

INTERGOVERNMENTAL AFFAIRS COMMITTEE
KENNEDY, OBERACKER, MARIETTA, FARWELL, MARTINI
March 10, 2020
9:00am

INFORMATION TECHNOLOGIES—BRIAN POKORNY

Representative Marietta requested Brian Pokorny, Director of Information Technologies (IT), provide copies to the Committee of the digital applications received from this year's Community Events Grant program before the applications' scheduled review on March 24, 2020.

The Committee and Brian Pokorny discussed updating the Departmental Reference Manual for 2020 (last updated in 2017, last printed in 2016). The Committee discussed editing the document, including but not limited to adding the Purchasing Policy and purchasing procedure flow chart, changes to the Strategic Plan and Goals sections, and requesting department heads please update their department's section of the manual. The Committee set a tentative goal to complete the editing process by Thursday, April 30, 2020.

Brian Pokorny said he is scheduled to complete his department head evaluation at the Performance Review & Goal Setting Committee meeting scheduled for later that day (March 10, 2020).

VETERANS AFFAIRS—SID LOEFFLER and PENNEY GENTILE

Sid Loeffler, Veterans Service Officer, Penney Gentile, Personnel Officer, and the Committee discussed a proposed stipend for a Planning department staff member who has been providing administrative support to the department of Veteran's Affairs. The discussion included, but was not limited to: work within title vs. work outside of title, the number of screenings and referrals the department processes, administrative duties that need to be performed, funding sources, Health Insurance Portability and Accountability Act (HIPAA) forms in the referral process, and a possible decline in overall numbers of veterans requesting assistance with their claims. Penney Gentile suggested one solution may be to hire a part-time worker, and the Committee suggested Mr. Loeffler pursue administrative training through the IT department.

Representative Kennedy requested Mr. Loeffler create an estimate of the number of referrals the department of Veterans Affairs refers to the Department of Social Services.

Sid Loeffler reported he is on track to purchase VetraSpec, the veteran claims management software to with help processing claims. Representative

Oberacker motioned to approve purchasing Vetraspec software in the amount of \$600. Seconded, Martini. Total: 2,410. Ayes: 2,410. Motion carried.

PLANNING—SHANE DIGAN on behalf of KAREN SULLIVAN

Shane Digan, Planner Trainee, on behalf of Karen Sullivan, requested approval of a resolution declaring of the month of April as “Fair Housing Month” and publication thereof in the Daily Star. Representative Farwell motioned to declare April as “Fair Housing Month.” Seconded, Martini. Total: 2,410. Ayes: 2,410. Motion carried.

Shane Digan requested approval to accept the Census 2020 Complete Count Outreach Grant for Local Governments, in an amount not to exceed the allocated funding of \$114,294, and to formulate agreements with non-profits and independent contractors as presented in the County’s Census plan and submitted to the State; contracts and expenditures are subject to the County’s plan being approved by the State. Representative Farwell motioned to approve accepting the Census 2020 Complete Count Outreach Grant for Local Governments in an amount not to exceed \$114,294, and to formulate agreements with non-profits and independent contractors as presented in the County’s Census plan, and with contracts and expenditures subject to the County’s plan being approved by the State. Seconded, Oberacker. Total: 2,410. Ayes: 2,410. Motion carried.

Shane Digan requested the following budget modification to increase the Planning department allocation and revenue accounts for the Census funding, pending the exact award notice from the State:

- Increase Planning A8020-549000 by an amount up to \$114,294 (to be determined)
- Increase Planning Revenue 0000-3089-A by an amount up to \$114,294 (to be determined)

Representative Farwell motioned to approve the budget modification. Seconded, Martini. Total: 2,410. Ayes: 2,410. Motion carried.

Shane Digan requested approval for the Planning department to establish an Instagram account for purposes related to the Census outreach and advertising plan, account creation as per instructed by the IT department. Representative Martini motioned to approve the Planning department’s request to create an Instagram account as per the IT policy. Seconded, Oberacker. Total: 2,410. Ayes: 2,410. Motion carried.

Shane Digan submitted the Planning Department's Annual 2019 Report. Representative Oberacker motioned to accept the report. Seconded, Martini. Total: 2,410. Ayes: 2,410. Motion carried.

BOARD OF ELECTIONS—COMMISSIONER LORI LEHENBAUER and COMMISSIONER MICHAEL HENRICI

Commissioner Lehenbauer reported that per the County Attorney, no policy exceptions need to be made for paying Inspectors mileage when working, it falls under the current policy, and no further action needs to be taken on the matter at this time.

Commissioner Henrici reported that due delays at the manufacturer, the cabinets to hold the on-demand ballot printers may not arrive in time to be deployed in the 2020 Presidential Primary election. This may result in an unbudgeted expense of \$3,360 to print ballots.

Commissioner Lehenbauer presented and reviewed the Shoebox Contract Extension through March 31, 2021. Representative Farwell motioned to approve the Shoebox Contract Extension through March 31, 2021. Seconded, Martini. Total: 2,410. Ayes: 2,410. Motion carried.

The Commissioners reported the department has been in contact with the Centers for Disease Control regarding precautionary measures planned for polling sites in response to the coronavirus outbreak.

Commissioner Lehenbauer requested approval to setup an Instagram and Facebook account. Representative Farwell motioned to approve setting up Instagram and Facebook accounts following Otsego County policies. Seconded, Martini. Total: 2,410. Ayes: 2,410. Motion carried.

COUNTY GOVERNANCE—BEN SYDEN and KATHY ROONEY of LABERGE GROUP

Ben Syden and Kathy Rooney of Laberge Group discussed the role of a County Administrator, including but not limited to:

- Kathy Rooney said she reviewed the information on the Otsego County website about the creation of the County Administrator position and said the Intergovernmental Affairs Committee did comprehensive research before creating the position
- Kathy Rooney said that the fit of the employee in the work culture will be critical, as well as a clear set of roles and responsibilities between the County Administrator and the Board of Representatives

- The Committee, Ben Syden, and Kathy Rooney discussed the interview process

Ben Syden and Kathy Rooney said Laberge Group is available for consultation during the implementation phase of the County Administrator position if the Committee is interested.

There being no further business to discuss, the Committee set their next regularly scheduled meeting for Tuesday, March 24, 2020 at 9:00am at the County Office Building and adjourned.