



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

TENTATIVE AGENDA

COMMITTEE: WAYS AND MEANS

DATE: SEPTEMBER 11, 2023

TIME: 1:30 P.M.

Committee Members

- D. Knapp, Chairman
- W. Wadsworth, Vice Chairman
- D. DiSalvo
- D. Fanaro
- E. Gott
- D. LeFeber
- D. Pangrazio

PLEDGE OF ALLEGIANCE:

1:30 PERSONNEL ISSUES

1. SHERIFF'S OFFICE – SHERIFF THOMAS DOUGHERTY

AMENDING THE 2023 LIVINGSTON COUNTY SALARY SCHEDULE: SHERIFF'S OFFICE

RESOLVED, that the 2023 Livingston County Salary Schedule is amended as follows:

Sheriff's Office

- Create one full time Deputy Sheriff/Road Patrol position at Wage Grade 13 effective immediately.

For: New Lima Resource Deputy, per approved contract Resolution No. 2023-287.

2. COUNTY ADMINISTRATOR – IAN COYLE

AMENDING THE 2023 LIVINGSTON COUNTY SALARY SCHEDULE: RECORDS MANAGEMENT

RESOLVED, that the 2023 Livingston County Salary Schedule is amended as follows:

Records Management:

- Convert one part-time Records Inventory Supervisor position to full-time effective September 11, 2023.

For: Expansion of Department operations.

1:40 CENTRAL SERVICES – WILLIAM MANN

Action Item(s) To Be Reported

1. AUTHORIZING THE PURCHASE OF ONE (1) 2023 CHRYSLER PACIFICA FOR THE LIVINGSTON COUNTY CENTRAL SERVICES DEPARTMENT: FALLS DODGE, INC. DBA JOE CECCONI'S CHRYSLER COMPLEX

RESOLVED, that the Livingston County Central Services Department is hereby authorized to purchase through NYSOGS Mini-Bid #14191 and NYSOGS Contract PC68974 from Falls Dodge, Inc. dba Joe Cecconi's Chrysler Complex, 2380 Military Road, Niagara Falls, NY 14304, one (1) new 2023 Chrysler Pacifica at a cost not to exceed \$41,033.15.

| <i>Funding Source</i> | <i>Local Share</i> | <i>Budgeted?</i> |
|-----------------------|--------------------|------------------|
| County Budget | 100% | Yes |

2. ACCEPTING THE REPORT FROM THE COMMITTEE ON WORKERS' COMPENSATION INSURANCE REGARDING THE ESTIMATE AND APPORTIONMENT OF COUNTY SELF-INSURANCE FOR THE YEAR 2024

WHEREAS, the Ways and Means Committee has submitted the following annual estimate and apportionment of expenses for the Livingston County Self-Insurance Plan for the fiscal year beginning January 1, 2024 and ending December 31, 2024, pursuant to Section 67 Paragraph 1 of the New York State Workers' Compensation Law.

(Full Report on desks)



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1:45 RECORDS MANAGEMENT – MEGAN SOKOLOW

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR THE LIVINGSTON COUNTY RECORDS MANAGEMENT DEPARTMENT: IMAGE RETRIEVAL, INC.

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for the Livingston County Records Management Department, and any future amendments to said contract, according to the term(s) designated, subject to review by the County Attorney and County Administrator:

| | | |
|------------------------------|-----------------|---------------|
| <u>Contractor</u> | <u>Term</u> | <u>Amount</u> |
| Image Retrieval, Inc. | 9/27/23-9/26/24 | \$36,683.00 |

3620 N. Josey Lane, Suite 103,
Carrollton, Texas 75007

For: NextScan FlexView 300 Microfilm Scanner, for the purpose of scanning and indexing County Microfilm collection at below market rate cost per roll.

| <i>Funding Source</i> | <i>Local Share</i> | <i>Budgeted?</i> |
|---|--------------------|------------------|
| ARPA Funding | 100% | Yes x No |
| <i>Procurement Method:</i> GSA #47QSMA21D08PD | | |

Director's Comments:

Upon analysis of our options for the digitization of Microfilm rolls, including soliciting the help of a vendor to perform the procedure, it was deemed most cost-efficient and beneficial for the County to perform this process in-house using Microfilm equipment purchased using the approved ARPA funds directed towards Records Management Digitization. When contracting with a vendor, any additional indexing, description, and arrangement is charged at a rate well above the cost per roll in the in-house calculations. We will be able to perform this procedure with a much finer-tuned application of prioritization and time management. Any records that may have been disposed of can be selectively ignored, duplicate records can be ignored, and so too can extra metadata beyond the required set may be applied in cases when the records themselves have greater than average intrinsic value.

