

# **SUPERVISORS NOTEBOOK**

*A Digest of Legislative Activities*

For the Month of

***December 2013***

**ADMINISTRATION & OVERSIGHT COMMITTEE**  
**Meeting Agenda – Thursday, August 29, 2013 – 8:00 a.m.**  
**Supervisors Large Conference Room**  
**Minutes – Draft**

Supervisor	Present	Absent	Late
P. Suits	X		
J. Raffe		X	
R. Cary	X		
S. Henderson		X	
J. Reinhardt	X		

**8:00 a.m. Call Meeting to Order 8:10am**

**Approval of Minutes:**

- **June 26, 2013**      **1) Supervisor Reinhardt**  
                                  **2) Supervisor Suits**
  
- **July 9, 2013**      **1) Supervisor Reinhardt**  
                                  **2) Supervisor Suits**

**8:35 a.m. Board of Elections – 2014 Budget Review**

Discussion: As there will be two primaries in 2014 the Elections office needed to budget for work coverage and mailings for both. Supervisor Cary moved that the county write to the Governor and the Legislature to coordinate the state primary with the federal so as to alleviate costs to the local governments and to increase the probability of voter turnout. Supervisor Reinhardt seconded the motion and the motion was carried. The Elections office will draft a resolution for the board.

**Resolutions:**

- 1. Authorizing the Madison County Board of Elections to Contract For Pollsite Usage.**
  - 1) Supervisor Cary
  - 2) Supervisor Reinhardt

Carried  
 Discussion – this is a yearly contract with the poll sites.
  
- 2. Authorizing the Madison County Board of Elections to Contract For Pollsite Usage.**
  - 1) Supervisor Cary
  - 2) Supervisor Reinhardt

Carried  
 Discussion – this is a yearly contract with the poll sites.

**3. Authorizing the Madison County Board of Elections to Contract For Pollsite Usage.**

- 1) Supervisor Cary
  - 2) Supervisor Reinhardt
- Carried

Discussion – this is a yearly contract with the poll sites.

**Any other business - None**

**Next Meeting – September 26, 2013 at 9am**

**Adjourn: Time – 9:00 am**

- 1) Chairwoman Suits
  - 2) Supervisor Reinhardt
- Carried

These minutes are respectfully submitted by Suzanne Odell for Chairwoman Suits

  
Priscilla Suits  
Chairwoman, Administration and  
Oversight Committee

10/31/13  
Date

**MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE**

COUNTY OFFICE BUILDING  
P.O. BOX 636  
WAMPSVILLE, NY 13163  
(315) 366-2341 (Phone)  
(315) 366-2725 (Fax)



**Eileen M. Zehr**  
Personnel Officer  
eileen.zehr@madisoncounty.ny.gov

**Ryan D. Aylward**  
Director of Labor Relations  
ryan.aylward@madisoncounty.ny.gov

**GOVERNMENT OPERATIONS COMMITTEE**

**October 15, 2013**

**Minutes**

Present: D. Ball, R. Bargabos, D. Degear and J. Reinhardt

Also Present: R. Aylward, R. Bradstreet, L. Carinci, W. Gabor, P. Morrisseau, S. Prieto,  
S. Odell, M. Scimone and T. Wayland-Smith

Absent: R. Monforte

D. Degear called the meeting to order at 8:45 a.m.

**I. OTHER - Legal Matters** – the law firm of Nixon Peabody provides outside counsel to the County. David Tennant of Nixon Peabody is representing Verizon in negotiations with the County over the sale or leasing of County radio towers. David Tennant inquired via T. Wayland-Smith, if the committee considered this to be a conflict of interest. The committee did not believe that a conflict of interest exists.

**II. MOTION TO ENTER EXECUTIVE SESSION** - Motion by J. Reinhardt to enter executive session. Second by R. Bargabos. The motion was unanimously approved.

Motion to exit Executive Session by J. Reinhardt. Second by D. Ball.

**III. NEXT MEETING:** Committee Meeting: October 31<sup>st</sup> @ 11:00 a.m.

**CRIMINAL JUSTICE, PUBLIC SAFETY AND TELECOMMUNICATIONS**

**Committee Meeting Minutes**

**October 15, 2013**

**Meeting called to order by Chairman Bradstreet at 9:15 am**

The meeting was already in executive session due to the joint meeting with the Government Operations committee and remained so as to discuss the appointment of a particular individual into a position.

Motion to adjourn executive session made by Supervisor Reinhardt and seconded by Supervisor Ball. Carried

**District Attorney Office - William Gabor**

**Authorizing Modification of 2013 County Budget – Stop DWI Training – In House**

Motion made by Chairman Bradstreet and Seconded by Supervisor Degear. Carried

Discussion: Chairman Bradstreet asked who would be responsible for seeking out grants in the future. District Attorney Gabor indicated that the STOP DWI Coordinator has always done so and therefore it would now fall to Undersheriff Ball.

