



# GOVERNMENTAL OPERATIONS AND INSURANCE COMMITTEE

Time: 1:30 PM

Location: 3019 County Complex Drive

2<sup>nd</sup> Floor, Room 204

Canandaigua, NY 14424

January 17, 2018

## MEMBERS PRESENT

Supervisors Jeffery Gallahan, Frederick Wille, Gregory Bendzlowicz, Dominick Vedora, David Baker, and Todd Campbell. Gregory Westbrook was declared necessarily absent.

## OTHERS PRESENT

In addition to Committee Members: Chairman Jack Marren, County Administrator Mary Krause, Director of Finance Mary Gates, Safety Coordinator Sherman Manchester, Assistant County Attorneys Holly Adams, Holly Adams, and Michael Reinhardt, Real Property Director Robin Johnson, Human Resource Director Michele Smith, Human Resource Deputy Director Lindsey Burgess, Human Resource Analyst Emily Phillips, Archivist Rosemary Switzer, Chief Information Officer Sean Barry, Bob Smith (IT Department), Grants Coordinator Peter Brown, Fiscal Manager Michael Wojick, Buildings and Grounds Director Steve Vanderbrook, and Clerk to the Board Karen DeMay.

## CALL TO ORDER

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

## MINUTES

**Motion to approve** the minutes of December 13 and December 21, 2017, made by Supervisor Baker, seconded by Supervisor Bendzlowicz and carried.

## BOARD OF SUPERVISORS

Clerk Karen DeMay presented resolution entitled, "AUTHORIZATION: ONE-YEAR APPOINTMENTS". She noted that these are annual appointments made by Chairman of the Board. The individuals listed are reappointments to the respective boards or committees.

**Motion to approve** the resolution made by Supervisor Baker, seconded by Supervisor Vedora and carried.

Ms. DeMay presented resolution entitled, "AUTHORIZATION: TWO-YEAR APPOINTMENTS". She noted that these are biennial appointments to various committees and advisory boards by recommendation of Chairman of the Board.

**Motion to approve** the resolution made by Supervisor Bendzlowicz, seconded by Supervisor Campbell and carried.

## BOARD CLERK

At this time, Chairman Marren asked to address the committee. He explained that Clerk DeMay has announced plans to retire on March 9, 2018, after 26 years of service to the county. Along with this announcement he is recommending appointment of Deputy Clerk Kristin Mueller to fill the unexpired term of Clerk DeMay. Resolution entitled, "APPOINTMENT-CLERK TO THE BOARD OF SUPERVISORS, KRISTIN A. MUELLER" was presented to committee.

**Motion to approve** the resolution made by Supervisor Bendzlowicz, seconded by Supervisor Vedora and carried.

## REAL PROPERTY TAX SERVICES

Director Robin Johnson presented a draft Local Law entitled, "LOCAL LAW OPTING OUT OF TAX EXEMPTION FOR CERTAIN ENERGY SYSTEMS". This local law will allow Ontario County to opt out of this exemption with respect to any micro-hydroelectric energy system, fuel cell electric generating system, micro-combined heat and power generating equipment system, or electric energy storage equipment or electric energy storage system constructed subsequent to the effective date of this local law. She further presented a resolution entitled, "FIXING DATE AND NOTICE FOR THE PUBLIC HEARING ON LOCAL LAW NO. 1 INTRO. OF 2018".

**Motion to approve** both draft Local Law and resolution made by Supervisor Baker, seconded by Supervisor Bendzlowicz and carried.

County Administrator Mary Krause noted there has been recent dialog with Geneva Town Supervisor Venuti and Geneva Schools and Economic Development. A solar company spoke of interest in coming to the area suggesting a PILOT. The county and schools do not have any intention to do a PILOT.

## RECORDS & ARCHIVES

Archivist Rosemary Switzer presented a resolution entitled, “SCANNING OF SUPREME AND COUNTY COURT MINUTES NEW YORK STATE INDUSTRIES PREFERRED SOURCE PROVIDER AND NYSID’S ASSOCIATE MEMBER, IMAGING AND MICROFILM ACCESS (IMA) AND ONTARIO COUNTY DEPARTMENT OF RECORDS, ARCHIVES AND INFORMATION MANAGEMENT SERVICES (RAIMS)”.

**Motion to approve** this resolution made by Supervisor Bendzlowicz, seconded by Supervisor Wille and carried.

## INFORMATION SERVICES

Chief Information Officer Sean Barry presented resolution entitled, “APPROVAL OF CONTRACT WITH CONTINUUM SYSTEMS FOR A NEW ENTERPRISE CONTENT MANAGEMENT SYSTEM”. He explained this system will allow us to automate some old and decrepit paper processes.

Ms. Krause noted the project team members worked hard to identify key points in the RFP. This product presents many possibilities, it is a robust program. We hold \$350,000 in reserve for this type of system.

Answering concerns, Mr. Barry stated many counties in NYS use this system and he does not expect any issues. Workflow plan is expected to roll out to departments after DSS.

Ms. Krause added along with reserve we are applying for grants with state archives. Project Manager Bob Smith added going forward we expect once project is fully implemented the county will realize a cost savings of over 2 million dollars.

Ms. Krause added this will also fall under shared services and at this time one town is interested.

Finance Director Mary Gates stated she recommends adding a RESOLVED clause to the resolution to appropriate from reserve. She will add it with appropriate dollar amount and budget information.

**Motion to amend** the resolution by adding the aforementioned RESOLVED clause made by Supervisor Baker, seconded by Supervisor Campbell and carried. **Resolution, as amended, was approved** by committee.

