



# GOVERNMENTAL OPERATIONS & IMPROVED METHODS COMMITTEE

## **AGENDA**

**Municipal Building  
Economic Development Conference Room  
Tuesday, July 5, 2016 @ 4:00 p.m.**

- **Adopt minutes of the May 24, 2016 meeting**
- **Board of Elections** **Mary Salotti**
  - **“Resolution Authorization to Contract for Registered Voter Notice Card Preparation and Mailing”**
  - **“Resolution Extension of Contract Phoenix Graphics, Inc.-Election Supplies”**
- **Board of Supervisors** **Supervisor Helming/Karen DeMay**
  - **“Resolution Supporting the Consolidation of Registrar of Vital Statistics the Canandaigua VA Medical Center (Registration District 3498) and the Town of Canandaigua (Registration District 3452)”**
- **Information Services** **Sean Barry**
  - **Printing Services**
- **County Administrator** **Mary Krause/Karen DeMay**
  - **“Resolution Calling for the Preservation of the State Health Insurance Assistance Program”**
  - **Board Rules Review and Board Committee Structure**

## **COMMITTEE INTERESTS**

**Future Agenda Items  
Adjournment**

**For assistance w/agenda call:**

**Cte Chair-Greg Bendzlowicz  
Cte Liaison-R. Johnson**

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# GOVERNMENTAL OPERATIONS & IMPROVED METHODS COMMITTEE

## DRAFT MINUTES

**Tuesday May 24, 2016**

### Committee Members

*Greg Bendzlowicz, Chair  
Tamara Hicks  
Margaret Hilton  
Dominick Vedora  
Mark Venuti  
Fred Wille*

### Others Present

*County Administrator Mary Krause, Deputy County Administrator Brian Young, Records Management Officer Rosemary Switzer, Chief Information Officer Sean Barry, Real Property Tax Director Robin Johnson, Real Property Tax Aide Tammy Jahna*

Chairman Bendzlowicz called the meeting to order at 4:00 p.m. *Supervisor Venuti made a motion, seconded by Supervisor Vedora, to adopt the minutes of the April 12, 2016 and May 12, 2016 meetings; motion carried.*

**Deputy County Administrator Brian Young** presented the resolution to appoint members to the Ontario County Compliance Committee. Deputy Young explained the purpose of the resolution is to remove Mary Gates from the Compliance Committee and add Brian Young.

*Supervisor Hilton made a motion, seconded by Supervisor Vedora to approve the resolution "To Appoint Members to the Ontario County Compliance Committee" All in favor, motion carried.*

**Records Management Officer Rosemary Switzer** presented the resolution 2016 Records Conservation Services Records, Archives & Information Management Services and Kofile Technologies, Inc. RMO Switzer explained that this is an annual contract with Kofile Technologies. The contract cost of \$4016.00 has been set aside in the budget and will be used to preserve three historical volumes.

*Supervisor Vedora made a motion, seconded by Supervisor Venuti to approve the resolution "2016 Records Conservation Services Records, Archives & Information Management Services and Kofile Technologies, Inc." All in favor, motion carried.*

**Records Management Officer Rosemary Switzer** presented the resolution for approval of submission of a grant proposal to the National Historical Publications and Records Commission. RMO Switzer explained the grant proposal is for the scanning of older, fragile volumes of Ontario County Court records with no additional cost to the County for these services.

*Supervisor Vedora made a motion, seconded by Supervisor Hilton approve the resolution "Approval of Submission of a Grant Proposal to the National Historical Publications and Records Commission (NHPRC)" All in favor, motion carried.*

**Records Management Officer Rosemary Switzer** presented a Capital Improvement Project Request for the purchase of a book scanner to replace an outdated microfilm camera. RMO Switzer explained there have been requests from various departments within the County, along with requests from outside the County, to scan older documents. The cost of the book scanner is \$34,000.00 and will be included in the CIP for 2018 with approval from the committee.

*Supervisor Hilton made a motion, seconded by Chairman Bendzlowicz to approve the Capital Improvement Project Request for the Purchase of Book Scanner. All in favor, motion carried.*

**Chief Information Officer Sean Barry** presented a Capital Improvement Project Request for the implementation of an Electronic Time & Attendance System. CIO Barry explained the request was already in CIP for 2015 and was postponed. As a result, \$350,000.00 was moved to a reserve fund for the year 2017. The project has been recreated and the cost of the system will be taken from the 2017 reserve fund.

