

INTERGOVERNMENTAL AFFAIRS COMMITTEE
KENNEDY, OBERACKER, MARIETTA, FARWELL, SHANNON
March 26, 2019

Absent: Representative Oberacker

Also Present: Penney Gentile and Nicole Roe, SUNY Intern, Ellen Coccoma

COUNTY GOVERNANCE

The committee discussed the following, including but not limited to:

- Penney Gentile distributed and discussed County Manager/Administrator job descriptions from Greene, Ontario, Livingston, and Oswego Counties
- Penney Gentile discussed non -completive, competitive, exempt, unclassified and classified positions noting that the Personnel Office can only create competitive positions and exempt and unclassified do not need job descriptions and there are no minimum qualifications to be met
- The need to finalize the job description, send it on to the Board and Department heads as well as County Attorney for input, then pass a Local Law before the end of the year
- An individual could be placed in the job provisionally awaiting the classification
- Long term plan is to have a Charter
- Representative Farwell stated that the term of an administrator cannot be longer than the Board's term- Ellen Coccoma stated that she will look into this as well as the differences of a manager vs. administrator
- The committee discussed reasons to not go with a County Executive- it is more than what is needed and the Committee looked at what would be most helpful to the County
- Residency requirement is needed in the job description along with qualifications

The Committee discussed reasons for going with a County Administrator including but not limited to:

- want an appointed official vs. elected official
- want someone to work with the Legislature as more of a partner and facilitator to enhance productivity

Ellen Coccoma left the meeting.

The draft job description for a County Administrator completed by Representative Farwell was discussed and edits were made by

adding/changing the following including but not limited to: facilitate monthly department head meetings, be responsible for department head performance evaluations and department performance reports, including recommending to the Legislature any changes to M&C salaries or benefits consistent with the current salary plan, attend all regular and Board and Committee meetings, and present an annual report on the State of County to the Legislature and the general public.

The committee discussed how having an Administrator will change certain departments more than others and the need to meet with those departments. The committee stated that the draft job duties be sent out to all Board Members and Department Heads, along with the NYSAC link entitled County Government Organization of NYS for their review and input.

Representative Shannon stated she will work with the IT department on getting all of the surveys from Survey Monkey into 1 PDF.

There being no further business to discuss, the committee adjourned until Tuesday, April 9th at 9 a.m. at the County Office Building.