



GOVERNMENTAL OPERATIONS AND INSURANCE COMMITTEE

Time: 1:30 PM

Location: WebEx and 74 Ontario St., 2nd Floor Committee Room 213, Canandaigua, NY 14424

February 9, 2022

MEMBERS PRESENT

In Person: Supervisors Rich Russell, David Baker, Tamara Hicks, Bill Namestnik, Dom Vedora, Fred Wille.

The City of Geneva (Wards 5&6) Seat is vacant.

OTHERS PRESENT

In Person: Chairman Marren, County Administrator Chris DeBolt, First Assistant County Attorney Lea Nacca, Assistant County Attorney's Nathan Thomas, Art James, and Joe Nacca, Planning Director Tom Harvey, Finance Director Mary Gates, Sr. Fiscal Manager Michael Wojcik, Democratic Commissioner Charlie Evangelista, and Deputy Clerk to the Board Diane Foster.

Via WebEx: Chief Information Officer Sean Barry, Safety Coordinator Sherman Manchester, Human Resources Director Michele Smith, Deputy Human Resources Director Lindsey Burgess, Records Management Officer Rosemary Switzer, Public Health Director Mary Beer, Mental Health Director Jessica Mitchell, Real Property Director Donna LaPlant, Republican Commissioner Mike Northrup, Human Resources Analyst Emily Phillips, Jackie Shaffer from Eastern Shore Associates, Clerk to the Board Kristin Mueller, Kate McClung, Erin Jordan, and AJ Magnan.

CALL TO ORDER

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

MASK MANDATE UPDATE

County Administrator, Chris DeBolt, reported to committee that the Governor announced that she will allow the public setting mask mandate to expire tomorrow. This will not include the schools, hospitals, nursing homes, and other medical facilities. The County mask policy will also expire on this date. Cases are coming down but not as quickly as we would like. The County is encouraging staff to continue masking as they wish and continue social distancing.

Public Health Director, Mary Beer, talked amount the COIVD case numbers from week to week. We are trending down, and this includes both the lab confirmed and home tests which are being counted together.

MINUTES

Motion to approve the minutes of the January 19, 2022, meeting was made by Supervisor Vedora, seconded by Supervisor Hicks, and carried.

INFORMATION TECHNOLOGY

- ◆ *Resolution*

Chief Information Officer, Sean Barry, presented a resolution entitled, “Mobile Device Policy and Procedure”.

Supervisor Baker motioned to approve the mobile device policy and procedure. Supervisor Vedora seconded the motion. The motion carried.

RAIMS

- ◆ *Informational*

Records Management Officer, Rosemary Switzer, presented the 2021 RAIMS and Historian Annual Reports.

Supervisor Vedora motioned to approve the 2021 RAIMS and Historian Annual reports as a block. Supervisor Namestnik seconded the motion. The motion carried.

REAL PROPERTY

- ◆ *Resolutions*

Real Property Director, Donna LaPlant, presented the following two resolutions:

- ◆ Resolution of Approval – Bloomfield Meadows – Correction of Error – 2022 County/Tax Roll
- ◆ Resolution of Approval – Hill Property Partnership – Correction of Error – 2022 County/Tax Roll

Supervisor Baker motioned to approve the two correction of errors resolutions for the 2022 County/Tax roll. Supervisor Vedora seconded the motion. The motion carried.

PLANNING

- ◆ *Resolution*

Planning Director, Tom Harvey, presented a resolution entitled, “Authorization to Contract with the Center for Government Research to Calculate Weighted Voting Assignments”.

Supervisor Vedora motioned to approve the contract with Center for Government Research. Supervisor Hicks seconded the motion. The motion carried. Supervisor Baker voted “no” on this resolution.

HUMAN RESOURCES

- ◆ *Presentation*

Erin Jordan from NCA Comp. presented the annual review of the County workers’ compensation plan. She started the presentation with letting the committee know that payments have gone down about \$800,000 from 2020. She then explained how vendor expenses are broken down. The largest expense is the nurse case manager. This is position is mandated and important to keep cost down and the case on track. The cost savings programs saved the County \$363,559 in 2021. Claim closures were down from last year, but that was because so many were closed in 2020 and the length of time to receive medical bill are holding up closing claims.

COUNTY ATTORNEY

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.

◆ *Budget Transfers*

Sr. Fiscal Manager, Michael Wojcik, presented two budget transfers for the County Attorney's office. One for the increase in the self-insurance fund for the Eastern Shore Associates renewal policy invoice and one for ambulance services during County run COVID clinics.

Supervisor Baker motioned to approve the two budget transfers as a block. Supervisor Vedora seconded the motion. The motion carried.

Assistant County Attorney, Art James, let the committee know that TenEleven wants to have a limitation of liability to their insurance limits. This is not standard policy for the contracting with the County. Mental Health Director, Jessica Mitchell, noted that this company provides a very important computer system that her department uses for case notes, medical records, and billing. They have been using it for many years, but she has reached out to other Directors in the State to see what they use and if there is something better. She found that this is the best program with the best price for their needs. The committee decided that is it in the best interest of the Mental Health Department to continue contracting with TenEleven. Allowing for them it be liable up to their insurance limits.

First Assistant County Attorney, Lea Nacca, has found that we don't have insurance to cover claims against our medical professionals. Our self-insurance can cover it, but we don't have any excess coverage like we do with other areas of the County. It has been discovered that many of the Mental Health and Jail Medical staff are carrying their own insurance. Ms. Nacca would like to know if the committee would like her to have Ms. Shaffer from NYMIR to get quotes for this insurance. Committee feels that as an employer we should be looking at providing this for work done at the County. The committee recommends Ms. Nacca to proceed with getting quotes for insurance to cover our medical professionals.

**INFORMATIONAL
REPORTS**

The committee reviewed all reports and information submitted regarding:

- a. Workers Compensation and Safety Reports
- b. MVA Report

Safety Coordinator, Sherman Manchester, reported that the County had a good January. Reports will be a little different this year. They will only be done at the end of the month and reported to committee. Mr. Manchester then reviewed the County work hours, employees, and injuries for 2021. In 2021 our injury rating went down to 2.04 from 2.9 in 2020 and the lost time per injury rate also decreased to 10.3 hours from 13.5 hours in 2020.

Motion to approve the Workers Compensation and Safety reports as presented was made by Supervisor Baker, seconded by Supervisor Wille, and carried.

Motion to approve the motor vehicle accident report as presented was made by Supervisor Baker, seconded by Supervisor Hicks, and carried.

**COUNTY
ADMINISTRATOR**

♦ *Resolution*

County Administrator, Chris DeBolt, presented a resolution entitled, “Authorization to Contract with Dinan Communications to Provide Public Relations and Marketing Services for Various County Departments”.

Supervisor Vedora motioned to approve the contract with Dinan Communications for public relations. Supervisor Wille seconded the motion. The motion carried.

EXECUTIVE SESSION

At 2:53 PM, Supervisor Vedora made the motion, seconded by Supervisor Hicks, to go into executive session regarding discussion on proposed, pending or current litigation; motion carried.

At 3:08 PM, Supervisor Vedora made the motion, seconded by Supervisor Hicks, to leave executive session; motion carried.

ADJOURNMENT

Motion to adjourn was made at 3:09 PM by Supervisor Vedora, seconded by Supervisor Baker and the motion carried.

**RESPECTFULLY
SUBMITTED**

Kristin A. Mueller, Clerk to the Board