**Authorizing Modification of 2013 County Budget – Computer Equipment**

Motion made by Supervisor Bargabos and Seconded by Chairman Bradstreet. Carried

Discussion: Attorney Gabor indicated that his office had received the notice from the IT department with recommendations for computer replacement and software upgrades. They are looking to buy seven laptops for the attorneys to take to court along with Microsoft Office Updates and Adobe Acrobat.

**Paul Hartnett, Communications Director E-911-**

**TIBURON is offering CAD/RMS hosted solution for the county. (See attached)** Proposing that the county sign a contract and all billing would take place in 2014. \$665,000

Motion made by Supervisor Degear and Seconded by Supervisor Bargabos. Carried

Discussion: Supervisor Bargabos asked if this price was still for the five-year plan and Director Hartnett advised that it was and that it also included the record management system for the Sheriff's Office.

**Five Year Central New York Interoperable Communications Consortium (CNYICC) Maintenance Proposal (See attached)** Proposal period starts on August 1, 2016 and runs through December 31, 2018. Current service agreement which is under warranty stretches from all of 2014 to July 31, 2015.

Motion made by Supervisor Degear and Seconded by Supervisor Carinci. Supervisor Bargabos voted no and the resolution was passed with a vote of three to one.

Discussion: Director Hartnett stated that the purpose of this maintenance proposal is to keep maintenance costs stable until 2019 for the newly formed Central New York Interoperable Communications Consortium (CNYICC) which includes Madison County. There was much discussion between the committee members about whether or not the cost will naturally decrease after 2016 as technology advances and with the good chance that other counties will join the consortium.

Supervisor Bargabos asked if this maintenance agreement was bid out and Director Hartnett indicated that there aren't many companies out there that provide this service and the system in place currently is Motorola's system and so others are not likely to bid on that product.

**Sheriff's Office: Sheriff Riley and Undersheriff Ball:**

Authorizing Modification of 2013 County Budget

Motion made by Supervisor Bargabos and Seconded by Supervisor Carinci. Carried

Authorizing Chairman to Enter into Agreement with the Professional Practice Group

Motion made by Supervisor Degear and Seconded by Supervisor Bargabos. Carried

Authorizing Chairman to Enter into Agreement with Karen Burgwin

Motion made by Supervisor Degear and Seconded by Supervisor Carinci. Carried

Authorizing Attendance at an Out of State Conference – Renee Smith

Motion made by Supervisor Bargabos and Seconded by Supervisor Degear. Carried

Authorizing Chairman to Accept OCFS Award

Motion made by Supervisor Degear and Seconded by Supervisor Bargabos. Carried

Authorizing Chairman to Enter into Agreement – CNY Psychiatric Center

Motion made by Supervisor Degear and Seconded by Supervisor Carinci. Carried

**Other Matters:**

Review of the 2014 STOP DWI Plan – Projected Funding looks to be static in 2014 but looking for possible increase thereafter.

Child Fatality Review Team Grant Program

**Other Committee Business**

Minutes review/approval – September 17, 2013

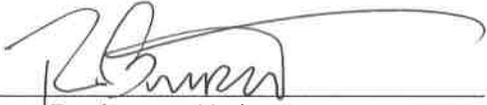
Motion made by Supervisor Bargabos and Seconded by Supervisor Carinci. Carried

Next Meeting Date - **November 19, 2013 at 4:30 PM (Changed after meeting to 3:00pm)**

Adjourned at 10:13am

Motion made by Supervisor Bargabos and Seconded by Supervisor Carinci. Carried

*These minutes are respectfully submitted on behalf of Committee Chairman Roger Bradstreet by Suzanne Odell.*



Roger Bradstreet, Chairman  
Criminal Justice, Public Safety, and  
Telecommunications Committee

11, 19, 2013

Date



**Madison County  
DEPARTMENT OF HIGHWAYS  
139 North Court Street  
P.O. Box 15  
Wampsville, NY 13163**

**F. Joseph Wisinski  
County Highway Superintendent**

**PH (315) 366-2221  
FAX (315) 366-2677**

**Public Works Committee Meeting Minutes  
October 16, 2013**

Ronald Bono called the meeting of the Public Works Committee to order at 2:05 p.m. in the Supervisor's Large Conference Room on the second floor of the County Office Building, Wampsville, NY

*Those in attendance were Public Works Committee Members: Chairman Ron Bono, Vice Chairman Roger Bradstreet, Alex Stepanski, and David Coye. Also in attendance were: Joe Wisinski, Highway Superintendent, John Becker, Chairman of the Board, Mark Scimone, County Administrator, Martha Conway, and Kevin Loveless, Maintenance Supervisor.*

**Acceptance of the Minutes from September 18, 2013, and September 30, 2013**

**Motion** by A. Stepanski to accept the minutes, seconded by R. Bradstreet. All in favor.

**Resolution - Budget Modification**

Joe Wisinski explained that additional funds were necessary to finish the Lebanon Road bridge project, and that Cindy Edick approved the transfer from the accounts shown on Resolution.

