

**MINUTES**  
**GOVERNMENTAL OPERATIONS AND IMPROVED METHODS COMMITTEE**  
**FEBRUARY 28<sup>TH</sup>, 2012**

<b>Committee Members</b>	<b>Others Present at Meeting</b>
<b>Mary Luckern, Chair</b> <b>Ralph Angelo</b> <b>Robert Green</b> <b>Margaret Hilton</b> <b>Richard Russell</b> <b>Kristine Singer</b>	<b>County Administrator John Garvey, Deputy County Administrator Darlys McDonough, Human Resource Director Mary Krause, RAIMS Director Hans Finke, Chief Information Officer Sean Barry, Elections Commissioners Mary Salotti and Mike Northrup, Real Property Tax Director Robin Johnson</b>

The meeting was called to order at 3:55 p.m. by Chairperson Mary Luckern, expressing appreciation to Supervisor Singer for acting as Chairperson at the last meeting, and other assistance she has provided.

Supervisor Singer made a motion, seconded by Supervisor Angelo, to adopt the minutes of the February 7<sup>th</sup>, 2012 meeting; motion carried.

**Regulatory Compliance**

Human Resource Director Mary Krause reviewed the 2011 Annual Regulatory Compliance Report. Highlights include: The Compliance Hotline will now be managed in-house; nine hundred employees received compliance training online; the committee reviewed existing policies; developed and adopted the “Red Flag” Identity Theft Prevention Program and Policy; received Certifications of Compliance from the NYS Office of the Medicaid Inspector General; monitor audit activities on a regular basis, provide support to departments that may be subject to audit, and provide followup to any corrective actions or issues identified in the audit process. The report will be circulated to the full Board of Supervisors *Supervisor Green made a motion, seconded by Supervisor Angelo to accept the 2011 Annual Regulatory Compliance Report, motion carried.*

**RAIMS**

Records Management Officer Hans Finke presented the resolution, “Approval of Microfilm Service Contract Biel’s Information Technology Systems and Department of Records, Archives and Information Management Systems”. The bid proposal specified that the master copies of microfilm would be held by the company, and only one bid was received. There is a slight increase in costs due to increased costs of microfilm material. *Supervisor Singer made a motion, seconded by Supervisor Russell to approve the resolution, motion carried.*

**Information Services**

Chief Information Officer Sean Barry updated the committee on the progress of the re-design of the county website. The contract was signed in November with Civic Plus, and work began almost immediately. The design work will be completed in early March, and then work will begin on actual content. The target date to go “live” is June 6<sup>th</sup>, 2012. Deputy County Administrator Darlys McDonough has been working on the project, and reported that Tourism Director Valerie Knoblauch has been very involved also, has provided photos and slide shows, and assisted with the development of a new county logo. A proposal may be submitted in the future to adopt the logo as the official Ontario County logo. The Committee commended the project, and thanked CIO Barry for the progress report.

**Board of Elections**

Election Commission Mike Northrup presented two resolutions, “Authorization Enabling The County Administrator To Sign A Grant Funds Contract #T003288 Between The Ontario County Board Of Elections And The NYS Board Of Elections For Funds Totaling \$4,375.00 Under The Health & Human Services – 2011 Voting Access for Individuals With Disabilities Polling Place Access Improvement”; and “Authorization Of Grant Extension Agreements With The NYS Board Of Elections For Help America Vote Act Funds”. The grant funds will be used for voter education and poll worker training, as well as temporary equipment needed to improve accessibility at some polling sites. By the end of 2012, every polling site must be re-inspected for compliance with US Department of Justice guidelines. *Chairman Luckern asked that the two resolutions be considered together. Supervisor Singer made a motion, seconded by Supervisor Hilton to approve the two resolutions, motion carried.*

Commissioner Salotti discussed a proposal to increase the wages of two voting machine custodians from \$14 per hour to \$18-\$20 per hour. For comparison purposes, Yates County pays Senior Technicians \$25 per hour, and Livingston pays approximately \$22.70 per hour. It is difficult to judge the impact to the current budget due to the uncertainty of the number of elections that will be held this year.

County Administrator Garvey stated that an estimated impact to the current budget would provide information needed by committee members to make a decision.

Supervisor Singer suggested that a cost per election could be developed, for both primary elections and general elections, and those numbers would give committees an idea of how the changes would impact the budget.

*Supervisor Russell made a motion, seconded by Supervisor Angelo to endorse the Commissioners' recommendation dependent on the review and approval of the Management Comp and Personnel Committees, motion carried.*

Commissioner Salotti reported on the handicapped accessibility issues at the Board of Elections. Currently the only handicapped parking is across Ontario Street, and the Commissioners feel that this would be a strain for those handicapped voters coming to the Board of Elections for absentee voting. The Commissioners have discussed options with Sheriff Povero, including using handicapped parking at the rear of the building and using a centrally located back door.

County Administrator Garvey suggested that the Commissioners contact Buildings and Grounds and Public Works for advice on the best way to address the issue.

*Supervisor Singer made a motion, seconded by Supervisor Russell to endorse addressing and developing a solution for the handicapped parking at the Board of Elections.*

### **Real Property Tax Services Agency**

Director Robin Johnson presented the Performance Appraisal Form for the County Administrator. The form has been revised based on the direction of the GO Committee. Supervisor Singer discussed a change in the internal policy that the performance appraisal only occurs in the year of the County Administrator's reappointment. She would like to see the appraisal conducted annually as with other county employees, which provides for early intervention in the event of an issue. County Administrator Garvey stated that he would welcome the feedback, however he felt certain that if any Supervisor had an issue with his performance, the Supervisor would have no hesitation to discuss it.

*Supervisor Singer made a motion, seconded by Supervisor Angelo to adopt the performance appraisal form, and implement an annual evaluation. The forms will be sent to Supervisors in March in preparation of a June/July performance appraisal. Supervisors in office less than a year would be exempt from participating. Motion carried.*

Director Johnson presented a resolution "Authorization to Participate in Defense of Real Property Tax Assessment Challenge". A number of requests for financial support were received, and have been reviewed. Two of the requests include certiorari actions are of sufficient impact to warrant the county's support. The review was a bit more conservative this year, due to funding levels and the activity of several cases to which the county has already committed support.

*Supervisor Russell made a motion, seconded by Supervisor Singer to approve the resolution, motion carried.*

Director Johnson presented the 2011 Real Property Tax Services Agency Annual Report, adding that it was an extraordinary year in terms of new legislation and the impact to the real property tax system.

County Administrator Garvey praised Director Johnson for her leadership in what was certainly an extraordinary year.

Being no further business to come before the Committee, Supervisor Angelo made the motion to adjourn the meeting at 4:45 pm, seconded by Supervisor Green; motion carried.

Respectfully submitted

Robin L. Johnson, Director OC RPTS