## CYBER SECURITY INSURANCE

Chief Information Officer Sean Barry spoke on Cyber Security. Costs incurred by other municipalities for data breaches/hacking. Schuyler County’s recent cost was about \$200,000. They did not lose data. If data or personal information is lost, cost goes up exponentially. Orange County experienced a loss, with recovery costing approximately \$660,000. A Community College in Arizona has suffered a breach costing 26 million to recover. There is a huge potential for liability. It is overwhelming to stop hundreds of malicious e-mails on a daily basis. There are few counties left that don’t have cyber insurance. John Parrott is recommending a 5 million dollar policy. Committee will address at next cycle. (*see discussion after executive session item*)

## HUMAN RESOURCES

Safety Coordinator Sherman Manchester presented a resolution entitled, “Authorization to Apply for HAB Grant”. He explained this is an annual application to support continued County-wide safety training.

**Motion to approve** this resolution made by Supervisor Baker, seconded by Supervisor Campbell and carried.

## INFORMATIONAL REPORTS

Safety Coordinator Sherman Manchester, Human Resource Deputy Director Lindsey Burgess, Human Resource Analyst Emily Phillips were present to answer any questions concerning reports submitted to the committee. Mr. Sherman highlighted data from full-year data. We went from 77 to 39 recordable incidents. The entire county went from 81 in 2016 to 70 in 2017.

Ms. Phillips reviewed workers compensation data with committee. All departments did a great job.

**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.

Chair Gallahan thanked both for their reports.

**EXECUTIVE  
SESSION**

At 2:00 PM, Supervisor Bendzlowicz made the motion, seconded by Supervisor Vedora, to go into executive session regarding discussion on proposed, pending, or current litigation and to confer with counsel; motion carried.

At 2:15 PM, Supervisor Bendzlowicz made the motion, seconded by Supervisor Baker, to leave executive session; motion carried.

**INSURANCE  
CLAIM**

Assistant County Attorney Michael Reinhardt informed committee of an insurance claim to recover two lost license plate readers followed by lightning strike. He is requesting committee approval because the claim is over \$10,000. **Motion to approve** the request made by Supervisor Vedora, seconded by Supervisor Wille and carried.

**CYBER  
INSURANCE,  
CONTINUED**

Chief Information Officer Sean Barry **returned to this subject**, and has information on the insurance policy. Recommendation from John Parrott is \$25,000 for a 5 million dollar premium. He recommends Allied World. Sufficient funds exist in the 2018 budget.

**Motion to approve** the request made by Supervisor Baker, seconded by Supervisor Bendzlowicz and carried.

**SETTLEMENT**

Following Executive Session, Supervisor Baker made the motion, seconded by Supervisor Bendzlowicz, to accept the attorney's recommendation to approve a settlement with a pending case; motion carried.

**INSURANCE  
WAIVER**

Ms. Krause requested permission to allow insurance waiver for all instructors and trainers during the calendar year 2018. **Motion to approve** the request made by Supervisor Bendzlowicz, seconded by Supervisor Baker and carried.

**COUNTY  
ADMINISTRATOR  
UPDATE:**

Ms. Krause informed the committee as follows:

1. Following Shared Services plan, work continues to begin joint public relations between the county and FLCC. Four companies have responded and we will be interviewing two of these companies. We are also moving in a positive direction with other items on our shared services list such as set up with EAP and which municipalities will participate continues. Brian Young continues conversation on tub grinding service. There is some indication that the governor has proposed permanency to shared services panels.
2. Moving ahead with mission, vision, core values and behaviors. We came up with tag line, *Ontario Upward*. You will see this tag line in materials going forward. The leadership team is taking values from program one at a time and we expect to do five or six this year. Holly Adams is leading the first group. Ethical government will be their topic. If you have ideas or thought, please let her know.
3. Brian Young and Mary Krause will have a semi-annual meeting with school superintendents on January 26. Agenda items are welcome. This first meeting we will have Carla Jordan speak about our recycling program.
4. Meetings with individual supervisors are going well. Receiving good feedback.

**ADDENDUM**

Director Robin Johnson presented the following resolution entitled, "Resolution of Approval of Correction of Error – 2018 County/Town Tax Roll". The property is located in the Bloomfield, NY.

**Motion to approve** the resolution made by Supervisor Bendzlowicz, seconded by Supervisor Vedora and carried.

**PRIVILEGE OF  
THE FLOOR**

Assistant County Attorney Art James and Building and Grounds Director Steve Vanderbrook updated the committee on the special use permit application for parks usage. Following

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implementation of a permitting process for special use permit applications last October, they are now recommending the elimination of the 'people fee'. Upon review, this fee is excessive. This does not change requirements for additional services, dumpsters, porta-potties, or additional security if necessary. Those items would be the responsibility of the group and would be vetted in the application process. They are recommending this change prior to the application going on line.

**Motion to approve** the action made by Supervisor Vedora, seconded by Supervisor Baker and carried.

**ACCIDENTS** Chairman Gallahan reported accident activity shows 41% of accidents in our county last month are deer-struck related. (down from last report)

**NEXT MTG DATE** February 7, 2018, at 1:30 PM.

**ADJOURNMENT** **Motion to adjourn** made at 2:36 PM by Supervisor Bendzlowicz, seconded by Supervisor Campbell and carried.

**RESPECTFULLY  
SUBMITTED** Karen DeMay, Clerk to the Board

Ontario County Vision Statement

A vibrant community where every citizen has the opportunity to be healthy, safe, and successful

Draft

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