



GOVERNMENTAL OPERATIONS AND INSURANCE COMMITTEE

Time: 1:30 PM

Location: 3019 County Complex Drive

2nd Floor, Room 204

Canandaigua, NY 14424

January 17, 2017

**MEMBERS
PRESENT**

Supervisors Jeffery Gallahan, Gregory Westbrook, Frederick Wille, Gregory Bendzlowicz, David Baker, Tamara Hicks, and Dominick Vedora.

OTHERS PRESENT

In addition to Committee Members:

County Administrator Mary Krause, Deputy County Administrator Brian Young, Real Property Tax Director Robin Johnson, Human Resources Director Denise Morley, Chief Information Officer Sean Barry, Assistant County Attorneys Holly Adams and Mike Reinhardt, Director of Finance Mary Gates, Fiscal Manager Michael Wojcik, STOP-DWI Coordinator Sue Cirencione, Safety Coordinator Sherman Manchester, Purchasing/Buyer Jenifer Langer, Employee Relations Director Julie Hoffman, Employee Relations Assistant Emily Phillips, 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 Chair Gallahan.

At this time Chair Gallahan appointed Supervisor Greg Bendzlowicz as Committee Vice-Chair.

MINUTES

Supervisor Baker made the motion, seconded by Supervisor Hicks, to approve the Governmental Operations and Improved Methods minutes of December 8 and 13, 2016, as well as Insurance Committee minutes of December 6, 2016; motion carried.

**BOARD OF
SUPERVISORS**

Board Clerk Karen DeMay presented the following resolutions:

- a. **Chairman's One-Year Appointments**
- b. **Chairman's Two-Year Appointments**

Motion to approve made by Supervisor Baker, seconded by Supervisor Hicks and carried.

**COUNTY
ADMINISTRATOR**

Deputy County Administrator Brian Young presented the following resolution:

- a. **Authorization to Contract with Various Ontario County School Districts for Use of Voting Machines.**

Motion to approve made by Supervisor Bendzlowicz, seconded by Supervisor Westbrook and carried.

**REAL PROPERTY
TAX SERVICES**

Real Property Tax Director Robin Johnson presented review of 2017 Exemption for Low-Income Seniors along with draft Local Law.

Ms. Johnson reviewed the current low-income senior exemption, eligibility criteria, options such as decreasing sliding scale, and current tax information. She stated it is difficult to project the impact of an increase to this exemption level not knowing future property assessments, how many individuals actually qualify, or those who apply. Discussion followed among committee members.

On motion of Supervisor Baker, seconded by Supervisor Hicks, the committee

unanimously voted against moving forward on this item at this time. They recommended review again in one year.

Supervisor Westbrook requested information quantifying data as it relates to taxing information and this income/age based exemption. She will work with the taxing jurisdictions on this.

**INFORMATION
SERVICES**

Chief Information Officer Sean Barry presented the following resolutions and budget transfers:

a. **Resolution to authorize Renewal of Contract for Service and Repair of County Printers.**

Motion to approve made by Supervisor Baker, seconded by Supervisor Westbrook and carried. Answering Supervisor Wille's query, Mr. Barry expressed satisfaction of the service and pricing of the provider, Office Store Depot, Inc.

b. Budget Transfer Request regarding virtual desktop migration. Motion to approve this transfer made by Supervisor Hicks, seconded by Supervisor Baker and carried.

c. **Resolution to authorize contract with Canandaigua Quick Print for Printing Services.**

Mr. Barry explained the need to seek an outside contractor as the county is moving to eliminate our in-house print shop. Printing and document production has evolved and the amount of printing has and will continue to drop. By going outside we will realize a savings over time. Towns and municipalities will receive the same pricing and the contractor will work individually with them. Following discussion, motion to approve this resolution was made by Supervisor Bendzlowicz, seconded by Mr. Baker and carried.

d. Budget Transfer Request regarding purchase of Papercut, a software solution intended to support the County's Green initiative by reducing printing and also assist in management of access to confidential materials requiring user authentication was presented by Mr. Barry. He predicts a reduction in printing over time and eliminating unnecessary print jobs through the use of this software application while maintaining confidentiality. Departments will absorb costs per usage whereas in the past they were not charged back for these costs.

Discussion followed. Mr. Barry explained the elimination of 1.5 FTEs in the print shop. The part time position is eliminated as that individual has retired. The full time position will transfer to a different department. As time progresses we will eliminate some under-utilized individual printers. Once the multi-function copiers are set up with card readers, we will begin education and training of user employees.

Motion to approve this transfer made by Supervisor Baker, seconded by Supervisor Wille and carried.

County Administrator thanked Jenifer Langer, Sean Barry, Mary Gates for their work on this item.

STOP-DWI

Coordinator Sue Cirencione requested an Insurance Waiver for Law Enforcement Conference Instructor.

Motion to approve made by Supervisor Baker seconded by Supervisor Bendzlowicz and carried.

At this time County Administrator Krause requested permission, following proper review by the County Attorney, to allow waiver for all other instructors and trainers during the

calendar year 2017. We will revisit this in 2018. Motion to approve this request made Supervisor Westbrook, seconded by Supervisor Baker and carried.

