



GOVERNMENTAL OPERATIONS AND INSURANCE COMMITTEE

Time: 1:00 PM

Location: WebEx and 3325 Marvin Sands Dr., FLCC Carpenter Board Room, Canandaigua, NY 14424

June 15, 2022

MEMBERS PRESENT

In Person: Supervisors Rich Russell, Tamara Hicks, Bill Namestnik, Dom Vedora, and Fred Wille.

Via WebEx: Supervisors David Baker and Jim Petropoulos

OTHERS PRESENT

In Person: Supervisor Todd Campbell, County Attorney Holly Adams, County Administrator Chris DeBolt, Assistant County Attorney Nathan Thomas, Finance Director Mary Gates, Sr. Fiscal Manager Michael Wojcik, Treasurer Gary Baxter, Deputy Treasurer Jeff Trickler, Deputy HR Director Lindsey Burgess, Democratic Commissioner Charlie Evangelista, Assistant Records Management Officer Brooke Morse, Abigail Marion, Clerk to the Board Kristin Mueller, and Deputy Clerk to the Board Diane Foster

Via WebEx: HR Director Michele Smith, NYMIR Representative Jackie Shaffer, Safety Coordinator Sherman Manchester, Assessment Control Clerk Janene Sweet, and AJ Magnan.

CALL TO ORDER

The meeting of the Governmental Operations and Insurance Committee was called to order at 1:30 PM by Chairman Russell.

MINUTES

Motion to approve the minutes of the May 25, 2022 meeting was made by Supervisor Vedora, seconded by Supervisor Wille, and carried.

BOARD OF ELECTIONS

♦ *Resolutions*

Democratic Commissioner Charlie Evangelista presented the following three resolutions:

- Acceptance of Grant Extension Terms from NYS Board of Elections – Early Voting Aid to Localities – Grant BOE01-C004102-111000
- Acceptance of Grant Extension from NYS Board of Elections – Electronic Poll Books – Grant BOE01-C004041-1110000
- Acceptance of Grant Extension Terms from NYS Board of Elections – Early Voting Expansion Program – Grant BOE01-T004433-111000

Supervisor Vedora motioned to approve the three Board of Elections resolutions as a block. Supervisor Wille seconded the motion. The motion carried.

RAIMS

♦ *CIP Request*

Assistant Records Management Officer, Brooke Morse, presented a capital improvement plan request for movable shelving to be located in the archival vault at RAIMS.

Supervisor Vedora motioned to approve the CIP request for movable shelving.

Supervisor Namestnik seconded the motion. The motion carried.

REAL PROPERTY

◆ *Resolution*

Assessment Control Clerk, Janene Sweet, presented a resolution entitled, “Amendment to Resolution No. 556-2021 – Erroneous and Refunded Taxes to be Charged to Certain Town and Special Districts”.

Supervisor Hicks motioned to approve the amendment of Resolution No 556-2021. Supervisor Vedora seconded the motion. The motion carried.

TREASURER/REAL PROPERTY

◆ *CIP Request*

Treasurer Gary Baxter presented a capital improvement plan request for updated property, tax collection, and tax bill printing software. This would be for the treasurer’s office, real property, and the municipalities in Ontario County.

Supervisor Wille motioned to approve the CIP request for updated tax bill software. Supervisor Petropoulos seconded the motion. The motion carried.

HUMAN RESOURCES

◆ *Budget*

Deputy Human Resources Director, Lindsey Burgess, presented the Workers’ Compensation budget for 2022-2023. The plan is still fully fund and the budget is staying pretty flat.

◆ *Resolution*

Deputy Human Resources Director, Lindsey Burgess, presented a resolution entitled, “Apportionment of 2023 Workers’ Compensation Insurance Expense – Ontario County Mutual Self-Insurance Plan”.

Supervisor Vedora motioned to approve the workers’ compensation budget and the apportionment resolution as a block. Supervisor Namestnik seconded the motion. The motion carried.

Supervisor Hicks asked about the percentages in experience column. Ms. Burgess explained that this was changed with the Local Law a few years ago to calculate municipal rates similar to if they went out to the marketplace for workers’ compensation coverage. This is still being adjusted slowly to get everyone to where they need to be without large jumps up or down for some municipalities. This is where the ceiling and floor percentages come in to play each year.

FINANCE

◆ *Resolutions*

Finance Director, Mary Gates, presented the following four resolutions:

- Abolishment of Real Property Tax Assessment Defense Designation Fund Balance Reserve and Approval of Transfer of Funds
- Abolishment of Document Management System Designated Fund Balance reserve and Approval of Transfer of Funds
- Abolishment of Deferred Compensation Designation Fund Balance Reserve and Approval of Transfer of Funds

Governmental Operations and Insurance Committee oversees the activities, programs, or other matters related to the following departments, agencies, or activities: Legislative Board, Clerk of the Board of Supervisors, County Administrator, County Attorney, County Clerk, Bureau of Motor Vehicles, Real Property Tax Services, Board of Elections, Records and Archives, County Historian, Board of Ethics, Dog Control, Humane Society, Information Services, Regulatory Compliance, County Insurance Programs, Risk Management, Workers’ Compensation.

- Amend Document Management System Designated Fund Balance Reserve and Transfer of Funds

Supervisor Vedora motioned to approve the four resolutions presented by the Finance Director as a block. Supervisor Petropoulos seconded the motion. The motion carried.

INFORMATIONAL REPORTS

The committee reviewed all reports and information submitted regarding:

- a. Workers Compensation and Safety Reports
- b. MVA Report

Safety Coordinator, Sherman Manchester, reported that the recordable injuries for the county have stayed the same, but the entire plan has gone up 30% from last year. He noted that 28% of recordable injuries were slips, trips, and falls. 15% were training injuries. 12% were cuts and 12% were injuries by inmates/suspects.

Motion to approve the informational reports as presented was made by Supervisor Vedora, seconded by Supervisor Hicks, and carried.

COUNTY ADMINISTRATOR

- ♦ *Update*

County Administrator, Chris DeBolt, gave the following updates:

- The IRS has increased the mileage reimbursement rate to 62.5 cents starting July 1st
- The housing RFP went out this week and is due back in July
- They are working with the Flex Tech Program for the energy audit. They are working on setting up a scoping meeting
- Alissa, the new Deputy County Administrator, will be starting on July 5th
- The Governor extended the State of Emergency for another 30 days, this allows us to still continue using WebEx as we have been
- The City of Geneva has a new City Manager, Amy Hendrix

EXECUTIVE SESSION

At 1:43 PM, Supervisor Vedora made the motion, seconded by Supervisor Wille to go into executive session regarding discussion on proposed, pending or current litigation; motion carried.

At 1:57 PM, Supervisor Vedora made the motion, seconded by Supervisor Hicks to leave executive session; motion carried.

ADJOURNMENT

Motion to adjourn was made at 1:58 PM by Supervisor Vedora seconded by Supervisor Wille. The motion carried.

RESPECTFULLY SUBMITTED

Kristin A. Mueller, Clerk to the Board