**Motion**, by R. Bradstreet to approve the resolution, seconded by A. Stepanski. All in favor.

**Resolution Authorizing the Chairman to enter into an Agreement with the City of Oneida**

Joe Wisinski stated that there was a need to update the Agreement due to changes in a Wampsville plow route that will no longer be doing the Village and instead will be maintaining Schoolheimer and Kelly Road. There were no other changes with the Agreement.

**Motion** by R. Bradstreet to approve the resolution, seconded by J. Becker. All in favor.

**Oils and Lubricants Bid Review, Bid Ref. No: 13.15**

Joe Wisinski explained that Superior was the low bid for all but Item #12. The committee discussed awarding the single item to Polsinello versus awarding all of the items to Superior. Joe Wisinski was instructed to check on the price of Item #12 listed in the Bid to see if Superior would match the price from Polsinello. It was decided to award the entire bid to Superior.

**Motion** by A. Stepanski to approve award to Superior, seconded by R. Bradstreet. All in favor.

**Joe Wisinski Stipend Request for receiving 911 calls**

Joe Wisinski briefly updated the committee on the number of 911 calls that he has received since Jim Murphy retired and requested that a stipend be considered.

The committee briefly discussed the status of filling Jim's position and other County employees who receive on call stipends.

**Motion**, by J. Becker to approve moving the request on to the Government Operations Committee, seconded by R. Bradstreet. All in favor.

**Resolution for proposed Local Law No. 7 of 2013**

The committee was given a copy of the proposed Local Law No. 7 for 2013.

**Motion**, by R. Bradstreet to approve the introduction of proposed law No. 7 for 2013, seconded by D. Coye. All in favor.

**Next Public Works Committee Meeting**

The next Public Works Committee meeting will be held at 2:00 p.m. on **Wednesday, November 20, 2013** in the Large Conference Room, second floor of the County Office Building, Wampsville, NY.

**Motion** by to Adjourn Meeting at 2:27 p.m. All in favor.

**MADISON COUNTY**  
**DEPARTMENTS OF MAINTENANCE and CENTRAL SERVICE**  
Kevin F. Loveless  
Building Maintenance Supervisor



138 North Court Street  
County Office Building  
Wampsville, NY 13163

(315) 366-2259  
(315) 366-2511 (fax)

## Buildings and Grounds Committee Meeting

*Minutes Oct. 16, 2013*

**PRESENT:** Chairman Ronald Bono, Vice Chairman Roger Bradstreet and Supervisors Alexander Stepanski and David L. Coye (videoconferencing), Board of Supervisors Chairman John M. Becker, County Administrator Mark Scimone, and Building Maintenance Supervisor Kevin F. Loveless

**ABSENT:** Supervisor Scott Henderson

The meeting was called to order at 2:28 p.m. following adjournment of the Public Works Committee meeting in the Supervisors Large Conference Room.

The committee immediately entered executive session for the purpose of discussing the financial history of a particular person on the motion of Board of Supervisors Chairman John M. Becker and second of Committee Vice Chairman Roger D. Bradstreet.

The committee exited executive session on the motion of Bradstreet and second of Supervisor Alexander Stepanski.

**Court House Elevator:** County Administrator Mark Scimone provided an update in the court house accessibility litigation.

**Minutes:** The minutes of the regular meeting Sept. 18, 2013, and the emergency meeting of August 26, 2013, were unanimously approved on the motion of Supervisor Alexander Stepanski and second of Supervisor David L. Coye.

**Public Safety Building Server Room:** Building Maintenance Supervisor Kevin F. Loveless reported that the air conditioning unit moved from the Office Building basement is installed and functioning well, holding temperatures as desired.

**Court House Fountain:** The Court House fountain landscaping was completed with planting of mums and tulip bulbs for next spring.

**Skylights:** Loveless reported that four damaged skylights were replaced. He said he ordered six to have two on hand in the future, as the County Office Building has 48 skylights total.

**Pitney Bowes:** The Committee unanimously passed a resolution authorizing the chairman to renew an agreement with Pitney Bowes for Central Service on the motion of Stepanski and second of Bradstreet.

**Presstek:** The Committee unanimously passed a resolution authorizing the chairman to renew an agreement with Presstek for Central Service on the motion of Stepanski and second of Bradstreet.

**Motion to Adjourn:** The meeting was adjourned at 3:01 p.m. on the motion of Stepanski and second of Supervisor David L. Coye.

