafts and games. Harrison stated he does not have storage space at the facility. He had two storage containers, one went to Mike Gray for the reuse center in Jackson but he may need the other container. Harrison would like permission to purchase another container in the amount of \$2,900.00. He stated there is very little storage in the county and this could be put to use for other county storage needs. Mr. Campbell stated a local vendor might be interested in placing one at the site for advertisement. Mr. Watkins asked if there is chance for conflict by advertising at a county facility. Roger Wickes, County Attorney, stated you would have to give everyone a chance. Mrs. G. Hall stated if the town needs space, is it the County's responsibility to provide. Mr. Watkins stated he would take on the responsibility of soliciting for a storage building that can be used for the summer. He does not want to put one there and then be questioned why this vendor's building is there. Chairman Henke stated maybe Harrison needs additional storage space. Mr. Campbell asked if there would be food/beverages available. Harrison stated just the soda machine. Roger Wickes stated the issue is putting someone's container there and why not someone else's. Harrison stated he always needs more storage but having one donated for summer use is fine with him. A motion to move forward with purchase of a container was moved by Mrs. G. Hall and seconded by Mr. Lindsay. Discussion. Chairman Henke thought we were not moving forward with a purchase. Mr. Brown does not see why we have to buy more stuff. It was mentioned that Harrison would like more storage space. Mrs. G. Hall withdrew her motion and will bring this storage purchase up next month and in the mean time see what we can do for a solution. Mr. Lindsay withdrew his second. Chairman Henke stated Mr. Watkins will see if he can acquire storage for the youth group and if Harrison needs additional storage he should address that issue. The summer youth program will cost the two towns a total of \$3,000 and the Youth Bureau is contributing \$1,000.
- Park Manager – Huletts Park – He has advertised for the park manager position. He has received two applications to date and believes one more is coming. Hopefully, he can begin interviews in April and have a park manager for Huletts in place for the summer season.
- Monthly Updates: February
  - The 2<sup>nd</sup> shipment of lights has been installed
  - Ordered 3<sup>rd</sup> and final installment of lights for lighting project
  - Public Defender's Office has been carpeted and painted – completed
  - County Attorney wall is complete – except for wall papering – will do this when "C" hallway is done
  - Filled in tank at the Car Wash – completed
  - 2<sup>nd</sup> phase of work at Granville Head Start is completed
- Request for Caller ID - Harrison stated he has been receiving requests from departments regarding caller ID on incoming phone calls. Employees are receiving threatening phone calls and our phone system does not have caller ID. He has looked into the cost through Verizon and the cost is \$800 for Verizon to put in lines but it will also drop the phone bill by \$38.00 per month because this is a standard item and not having it was costing us money. Harrison stated he would

need to purchase another NSU unit at a cost of \$1,100 plus an additional \$500 for installation. Therefore on any superset phone, the caller ID number would appear. He can print out a report for phones that do not have that feature, phones that are not supersets. Harrison does not expect much in the way of future costs, once it is in, it is in. Chairman Henke stated the importance of this is if this would be useful in apprehending people making threatening phone calls. A motion to approve adding caller ID was moved by Mr. Lindsay, seconded by Mr. Watkins and adopted. Mr. Brown opposed. This expense will come out of the Buildings and Ground's budget. Hopefully by the middle of April, this installation will be complete.

- Building Directory - Mr. Haff asked about a directory so people can locate offices. Harrison stated he is working with Real Property on a map directory of where you are in the building. Harrison will check to make sure offices are properly signed.
- Mr. Watkins stated there is a need to address what we are going to do with the mercury light bulbs. Not all transfer stations have collection bins and some have bins that are full.

