

**WAYS & MEANS COMMITTEE MEETING MINUTES
MONDAY, AUGUST 21, 2023
1:30 P.M.**

PRESENT: D. Knapp, W. Wadsworth, D. DiSalvo, D. Fanaro, D. LeFeber, G. Deming, M. Falk, M. Walker, D. Wester, I. Coyle, J. Lockhart
 ABSENT: E. Gott, D. Pangrazio

Ways & Means Chair Dwight Knapp asked Kate Hill to lead the Pledge of Allegiance.

HUMAN RESOURCES – KATE HILL

Action Item(s) To Be Reported

1. AMENDING THE 2023 LIVINGSTON COUNTY SALARY SCHEDULE: PUBLIC DEFENDER
 RESOLVED, that the 2023 Livingston County Salary Schedule is amended as follows:

Public Defender:

- Create two (2) full-time Law Graduate positions effective August 1, 2023.

For: Assist with legal staffing, as well as, recruitment and retention.

Ms. Hill explained that she did receive prior permission from PS Chair Deming to go directly to Ways & Means today. Ms. Hill reviewed the positions to be created. This position was already added to the Miscellaneous Pay Rates Resolution.

Motion: Mr. Fanaro moved and Mr. DiSalvo seconded to approve the foregoing resolution.... Carried.

2. AMENDING THE 2023 SALARY SCHEDULE: OFFICE FOR THE AGING, BOARD OF ELECTIONS, COUNTY CLERK, DEPARTMENT OF HEALTH, HIGHWAY, PLANNING, PUBLIC DEFENDER, SOCIAL SERVICES & WORKFORCE DEVELOPMENT

RESOLVED, that the following vacant positions are hereby deleted effective immediately:

Position Number	Department	Dept Code	Title	FT/PT	Last Employee in the Position/ Last Date Filled
00035	Aging	A6781	Foster Grandparent Program Director	FT	D. Gage 10/30/2019
00849	Aging	A6774	Cleaner	PT	R. Glenn 6/8/2020
00850	Aging	A6774	Cleaner	PT	R. Werth 12/16/21
00851	Aging	A6774	Cleaner	PT	*Not filled
00871	Aging	A6774	SNP Site Manager	PT	K. Carr 1/30/2020
00882	Aging	A6773	Typist	PT	C White 1/1/2018
00879	Aging	A6773	Typist	PT	T. Young 3/2/22
01405	Aging	A6773	Typist	PT	*Not filled
00883	BOE	A1450	Elections Operations Specialist	PT	R. Sattora 2/8/2022
00407	Clerk	A1410	Telephone Operator		K. Guarino 12/30/2020
00093	DOH	A4010	Clinical Aide	FT	S. Mann 1/14/2023
01787	DOH	A4035	Licensed Practical Nurse	FT	D. Burrous 12/5/2021
00451	DOH	A4010	Medical Billing Specialist	FT	K. Nichols 6/9/2019
00452	DOH	A4035	Medical Typist	FT	S. O'Brien 4/12/2019
00453	DOH	A4310	Medical Typist	FT	*Not filled
00459	DOH	A4310	Mental Health Clinical Therapist	FT	A. Ammerman 7/15/21
00463	DOH	A4310	Mental Health Clinical Therapist	FT	M. Van Voorhis 2/26/2021
01935	DOH		Mental Health Licensed Therapist	PT	*Not filled
01161	DOH	A4010	Public Health Educator	FT	A. Smith 11/17/21
01162	DOH	A4010	Public Health Educator	FT	J. Webster 9/19/21
01188	DOH	A4091	Registered Professional Nurse	FT	N. Gardiner 12/25/2021
01192	DOH	A4091	Registered Professional Nurse w/ BS	FT	P. Hamilton 7/29/2023
01202	DOH	A4010	Senior Account Clerk/Typist	FT	D. Henry 10/11/2020