**Next Meeting Date:** Nov. 20, 2013, immediately following the 2 p.m. Public Works

**Committee meeting in the Supervisors Large Conference Room.**

*Respectfully submitted Oct. 24, 2013, by Martha E. Conway for Kevin Loveless and approved Nov. 20, 2013.*

A handwritten signature in blue ink, appearing to read "Kevin F. Loveless".

*Kevin F. Loveless, Madison County Buildings & Grounds Supervisor*

COMMITTEE ON PLANNING, ECONOMIC DEVELOPMENT, ENVIRONMENTAL  
AND INTERGOVERNMENTAL AFFAIRS  
MEETING MINUTES

October 24, 2013 – 9:00 A.M.- Supervisors' Large Conference Room

PRESENT:

Committee: **Ralph Monforte**, Russell Cary, James Rafte, and Priscilla Suits.

Committee Absent: Eve Ann Shwartz

County Staff: Scott Flaherty, Kipp Hicks, Scott Ingmire, Mary Ellen Rose, Cindy Edick, Becky Marsala, Beth McKellips, Thomas Reichel, and Mark Scimone.

Meeting called to order at 9:02A.M. by Monforte.

A-1: The September 19, 2013 meeting minutes were unanimously approved on a **MOTION** by Suits and seconded by Cary.

A-2: Cindy Edick presented the Sales Tax Update.

A-3: Becky Marsala presented the Tax Delinquent Property Auction update. Becky said there was a \$289,000 net profit.

A-4: Tom Reichel presented the Career Center Update. Scott Ingmire added that StaffWorks would like to renew their Sub-Lease and reviewed the StaffWorks Sub-Lease Resolution. MOTION by Suits and seconded by Rafte. Unanimously approved.

Edick and Marsala out at 9:13 A.M.

A-5: Ingmire spoke on NACO (National Association of Counties) Legislative Action regarding WIA (Workforce Investment Act) Reauthorization. Ingmire will handle support letter. Motion made by Cary and seconded by Suits. Unanimously approved.

A-6: Beth McKellips presented the AED Update. Beth handed out a Press Release about upcoming projects/events and a Program Brochure.

A-7: General Board discussion on the Hamilton, Utica Street project.

A-8: Scott Flaherty presented the Tourism Update and the draft 2014 Budget for Tourism.

A-9: Scott Ingmire presented resolution to extend Tourism's contract. A motion was made by Cary and seconded by Rafte. Unanimously approved.

A-10: Scott Ingmire gave an update on the Buy Madison program with a brief presentation on gas prices locally and surrounding areas. Ralph asked if a poll could be done on Facebook asking where people purchase their gasoline.

Rafte out at 10:00 A.M.

A-11: Kipp Hicks provided a brief update on IDA ongoing projects

A-10: The next scheduled Planning Committee meeting will be November 21<sup>st</sup> at 9:00 A.M. in the Supervisors' Large Conference Room. The meeting was adjourned on a MOTION by Suits and seconded by Cary. 10:25 A.M Unanimously approved.

Respectfully submitted: Mary Ellen Rose

**MADISON COUNTY BOARD OF HEALTH  
AND  
PUBLIC HEALTH SERVICES' COMMITTEE MEETING  
MONDAY, OCTOBER 28, 2013**

**BOARD OF HEALTH MEMBERS PRESENT:**

PRESIDENT, JOHN ENDRES, DVM  
VICE PRESIDENT, JOHN SALKA, (EXCUSED) LEGISLATIVE REPRESENTATIVE  
MARGARET S. ARGENTINE, PHD, RN, CNE  
SAM BARR, DMD  
WENDY CARY, CITY OF ONEIDA  
ROBERT DELORME, MD, (EXCUSED) PHYSICIAN REPRESENTATIVE  
RACHEL ELDER, MD, PHYSICIAN REPRESENTATIVE  
JENNIFER MEYERS, MD, PHYSICIAN REPRESENTATIVE

**PUBLIC HEALTH COMMITTEE MEMBERS PRESENT:**

CHAIRMAN, JOHN SALKA, TOWN OF BROOKFIELD  
LEW CARINCI, CITY OF ONEIDA, WARDS 4-5-6  
JAMES GOLDSTEIN, (EXCUSED) TOWN OF LEBANON  
EVE ANN SHWARTZ, TOWN OF HAMILTON  
ALEX STEPANSKI, TOWN OF STOCKBRIDGE

**OTHERS PRESENT:**

ERIC FAISST, DIRECTOR OF PUBLIC HEALTH  
MARK SCIMONE, COUNTY ADMINISTRATOR  
CHERYL GEILER, DIRECTOR OF COMMUNITY HEALTH  
KELLY GOLLEY, DIRECTOR OF ADMINISTRATIVE SERVICES  
ROSANNE LEWIS, DIRECTOR OF CHILDREN WITH SPECIAL NEEDS  
GEOFF SNYDER, DIRECTOR OF ENVIRONMENTAL HEALTH  
R. SEELAN NEWTON, MD, MEDICAL CONSULTANT  
CHRISTINE COE, CONFIDENTIAL SECRETARY

## **MADISON COUNTY PUBLIC HEALTH SERVICES COMMITTEE**

John Salka called the Public Health Committee meeting to order at 4:50 p.m. indicating that there was a quorum for the Public Health Services Committee.