Informational Item(s) Written Only

Attached:

**Records Management Department Quarterly Report
Town and Village Survey Results**

Records Management Department Activities for June, July, and August 2023

Summary: During the past three months, the Records Management Department has been focused on continuity of service for records requests and receiving records transfers. We continue to perform daily tasks such as refiling, records dispositions, and customer service. Additionally, the records Inventory Supervisor has been re-writing the "Records Management Policy and Procedure Manual" to meet the recommendations of the 2023 Records Management Survey and Needs Assessment. Records management has been evaluating potential collections management systems and providing in person training sessions to build cohesive records compliance and knowledge.

Data Analysis and the Town & Village Records Management Survey:

The Records Management Department analyzed the responses received to the Town & Village Records Management Survey. The Analysis may be found in the attached "Project Records" document.

Ongoing Projects:

Following the receipt of ARPA Funding for three specific projects in Records Management: Digitization, Archival Preservation, and HVAC Upgrades, the Records Inventory Supervisor has spent considerable time and



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effort researching solutions.

- With the assistance of Central Services, Dan Keenan, and our HVAC service provider we procured a quote and authorized the commission of the HVAC recommendations. The lead time was quoted as one year and we completed our portion of the order process in July 2023.
- On consideration, and in consultation with the County Clerk and the County Historian, we have determined that the best possible method of preservation for most of our records is to migrate them to appropriate digital formats. Migration may include digitization, digital file conversion, and book scanning. As such we have devoted the entirety of the remaining funds towards the purchase of equipment and the production scanning services required to carry out these methodologies.

Records Management gratefully accepted a summer youth worker from the Workforce Development summer youth worker program. Manuel Padro was a tremendous addition and did high-quality work performing the annual box audit. This project allows the Records Management department to evaluate the quality of our work, the available space, and the accuracy of the box collection management database. It is a vital piece of our annual process and we creditably performed.

Records Management Trainings:

Records Management has presented two training sessions for County Staff members, Town and Village Clerks, and other town and village staff.

The second session of Electronic Records Management 101 was offered on June 22nd 2023 and was received with positive reviews.

- 80% of reviewers felt the session was Very Good or Excellent. All of the reviews were positive.
- 90% of reviewers felt the session achieved its stated goals
- 80% of reviewers felt that the session was very helpful or extremely helpful

Physical Records Management Basics was offered for the first time on July 20th, 2023. This session was attended by a wider array of attendee demographics. This session may undergo some revision based on survey responses.

- 72.7 % of survey reviewers felt the session met their expectations.
- 81.8% of survey reviewers felt the session provided information relevant to their jobs.
- Most reviewers felt the class instructor delivered the content clearly.
- 90.9% of reviewers felt the class provided the correct amount of new information
- Reviewers felt their specific needs could be better met with personalized guidance.

We also coordinated with the Committee on Open Government and Kelly Greenway, Livingston County Professional Development Coordinator, to provide a Freedom of Information Law training that occurred on August 3rd, 2023.

We will offer more opportunities for Livingston County staff, Town Clerks and Village Clerks to gain more knowledge in Records Management practice and procedure. Requests for specific topics for training are always welcome.

Grant Applications:

Records Management successfully received the award for one of the two 2023-2024 LGRMIF Grants applied for in the 2023 grant application cycle. As such, we anticipate the receipt of 9,600.00 to be applied towards hiring a consultant to re-tool our County Records Management Disaster Plan and Business Continuity Plan to include a more comprehensive treatment of our electronic information assets.



