

**ADMINISTRATION COMMITTEE**  
**KENNEDY, OBERACKER, MARIETTA, MCCARTY, FRAZIER, MARTINI**  
**JULY 17, 2020**  
**9:00 a.m.**

Under the current COVID-19 emergency/Executive orders, this committee meeting was not physically open to the public at the County Office Building. The meeting was streamed via facebookLIVE.

Members: Representative Kennedy- present, in Board Chambers  
Representative Oberacker- present, via zoom  
Representative Marietta-present, via zoom  
Representative McCarty-present, via zoom  
Representative Frazier-present, via zoom  
Representative Martini-present, via zoom

Others present: Representative Wilber via zoom, Representative Farwell via zoom and County Attorney Ellen Coccoma via zoom.

**OFFICE FOR THE AGING- TAMI REED via zoom**

Tamie Reed requested approval to create, fund and fill an Aging Services Specialist position at \$30,664 and unfund a Caseworker position #1. Representative McCarty moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Tamie Reed requested approval to fill a vacant funded TE Senior Aging Services Aide and to fill a vacant funded TE HEAP Examiner, both for the HEAP season. Representative Martini moved for approval. Seconded, Oberacker. Total: 2,721. Ayes: 2,721. Motion carried.

**COMMUNITY SERVICES- SUSAN MATT via zoom**

Representative Basile joined the meeting.

Susan Matt requested approval to amend Resolution 25-20200102 with Family Resource Network to include additional funding to support social and emotional health training for school staff in the Otsego County schools and expansion of services to enhance social and emotional development of youth to include peer services with an increase of \$60,000 and a total amount of contract not to exceed \$273,505 annually from January 1, 2020 thru December 31, 2022 utilizing 100% Federal System of Care grant funding. Representative McCarty moved for approval. Seconded, Oberacker. Total: 2,721. Ayes: 2,721. Motion carried.

Susan Matt discussed utilizing approximately \$40,000 of System of Care funds to support a half-time staff position in DOH, Early Intervention, to assist with the social and emotional health training for pre-school, head start and children age birth to 5. Mrs. Matt stated that the Family Services Specialist position would be in the DOH with the other half of funding coming from DOH.

### **BOARD OF ELECTIONS- LORI LEHENBAUER AND MIKE HENRICI via zoom**

Personnel Officer, Penney Gentile joined the meeting.

Lori Lehenbauer requested approval to fill a vacant funded Technician/Election Specialist position at \$34,527. Representative Oberacker moved for approval. Seconded, McCarty. Total: 2,721. Ayes: 2,721. Motion carried.

Lori Lehenbauer gave the following departmental updates:

- Anticipating another vacancy in August
- Need to make a non-budgeted \$8,436 warranty payment in December, which is needed in lieu of purchasing new voting machines
- spent \$21,060 in payroll expense for the primary election in June
- general election payroll cost will be approximately \$30,000.
- is mandatory for election inspectors to be trained annually, noting such related cost is approximately \$2,500
- may need to purchase printed envelopes, ballots, an election printer, etc. based on potential future imposed time constraints and election requirements
- looking into possibly purchasing a scanner utilizing NYS Cares Act funding
- Custodian positions were eliminated-utilized Highway staff and a board member for the June primary but due to their potential work schedule in November, may not be able to utilize them again

### **COUNTY ATTORNEY- ELLEN COCCOMA via zoom**

Ellen Coccoma requested approval of an exception to the spending freeze for \$140/month for online legal researching. Representative Oberacker moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Ellen Coccoma gave a brief report on the Worker's Compensation program noting that there has been fewer claims since March 1 and no COVID claims yet.

Ellen Coccoma stated that they continue to revise and answer questions about the daily employee survey.

Board Chair Bliss arrived at the meeting in the Board Chambers.