01205	DOH	A4010	Senior Medical Billing Specialist	FT	K. Nicholas 10/26/2020
01209	DOH	A4010	Senior Typist	FT	S. Bennett 12/31/2022
01210	DOH	A4010	Senior Typist	FT	S. Dingeldine 7/24/2020
01408	DOH	A4083	Supervising Public Health Nurse	FT	J. Burley 4/5/2021
00084	DOH	A4310	Clerk/Typist	PT	N. Fires 1/1/2017
00092	DOH	A4035	Clinical Aide	PT	Y. Huette 4/23/2020
00088	DOH	A4082	Clinical Aide	PT	K. Markle 5/2/2019
00089	DOH	A4035	Clinical Aide	PT	K. Smith 9/30/2019
00090	DOH	A4010	Clinical Aide	PT	A. Swain 12/5/2019
00439	DOH	A4083	Home Health Aide	PT	S. Hierl 1/30/2023
00440	DOH	A4083	Home Health Aide	PT	M. Johnson 9/10/21
00443	DOH	A4083	Home Health Aide	PT	L. Vonglis 8/22/2019
00472	DOH	A4035	Midwife	PT	C. Salatti 1/4/2019
00481	DOH	A4083	Nursing Team Assistant	PT	J. Schleede 1/25/2019
01163	DOH	A4110	Public Health Educator	PT	L. McEvoy 10/9/2019
01171	DOH	A4083	Public Health Social Worker	PT	S. Kniffin 2/25/2019
01196	DOH	A4083	Registered Professional Nurse w/ BS	PT	L. Calnan 2/16/22
01184	DOH	A4083	Registered Professional Nurse w/ BS	PT	W. Chapman 11/12/21
01183	DOH	A4094	Registered Professional Nurse	PT	T. Ripton-Miller 5/29/23
01182	DOH	A4112	Registered Professional Nurse	PT	T. Ripton-Miller 12/20/21
01199	DOH	A4110	Registered Professional Nurse w/ BS	PT	C. Schiedel 8/7/16
01180	DOH	A4010	Registered Professional Nurse	PT	M. Sciera 11/5/21
01683	DOH	A4083	Registered Professional Nurse	PT	*Not filled
01682	DOH	A4083	Registered Professional Nurse	PT	*Not filled
01684	DOH	A4083	Registered Professional Nurse	PT	*Not filled
01219	DOH	A4083	Social Work Assistant Public Health Department	PT	J. Craft 5/3/15
01880	DOH	A4083	WIC Program Nutritionist	PT	J. Sarvis 3/16/23
00506	Highway	D5020	Engineering Tech.	FT	Z. Cracknell 3/20/17
00523	Highway	D5110	Road Maintenance Worker	FT	S Barber 10/15/2017
00539	Planning	A8020	Planner	FT	D. Paoletta 10/16/17
00542	Planning	A8020	Planning Assistant	FT	M. Underhill 10/16/17
01236	Planning	A8020	Planner	PT	D. Paoletta 1/13/16
00097	Social Services	A6010	Senior Social Services Attorney	FT	J. Noto 12/20/19
01832	Social Services	A6010	Account Clerk/Typist	FT	*Not filled
00755	Social Services	A6010	Courier	FT	D. Stanley 10/31/14
01657	Social Services	A6311	Housing Programs Coordinator	FT	H. Hillier 2/28/2020
00766	Social Services	A6010	Principal Social Welfare Examiner	FT	T. Thompson 12/27/2019
00782	Social Services	A6010	Senior Clerk	FT	J. Hagan 3/26/2021
00789	Social Services	A6010	Senior Support Investigator	FT	M Carlin 6/29/2018
00829	Social Services	A6010	Telephone Operator	FT	R. Westfall 11/6/2020
01322	Social Services	A6010	Home Energy Assistance Examiner	PT	N. Shelton 3/25/2019
01910	Public Defender	A1170	Legal Administrative Assistant	PT	H. Bermudez 9/25/2022
00562	Public Defender	A1170	Senior Account Clerk/Typist	FT	J. Olin 1/13/2020
01325	Veterans	A6510	Clerk/Typist	PT	L. Miller 11/15/2018
01326	Veterans	A6510	Veterans Service Officer	PT	T. Collmer 4/17/2020

Ms. Hill explained that there are currently 461 open positions within the County. Department Heads have confirmed these position deletions.

Motion: Mr. DiSalvo moved and Mr. Wadsworth seconded to approve the foregoing resolution Carried.