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Policy and Procedure Manual:

The Records Management Policy and Procedure Manual has been revised and is now in a preliminary draft state. It will be reviewed by the proposed Records Advisory Board members and then brought before the Board for approval. The Preliminary Draft is attached for your perusal. Any specific revisions, or requests for clarification should be directed to msokolow@co.livingston.ny.us

Personal Accomplishments:

- ❖ Records Inventory Supervisor, Megan M. Sokolow was appointed to the board of NYALGRO, New York Association of Local Government Records Management Officers in for a full three year term during the 2023 NYALGRO conference business meeting in June 2023. Megan was a speaker at the June 2023 NYALGRO Conference on the topic of Leadership in a presentation entitled “Born Leaders of Learning to Lead” alongside two co-presenters, Vicki Switzer, General Manager of two Burn Boot Camp locations in Rochester, NY, and recently retired Connie Brown, former President of the United Way of Greater Niagara, NY.
- ❖ Megan also presented at the Society of American Archivists/ Council on State Archives joint 2023 Conference in Washington, DC as part of a panel on Grant Writing and the Society of American Archivists Foundation Grant program as part of her duties as a member of the Board of Directors for the Society’s Foundation and Grant Review Committee.
- ❖ Megan completed her term as the Early Career Member of the Society of American Archivists Foundation Board at the July Conference and received a “Certificate of Appreciation” upon that occasion.

Records Management Department Goals for September, October, and November 2023:

- #1: Present a new comprehensive Policy and Procedure Manual for Records Management.
- #2: Hire a part-time Records Inventory Clerk.
- #3: Develop an appropriate staff for the essential work of information governance.
- #4: Offer opportunities for county staff to attend training sessions on core records management principles, procedures, and information asset management.
- #5: Build a sustainable model for Records Management services and equipment rental opportunities to be rolled out for spring 2024.
- #6: Create an evaluation rubric for Department records teams to utilize to analyze the compliance of their electronic records-keeping systems to state laws.
- #7: Create a pre-grant writing “information gathering questionnaire,” that hopefully will assist Town and Village Clerks to write clear, concise targeted grant proposals for the 2024 LGRMIF Grant cycle for records inventories with the help of consultants.

1:50 HIGHWAY – JASON WOLFANGER

Action Item(s) To Be Reported

1. AUTHORIZING THE PURCHASE OF ONE (1) 2024 FORD F-250 PICKUP TRUCK WITH SNOW PLOW PREP. PACKAGE FOR THE LIVINGSTON COUNTY HIGHWAY DEPARTMENT: C. BASIL FORD INC.

RESOLVED, that the Livingston County Highway Department is hereby authorized to purchase from C. Basil Ford, Inc. of 1540 Walden Avenue, Cheektowaga, New York 14225 one (1) 2024 Ford F-250 Pickup Truck with Snow Plow Prep. Package at a cost not to exceed \$53,507.40.

| <i>Funding Source</i> | <i>Local Share</i> | <i>Budgeted?</i> |
|--|--------------------|------------------|
| 2023 Liv. Co. Highway Machinery Fund Appropriations | 100% | Yes XX No |
| <i>Procurement Method:</i> mini-bid #14151/NYSOGS #PC68991 | | |



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1:55 DEPARTMENT OF SOCIAL SERVICES – TRACY MCCAUGHEY

Action Item(s) To Be Reported

1. ADOPTING THE LIVINGSTON COUNTY DEPARTMENT OF SOCIAL SERVICES' INDIGENT BURIAL POLICY & FEE SCHEDULE

WHEREAS, New York State Social Services Law Section 141 states “the public welfare district, town or city which was or would have been responsible for furnishing public assistance or care to a person while alive shall provide for the care, removal and burial of the body of a recipient of public assistance or care who shall die, or of a person found dead in the public welfare district.” This is referred to as an indigent burial; and

WHEREAS, a funeral home handling an indigent decedent’s burial or cremation, prior to providing such services, shall be responsible for contacting the Livingston County Department of Social Services (“the Department”) to establish eligibility for reimbursement and to secure authorization from the Department. Eligibility shall be determined based upon the decedent’s income and resources, as well as the income and resources of any legally responsible relative. Resources include, but are not limited to, bank accounts, life insurance, home and property, mobile homes, vehicles, and retirement accounts; and

WHEREAS, once eligibility is confirmed, cremation is the preferred disposition unless full body burial is requested by the family or identified resource. The maximum reimbursement for direct cremations shall be up to \$2,200.00 per qualifying individual. Said rate specifically includes the following services: Removal, vehicle and transportation costs, crematory fee, and a standard urn or alternative container; and

WHEREAS, the maximum reimbursement for direct burials shall be up to \$3,200.00 per qualifying individual. Said rate specifically includes the following services: Removal, vehicle and transportation costs, standard casket, grave/vault, grave opening, liner, closing and equipment, and cemetery fee; and

WHEREAS, the maximum reimbursement rates may be exceeded in the Department’s sole discretion due to the need for an oversized casket (wholesale cost), bariatric cremation (not to exceed \$500.00), or preparing declared biohazardous remains (not to exceed \$150.00); and