**PUBLIC DEFENDER'S OFFICE- REBEKAH TALBOT ON BEHALF OF MIKE TROSSET via zoom**

Rebekah Talbot gave the following department updates:

-Received notice from ILS concerning payment of claims that the county has submitted for reimbursement for – approximately \$415,889.86

-Repurposed ILS Hurrell Hearing funding previously dedicated to the Chief Assistant's position until recently laid off- now funding is dedicated to the Public Defender's position including fringe costs

-Office is short staff and the Public Defender is covering the courts that the Chief Assistant was covering

County Treasurer Allen Ruffles joined the meeting.

Rebekah Talbot explained that the demands and expectations of clients are high and the backlog from the courts not operating will make it difficult to manage therefore requesting approval to create, fund and fill a Part time Assistant Public Defender position. Representative Frazier moved for approval. Seconded, Oberacker. Total: 2,721. Ayes: 2,721. Motion carried.

**PERSONNEL- PENNEY GENTILE via zoom**

Penney Gentile requested approval to reappoint Heidi Bond as Public Health Director for a 6-year term from August 8, 2020-August 7, 2026. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,721. Ayes: 2,721. Motion carried.

**BUILDING SERVICES- KIM FIRENZE via zoom**

Kim Firenze requested approval to amend the County vehicle policy to allow three Maintenance Mechanics to bring home County owned vehicles year round to be used for County building emergencies and snow removal as necessary. Representative Oberacker moved for approval. Seconded, Martini. Total: 2,721; Ayes: 2,346; Noes: 375- McCarty. Motion carried.

**INFORMATION TECHNOLOGIES- BRIAN POKORNY via zoom**

Brian Pokorny requested approval to purchase annual maintenance for the Cisco Network switches at a cost of \$16,300. Representative Oberacker moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

**COUNTY ATTORNEY CON'T- ELLEN COCCOMA via zoom**

Ellen Coccoma requested authority to move forward and join the generic drug litigation and to retain Napoli Shkolnik, noting that there is no cost to the County unless funds are recovered. Representative Marietta moved for approval. Seconded, Oberacker. Total: 2,721. Ayes: 2,721. Motion carried.

**SHERIFF- RICH DEVLIN AND CAM ALLISON via zoom**

Sheriff Rich Devlin inquired about the status of an amendment to the County's Workplace Violence Program that was approved in March as he has not seen a resolution confirming such yet.

Sheriff Devlin requested approval to fill a vacant funded Deputy Sheriff Investigator position #1 and back fill a vacant funded Deputy Sheriff position upon promotion pending final approval of the Personnel Officer and the County Treasurer. Representative Oberacker moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Sheriff Devlin requested approval to purchase two dog kennels for the K9 unit at a total cost of \$1,400. Representative Oberacker moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Sheriff Devlin requested approval to purchase ten tire deflation devices at a total cost of \$4,500, noting that PSLA has not approved this purchase. After further discussion, Representative Kennedy would like to follow the regular process and go to the PSLA committee first.

Board Chair Bliss asked the Sheriff to discuss Executive Order 203 (NYS Police Reform and Reinvention Collaborative) and what have you been doing to prepare? Sheriff Devlin stated that this does not need to be made complicated and that there are four components that need to be met, adding that they are already doing parts included in the plan, are in the process of doing them or are being reviewed. Ellen Coccoma discussed the Executive Order, a summary of the EO, initial guidance received, creation of a stakeholder group, review and recommendations by the group for changes to the plan, public comment and passage of local law or resolution regarding the implementation of such plan by April 1, 2021.

**SOCIAL SERVICES- EVE BOUBOULIS, MARY JANE WATERS, DEB FINGER, LISA GRAMPP, JANET ELLIOTT AND CHERYL SPARKS via zoom**

Eve Bouboulis requested approval to renew the contract with OFA for HEAP application intake on non-temporary assistance applicants ages 60 and older, not to exceed \$40,020 from September 1, 2020- August 31, 2021. Representative McCarty moved for approval. Seconded, Oberacker. Total: 2,721. Ayes: 2,721. Motion carried.

Eve Bouboulis requested approval to amend resolution 188-20200502 to approve an additional amount of \$6,240 with S&T security, due to the increase in NYS pre-vailling wage rates for unarmed security guards. Representative Frazier

moved for approval. Seconded, Martini. Total: 2,721; Ayes: 2,721. Motion carried.