The Public Health Services Committee reviewed the September minutes. A motion to approve the minutes as written was made by Alex Stepanski, seconded by Lew Carinci and approved by all.

### **Resolutions:**

- A. Authorizing modification of the 2013 adopted budget was made by Eve Ann Schwartz, seconded by Alex Stepanski and approved by all.
- B. Modifying contract with Preschool contracts – new requirement was made by Lew Carinci, seconded by Eve Ann Shwartz and approved by all.
- C. Authorizing termination of an agreement was made by Lew Carinci, seconded by Eve Ann Shwartz and approved by all.

### **Resolution D (draft):**

A draft resolution to enter an agreement with Health Research, Inc. for Immunization Billing Grant and modifying the 2013 County budget was tabled until the formal contract is received. Since the project period started September 1<sup>st</sup>, retrospective budget modifications will be necessary to cover training costs that are related to the grant.

### **Environmental Health Fees:**

Weights and Measures submitted a fee and revenue proposal for the Committee's consideration. Previously, billing was challenging with the limited department staff. Now that Weights and Measures is located within the Health Department, billing is feasible and has the potential to generate an additional \$23,000 in revenue. Currently, Onondaga, Oneida and Cortland Counties charge fees for weights and measures services. The Committee approved the proposal. A resolution will be drafted for the next Committee meeting.

### **Rural Health Network Proposal:**

Mark Scimone received a work plan for the NYS Local Government Performance Efficiency Grant awarded to Madison County stating that the \$1.6 million award was to be used for the Rural Health Network project. As some grant funding has already been received for the Rural Health Network project, a request will be submitted to use some of the award for the Rural Health Network and use the remainder for other initiatives within the County.

### **Old Business:**

None

### **New Business:**

#### STAR Communities Initiative

STAR Communities helps cities and counties achieve meaningful sustainability through the first national framework for local community efforts. Their mission is to advance a

national framework for sustainable communities through the delivery of standards and tools built by and for local governments and the communities they serve. Their vision is to lead a North American movement that empowers communities to chart a clear path toward a sustainable future. Eric sits on the Advisory Committee for the STAR Communities.

A STAR Team for Madison County was assembled and met on October 17<sup>th</sup> to discuss the STAR Communities Initiative. The team agreed to move forward by using the STAR framework to market and showcase what Madison County is doing now. The framework could also help us should we decide to develop a comprehensive plan for the county and/or decide to seek the STAR Community certification. The Team will meet again on November 26<sup>th</sup> to go through the online STAR Self-Assessment tool to familiarize themselves with the STAR framework and type of information we will need to collect. The team will utilize Colgate student interns to inventory what is being done in Madison County within each of the STAR Framework categories.

Public Health Committee adjourned at 5:18 p.m.

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## **MADISON COUNTY BOARD OF HEALTH**

Wendy Cary called the Board of Health Meeting to order at 6:40 p.m. indicating that there was a quorum for the Board of Health meeting.

The Board of Health Committee reviewed the September minutes. Motion to approve the minutes was made by Wendy Cary, seconded by Maggie Argentine and approved by all.

### **Record of Claims:**

Kelly Golley distributed the Record of Claims for review and approval. Motion to approve was made by Jennifer Meyers, seconded by Wendy Cary and approved by all. John Endres signed for approval.

### **Community Health Assessment (CHA) & Community Health Improvement Plan (CHIP):**

We are currently reviewing and editing the final CHA and CHIP documents that were prepared by Health<sub>e</sub>Connections. The CHIP will summarize priorities that will be used for strategic planning going forward. The final drafts will be presented to this Board for approval.

### **Madison County Rural Health Network (MCRHN) Project:**

The MCRHN Board met on October 9 in Cazenovia. New board members have brought the total to sixteen. There was discussion about merging the Hamilton-Bassett-Crouse Health Network and the Madison County Rural Health Network. Several grant opportunities have been identified that we will be pursuing to support the MCRHN activities including grants from HRSA and the NYS Health Foundation. Eric met with school superintendents to discuss using schools as a community hub for health care and related services.

We are waiting for the response from the NYS Health Foundation regarding the National Diabetes Prevention Program initiative. The MCRHN partnered with Herkimer HealthNet and the Herkimer County Health Department on a grant application. If awarded, funds would be available to train lifestyle coaches on the NDPP and provide this training to residents with diabetes and with pre-diabetes.

