

**Government Review Committee
Meeting Notes
January 3, 2008**

Present: Lowell Kelsey, W. Gary Edwards, Patrick Kelly, Jane Powers, Bill Dashnaw, Pattie, Ritchie, Chandra Wirtz, Keith Zimmernan, Mark Brouillette, Ruth Ayan, Pat Turbett and Tedra Cobb

Overview of Meeting: The Committee reviewed each item in the Action Plan and received an update on any activities taken since the last meeting.

Next Meeting: February 28th, 3pm

<i>Short Term</i>		
Action Items	Team/Completion Date	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>Completion Date: Jan, 31st, 2008</p>	<p>Keith attended the meeting to update everyone on grant progress and new projects spearheaded by Heidi Ames. She sends out a Grants/Funding Newsletter twice monthly to Dept. heads, municipal officials and other organizations. She is working on transportation improvements within the blue line, the telecom grant with the IT committee and has submitted two SMSI grants. Planning, together with Heidi, are exploring assisting others, such as Fire Dept. who submit regular and similar grants by offering training and coordinated workshops.</p>
<p>Review process of reporting and accounting for Capital Projects in all County departments.</p>	<p>Bill Dashnaw, Bob McNeil, Keith Zimmernan, Natalie Aldrich and Karen St. Hilaire</p>	<p>This is a new action item as a result of discussion regarding budgeting and accounting issues that arise in the Highway Dept with respect to capital projects. Bill Dashnaw suggested a yearly update to the BOL of watch project and where they are on a completion timeline. Tracking these projects is difficult as appropriations cross years, but revenue is accrued in the current year. This issue is particularly important as we proceed with the new phone system and the environmental cleanup fund.</p> <p>Bob will check with other county Treasurers to see how their accounting systems work and Keith will reach out to other Planning Depts. as well.</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 incentive program	<p>Karen St. Hilaire, Natalie with assistance from employees and dept heads</p> <p>Completion Date: Training Plan- January 2008</p> <p>Employees Satisfaction Survey – March, 2008</p>	<p>Department Heads have received a report from Natalie Aldrich of personnel who may retire within the next 5-10 years and a request for key positions that may retire where a special Civil Service exam must be offered.</p> <p>The group discussed that succession planning needs to be broader than just those retiring but that there are key positions in the County where we have not done cross training and losing these positions may cause a crisis. The suggestion was to identify these positions and develop a plan of cross training, hiring replacements before the positions are vacated in order to allow for training and shadowing.</p> <p>Discussion Questions for Natalie and Karen with Dept Heads: Who is on the list of key people? How many on the list are not easily replaceable? What is the plan to address this problem?</p> <p>Safety Training has begun with Joe Zacharek conducting a training with Community Services staff as a practice run. The Training will be tailored for each department. The Psych Center has said they will welcome SLC staff to trainings at their facility. On April 2nd Community Services staff will attend a training for caseworkers.</p>
<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> <p>Completion Date: March 2008</p>	<p>A suggestion was made to explore SUNY Canton for maintenance/repair. Bill Dashnaw will work with this committee and provide the cost for maintenance/repair of a county fleet to compare costs.</p>

Short Term

Action Items	Team	Update
Create and disseminate a Local, State and Federal organizational resource guide	Pattie Ritchie and Chandra Wirtz	Pattie has sent out letters requesting updated information and any suggested additions to the guide
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• Increase community outreach and education on county services• Implementation of 211 system• Create and distribute a County Newsletter	Joanne Sevick and Jane Powers, Karen St. Hilaire, Connie Martin Completion Date:	No report on this item
Review and update current code of ethics and local ethics law- including responding to FOIL requests	Chandra Wirtz, Jane Powers, Tedra Cobb and Mike Cunningham Completion Date: March 2008	Tedra is completing a template, which will be done in January for the sub-committee to review. There was discussion on FOIL and the County's procedure for responding to requests for information. There seems to be some confusion regarding who should respond or collect the information requested in the FOIL. It was suggested that Peter Lekki review the current process and give direction to the Dept. Heads. It was also suggested to use a Dept. Head meeting to review the process to ensure everyone understands the procedure.

Short Term

Conduct assessment of current insurance program and catastrophic coverage	David Forsythe, Peter Lekki, Natalie Aldrich, Karen St. Hilaire Completion Date:	No report
Review current resource allocation and funding process and exploring further partnering opportunities with “outside” agencies	Judy Wendt, Peggy Mousaw, Joan Narrow, Pat Kelly, Joanne Sevick, Karen St. Hilaire, Bob McNeil Completion Date:	There will be a meeting to discuss a preliminary form to track contracts with outside agencies. This meeting has not been set.
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.	Tedra Cobb and Jane Powers Completion Date:	There was discussion on proactive disclosure and what expectations should the County have regarding minutes and meeting notices. The group decided to forward this issue to the BOL as many of the Advisory Boards report to the Board and receive support from the Clerks. Some Boards have staff from the departments and once the new website is up, the depts can upload minutes and meeting notices directly. Discussion Questions for the BOL: What standard of disclosure and access to minutes, meeting agendas, etc. does the BOL want to meet? Should we set a standard and hold ourselves accountable to meet it?

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	No report
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	<p>A meeting was held Dec. 13th with several committee members, Pat Billen from the Governor's Office of Regulatory Reforms and Earnie Olin from the DOT. The group discussed working on the shared highway facility with Canton Town and Village and the County. The State representatives agreed to continue to work with us to explore this opportunity. Bill Dashnaw has gotten the previous grant submission and has spoken to David Button and Charlotte Ramsey - they are still interested in the project. A meeting will be held with the interested parties to start discussion/planning and explore the possibilities.</p> <p>Jane shared a survey template to be sent to the Town Supervisors and Mayors.</p> <p>Phil Cosmo would like to be added to this committee.</p>
Conduct Strategic Planning with the Board of Legislators and County Departments	Chair, Tedra, Administrator, Bill Serafin	No report – Patrick Turbett has referred this to the Finance Chair, Greg Paquin to begin spearheading this effort.

Long Term

Explore reaction to and opportunity for Community Wide Standards and procedures	Jane Powers and town officials	No report
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Other Discussion Areas:

- Pattie brought up that the current records center for the County is in need of attention. There is no fire safety, no water damage or humidity controls, the room has mice and there are security issues. Many or most of the files are not backed up electronically. Tedra will bring this to the attention of the Board and Pat will ask the Space Committee to add this to their agenda items.

Next Meeting: February 28th, 3pm