**Chief Information Officer Sean Barry** presented a Capital Improvement Project Request for full replacement of the County's current finance and payroll system. He explained the current system is obsolete. A request for proposal for a financial, payroll, and attendance system will be out this year with assistance from Pro-Nexus (Bonadio). CIO Barry estimates the project will take two to three years, starting early 2017, at the cost of \$1,500,000.00.

*Supervisor Hilton made a motion, seconded by Supervisor Vedora, to approve as a block the Capital Improvement Project Request for the implementation of an Electronic Time & Attendance System and Replacement of County's current finance and payroll system. All in favor, motion carried.*

**Real Property Tax Director Robin Johnson** explained that the GO Committee is responsible for setting exemption limits for the County. The committee has not reviewed exemption limits in several years. The committee was asked if it was interested in discussing the limits. The committee declined citing it would like to review exemption information before a decision was made. Director Johnson will compile information and present it at the June 14<sup>th</sup> GO committee meeting.

**County Administrator Mary Krause** reminded the committee that a Management Retreat will be held June 10, 2016. CA Krause explained that any information obtained from discussions will be incorporated into the County Culture.

**County Administrator Mary Krause** discussed the Legislative Committee Review to adopt the Rules & Order for 2017. The Legislative Review Process and Committee Structure will be discussed at the June 14<sup>th</sup> GO Committee meeting

Being no further business to come before the committee, *Supervisor Hilton made a motion, seconded by Supervisor Vedora to adjourn, motion carried. Meeting adjourned at 4:34p.m.*

Respectfully Submitted,  
Tammy Jahna  
Real Property Tax Services Aide

AUTHORIZATION TO CONTRACT FOR  
REGISTERED VOTER NOTICE CARD PREPARATION AND MAILING

WHEREAS, The Ontario County Board of Elections is required by NYS Election Law to mail Voter Check Cards to registered voters of Ontario County annually during the month of August; and

WHEREAS, NTS Data Services, Inc., 2079 Sawyer Drive, Niagara Falls, New York 14304 is the sole source provider of this service as proprietor of our software and is able to provide said service at a cost of \$.105 per card, for approximately 60,000 cards, and for postage, the total cost of cards and postage not to exceed \$25,000.

WHEREAS, The actual number of cards will not be definitely known until the data is processed; and

WHEREAS, NTS Data Services, Inc., is able to provide bulk mailing of said cards at a lower rate than Ontario County is able to provide; now therefore, be it

RESOLVED, That this Board of Supervisors authorizes entering into a contract with NTS Data Services, Inc. for the term of July 1, 2016 through August 31, 2016 except as extended by the County in writing; and further

RESOLVED, That the County Administrator is hereby authorized to execute a contract submitted herein with NTS Data Services, 2079 Sawyer Drive, Niagara Falls, New York 14304; and further

RESOLVED, That certified copies of this resolution be sent by the Clerk of the Board to the Department of Finance and NTS Data Services, Inc.

EXTENSION OF CONTRACT  
PHOENIX GRAPHICS, INC. – ELECTION SUPPLIES

WHEREAS, The Ontario County Board of Supervisors awarded sealed bids (B14054) for the printing of various election materials in 2016 per Resolution No. 349-2014; and

WHEREAS, Ontario County Board of Supervisors and the vendor, Phoenix Graphics, Inc., 1525 Emerson Street, Rochester, New York 15606, agreed to a one year renewal at no increase in cost for election materials in the year 2015; and

WHEREAS, The vendor, PHOENIX GRAPHICS, Inc., 1525 Emerson Street, Rochester, New York 15606, has agreed to a one year renewal at no increase in cost for election materials in the year 2016; and

WHEREAS, The Ontario County Board of Elections has budgeted sufficient monies in the amount of \$75,000.00 for election supplies for both the primary and general elections in 2016; and

WHEREAS, Renewal of this contract has been reviewed by the Governmental Operations and Improved Methods Committee and the Committee recommends said renewal at no increase in cost for the term of one year from May 25, 2016 to May 24, 2017; now therefore, be it

RESOLVED, That the bid for various election materials be renewed with Phoenix Graphics for one (1) year; and further

RESOLVED, Certified copies of this resolution be forwarded by the Clerk of the Board to the County Finance Department and Phoenix Graphics, Inc.

Gov Ops.

