

**Government Review Committee
Meeting Notes
September 11, 2007**

Present: Jane Powers, Joanne Sevick, Lowell Kelsey, Bob Wells, Patty Ritchie, Patrick Kelly, Bill Serafin, Karen St. Hilaire, Pat Turbett and Tedra Cobb

Next Meeting: Oct 2nd, 3pm. Note: The meeting will be held in Classroom A of the One Stop Center

<i>Short Term</i>		
Action Items	Team	Update and Discussion
<p>Explore opportunities for shared services and consolidation between County departments</p> <ul style="list-style-type: none"> • Create standardized process for executing contracts • Develop process to respond to grants favorable to county's interest 	<p>Bill Serafin, Keith Zimmerman</p>	<p>The new Grants Manager position has been filled by Heidi Ames. She is working on a State Municipal Sharing Initiative RFP to explore sharing health insurance with municipalities and possibly schools.</p> <p>Action:</p> <ul style="list-style-type: none"> - Check in with Keith to ensure that he is letting Depts know to forward all grant opportunities to Heidi so she can serve as a clearinghouse. - Review the current contract process and current primary supervisor for each contract - Ensure mechanism is in place to safeguard the County when engaging in contracts and create a county-wide standard process
<p>Conduct County roads and bridges infrastructure assessment and develop a five year plan</p>	<p>Bill Dashnaw and Bob McNeil</p>	<p>Bob and Bill were not present to report progress. Karen reported that Bill has created a county-wide map of the roads and bridges ranking importance/need. He has also been updating his draft 3yr and 5yr plan. Bob and Bill are working on a system to keep track of each project's expenses and revenue. Currently, there is not a solid tracking system in place.</p>

Short Term

<p>Staff Development</p> <ul style="list-style-type: none"> • Conduct succession planning and cross training process • Conduct staff development training targeting mandatory Continuing Education Units (CEU), training in management and adaptive skills • Assessing opportunities for tele-education and on-line training • Conduct employee satisfaction survey • Increase opportunities for creating an entrepreneurial culture within county government <ul style="list-style-type: none"> ○ Create a process for employee suggestion box ○ Creating a meaningful 	<p>Karen St. Hilaire with assistance from employees and dept heads</p>	<ul style="list-style-type: none"> - It was suggested Natalie Aldrich be added to this working group. - Succession Planning - Karen has reviewed the matrix of Dept Heads and Deputy Dept Head positions and is starting discussion with each Dept. focusing on those who anticipate retiring in the next five years. - We discussed the need to look at the overall workforce and assess the turnover in the next 5-10 years. - Karen reported she is working on a training plan with Natalie for 2008. One “violence in the workplace” prevention training has been conducted – training all the staff remains a short-term priority. - Strategic budgeting and strategic planning remain priorities brought forward from this committee. <p>Action:</p> <ul style="list-style-type: none"> - Tedra will forward Karen information on succession planning from NY State - Karen will work with Natalie to assess the workforce and projected retirements in 5-10 yrs. - Tedra will get information on Violence Prevention trainers from NYSAC.
<p>Conduct assessment of mileage and car policy and explore cost saving opportunities such as creating a county fleet</p>	<p>Peggy Mousaw, Bob McNeil, James Davis, Bill Dashnaw, Bill Serafin, Gary Jarvis</p>	<ul style="list-style-type: none"> - An assessment has been completed on travel expenses. DSS with \$229,000 and PH with \$286,000 each have the highest travel expenses. When an individual’s mileage reaches over 9,000 miles – the County can reduce costs by purchasing a vehicle. - There will be five new cars in PH and DSS in the 2008 budget. - We also discussed the current travel policy, as each Dept seems to be different. We also brought up again insurance concerns for staff driving their own vehicles for work purposes. <p>Action:</p> <ul style="list-style-type: none"> - A memo will be sent to staff encouraging them to obtain business insurance for those using their own cars for work. - Karen will work with staff to review the current policies for County owned and personal travel and will create a new one for the use of County vehicles. - Continue to explore County car usage and analyze the cost/benefit of a county fleet and transferring cars to other departments - Explore the possibility of purchasing cars locally vs. State Bid and/or having local service contracts to keep business local.