Eve Bouboulis requested approval to fill three vacant funded Caseworker positions #3, #8, #21. Representative Oberacker moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Eve Bouboulis requested approval to fill a vacant funded Principal Social Welfare Examiner #1 position. Representative Martini moved for approval. Seconded, Marietta. Total: 2,721. Ayes: 2,721. Motion carried.

Eve Bouboulis requested approval to create, fund and fill a Full time Social Services Attorney #4 position. Representative Martini moved for approval. Seconded, Frazier. Total: 2,721. Ayes: 2,721. Motion carried.

Eve Bouboulis requested approval to create, fund and fill an Employment & Training Assistant position #6 in connection with the existing Temporary Assistance waiver. Ms. Bouboulis added that if this waiver is not extended, the department will need to hire such position to perform face to face interviews and meet employment requirements and if the waiver gets extended, the department will delay hiring such position. Representative Martini moved for approval. Seconded, McCarty. Total: 2,721. Ayes: 2,721. Motion carried.

Eve Bouboulis requested approval to create, fund and fill a Part time Principal Social Welfare Examiner #1 @ \$21.4218/hr. Representative Oberacker moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Eve Bouboulis requested approval to fill a vacant funded Principal Social Welfare Examiner #3 position. Representative Martini moved for approval. Seconded, Oberacker. Total: 2,721. Ayes: 2,721. Motion carried.

Eve Bouboulis requested approval to fill a Temporary Principal Social Welfare Examiner #1 position at \$21.4218/hr. for up to three months. Representative Oberacker moved for approval. Seconded, Frazier. Total: 2,721. Ayes: 2,721. Motion carried.

Penney Gentile left the meeting.

#### **COUNTY TREASURER- ALLEN RUFFLES via zoom**

Allen Ruffles requested approval to amend resolution 201 as follows:

Decrease rev. 1820A by \$48,030

Decrease rev. 3619A by \$22,500

Increase rev. 3610A by \$70,530

Representative Oberacker moved for approval. Seconded, McCarty. Total: 2,721. Ayes: 2,721. Motion carried.

Allen Ruffles requested approval of the following budget modification for the Department of Social Services as follows:

Increase rev. 2771A by \$2,945.80  
Increase 6012.4900 by \$2,945.80

Representative Oberacker moved for approval. Seconded, Martini.  
Total: 2,721. Ayes: 2,721. Motion carried.

Allen Ruffles stated that there was an error in the Community Services budget modification that was presented last month, therefore requesting approval of the corrected budget modification as follows:

Increase rev. 4449 by \$57,950.80  
Increase 4310.4880 by \$50,000  
Increase 4310.4100 by \$3,500  
Increase 4310.4500 by \$1,200  
Increase 4310.4800 by \$500  
Increase 4310.4900 by \$2,750.80

Representative McCarty moved for approval. Seconded, Oberacker.  
Total: 2,721. Ayes: 2,721. Motion carried.

Representative Farwell left the meeting.

Allen Ruffles requested approval of the following budget transfer for Building Services:

Transfer from A1629.4800 \$2,450 to A1629.2500 \$2,450

Representative Oberacker moved for approval. Seconded, Martini.  
Total: 2,721. Ayes: 2,721. Motion carried.

Allen Ruffles presented amendments to the year-end budget transfers/modifications resolution to balance out 2019 for approval.  
Representative Frazier moved for approval. Seconded, Martini. Total: 2,721.  
Ayes: 2,721. Motion carried.

#### **DEPARTMENT OF HEALTH- HEIDI BOND via zoom**

Heidi Bond discussed the position of a Family Services Specialist in conjunction with \$40,000 of System of Care funding that Community Services (Susan Matt) has available to support a half time staff position in Early Intervention to assist with the social and emotional health training for pre-school, head start and children age birth to 5. Mrs. Bond stated that she could fund the other half of such position but expressed concerns about filling such position tied to specific funding. Representative Martini moved approval to create, fund and

fill a Family Services Specialist position. Seconded, Frazier. Total: 2,721. Ayes: 2,721. Motion carried.