### **Healthy Weight:**

Eric will follow up with Bruce Selleck at Colgate on projects and semesters timelines and to craft an agenda for the Healthy Weight initiative collaboration. Healthy weight and healthy eating were identified as priorities in the CHIP and CHA profiles.

Maggie reported on the Fit Kids of Madison County fitness and nutrition project. While the fitness component is in place, the nutritional component needs a greater focus on weight reduction with physician involvement. Schoolwork along with family work and sport schedules are barriers that affect nutrition. The CDC's USDA SuperTracker app along with other apps and tools are available to target achievement on the daily/weekly

basis. Nutritional intervention by a dietitian could help families with creative, quick meal planning ideas.

## **REPORTS:**

Division and Medical Director reports were submitted prior to the meeting for review.

## **Director's Activities**

### Healthy Care

- We are currently reviewing and editing the final CHA and CHIP documents.
- Madison County was awarded the "Local Health Department Technical Support for Immunization Billing Implementation" grant through the NYSDOH, Bureau of Immunization and Office of Public Health Practice. This initiative provides LHDs with tools necessary to effectively capture critical immunization revenue. Grant award is \$20,100 for Madison County. We will collaborate with 6 other counties to leverage our individual grant awards to develop and implement an electronic billing system.
- We are waiting for the response from the NYS Health Foundation regarding the National Diabetes Prevention Program initiative. The MCRHN partnered with Herkimer HealthNet and the Herkimer County Health Department on a grant application. If awarded, funds would be available to train lifestyle coaches on the NDPP and provide this training to residents with diabetes and with pre-diabetes.
- We have identified several grant opportunities that we will be pursuing to support the MCRHC activities including grants from HRSA and the NYS Health Foundation.
- Presented mid-term report to the HFWCNY.
- Attended MCRHC meeting held on October 9 in Cazenovia. New members in attendance. Nominations made for new officers.

### Healthy Environments

- SMART Growth Audit tool materials still awaiting approval from EPA Washington. This activity was delayed due to the government shutdown.

### Emergency Preparedness

- Staff attended 2-day Mass Antibiotic Dispensing Training conducted by the Centers for Disease Control and Prevention.
- Flood After-Action meeting held with Environmental Division Supervisors
- Flood After-Action Report information still being collected with a revised draft expected for review by end of October.
- School Flu-like illness letter and surveys drafted and sent out to school Superintendents
- County flu-like illness survey updated and sent out to County Employees as part of annual heightened surveillance efforts
- DSR meetings and reports
- Met with County Emergency Manager to discussion plans for the development of a Health and Medical Response Annex to the CEMP. From the meeting it was decided that a discussion-based exercise, developed and coordinated with EM will be the next step.
- Staff participated in the City of Oneida's After-Action Conference from the June Flood response

- Staff participated in NYS Medical Counter Measure Material Management and Dispensing Webinar to review new EP grant survey elements, why they have been added, and providing assistance with completion of the new elements.
- Assisted with planning for Staff and County Employee Flu Clinics, setting clinics up in ehealth, CDMS, and the promotion information.
- Met with the County Attorney as a second step to discuss moving forward with addressing liability for use of the Central New York Medical Reserve Corps and formal incorporation into County Plans. Previously met with the County Emergency Manager to discuss liability issues and concerns.
- Epi-Alliance call with member counties to discuss upcoming plans and activities for CNYMRC volunteers, exercises being held by counties, and other related emergency preparedness issues.
- Prepared CDMS refresher training for clinic staff

#### *Health Promotion*

- Attended Senator Valesky's Senior Information Fair held at the Kallet Theater to provide information on preventing falls. Night lights were given out.
- Press release on hand washing to reduce the spread of germs in response to increase in respiratory illness being reported throughout the county
- November flu and immunization clinic flyers developed and schedules submitted to media
- Website updates
- Emails to Department triaged and responded to

#### MADISON COUNTY

- Attended department head meeting
- Held a STAR Team meeting to discuss the STAR community initiative on October 17<sup>th</sup>. Group suggested that the County utilize the STAR framework to promote the work already being done in these areas throughout the county.
- Preparing next Corporate Compliance Risk Assessment report.
- Attended HCR Advisory Board meeting.
- Attended Literacy Summit at Colgate University
- Attended Superintendents' meeting at DSS

#### OTHER

- Participated in NYSACHO Board of Director's conference call.

#### **Environmental Update:**

Refer to the report.

#### **Prevent Update:**

Refer to the report.

#### **EI/Pre-K Update:**

Refer to the report.

#### **County:**

No report.

**City of Oneida:**

Nothing to report.

**Medical Director:**

Refer to the report.

**President:**

Nothing to report.

**OLD BUSINESS:**

A note from Reality Check Youth Leaders, Victoria Hysell and Jordyn Camp, thanking the Board for allowing them the time to present on their efforts was shared with the Board.