WHEREAS, additional supplementation by family and/or other resources is permitted and the expenses associated with the same shall not be capped. All supplementation must be directly negotiated between the family and/or other resources and the funeral home. The Department has no financial responsibility/liability for the expenses associated with supplementation as said expenses are to be paid by the family and/or other resources directly to the funeral home. Supplemental arrangements cannot be paid using the decedent's funds or the funds of the legally responsible relative; and

WHEREAS, funeral homes seeking reimbursement must provide the Department with an Itemization of Funeral Services and Merchandise Selected. All bills must include a complete statement of all monies paid by relatives or other resources for the burial services of the deceased; now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby adopts the Livingston County Department of Social Services' Indigent Burial Policy, along with the fee schedule outlined therein, which shall become effective October 1, 2023. Said policy and fee schedule shall supersede all prior policies/fee schedules adopted and utilized relative to indigent burials.

2:05 ECONOMIC DEVELOPMENT – BILL BACON

Action Item(s) To Be Reported

1. INFRASTRUCTURE CAPITAL GRANT REQUESTS – AVON/YORK PROJECTS

2:15 CLERK OF THE BOARD – MICHELE REES

Pre-approved Informational Item(s) To Be Reported

1. Additional Ways & Means/Board Meeting for November/December Schedule for 11/27 & 11/29.

2:20 OTHER BUSINESS – MARK SCHUSTER

Pre-approved Informational Item To Be Reported

1. Discussion of ARPA ReGrant and Sparta



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2:25 CORNELL COOPERATIVE EXTENSION OF LIVINGSTON – MATT COLE

Pre-approved Informational Item(s) To Be Reported

1. Program Update & 2024 Budget Request

2:35 COUNTY ADMINISTRATOR – IAN COYLE (Attachments)

Action Item(s) To Be Reported

1. **APPROVING ABSTRACT OF CLAIMS #9A-SEPTEMBER 13, 2023**

2. AMENDING 2023 LIVINGSTON COUNTY BUDGET: SOCIAL SERVICES & WORKFORCE DEVELOPMENT

RESOLVED, that the Livingston County Treasurer is authorized and directed to make the requested Budget Amendments per the Budget Amendment entries that have been approved by the Livingston County Administrator.

3. ESTABLISHING AN ACCOUNT: GRANTS AND PUBLIC INFORMATION/AFFORDABLE CONNECTIVITY OUTREACH PROGRAM

RESOLVED, that the Livingston County Treasurer is authorized and directed to establish new accounts per the electronic entries that have been approved by the Livingston County Administrator.

Director comments: This is a two-year federally-reimbursable grant program for promotional activities designed to promote awareness of a government program that can assist qualifying residents with their monthly internet bill. The grant award is for \$50,000, to be spent over two years, and is reimbursed as spent.

Pre-approved Informational Item(s) To Be Reported

1. Budget Workshop date-After 10/11 Board meeting.
2. Budget 2024 Report

2:45 ADJOURNMENT

PURCHASING – ASHLEY SCUTT

Informational Item(s) Written Only

PURCHASING DEPARTMENT'S MONTHLY ACTIVITY REPORT – AUGUST 2023

Notable Accomplishments

- Obtained the National Institute of Governmental Purchasing, Certified Procurement Professional (NIGP-CPP) certification. I am the first in Livingston County to achieve this designation and currently one of 30 people in the entire State with this designation. Current NIGP-CPPs are those individuals who have successfully attained the competency-based qualifications set forth by the NIGP Certification Commission for procurement leaders and have earned the prestigious NIGP Certified Procurement Professional.
- Completed a Budget Workshop with Training and Professional Development and ITS. This workshop allowed Departments to ask questions, learn about the new report options and work on their budget with the help of County Administration, ITS and HR.
- Began working with various Departments on year-end processes to clearly communicate requirements. Our plan is to put together a year-end training to help our employees navigate the requirements of year end POs, invoices and budget issues.