3. MODIFYING THE LIVINGSTON COUNTY FAMILY AND MEDICAL LEAVE ACT POLICY
WHEREAS, Livingston County currently has a Family and Medical Leave Act Policy;
WHEREAS, the Board wishes to update the language to reflect internal department name changes and to make other non-substantive changes; now, therefore, be it

RESOLVED that the Livingston County Family and Medical Leave Act Policy is hereby modified as indicated on the copy which is attached to this resolution and incorporated herein by reference.

Ms. Hill reviewed the current FMLA practice and the updates to the policy.

Motion: Mr. DiSalvo moved and Mr. Fanaro seconded to approve the foregoing resolution.... Carried.

Pre-approved Informational Item(s) To Be Reported

1. Civil Service Examination Fees: Ms. Hill reviewed the Governor’s proclamation waiving state civil service exam fees for state tests only. This does not include County fees that the state will still be billing us for. Counties are split on waiving the local fees and eating those costs. Ms. Hill is recommending waiving the exam fees for one year beginning 1/1/2024. Monroe and Genesee are both waiving exam fees. There were ~400 test administered in 2022. 2018 was a high year and we paid the state \$4,500. The Committee consensus was to waive the fees for a one-year trial for 2024. Ms. Hill will prepare a resolution for a future meeting.
2. 2023 Open Enrollment: It is open enrollment Nov. 1-15 2023. Open enrollment is now fully electronic. Ms. Hill reviewed the increased offerings.

ECONOMIC DEVELOPMENT – BILL BACON

Action Item(s) To Be Reported

1. APPROVING LIVINGSTON COUNTY INFRASTRUCTURE CAPITAL GRANT: LIVINGSTON COUNTY INDUSTRIAL DEVELOPMENT AGENCY

WHEREAS, the Ways & Means Committee of the Livingston County Board of Supervisors had reviewed and recommended the Livingston County Industrial Development Agency’s application to the Livingston County Infrastructure Capital Fund; and

WHEREAS, a request for \$325,000.00 was made from the County’s Infrastructure Capital Fund to assist with the excavation and the extension of roadway and utilities for Bruckel Drive in the Town of Avon and access to the land owned by the Livonia, Avon and Lakeville Railroad; and

WHEREAS, the project will aid in the preparedness for development of the Livwell Community, Wellness & Fitness Center and future development of the remaining lands of the 113 acre parcel for commercial development; and

WHEREAS, the total project cost is estimated at \$655,344.00 and will not exceed more than 50% of the reimbursable expenses; and

WHEREAS, this award is conditioned on proof of committed funding for the Livwell Community Wellness & Fitness Center or a commercial project committed to the site for development; and

WHEREAS, the construction of this infrastructure project will adhere to the standards and procedure established by the Town of Avon in anticipation of being dedicated as a public road of the Town; and

WHEREAS, the purpose of the County’s Infrastructure Capital Fund is to assist in the completion of economic development projects through the funding of public infrastructure, with the goal of attracting and retaining employment; and

WHEREAS, the location of this property next to Interstate 390 with rail frontage and easy accessibility to the NYS Thruway and Rochester MSA make this an attractive location for prospective businesses; and therefore be it

RESOLVED, that the Livingston County Board of Supervisors approves the award and conditions of said project.

Applicant:	Livingston County Industrial Development Agency
Project Description:	Excavation, roadway and utility (water, sewer, natural gas, electric and stormwater) extension.
Project Financing Requested:	\$325,000.00

Directors Comments: With limited availability on James Steele Park at Exit 10 of Interstate 390, this parcel becomes an attractive option for companies seeking to develop with access to rail service. Bruckel Drive provides the access point to the 113 acre parcel for truck and vehicular traffic while utilizing the existing utility points to extend services. The Livwell Community Wellness & Fitness Center has proposed development at this site and would benefit from this extension of services as well. Commitment of funding from the County's Infrastructure Capital Fund would increase the incentive for a prospective business to locate here, while the concept and potential development of Livwell would further define the attractiveness of the site. The award is conditioned upon financial commitment of a commercial development and/or Livwell promising job attraction/creation.

