



GOVERNMENTAL OPERATIONS AND INSURANCE COMMITTEE

Time: 1:30 PM
Location: WebEx

May 20, 2020

MEMBERS PRESENT

Supervisors Jeff Gallahan, David Baker, Gregory Bendzlowicz, Todd Campbell, Catherine Menikotz, Dom Vedora, and Fredrick Wille.

OTHERS PRESENT

Chairman Marren, Supervisors Lightfoote and Ingalsbe, Interim County Administrator Brian Young, Director of Finance Mary Gates, County Attorney Holly Adams, Assistant County Attorneys Lea Nacca and Mike Reinhardt, Human Resources Director Michele Smith, Public Health Director Mary Beer, Sr. Fiscal Manager Michael Wojcik, Safety Coordinator Sherman Manchester, Grants Coordinator Peter Brown, Chief Information Officer Sean Barry, Jackie Shaffer of Eastern Shore Insurance, Clerk to the Board Kristin Mueller, and Deputy Clerk to the Board Diane Foster.

CALL TO ORDER

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

MINUTES

Motion to approve the minutes of the April 29, 2020 meeting was made by Supervisor Baker, seconded by Supervisor Wille and carried.

PUBLIC HEALTH

♦ *Update*

Public Health Director, Mary Beer, presented the following COVID-19 updates:

- 172 Positive cases
- 10 new cases
- 9 hospitalized
- 1 new death
- New contract tracers have taken their tests, and they will be going live on the State's new system Friday
- Phase 1 reopening is not a full reopening. Ms. Beer urged everyone to still remain cautious and vigilant in trying to keep the spread of the virus down
- We should still be trying to stay home and limit our contact with other people

BOARD OF ELECTIONS

♦ **Resolution:** *Authorization to Contract with NTS Data Services for registered Voter Notice Card Preparation and June Election Mailing*

Sr. Fiscal Manager, Michael Wojcik, presented this Board of Elections resolution. The majority of this contract will be paid for by a grant.

Supervisor Baker motioned to approve the contract with NTS Data Services. Supervisor Campbell seconded the motion. The motion carried.

RAIMS

- ♦ **Resolution:** *Approval of Microfilm Service Contract – Instream LLC DBA Biel's Technology Systems and RAIMS* Archivist, Rosemary Switzer, presented an annual microfilming service resolution.
Supervisor Vedora motioned to approve the contract with Biel's Technology. Supervisor Bendzlowicz seconded the motion. The motion carried

INFORMATION TECHNOLOGY

- ♦ **Resolution:** *Approval of Business Associate Agreement with Cisco Systems, Inc.* Chief Information Officer, Sean Barry, presented the resolution with Cisco Systems.
Supervisor Vedora motioned to approve the resolution with Cisco Systems. Supervisor Menikotz seconded the motion. The motion carried.

COUNTY ATTORNEY/RISK RETENTION

- ♦ *Risk Retention Fund Budget 2021-2022* Mr. Reinhardt present the risk retention fund budget. There is not a lot of changed from last year but participate assessments have been reduced by 10% by the use of fund balance.
Supervisor Baker motioned to approve the 2021-2022 risk retention fund. Supervisor Bendzlowicz seconded the motion. The motion carried.

HUMAN RESOURCES

- ♦ **Resolution:** *Adopting Local Law No. 3 (Intro.) of 2020 after Public Hearing* Human Resource Director, Michele Smith, presented a resolution to adopt Local Law No. 3 (Intro.) of 2020.
Supervisor Wille motioned to approve the resolution to adopt Local Law 3 (Intro.) of 2020. Supervisor Vedora seconded the motion. The motion carried.

INSURANCE

- ♦ *NYMIR recommendations based on the 2020 Actuarial Report* Ms. Schaffer presented the 2020 actuarial report and recommend reserves. She also let committee know that NYMIR has put together a risk bulletin for returning to work after the pandemic. If anyone has any questions, feel free to reach out to her.
- ♦ *NYMIR risk bulletin for returning to work after the pandemic*

INFORMATIONAL REPORTS

The committee accepted all reports and information submitted regarding:

- Workers Compensation and Safety Reports
- MVA Report

Mr. Manchester reported that we have 3 new recordable accidents since the last

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meeting and injuries are down 40% compared to last year. He is trying to get trainings canceled during the past few months rescheduled.

Motion to approve the reports was made by Supervisor Baker, seconded by Supervisor Campbell, and carried.

COUNTY ADMINISTRATOR

- ♦ **Resolution:** *Resolution Calling on the Congressional Delegation to Provide Counties with Direct Federal Aid to Support Counties COVID-19 Response and Reopening Economic Activity Efforts*

Interim County Administrator, Brian Young, presented a resolution call on the congressional delegation to provide Counties with direct federal aid for COVID-19 response and reopening efforts.

Supervisor Vedora motioned to approve this resolution calling for federal aid. Supervisor Bendzlowicz seconded the motion. The motion carried.

- ♦ *Update*

Interim County Administrator, Brian Young, informed the committee of the following items:

- Michele Smith and staff are working on return to work protocols
- The County is targeting June 1st to begin bringing some staff back in the office
- 62 people have taken the voluntary layoff
- Beaches will remain closed at this time
- Gannett Hill campground will be opening this weekend

EXECUTIVE SESSION

At 2:02 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 2:44 PM, Supervisor Bendzlowicz made the motion, seconded by Supervisor Wille, to leave executive session; motion carried.

COUNTY ATTORNEY

Supervisor Baker motioned to approve the County Attorney's office to negotiate a settlement for pending litigation not to exceed \$20,000. Supervisor Bendzlowicz seconded the motion. The motion carried.

Supervisor Baker motioned to approve the County Attorney's office to accept a settlement offer of \$56,439 in resolution of a pending litigation case. Supervisor Bendzlowicz seconded the motion. The motion carried.

ADJOURNMENT

Motion to adjourn was made at 2:45 PM by Supervisor Baker, seconded by Supervisor Bendzlowicz and carried.

RESPECTFULLY SUBMITTED

Kristin A. Mueller, Clerk to the Board

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Approved

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