TRAININGS/ PROFESSIONAL DEVELOPMENT

- Lourdes Coss – 17 Laws of Teamwork



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- NYSAMPO Round Table
- 8/7 and 8/10- Budget Workshop
- SAMPO Mentoring

PURCHASE ORDERS PROCESSED

| | PO's PROCESSED | PO DOLLAR VALUE |
|----------------|-----------------------|------------------------|
| Monthly | 69 | \$1,407,410.61 |
| YTD | 233 | \$7,140,802.27 |

PROCUREMENT CARD TRANSACTIONS REVIEWED

| | PCARD TRANSACTIONS | PCARD DOLLAR VALUE |
|----------------|---------------------------|---------------------------|
| Monthly | 170 | \$66,555.48 |
| YTD | 829 | \$459,523.16 |

SOLICITATIONS ISSUED THIS MONTH

| Type | Dept | Bid/ RFP Name | Date Issued |
|-------------|-------------|-----------------------------------|--------------------|
| BID | CS | Conference Center A/V Upgrades | 8/10/23 |
| BID | OEM | Vehicle Upfit | 8/10/23 |
| BID | REC | Purchase of Scanners | 8/17/23 |
| BID | CS | Public Defender Expansion Project | 8/24/23 |
| BID | CS | New Generator installation | 8/24/23 |
| YTD | 34 | | |

NYS MINI-BID ISSUED THIS MONTH

| Dept | Bid Name | Date Issued |
|-------------|---|--------------------|
| CS | 2023 or newer Ford F350 | 8/10/23 |
| CS | 2023 or newer Ford F650 SD w/ Dump Body | 8/10/23 |
| CS | 2023 or newer Passenger Van | 8/10/23 |
| YTD | 7 | |

SOLICITATIONS OPENED THIS MONTH

| Type | Dept | Bid Name | Date Opened |
|-------------|-------------|------------------------------------|--------------------|
| RFQ | PURCH | Envelope Printing - RFQ | 8/14/23 |
| RFP | PLN | Mobility Management Services | 8/7/23 |
| BID | OEM | Swiftwater Rescue Equipment | 8/9/23 |
| RFP | OFA | Consulting Registered Dietitian | 8/16/23 |
| BID | CS | HVAC Repair Services | 8/23/23 |
| RFP | WKF | 2023 Community Service Block Grant | 8/25/23 |



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| | | | |
|------------|-----------|---------------|---------|
| BID | OEM | Vehicle Upfit | 8/30/23 |
| YTD | 29 | | |

INSURANCE CLAIMS

Monthly: 2

YTD: 22

VEHICLES / EQUIPMENT SURPLUS FORMS PROCESSED

Monthly: 1

YTD: 27

REAL PROPERTY TAX SERVICES – BILL FULLER

Informational Item(s) Written Only

1. School Tax processing is complete. Districts are picking up their tax rolls and mailing tax bills.
2. Hosted an informational session on August 22nd with Systems East, Inc. and Tax Collectors to review their tax collection software. Currently in process of collecting feedback from the presentation, and gathering quotes from Systems East.
3. Mid-September, notification via postcard mailing to property owners within the various Livingston County Water and Sewer Districts notifying of the public hearing in October to hear objections to the special assessment roll.



2023 Budget Request - Amendment with Instance ID of 70562 from Dept of Social Serv - Awaiting Board Approval

lfforms to: MRees

08/29/2023 03:48 PM

2023 Budget Request - Amendment from **Dept of Social Serv** has been approved by the County Administrator. This request requires board approval.

Date of Request: 8/29/2023

Department: Dept of Social Serv **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 70562

From Appropriation / Revenue

From Dept Code:

From Dept Description: Day Care Program
550000.00

To Appropriation

To Dept Code:

To Dept Description: Day Care Program
550000.00

Reason: (if applicable)

Source of Revenue: To match federal allocation with assistance payments to align with actual expenses (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



[Click here to open this task in Forms.](#) ERP Budget Request Form.pdf



2023 Budget Request - Amendment with Instance ID of 70753 from Workforce Development - Awaiting Board Approval

lforms to: MRees

09/08/2023 02:49 PM

2023 Budget Request - Amendment from Workforce Development has been approved by the County Administrator. This request requires board approval.

Date of Request: 9/8/2023

Department: Workforce Development **Program:**

Type of Request: Budget Request - Amendment

Instance ID: 70753

From Appropriation / Revenue

From Dept Code:

From Dept Description: Special Grants WIA

0.00

To Appropriation

To Dept Code:

To Dept Description: Special Grants WIA

7500.00

Reason: (if applicable)

Source of Revenue: Local Share for retiree health insurance unable to be paid by federal grant (if applicable)

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

If Approved, please input the Resolution Number and attach the Resolution.



[Click here to open this task in Forms.](#) ERP Budget Request Form.pdf