Mr. Bacon reviewed the infrastructure request for approval. This type of funding is awarded on a reimbursement basis. There was discussion on the conditions of an infrastructure request and including real job creation data into the resolution. Mr. Coyle explained that this was one of the optional funding components shared with the LivWell when informed that the Board of Supervisors did not approve their funding request. There was discussion on the underground infrastructure, road dedication and actual construction phases. There was recent rezoning done by the Town. Mr. Bacon will rework this resolution with the County Attorney so that job creation concerns are addressed and included. Mr. Bacon reported that the LA&L Railroad is actively marketing this site. There is no action at this time.

Pre-approved Informational Item(s) To Be Reported

1. Discussion to clean up/clarify Infrastructure Account Res. No. 2017-238 & 2021-184 for Town of York. Mr. Bacon explained that he is working with Supervisor Mr. Deming on closing out the Growmark piece will come back to this committee once the final numbers are determined. This will be at a future meeting.

CLERK OF THE BOARD – MICHELE REES

Action Item(s) To Be Reported

The Clerk reviewed the last retirement reporting resolution and explained that the State Comptroller Office returned them because two ROA's expired between 2022-2023. The Clerk was able to use payroll coroner call sheets for two ROA submittals. The State Comptroller's Office has confirmed that both resolutions are now acceptable for adoption.

1. RESCINDING RESOLUTION NO. 2023-194 (2022/2023 RETIREMENT REPORTING)

WHEREAS, Resolution No. 2023-194 established standard work days for elected and appointed officials reported to the New York State and Local Employees' Retirement System; and

WHEREAS, said Resolution included elected officials with Record of Activity logs that had expired prior to the resolution being adopted; and

WHEREAS, said Resolution included appointed officials with terms that had expired prior to the resolution being adopted; now, therefore, be it

RESOLVED, that Resolution No. 2023-194 is hereby rescinded.

Motion: Mr. Fanaro moved and Mr. DiSalvo seconded to approve the foregoing resolution.... Carried.

2. ESTABLISHING STANDARD WORK DAY AND RETIREMENT REPORTING CREDIT

RESOLVED, that the Livingston County Board of Supervisors hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of this body:

Dept.	Title	Name	Standard Work Day Hrs/day	Term	Days/Month (based on record of activities)	3-Month Log Recd or Recert Eligible (new terms)
						Elected Officials
BOS	Chair - Avon	LeFeber, David L.	6	1/1/2022-12/31/2025	9.61	2018
BOS	Vice Chair - Caledonia	Pangrazio, Daniel	6	1/1/2022-12/31/2023	19.33	2022
BOS	Supervisor - Lima	Falk, Michael J.	6	1/1/2022-12/31/2025	9.86	2018
BOS	Supervisor - Livonia	Gott, Eric R.	6	1/1/2022-12/31/2025	3.55	2018
BOS	Supervisor - Mt. Morris	DiSalvo, David	6	1/1/2022-12/31/2025	1.5	2022
BOS	Supervisor - N. Dansville	Horr, Gregory	6	1/1/2022-12/31/2025	2.01	2022
BOS	Supervisor - Ossian	Knapp, Dwight	6	1/1/2022-12/31/2025	5.16	2018
BOS	Supervisor - Portage	Davis, Ivan C.	6	1/1/2022-12/31/2023	5.81	2018
BOS	Supervisor - Sparta	Schuster, Mark J.	6	1/1/2022-12/31/2025	3.67	2021
CLER	County Clerk	Bailey, Andrea	6	1/1/2022-12/31/2025	36.68	2022
COR	County Coroner	Griese, Shannon	6	1/1/2022-12/31/2025	2.64	2022
COR	County Coroner	King, Roger	6	1/1/2023-12/31/2026	0.78	2023
COR	County Coroner	Waltman, Robert	6	1/1/2022-12/31/2025	3.07	2023
SHER	Sheriff	Dougherty, Thomas	6	1/1/2022-12/31/2025	33.95	2022
TREA	County Treasurer	Davies, Amy	6	1/1/2022-12/31/2025	29.95	2023
						Appointed
CD	Assistant Conflict Defender	Fitzgerald, Kevin	7	1/1/2022-12/31/2025	11.69	2022
CD	Assistant Conflict Defender	Misula, Roman	7	1/1/2022-12/31/2025	10.71	2022
PD	Assistant Public Defender	Donohue Burns, Kelly	7	1/1/2022-12/31/2025	11.65	2017
PD	Assistant Public Defender	Kelly, Marshall	7	1/1/2022-12/31/2025	2.91	2020
PD	Assistant Public Defender	Tantillo, Matthew	7	9/26/2022-12/31/2025	4.64	2022

Motion: Mr. Wadsworth moved and Mr. DiSalvo seconded to approve the foregoing resolution Carried.