**COUNTY
ATTORNEY**

First Assistant County Attorney Holly Adams presented the following resolution:

a. Acceptance of Proposal for On-Line Legal Research Services.

Ms. Adams explained there has been a relationship with Lexis Nexis for four years. This is a program used by all the county legal departments and the purchasing department. It is a two-year contract. It provides excellent access to legal information for the attorneys. Motion to approve made by Supervisor Vedora seconded by Supervisor Baker. Brief discussion followed with regard to pricing. At the request of Supervisor Baker, Ms. Adams will check on the inclusion of wording to reflect 'not to exceed' pricing for this service while maintaining confidentiality.

Motion to approve carried.

b. Authorization to Contract for Risk Management Services – John Parrott.

This was previously reviewed and approved at the December 2016 Insurance Committee. The resolution aligns the dates of the agreement signed previously to the dates in the authorizing resolution. Motion to approve made by Supervisor Hicks seconded by Supervisor Bendzlowicz and carried.

Assistant County Attorney Mike Reinhardt presented:

- a. A summary of background information regarding overview of major areas of exposure, those being Workers' Compensation, Civil Liability, and Disability.
- b. Background information on Defending Claims and Lawsuits Against Ontario County.
- c. A copy of Resolution No. 603-1999, this is the resolution that authorizes resolving claims. It will be noted that the change to the name of the authorizing committee is now Governmental Operations and Insurance Committee.

**EXECUTIVE
SESSION**

At 2:25 PM Supervisor Baker made the motion, seconded by Supervisor Vedora, that the committee adjourn to go into Executive Session for the purpose of discussing information regarding proposed, pending, or current litigation; motion carried.

At 2:35 PM Supervisor Baker made the motion, seconded by Supervisor Vedora, that the committee leave executive session and reconvene in regular session; motion carried.

REPORTS

Assistant County Attorney Mike Reinhardt presented the monthly MVA report. Chairman Gallahan commented that the number of accidents is down from last month, most likely due to a decrease in deer-related accidents. He thanked Mr. Reinhardt for the report.

**WORKERS
COMPENSATION
AND MUTUAL
SELF INSURANCE
PLAN**

Employee Relations Director Julie Hoffman presented the following resolution:

a. Ontario County Mutual Self Insurance Plan, Authorization of Section 32 Settlement Agreement.

Ms. Hoffman gave a brief history of this ongoing claim dating back to 2010. Once approved by all parties, including the NYS Workers Compensation Board, an annuity will be established and settled under the Ontario County Mutual Self-Insurance Plan.

Discussion followed.

Motion to approve made by Supervisor Baker, seconded by Supervisor Hicks and carried.

- INFORMATIONAL REPORTS** Ms. Hoffman presented and reviewed the monthly summary of Worker's Compensation Payments. Chairman Gallahan thanked Ms. Hoffman for the report.
- SAFETY UPDATES/EMPLOYEE SAFETY** Safety Coordinator Sherman Manchester presented reports relating to:
- a. Accidents on County Roads from December 1, 2016, through January 9, 2017.
 - b. Recordable Injury Report, OSHA Recordable Injury and Illnesses table including years 2013-2016
 - c. OSHA recordable injury and illnesses since last meeting.
 - d. Detailed recordable cases open since last meeting.
 - e. Total incidents chart, county only.
 - f. OSHA recordable injury and illness table for all incidents by participant.
- Mr. Manchester explained these reports are lengthy this time in order to include total 2016 and comparison charts for other years. The additional reports regarding recordable cases give this committee an idea of trends for serious and potentially serious incidents. He noted that 37% of the increase of recordables is a direct result of misconduct of others such as at the Jail with inmates biting, scratching, spitting, or kicking others such as a correction officer. We are working to address those issues. Chairman Gallahan asked if there is a correlation with this behavior and the increase of opioid use and addiction. Mr. Manchester believes that question should be referred to Sheriff and County Administration, discussion continued. County Administrator Krause will check with the Sheriff to see if that data is available.
- Supervisor Westbrook asked has the total population (Jail) been normalized from 1994 forward. Mr. Manchester stated no, these numbers are raw numbers. Mr. Westbrook requested the data to be normalized from 1994 forward. County Administrator Krause agreed and asked that this be done with data going forward. We will continue to review the uptick in the number of injuries reported and maintain focus on the preventable injuries.
- Chairman Gallahan added that there is a direct correlation between the fine training offered to employees and municipalities by this county through Mr. Manchester, and the number of incidents are going down is due to the benefits of this training.
- INFORMATIONAL** County Administrator Krause stated that she and Deputy County Administrator Young are working on the agenda for the Board Retreat which is scheduled for March 15 at the FLCC Campus, Studio 14. Presenters will be Economic Development, Tourism, Cooperative Extension, and FLCC President Dr. Nye.
- Safety Coordinator Manchester stated the Annual Ontario County Safety Council Banquet will be held on March 28, 2017, at the Inn on the Lake. He is the 2017 President of the Council and looks forward to the banquet and awards ceremony.
- NEXT MEETING DATE:** Wednesday, February 8, 2017, at 1:30 PM.
- ADJOURNMENT** Motion to adjourn made at 2:55 PM by Supervisor Wille, seconded by Supervisor Baker & carried.
- Respectfully Submitted
Karen DeMay, Clerk to the Board