

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: LEGISLATIVE, RULES & GOVERNMENTAL OPERATIONS

DATE: JANUARY 24, 2022

COMMITTEE MEMBERS PRESENT:

SUPERVISORS STROUGH
DRISCOLL
CONOVER
FRASIER
MCDEVITT
SEEBER (VIA ZOOM)

COMMITTEE MEMBER ABSENT:

SUPERVISOR THOMAS

OTHERS PRESENT:

MIKE COLVIN, DIRECTOR, INFORMATION TECHNOLOGY

REPRESENTING THE BOARD OF ELECTIONS:

ELIZABETH McLAUGHLIN, COMMISSIONER (D)

WILLIAM VANNESS, COMMISSIONER (R)

PAM VOGEL, COUNTY CLERK

AMY CLUTE, ADMINISTRATOR, SELF-INSURANCE

RYAN MOORE, COUNTY ADMINISTRATOR

LARRY ELMEN COUNTY ATTORNEY

AMANDA ALLEN, CLERK OF THE BOARD

SUPERVISORS BRAYMER (VIA ZOOM)

HOGAN (VIA ZOOM)

LEGGETT

TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR

DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS

LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the January 24, 2022 meeting of the Legislative, Rules & Governmental Operations Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <https://warrencountyny.gov/mma>

Note: Pursuant to New York State Legislation (S.50001/A.40001): “Notwithstanding the provisions of article 7 of the public officers law to the contrary, any state agency, department, corporation, office, authority, board, or commission, as well as any local public body, or public corporation as defined in section 66 of the general construction law, or political subdivisions as defined in section 100 of the general municipal law, or a committee or subcommittee or other similar body of such entity, shall be authorized to meet and take such action authorized by law without permitting in public in-person access to meetings and authorize such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed.” All Committee Members in attendance were physically present, aside from Supervisor Seeber who attended remotely.

Mr. Strough called the meeting of the Legislative, Rules & Governmental Operations Committee to order at 2:08 p.m.

Motion was made by Mrs. Frasier, seconded by Mr. Driscoll and carried by a unanimous vote of those present (Mr. Thomas absent) to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Information Technology, Board of Elections, County Clerk/DMV and Self-Insurance agendas were distributed to those in attendance; those participating virtually accessed the agendas via the Warren County website. *Copies of the agendas are on file with the meeting minutes.*

The Committee began with a review of the Information Technology agenda, which included a request to appropriate \$74,000 from Budget Code A.895.00, *Computer Reserve*, to the Information Technology (A.1680 220.1 - \$40,000), County Clerk (A.1640 220.1 - \$4,000) and Sheriff (A.3110 220.1 - \$30,000) to fund the purchase of computers and

related equipment/software.

Motion was made by Mr. Conover, seconded by Mr. Driscoll and carried by a unanimous vote of those present (Mr. Thomas absent) to approve the request as outlined above and forward same to the Finance Committee. *A copy of the Resolution Request form is on file with the minutes.*

There being no further Information Technology business to discuss, the Committee commenced with a review of the Board of Elections agenda, which included the following Discussion Items:

- a) Carryover of “Technology Innovation & Elections Resources” grant
- b) Carryover of extended “Cybersecurity” grant
- c) Update of On-Demand Ballot printing

Discussion ensued regarding Items a-c, during which a motion was made by Mr. Conover and seconded by Mrs. Frasier to amend Resolution No. 319 of 2021 to extend the term of the Technology Innovation & Election Resources grant agreement through December 31, 2022, as well as to amend Resolution No. 223 of 2020 to extend the term of the Board of Elections Cybersecurity grant agreement through December 31, 2023. Upon further discussion, Mr. Conover amended his motion, and Mrs. Frasier her second, to include amending the County Budget in the amount of \$70,805.74 to carry over unused funding from the Technology Innovation & Election Resources grant, and in the amount of \$1,103.13 to carry over unused Cybersecurity funding. Mr. Strough called the question and the motion carried by a unanimous vote of those present (Mr. Thomas absent). The resolutions amending Resolution No. 319 of 2021 and 223 of 2020 were authorized for the February 18th Board meeting and the budget amendments were referred to the Finance Committee. *Copies of the Resolution Request forms are on file with the minutes. Note: subsequent to the meeting it was determined that an amendment to Resolution No. 319 of 2021 was not necessary as the resolution allowed for grant extensions.*