COUNTY ADMINISTRATOR – IAN COYLE

Action Item(s) To Be Reported

1. APPROVING ABSTRACT OF CLAIMS #8B-AUGUST 23, 2023

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #8B dated August 23, 2023 in the total amount of \$2,893,381.11.

Motion: Mr. Wadsworth moved and Mr. Fanaro seconded to approve the foregoing resolution Carried.

2. AUTHORIZING TRANSFER OF FUNDS: OFFICE FOR THE AGING (2)

RESOLVED, that the Livingston County Treasurer is authorized and directed to make the requested transfers per the Budget Amendment entries that have been approved by the Livingston County Administrator. Mr. Coyle reviewed the amendments for approval.

Motion: Mr. DiSalvo moved and Mr. Fanaro seconded to approve the foregoing resolution.... Carried.

Pre-approved Informational Item(s) To Be Reported

1. Budget 2024 – Budget meetings are ¼ through with some larger departments still to do. DSS is the main concern with the Medicaid changes by the state. The budgeted local share will be much higher.

2. Misc. Legislative, Administrative and Financial Updates – Sales tax is up 3.2% budget to budget. Nothing to be too concerned about. The VAP, IGT and Reconnect questions have no answers yet. Reconnect announcement may be this week. VAP preliminary news is that our application is under review. No news on the IGT funds. Lobbying continues on these items. The Habitat for Humanity home on Lima Road in Geneseo made the news this week. That was started as a Land Bank financed project. Some County staff and volunteers of the Mt. Morris community are looking to do a pop up pantry next Wednesday, 10-12pm at the Save a Lot parking lot in Mt. Morris. Mr. Coyle reviewed the CNR finances/County funds until the IGT funds come in. CNR staffing and occupancy are in a good spot. Occupancy is the highest it has been in four years. Staffing efforts continue to be successful. Mr. Coyle believes we will look much better than anticipated by the end of the year. LivWell has reached out to some supervisors to date on individual meetings. Mr. Coyle gave a brief overview of the LivWell discussion.

ADJOURNMENT

Mr. Fanaro moved and Mr. DiSalvo seconded to adjourn the meeting at 2:15 p.m.

TRAINING & PROFESSIONAL DEVELOPMENT – KELLY GREENWAY

Informational Item(s) Written Only

Notable Accomplishments

- Organized and planned a book club based on the book “The Energy Bus.” We currently have 15 participants and will be sharing our learning through a Google Jam Board (interactive white board).
- Wrote an introduction/update for the next SHAPE newsletter, which includes what I am working on and how employees can best reach me
- Created the “PD Post It” and delivered it to all departments. This is a place for employees to write down any professional development ideas they have. The intention is for it to be posted somewhere in the department where all staff can see it and add to as ideas arise.
- Met with Dr. Rukowski from SUNY Geneseo to learn about a LGBTQ+ Safe Zone training that they offer on campus. The focus of the training is to learn how to handle difficult conversations with this community in a respectful manner. I will be attending in October, along with HR to see if this would be beneficial to our employees.
- Met with CivicPlus to continue the County’s Intranet project.
- Reached out to staff who are ERP super users to gather information on commonly used reports to share with employees.
- Created and sent out the next newsletter.
- Organized an ESuite training with HR for September.
- Researched different mental health training programs to potentially share with staff.
- Met with a few department heads to learn about their department and how I can support their training and professional development needs.

TRAININGS/ PROFESSIONAL DEVELOPMENT

- NeoGov Training for Onboard and Learn modules
- NACo High Performance Leadership Academy training
- FOIL Training
- Budget Training

Respectfully submitted,
Michele R. Rees, IIMC-CMC
Clerk of the Board