STEUBEN COUNTY ADMINISTRATION COMMITTEE
Tuesday, September 10, 2019
9:00 a.m.
Legislative Committee Room
Steuben County Office Building
Bath, New York

**MINUTES**

COMMITTEE: Brian C. Schu, Chair
Scott J. Van Etten, Vice Chair
Carol A. Ferratella

STAFF: Jack K. Wheeler
Christopher Brewer
Brenda Mori
Cheryl Crocker
Jennifer Prossick
Scott Sprague
Andy Morse
Rob Wolverton
Tammy Hurd-Harvey
Nate Alderman
Sue Cranmer
Craig Patrick
Wendy Jordan
Judy Hunter
Noel Terwilliger

LEGISLATORS: Joseph J. Hauryksi
Kelly H. Fitzpatrick
K. Michael Hanna
John V. Malter
Robert V. Nichols
Frederick G. Potter

ABSENT: Hilda T. Lando

OTHERS: James Post, The Leader
Mary Perham

I. CALL TO ORDER

Mr. Schu called the meeting to order at 9:00 a.m. and asked Mr. Malter to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE AUGUST 13, 2019, MEETING MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Risk Manager

1. Update Workplace Drug & Alcohol Policy – Mr. Sprague requested changes to the Workplace Drug & Alcohol policy relative to non-CDL testing. He would like to add the word ‘incident’ along with accident and remove the $4,500 as a threshold to reporting an accident/incident; the wording will state ‘property damage or loss to the County or a 3rd party due to the accident’.

MOTION: ACCEPTING THE PROPOSED REVISIONS TO THE WORKPLACE DRUG & ALCOHOL POLICY AS PRESENTED AND AUTHORIZING AN AMENDMENT TO THE ADMINISTRATIVE CODE TO REFLECT THOSE CHANGES MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER FOR DISCUSSION.

Mr. Van Etten asked will this require any approval by the bargaining unit? Mr. Wheeler replied no. Mr. Sprague stated once the changes are approved, we will distribute them and develop a handout for the Supervisors which will have easy step-by-step directions.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.
B. **Law Department**
   1. **Addition of Sexual Harassment Clause to Contract Template** – Ms. Prossick stated the NYS Department of Labor has made changes to the sexual harassment law and in order to comply with the law, we need to add the new sexual harassment clause to our contract template. Mr. Van Etten asked do we have to add this clause to current contracts? Ms. Prossick replied no, just going forward. We also need to include it in our bid documents.

   **MOTION: AMENDING THE ADMINISTRATIVE CODE TO INCLUDE THE ADDITION OF A SEXUAL HARASSMENT CLAUSE TO THE CONTRACT TEMPLATE MADE BY MR. VAN ETten. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

C. **Personnel**
   1. **Annual Training Contract** – Mr. Alderman last year we contracted with Romer, Wallens, Gold & Mineux to provide our annual employee training and they did a fantastic job. He requested authorization to contract with them to provide this year’s training. Mrs. Ferratella asked what is the cost? Mr. Alderman replied this year we are required to have our annual trainings be more interactive and in groups smaller than 100. They are requiring 30 – 40 people per session and we would need to do more sessions to accommodate that requirement. He is estimating the total cost to be between $20,000 - $25,000. Mr. Van Etten asked is that in addition to what we normally pay or is this the new total? Mr. Alderman replied this is the total. Last year we paid around $15,000.

   **MOTION: AUTHORIZING THE PERSONNEL OFFICER TO CONTRACT WITH ROMERS, WALLENS, GOLD & MINEUAX TO PROVIDE THE ANNUAL EMPLOYEE TRAINING IN AN AMOUNT NOT TO EXCEED $25,000 MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

   2. **Contingent Fund Transfer** – Mr. Alderman requested authorization to transfer $30,000 from the Contingent Fund to his training line item to cover the cost of the annual training. Mr. Wheeler commented we also had a number of hearings that we did not anticipate this year and that cost was paid for out of Personnel’s training line item.

   **MOTION: AUTHORIZING A TRANSFER OF $30,000 FROM THE CONTINGENT FUND TO THE PERSONNEL DEPARTMENT'S TRAINING LINE ITEM MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

   3. **Reclassification – Sheriff’s Office** – Mr. Alderman requested authorization to reclassify two zero-based part-time Building Security Deputy positions, Grade XI to two part-time Special Patrol Officer positions that will be paid $16.00 per hour. This is in response to the State’s requirement for another court security officer.

   **MOTION: AUTHORIZING THE RECLASSIFICATION OF TWO (2) ZERO-BASED BUILDING SECURITY DEPUTY POSITIONS, PART-TIME, GRADE XI TO TWO (2) PART-TIME SPECIAL PATROL OFFICER POSITIONS WITHIN THE SHERIFF'S OFFICE MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

   4. **Reclassification – Probation Department** – Mr. Alderman requested authorization to reclassify one Account Clerk-Stenographer position, Grade VIII to one Senior Typist position, Grade VI within the Probation Department. This is the result of a retirement.

   **MOTION: AUTHORIZING THE RECLASSIFICATION OF ONE (1) ACCOUNT CLERK-STENOGRAPHER POSITIONS, GRADE VIII TO ONE (1) SENIOR TYPIST POSITION, GRADE VI IN THE PROBATION DEPARTMENT MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**
D. District Attorney’s Office  
1. **Request to Waive 16B** – Mr. Wheeler stated this was presented to Public Safety & Correction to review a 16B waiver request. According to your Rules of Procedure, you may waive the 16B process if the positions are a result of a State or Federal requirement. He is recommending waiving 16B to create one Assistant District Attorney position and one Paralegal Assistant position in the District Attorney’s Office. These positions are necessary for Mr. Baker to comply with the new Discovery Reform requirements and will enable him to get staff on board prior to the end of the year so they can be trained and ready to go in January.

**MOTION:** WAIVING THE 16B PROCESS AND AUTHORIZING THE CREATION OF ONE (1) ASSISTANT DISTRICT ATTORNEY POSITION AND ONE (1) PARALEGAL ASSISTANT POSITION IN THE DISTRICT ATTORNEY’S OFFICE MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.  
**Resolution Required.**

E. County Manager  
1. **Reappointment of Real Property Director** – Mr. Wheeler stated Ms. Jordan is currently filling an unexpired term. He would recommend reappointing her as Real Property Director for a six-year term.

**MOTION:** CONFIRMING THE REAPPOINTMENT OF WENDY JORDAN AS REAL PROPERTY TAX SERVICE AGENCY DIRECTOR FOR A SIX-YEAR TERM EFFECTIVE OCTOBER 1, 2019 MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.  
**Resolution Required.**

**MOTION:** TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS’ LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

**MOTION:** TO ADJOURN EXECUTIVE SESSION MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

**MOTION:** TO ADJOURN MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR**

**Tuesday, October 8, 2019**
Legislative Committee Room  
9:00 a.m.

Please send agenda items to the Clerk of the Legislature’s Office  
**NO LATER THAN NOON**  
Wednesday, October 2, 2019

Administration Committee  
Tuesday, September 10, 2019