**NEW BUSINESS:**

Oneida Healthcare requested that the Health Department look at community onset clostridium difficile infections.

**Joint Community Meetings**

Last month, the Board discussed location options for the November Board Meeting to get community input. Due to the upcoming elections that may lead to new leadership, Eric advised postponing until January 2014. Future joint community meeting recommendations:

- January 27, 2014 – City of Oneida – focus: emergency response with a health perspective
- April 28, 2014 – Town of DeRuyter – focus: access to care; school-based hub

Board of Health meeting adjourned at 7:53 p.m.

Next Meeting: Monday, November 25, 2013

**ADMINISTRATION & OVERSIGHT COMMITTEE**  
**Meeting Agenda – Thursday, October 31, 2013 – 8:45 a.m.**  
**Supervisors Large Conference Room**  
**Minutes – Draft**

Supervisor	Present	Absent	Late
P. Suits	X		
J. Rafte			8:50
R. Cary	X		
S. Henderson		X	
J. Reinhardt	X		

**Call Meeting to Order 8:45am**

**Approval of Minutes:**

- **October 8, 2013** 1) Supervisor Reinhardt  
2) Supervisor Cary

**Resolutions:**

- 1) Waiving the Rules for Resolutions  
A Motion to move this resolution was made by Supervisor Reinhardt and seconded by Supervisor Cary. Carried
  
- 2) Fixing Time and Date to Organize the Board for the Year 2014  
A Motion to move this resolution was made by Supervisor Cary and seconded by Supervisor Reinhardt. Carried
  
- 3) Fixing Time for Holding Meetings During 2014  
A Motion to move this resolution was made by Supervisor Reinhardt and seconded by Supervisor Cary. Carried

DISCUSSION: Much discussion about moving the time of the regular monthly meetings for 2014 and it was decided to move this on to the full board for additional discussion and final decision.

**Any other business -**

**November Meeting - Tentatively November 19 with a time to be determined later.**

**Adjourn:** Motion was made to adjourn the meeting at 8:55am by Supervisor Rafte and seconded by Supervisor Cary.

Respectfully submitted by Suzanne Odell on behalf of Chairwoman Suits.

  
\_\_\_\_\_  
Pricilla Suits, Chairwoman  
Administration & Oversight Committee

11-12-13  
\_\_\_\_\_  
Date

**MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE**

COUNTY OFFICE BUILDING

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Eileen M. Zehr

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Ryan D. Aylward

Director of Labor Relations

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**GOVERNMENT OPERATIONS COMMITTEE**

**October 31, 2013**

**Minutes**

Present: D. Ball, R. Bargabos, D. Degear R. Monforte, and J. Reinhardt

Also Present: R. Aylward, J. Becker, R. Bono, R. Bradstreet, R. Cary, C. Edick, J. Goldstein, S. Prievo, J. Salka, M. Scimone, P. Suits, T. Wayland-Smith and E. Zehr

Absent:

D. Degear called the meeting to order at 11:04 a.m.

**I. MINUTES** – Minutes from September 17, 2013 and October 15, 2013 - Motion by D. Ball to approve the minutes from the above dated committee meetings. Second by R. Monforte. The motion was unanimously approved.

**II. RESOLUTIONS**

- A. Abolishing Three Positions in the Mental Health Department - Motion by D. Ball to approve the resolution. Second by R. Monforte. The motion was unanimously approved.
- B. Authorizing Attendance at an Out of State Conference – Sheriff's - Motion by R. Monforte to approve the resolution. Second by D. Ball. The motion was unanimously approved.
- C. Authorizing the Renewal of an Agreement with EBS-RMSCO, Inc., Section 125 - Motion by R. Monforte to approve the resolution. Second by D. Ball. The motion was unanimously approved.
- D. Authorizing the Renewal of an Agreement with EBS-RMSCO, Inc., Dental - Motion by R. Monforte to approve the resolution. Second by D. Ball. The motion was unanimously approved.
- E. Authorizing the Renewal of an Agreement with Excellus BC/BS – Retirees - Motion by R. Monforte to approve the resolution. Second by D. Ball. The motion was unanimously approved.
- F. Authorizing the Renewal of an Agreement with MVP Health Care - Motion by R. Monforte to approve the resolution. Second by R. Bargabos. The motion was unanimously approved.
- G. Authorizing the Health Plan Administrator to Secure Stop Loss Coverage - Motion by D. Ball to approve the resolution. Second by R. Monforte. The motion was unanimously approved.
- H. Authorizing the Chairman to Enter into an Agreement with JPMorgan Chase - Motion by D. Ball to approve the resolution. Second by J. Reinhardt. Discussion –

D Ball Requested C. Edick to follow up with JPMorgan to request waiving the fees to administer the plan.