Board Chair Bliss stated that the state is pushing for pop-up COVID testing and Bassett does not want to get involved adding that the county is not required to participate. Dave Bliss added that the cost is \$80/per test and 300 tests would be performed with the county share being 10%. Dave Bliss stated that the testing could be performed by volunteers, DOH staff, NYSDOH staff or a combination. Heidi Bond stated that she has funding to cover the county share if needed.

### **TREASURER- ALLEN RUFFLES CON'T via zoom**

Allen Ruffles requested approval to contract with Venesky and Company to provide services related to the 2020, 2021 and 2022 Cost Allocation Plan. Representative McCarty moved for approval. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Allen Ruffles asked for input concerning whether or not to RFP for Audit Services in connection with the 2020 fiscal audit or renew the contract with Insero adding that he will reach out to Purchasing as well as there may be an option to extend. After further discussion, Representative Oberacker moved approval to renew the audit contract with Insero contingent on approval of Purchasing and in accordance with the Purchasing Policy. Seconded, Frazier. Total: 2,721. Ayes: 2,721. Motion carried.

Allen Ruffles discussed hiring serves in connection with serving/posting certain foreclosure parcels and maintaining documentation of such for certain auction parcels at \$50/per parcel.

Allen Ruffles requested approval to contract with Absolute Auctions to provide foreclosure auction services at no cost to the county. Representative Frazier moved for approval. Seconded, McCarty. Total: 2,721. Ayes: 2,721. Motion carried.

Due to existing staff levels in his office, Allen Ruffles discussed overtime hours that are possibly needed for staff to implement the new MUNIS tax software (~ 100 hrs), the new MUNIS payroll software (~ 100 hrs) and to finish the AUD and the annual audit (~100 hrs) not to exceed \$9,329.50 utilizing unexpended funding in his Personal Service line. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,721. Ayes: 2,721. Motion carried.

Allen Ruffles gave an update on the foreclosures up for auction this fall.

Allen Ruffles requested approval to fill a vacant funded Jr. Accountant position upon resignation. Representative Frazier moved for approval. Seconded, McCarty. Total: 2,721. Ayes: 2,721. Motion carried.

Allen Ruffles stated that in conversations with Sid Loeffler to reduce departmental costs the new-leased Veterans van could be eliminated. Mr. Ruffles explained factors such as decrease usage due to ridership, the monthly

cost is \$994.74 and options to sell/turnover with Enterprise. After further discussion, Representative Kennedy asked that this be discussed further at a future IGA committee meeting.

Allen Ruffles stated that NYSAC is recommending that all counties override the tax cap as a precaution. Mr. Ruffles discussed whether the county wanted to move forward with overriding the tax cap or not which could be used as a safety valve if needed. Ellen Coccoma explained that to do so, it requires a Local Law which would require introduction at a monthly board meeting and then held over for a public hearing and passage by a 60% majority vote at the next monthly meeting. Representative Marietta moved to support a Local Law to override the tax cap. Seconded, Martini. Total: 2,721. Ayes: 1,748; Noes: 973- Oberacker, Frazier. Motion carried.

### **COUNTY ATTORNEY- ELLEN COCCOMA via zoom**

Ellen Coccoma asked the committee if they wanted to move forward with the video conferencing system policy or not at this time, noting that under the existing Executive Order which expires August 5<sup>th</sup>, it allows the county to function by permitting zoom/streaming meetings as long as guidelines are followed. Board Chair Bliss stated that the board needs to prepare to resume to in-person meetings with social distancing in mind.

Ellen Coccoma updated the committee that a small group was tasked to research mandated vs. non-mandated services and the consolidating of operations.

Ellen Coccoma stated that she and Allen Ruffles are looking into ways to help employee morale during these trying times as related to the pandemic as there have been concerns expressed concerning some county staff.

There being no further business to discuss, the committee adjourned.