

Government Review Committee

**Meeting Notes
Oct 2, 2007**

Present: Jane Powers, Joanne Sevick, Lowell Kelsey, Patty Ritchie, Bill Serafin, Bill Dashnaw, Bob McNeil, Joan Narrow, W. Gary Edwards, Peggy Mousaw, Bob Wells, Ruth Ayan, Chadra Wirtz, Pat Turbett and Tedra Cobb

Next Meeting: November 27th, 3pm.

<i>Short Term</i>		
Action Items	Team	Update and Discussion
Explore opportunities for shared services and consolidation between County departments <ul style="list-style-type: none">• Create standardized process for executing contracts• Develop process to respond to grants favorable to county's interest	Bill Serafin, Keith Zimmerman	SMSI grant application to NYS to study shared health insurance with municipalities was submitted The Local Government Conference on Oct 9 th will include several workshops on shared services opportunities.
Conduct County roads and bridges infrastructure assessment and develop a five year plan	Bill Dashnaw and Bob McNeil	Bill stated the information/process he uses to track projects does not meet the needs of County budgeting purposes. He will work with the new Highway committee to find a process or program to track the status of projects, expenditures, revenue, when it is received, and when it is due to be received.

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 with assistance from employees and dept heads</p>	<p>Bill Serafin attended a workshop on Violence in the Workplace at NYSAC. He will forward the information to Karen and will urge Karen to get the NYSAC presenter to come to SLC.</p> <p>The SL Psychiatric Center has training for intensive case managers that some of our Community Service Staff attend. We discussed that the training should target the work type of the staff. Those who travel to client's homes, or work with volatile clients should receive targeted training to meet their needs, while those who serve the public in other capacities may have other issues.</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>The budget committee discussed purchasing five cars in DSS and in Public Health, but they are not currently in the budget. The proposal to purchase the vehicles will be discussed at the Finance Committee meeting in Oct. or at an upcoming budget hearing.</p> <p>We also discussed looking at other county employees who may be in smaller departments but have high mileage and purchasing a vehicle for them. Veteran's may be one of those departments.</p>

Short Term

Action Items	Team	Update
Create and disseminate a Local, State and Federal organizational resource guide	Pattie Ritchie and Chandra Wirtz	It was suggested the next Roster include important websites.
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,	Joanne reported that the committee did meet. The County is reinstating the Customer Satisfaction Award. They also decided to keep the Government Day a day targeting youth and schools. They discussed hiring a PR person on a consulting basis to write articles about each department. The group responded that the papers and media are very accommodating and that with some coordination – we could provide the articles through our staff. Joanne will talk to Sue Mende to see if she is interested in a “Did You Know?” series on County Government. She will also see if there are opportunities for students to write articles. It was also suggested that the Chair and/or Administrator seek out a regular show on a radio station. Currently, the Pat Turbett does Quarterly Reports the the Board and public. We will explore opportunities to make that more accessible.
Review and update current code of ethics and local ethics law- including responding to FOIL requests	Chandra Wirtz, Jane Powers and Tedra Cobb	Chandra, Jane and Tedra met and reviewed the Nassau County Code of Ethics. Tedra will forward questions to Steven Leventhal. The goal will be to pass a new Ethics Law in January of 2008 Steven Levanthal will be presenting two workshops on Ethics – November 14 th in the evening will be open to the public, elected officials, attorneys and press. The November 15 th training will be specifically for County Department heads and deputies.

Short Term

<p>Conduct assessment of current insurance program and catastrophic coverage</p>	<p>David Forsythe, Peter Lekki, Natalie Aldrich, Karen St. Hilaire</p>	<p>There was no report from the committee, but Tedra did speak with County Attorney Peter Lekki and he will be bringing forward several suggestions to the BOL for the 2008 budget that will have a beneficial financial impact on County.</p>
<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, Bob McNeil</p>	<p>Many outside agencies are getting funding in 2008, but we are not currently tracking them well. We need to track which agencies get funded in each department and for what services/purpose. There may be potentials to consolidate.</p> <p>For accountability purposes this committee will explore better tracking of outcomes of programs as well.</p>
<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 was sent to Advisory Board chairs asking them to forward to Chandra all minutes from 2007 and to forward draft minutes within 14 days of meetings held.</p> <p>Tedra was approached by Brian Staples, Chair of the IDA. He would like the County to provide a link to the IDA website where they will post their minutes. He asked if they must provide the draft minutes on-line within 14 days. Tedra will ask Bop Freeman, Ex. Dir. of the Committee of Open Government for their advice in this matter.</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	There was no discussion
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. Jane will ask Don Peck if he would like to be part of this committee. He attended two workshops on consolidation at the NYSAC conference.
Conduct Strategic Planning with the Board of Legislators and County Departments	Chair, Tedra, Administrator, Bill Serafin	Bob McNeil reported that the Budget Team will be urging the BOL to be more directly involved in strategic budgeting and planning. The budget drives services and programs – and the Budget Team thinks that the policies on service and program delivery should drive the budget planning process.
Explore reaction to and opportunity for Community Wide Standards and procedures	Jane Powers and town officials	Jane has a meeting set with Code Enforcement Officers.

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 will be bringing a recommendation to Services to engage in a contract with the Jefferson County pathologist for autopsies. This will increase efficiency and result in a reduced cost to the County.

Other Discussion:

- Tedra asked if we could post the Budget Presentation, each Department Overview and historical slides on the website. We discussed the long-term goal of posting the final budget on the website.
- Tedra also asked if we could post the Annual Audit on the website. Joan suggested that we could include this in the RFPs that are going out for auditing services for the next three-year contract.