- I. Authorizing the Chairman to Enter into an Agreement with KBM Management, Inc. - Motion by R. Monforte to approve the resolution. Second by R. Bargabos. The motion was unanimously approved.
- J. Selecting an Administrative Services Agency and Financial Organization for Deferred Compensation Program - Motion by R. Bargabos to approve the resolution. Second by R. Monforte. The motion was unanimously approved.

**III. OTHER**

A. HIPPA Information Security Policy and Procedures – M. Scimone presented the updated HIPPA policy recently developed by the IT Department. The updated policy will make the County 100% HIPPA compliant. Motion to adopt the updated policy by R. Monforte. Second by R. Bargabos. The motion was unanimously approved.

B. Vacancy Report – S. Prievo presented the County Vacancy Report for the period of 01/01/13 - 09/30/13.

C. The Committee recommends the 01/01/2014 Salary of the County Clerk position to be \$58,130. Motion by R. Monforte to set the salary. Second by J. Reinhardt. The motion was unanimously approved.

D. The Committee recommends providing a \$10,000 stipend for the Deputy Probation Director II until the Probation Director position is filled. The stipend will be effective upon resolution adoption by the full board on November 12<sup>th</sup>, 2013. Motion by R. Monforte to approve the Stipend. Second by R. Bargabos. The motion was unanimously approved.

**IV. MOTION TO ENTER EXECUTIVE SESSION - Motion by J. Reinhardt to enter executive session. Second by D. Ball. The motion was unanimously approved.**

Motion to exit Executive Session by R. Monforte. Second by R. Bargabos.

**V. NEXT MEETING: Committee Meeting: TBD**

Motion by R. Monforte to adjourn. Second by R. Bargabos.

**MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE**

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**GOVERNMENT OPERATIONS COMMITTEE**

**November 12, 2013**

**Minutes**

Present: D. Ball, D. Degear, R. Monforte and J. Reinhardt

Also Present: R. Aylward, M. Scimone, E. Zehr and B. Zupan

Absent: R. Bargabos

D. Degear called the meeting to order at 11:00 a.m.

**I. RESOLUTIONS**

- A. Abolishing a Network Engineer Position in the Information Technology Department and Creating a Computer Services Technician Position - Motion by J. Reinhardt to approve the resolution. Second by R. Monforte. The motion was unanimously approved.
- B. Authorizing the Board of Supervisors to Sell Surplus Analog Two Way Radios to the Red Cross – Motion by R. Monforte to approve the resolution. Second by J. Reinhardt. The motion was unanimously approved.
- C. Abolishing Three Positions in the Mental Health Department (amendment) - Motion by R. Monforte to approve the resolution. Second by J. Reinhardt. The motion was unanimously approved.

**II. OTHER**

- A. Probation Update – E. Zehr updated the committee on the status of recruitment for a Probation Director II. Additionally, the committee decided not to send the resolution authorizing a stipend for the Deputy Probation Director, approved at the 10/31/13 committee meeting, to the Board of Supervisors at this time.

**III. NEXT MEETING: Committee Meeting: TBA**

Motion by R. Monforte to adjourn. Second by J. Reinhardt.

**MADISON COUNTY**  
**DEPARTMENTS OF MAINTENANCE and CENTRAL SERVICE**  
Kevin F. Loveless  
Building Maintenance Supervisor



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## Buildings and Grounds Committee Emergency Meeting

*Minutes Nov. 12, 2013*

- PRESENT:** Chairman Ronald Bono; Social and Mental Health Committee  
Chairman John Salka; Supervisors Alexander Stepanski , David L.  
Coye and Scott Henderson; Building Maintenance Supervisor Kevin F.  
Loveless, Commissioner of Social Services Michael Fitzgerald,  
Supervisor Lewis Carinci, County Attorney S. John Campanie and  
Assistant to the County Administrator Suzanne Odell
- ABSENT:** Vice Chairman Roger Bradstreet

The meeting was called to order at 1 p.m. in the Supervisors Large Conference Room.

The committee reviewed two proposals for emergency replacement of the Department of Social Services building fire panel: one from Red Hawk Fire & Security and one from SimplexGrinnell.

The committee unanimously approved a resolution authorizing the Chairman to enter an agreement with SimplexGrinnell on the motion of Supervisor David L. Coye and second of Supervisor Scott Henderson.

**Motion to Adjourn:** The meeting was adjourned at 1:07 p.m. on the motion of Henderson and second of Coye.

**Next Meeting Date:** Nov. 20, 2013, immediately following the 2 p.m. Public Works Committee meeting in the Supervisors Large Conference Room.

*Respectfully submitted Nov. 14, 2013, by Martha E. Conway for Kevin Loveless and approved Nov. 20, 2013.*

*Kevin F. Loveless, Madison County Buildings & Grounds Supervisor*