There being no further Board of Elections business to discuss, privilege of the floor was extended to Ryan Moore, *County Administrator*, who spoke in regards to an item not included on any agenda pertaining to a question on the Rules of the Board which was raised during the Criminal Justice & Public Safety Committee meeting. He advised Section D(8) of the Rules spoke to the number of positions the Sheriff was permitted to fill without Committee approval to maintain minimum staffing levels; he pointed out the Rules currently provided authority to fill up to 75 Corrections Officer positions and that number should be 76.

Motion was made by Mr. Conover, seconded by Mr. McDevitt and carried by a unanimous vote of those present (Mr. Thomas absent) to approve a revision to the Rules of the Board to increase the number of Corrections Officer positions the Sheriff is permitted to fill without Committee approval from 75 to 76 and the necessary resolution was authorized for the February 18th Board meeting.

Moving on, the Committee reviewed the County Clerk/DMV agenda which included a request to:

- Amend the Table of Organization and Salary Schedule to create and fill the new position of Senior Motor Vehicle Examiner, *Grade 10, Base Annual Salary \$40,784*, and delete the position of Principle Account Clerk, *Grade 10, Base Annual Salary \$40,784*, effective February 22, 2022.
- Fill the vacant position of Motor Vehicle License Clerk #8, *Grade 8, Base Annual Salary \$37,918*, due to promotion.

Motion was made by Mr. Conover, seconded by Mrs. Frasier and carried by a unanimous vote of those present (Mr. Thomas absent) to approve the requests as outlined above and forward same to the Personnel, Administration & Higher Education Committee. *Copies of the Resolution Request and Notice of Intent to Fill Vacant Position Forms are on file with the minutes.*

Proceeding to the Discussion portion of the agenda, Mrs. Vogel apprised she would be addressing the following items next month:

- Further review of Clerk/Court organizational structure/position descriptions
- 2021 Annual Report - Financial
- Local Mortgage Tax Review - 2021 revenue; preparations for Local Laws for 2023

There being no further County Clerk/DMV business to discuss, the Committee proceeded to review the Self-Insurance agenda which consisted of a request to amend the contract with SG Risk, LLC in an amount not to exceed \$2,000 per year to allow for annual updates between the bi-annual reports for Actuarial Services for the Workers' Compensation over the term commencing January 1, 2022 and terminating December 31, 2024.

Motion was made by Mrs. Frasier, seconded by Mr. Conover and carried by a unanimous vote of those present (Mr. Thomas absent) to approve the request as outlined above and the necessary resolution was authorized for the February 18th Board meeting. *A copy of the Resolution Request form is on file with the minutes.*

During the meeting, the following items for discussion at future Legislative, Rules & Governmental Operations Committee meetings were suggested:

- Ms. Seeber suggested the Committee consider the re-introduction of a Sergeant-at-Arms for the Board of Supervisors.
- Ms. Hogan proposed the Committee ratify and update Resolution No. 81 of 2021, *Warren County Board of Supervisors Resolution on Bridging Divisions and Working Together*, in an effort to address diversity issues. Mr. Strough requested Ms. Hogan submit a proposal to the Clerk of the Board for next month's meeting agenda.
- Ms. Braymer referred to a Climate Scoping Plan, which she suggested focusing support on. Mr. Strough requested Ms. Braymer submit a proposal to the Clerk of the Board for next month's meeting agenda.

There being no further business to come before the Committee, on motion made by Mr. Conover, seconded by Mr. McDevitt and carried by a unanimous vote of those present (Mr. Thomas absent), Mr. Strough adjourned the meeting at 2:43 p.m.

Respectfully submitted,
Leslie Lovelace, Secretary to the Clerk of the Board