7/14

Town

SUPPORTING THE CONSOLIDATION OF REGISTRAR OF VITAL STATISTICS  
THE CANANDAIGUA VA MEDICAL CENTER (REGISTRATION DISTRICT 3498) AND  
THE TOWN OF CANANDAIGUA (REGISTRATION DISTRICT 3452)

WHEREAS, The Registrars of Vital Statistics of the Town of Canandaigua (District 3452) and the Canandaigua VA Medical Center (District 3498) have entered into an agreement to consolidate the Canandaigua VA Medical Center with the Town of Canandaigua into one registration district of the Town of Canandaigua (District 3452); and

WHEREAS, In accordance with Section 4120.2(a) of the Public Health Law, such action is subject to the approval of the Ontario County Board of Supervisors; and

WHEREAS, Based upon approval by the Ontario County Board of Supervisors, the New York State Commissioner of Health may issue an order combining the two districts; and

WHEREAS, The consolidation of Reporting District #3498 (VA Canandaigua Medical Center) and Reporting District #3452 (Town of Canandaigua) and the corresponding transfer of existing vital records currently located at the VA facility to the Town of Canandaigua Registrar's Office and the establishment of the Town Registrar as custodian and administrator, is in the best interest of all concerned in that the consolidation will facilitate the safe keeping of such records in one central location; now, therefore, be it

RESOLVED, That upon the request of the Canandaigua VA Medical Center Registration District and the Town of Canandaigua Registration District, the Ontario County Board of Supervisors does hereby approve the consolidation and combination of the Canandaigua VA Medical and the Town of Canandaigua Registration District; and further

RESOLVED, That the Clerk of the Board of Supervisors is hereby directed to send a certified copy of this resolution to the New York State Commissioner of Health, the Town Clerk of the Town of Canandaigua, the Registrar for The Canandaigua VA Medical Center, the Ontario County Attorney, and the Ontario County Public Health Director.

RESOLUTION CALLING FOR THE PRESERVATION OF THE  
STATE HEALTH INSURANCE ASSISTANCE PROGRAM

WHEREAS, Older adults, people with disabilities, and their families and caregivers need assistance understanding Medicare; and

WHEREAS; Medicare beneficiaries must choose among more than 20 prescription drug plans, an average of 19 Medicare Advantage plans, as well as various Medigap supplemental insurance policies—all with different premiums, cost sharing, provider networks, and coverage rules; and

WHEREAS, The State Health Insurance Assistance Program (SHIP) operates in every state and is also known as the Health Insurance Information and Counseling Assistance Program (HIICAP) in New York State; and

WHEREAS, For more than 24 years, SHIPs have advised, educated, and empowered individuals to navigate their Medicare choices and resolve fraud and abuse issues, billing problems, appeals, and enrollment in low-income health assistance programs; and

WHEREAS, The U.S. Senate Appropriations Committee has approved a Fiscal Year 2017 budget appropriations bill that completely eliminates the \$52.1 million in funding for SHIP; and

WHEREAS, Eliminating SHIPs would leave millions who need support comparing coverage options, appealing denials, applying for financial assistance, and navigating increasingly complex Medicare benefits without assistance; and

WHEREAS, Ontario County's SHIP/HIICAP program provided 2,393 hours of one-on-one health insurance counseling to 3,026 people and conducted 141 Medicare educational seminars for 1,050 people in 2015; and

WHEREAS, The need for Medicare and health insurance counseling is a growing need in Ontario County; and

WHEREAS, Ontario County currently receives \$19,267 in Federal SHIP funding and \$13,901 in State funding which may be eliminated if the appropriations bill is passed by the House Appropriations Committee; and

WHEREAS, The Human Services and Governmental Operations and Improved Methods Committees strongly oppose the elimination of funding because it would leave Ontario County residents and 55 million people with Medicare across the country without

free, personalized, unbiased counseling on the growing complexities of Medicare coverage; now, therefore, be it

RESOLVED, That the Ontario County Board of Supervisors calls upon Congressman Chris Collins and Congress Tom Reed of the United States House of Representatives and to Senator Kirsten Gillibrand and Senator Chuck Schumer of the United States Senate to preserve SHIP funding for unbiased, personalized Medicare counseling for people with Medicare and their families; and further

RESOLVED, That certified copies of this resolution be sent to the Clerk of this Board, to Congressman Chris Collins, to Congress Tom Reed and to Senator Kirsten Gillibrand and to Senator Chuck Schumer.