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

- Discuss Local Option Exemptions Relative to Town Impacts – Bill McCarty distributed the following attached handouts: Washington County Exemptions 2009 Final Assessment Roll for Town Tax Purposes and Washington County Exemptions 2009 Final Assessment Roll for County Tax Purposes. The county only has options on the following exemptions: Disabled/Low income, Aged/Low income, War/Combat vet and Cold War vet. The remaining exemptions are authorized by state law. Resolutions would need to be done prior to March 1, 2011 to institute any changes in the exemption levels but preferably this should be done in the fall of 2010. Next month, he will discuss the county options and how we want to proceed.
- Travel Policy – According to the newly adopted Travel policy, Bill submitted a 2010 Overnight Travel Plans, handout attached. A motion to approve overnight travel request on October 4<sup>th</sup> and 5<sup>th</sup> in Syracuse to attend the County Directors Association Annual Conference was moved by Mr. Lindsay, seconded by Mrs. G. Hall and adopted.

PERSONNEL DEPARTMENT – Barbara Winchell, Personnel Director, addressed the following items with the committee:

- Consider Request to Backfill Personnel Clerk, Grade 10, with Sr. Account Clerk, Grade 10 – Barb Winchell, Personnel Director, distributed information on her request to backfill a Personnel Clerk grade 10 with a Senior Account Clerk grade 10, on file. Chairman Henke explained this was previously discussed at a Staffing Review Committee meeting but it was expressed that this request should be discussed further in a wider forum at the Government Operations Committee. She is hopeful someone internally will be interested in this position. She is looking for someone with a background in the Kronos system, payroll report of change forms, family medical leave act background and civil service. Why has this department been treated differently was questioned by Gayle Hall. This request to backfill this position has been postponed several times. Mr. Rymph explained that there were only 3 out of 5 members at the first Staffing Review Committee meeting

and at the second meeting several supervisors wanted this to come before the committee. Kevin did approve sending this backfill directly to Staffing Review. Notification of this vacancy was received on February 26<sup>th</sup>, which missed the Government Operations Committee meeting cycle. Other departments have been referred back to their oversight committee. He stated there was some talk about reorganization during the budget process. Gayle Hall stated every department is asked to look at their departments. Chairman Henke stated there was discussion of moving this to a part time position. He stated the Personnel Office is not being singled out. There was also discussion of giving the department more duties. Mr. Brown asked if there were other scenarios to discuss which might increase the efficiency of the office and decrease the cost of the department or have they all been explored and rejected. A motion to authorize backfill and forward this request to the Staffing Review Committee for approval was moved by Mrs. G. Hall and seconded by Mr. Watkins. Discussion. Mr. Campbell stated it is a larger process to move all of personnel to the personnel department. It is not possible to make such a change in thirty days. He stated a position in DSS was eliminated and possibly use that funding to fill a position in Civil Service. Mr. Lindsay stated we can fill this position but still look at the department for the long term. Mr. Campbell stated we would continue to look at it and that is why the Staffing Review Committee meeting held after Audit examines departments in more detail. Kevin stated this position has really changed over the last five years. All initial payroll paperwork goes through Civil Service. The work in the Personnel Office has increased from four or five years ago. Barb stated if the county was doing major layoffs then she would then look to cut this position down to part time. This is not something she would want to do but is willing to do whatever the Board needs her to do. The motion to authorize backfill and forward this request to the Staffing Review committee for approval was moved by Mrs. G. Hall, seconded by Mr. Watkins and adopted. Mr. Watkins opposed.

#### OTHER BUSINESS:

Roger Wickes, County Attorney, stated he has been asked to be an officer in the County Attorney's Association. This is a Vice President position with a two-year term. He is already a member of the committee and serving on the Board of Directors. This requires no additional time or travel. The committee expressed no objection to this request to serve. Kevin stated these meetings do provide continuing education credits of which Roger pays for.

DEPARTMENT HEAD EVALUATION – Personnel Officer – A motion to enter an executive to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation, Personnel Director, was moved by Mr. Lindsay, seconded by Mr. Watkins and adopted.

The meeting adjourned from executive session.

No action was taken during the executive session.

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