Short Term

Action Items	Team	Update
Create and disseminate a Local, State and Federal organizational resource guide	Pattie Ritchie and Chandra Wirtz	Pattie handed out a 2007 Roster of City, County, Town and Village Officers. She has added numbers for State and Federal representatives as well as zip codes and other information. It was suggested the next Roster include a Legislative district map and police dept. numbers.
Explore ways to be more customer driven: <ul style="list-style-type: none">• Conduct a community satisfaction survey/suggestion box• Explore and identify ways to better communicate with public• Design and conduct a marketing/public relations campaign	Joanne Sevick and Jane Powers, Karen St. Hilaire, Connie Martin,	There has been no action on this committee. Action <ul style="list-style-type: none">- Explore options to reinstate an employee recognition program.
Review and update current code of ethics and local ethics law- including responding to FOIL requests	Chandra Wirtz, Jane Powers and Tedra Cobb	Ethics training will be conducted Sept 18 th open to all elected officials, the media and the public. And a second training will be held on Sept 19 th for County Dept. Heads and Deputies. Action: <ul style="list-style-type: none">- Chandra, Jane and Tedra are reviewing several county ethics laws and will bring forward suggestions to the next meeting.
Conduct assessment of current insurance program and catastrophic coverage	David Forsythe, Peter Lekki, Natalie Aldrich, Karen St. Hilaire	Committee has met – no report for meeting

Short Term

<p>Review current resource allocation and funding process and exploring further partnering opportunities with “outside” agencies</p>	<p>Judy Wendt, Peggy Mousaw, Joan Narrow, Pat Kelly, Joanne Sevick, Karen St. Hilaire</p>	<p>- Joanne reported that the committee did meet and a survey was sent to Dept Heads. There was some confusion as to the scope of the survey. It was clear from the responses though, that many outside agencies have more than one contract with the county serving different Departments, constituencies and for various services –but we do not have standard reporting and tracking mechanisms.</p> <p>- The need to coordinate and standardize contracts with outside agencies was again the focus of discussion on this item.</p> <p>Action:</p> <ul style="list-style-type: none">- ** From previous meeting - Mark Brouillette and Bill Serafin will forward funding application samples to the sub-committee.- Create a standard application for all agencies funded by SLC.- Create a standard reporting and tracking policy/procedure for contracts
<p>Assess current process for appointing advisory and governing boards and explore ways to increase communication with and public access to minutes, by-laws and actions taken by boards.</p>	<p>Tedra Cobb and Jane Powers</p>	<p>A letter has been sent to the Chair of each Advisory Board requesting minutes of all 2007 meetings and informing them of the Open Meetings Law requirement to post minutes within two weeks of a conducted meeting. They are requested to forward draft minutes to Chandra within 14 days of the held meeting so she may post the minutes on the County website.</p>

Long Term

Action Items	Team	Update
Review relationship, decision making, policy implementation and communication with State and Federal government	Karen St. Hilaire, Sam Burns, Leg. Liaison, Chair of Board, Patrick Kelly	We discussed the need to maximize our communication to State and Federal officials with regard to new laws and their local impact on the community, cost, service delivery etc. Action: <ul style="list-style-type: none">- The committee will meet to discuss some guiding questions: When do we forward concerns by resolution? When do we forward concerns by phone, letter, meeting? How do we track pushing forward our issues and the progress/outcomes? How do we make the biggest impact?
Explore opportunities for consolidation and municipal sharing of services	Gary Edwards, Bill Serafin, Bill Dashnaw, Jim Smith, Pat Turbett, Lowell Kelsey, Joan Narrow, Bob Wells, Jane Powers	The sub-committee did not meet over the Summer. Action: <ul style="list-style-type: none">- There is a Shared Municipal Services Initiative RFP focusing on insurance. We are working on submitting a proposal to explore opening the County insurance program up to municipalities. The grant is for the exploration of cost/benefits/feasibility of such ideas.
Conduct Strategic Planning with the Board of Legislators and County Departments	Chair, Tedra, Administrator, Bill Serafin	Tedra has gotten two trainers names from NYSAC. Those will be forwarded to Karen as she and Natalie work on the 2008 Training Program.
Explore reaction to and opportunity for Community Wide Standards and procedures	Jane Powers and town officials	Jane has been working with towns to create a County-wide code enforcement standard with common software, common application forms and a process to upload the information onto the forms. Action: <ul style="list-style-type: none">- Jane will talk with Keith about future SMSI grants to further this project goal

Long Term

Explore reaction to and opportunity for Regional Justice Courts	Nicole Duve, Francine Perretta and Pat Turbett	The Dunne Commission is addressing this issue – we will hold until there are clear recommendations from the commission
Explore reaction to and opportunity for medical examiner system	Bill Serafin	Bill reported he is continuing to explore the costs associated with this project and potential opportunities and barriers.