

**COMMITTEE OF THE WHOLE MEETING**

**February 8, 2018**

**NOT APPROVED**

**Department Heads Attending**

Lori Ballengee, Public Health Director  
Heather Bedow, Executive Secretary Workers Compensation  
Tim Boyde, County Administrator  
Joe Budinger, Real Property Tax Director  
Robert Budinger, Personnel Director  
Robert Christman, County Clerk  
Kier Dirlam, Planning Director  
Linda Edwards, Youth Bureau Director/STOP-DWI Coordinator  
Vicki Grant, Social Services Commissioner  
Gilbert Green, Weights & Measures Director  
Mike Hennessy, Director of Veterans Services  
Rick Hollis, Elections Commissioner  
Keith Hooker, Information Technology Director  
Guy James, Public Works Superintendent  
Barb Kelley, Public Defender  
Jeff Luckey, Emergency Services and Fire Director  
Reita Lynch, Employment & Training Director  
McCormick, Mike, Elections Commissioner  
Carissa Knapp, County Attorney  
Brenda Rigby Riehle, Clerk of the Board  
Terri Ross, County Treasurer  
Keith Slep, District Attorney  
Bob Starks, Probation Director  
Sheriff Rick Whitney

**Legislators Attending**

Barnes, Gary, District IV  
Burdick, Janice, District V  
Crandall, Curt, District I  
Curran, Philip, District V  
Decker, Dave, District II  
Dibble, Bill, District III  
Graves, Karl, District IV  
Havey, Steven, District IV  
Healy, Dwight (Mike), District II  
Hopkins, Judy, District I  
Ricci, John, District II  
Stockin, Philip, District I

**Absent**

Fanton, Dwight, District III  
Harris, Brooke, District V  
Root, Debra, District III

**Others**

Jodi Adams, Assistant to the County Administrator

### **Media**

No members of the media were present.

### **Call to Order:**

The meeting was called to order at 2:00 p.m. by Chairman Crandall. He welcomed members and stated the purpose for the meeting is to continue brainstorming a list of goals from the previous meeting held at Lake Lodge in Alfred, NY, on November 29, 2017. Based on the feedback he received, that meeting was a success. People in attendance stated it was helpful, and the meeting was well attended.

Chairman Crandall noted it is also an opportunity to bring the legislators and department heads together and focus on goals for the future to improve government operations.

The minutes from the prior meeting were discussed. Chairman Crandall mentioned the chart illustrates the wealth of experience the County has at the department head level. It also shows a good blend of new members to county government. The department heads that didn't attend the previous meeting were introduced to the group.

Chairman Crandall reviewed the list of potential goals and ideas that were discussed at the prior meeting and he noted progress has already been made toward accomplishing or addressing goals. These included:

- Eroding property values in Allegany County (vacant properties)
  - The Allegany County Land Bank is working in collaboration with the Allegany County Treasurer's Office to address this.
- County Administrator Tim Boyde shared that the County has a new records storage system. Additionally, space needs will be addressed with the third floor renovation. He voiced his concern that staff need to remain diligent in efforts to reduce records retention to the extent possible with shredding schedules and monitoring. Contingency funds were used for the project. To the extent possible space is being shared by multiple departments within the storage compartments. The system will provide the County with 3-6 more years of records retention space. Mr. Boyde remarked this is a major improvement to the existing system.
- Communication with Memorandums of Explanation and Memorandums of Understanding (MOE/MOUs) are being addressed at the department head meetings including refining the process and revising forms as appropriate.
- The County's Personnel Department is working to develop staff trainings (mandatory and other trainings such as leadership and supervisory training etc.).
- County Treasurer Terri Ross recently prepared a report and gave a departmental budget review for legislators at the recommendation of Legislator Brooke Harris. The review provided legislators with a priority list of projects by year, and the estimated cost of each project to assist in understanding and transparency for capital projects budget forecasting. Participants agreed this was very helpful and would like to see this continue. Chairman Crandall noted that budgeting for capital projects is extremely important especially for departments like Public Works that have high costs associated with projects including road and bridge repairs and heavy equipment. Chairman Crandall stated it is important to have a plan, but strategically items will need to be prioritized according to spending. He noted some priorities may get pushed back to a later date due to a lack of funding and competing priorities.
- The Planning Department is recruiting a full time position for marketing, outreach, and positive messaging, writing press releases, utilizing a variety of media outlets, and a central position for positive news. Chairman Crandall noted recent efforts have resulted in positive promotion of Allegany County.

We need to continue to focus on positive news as ambassadors. This is extremely important with supporting economic development.

- Recent economic development includes the Crossroads Development and building a hotel and restaurant.
- It was mentioned that we continue to improve the communication with representatives from the media at committee meetings by soliciting questions and opening the dialogue for discussion. This helps to build credibility and promote accurate information in the media.

Legislator Graves asked the Chairman to clarify the purpose of the list of ideas and goals. Chairman Crandall stated the list is comprised of ideas and goals that will be boiled down to define the goals for the next four years. Legislator Graves recommended using an action-oriented, goal-focused plan to assist with monitoring and accountability. Discussion followed concerning existing accountability systems and committee reporting structures. Mr. Boyde explained the reporting and accountability systems that are currently in place.

### **Brainstorming for Potential Action Plan Items for 2018-2021**

Curt asked participants to share ideas for improvements for 2018-2021. The following items were mentioned for consideration:

- Continue to recognize representatives from the media at meetings and provide opportunities for questions and answers
- Increase Allegany County Fair coverage (Olean Times Herald)
- Press releases
- Promote positive aspects and make positive comments at meetings
- 1:1 communication with editorial board
- Seek to address the lack of adequate media coverage and staffing for Allegany County (Olean Times Herald and the Buffalo News)
- Caucus provide talking points
- Utilize other media sources – print, Facebook, Twitter and other social media outlets
- Build upon existing social media outlets currently used by the Health Department, EMS, Economic Development, and Tourism
- It was noted that Board of Elections' goals concerning space, safety and security, and equipment still need to be addressed.
- Public Information Officer
  - Facebook, Website, Press Releases, Grant Writing
  - NYSAC funded by state dollars with contributions from multiple departments
  - Office for the Aging / Public Works Newsletters
  - Shared Services
  - Grant writer
- Comprehensive Plan updates
- Correct tax exemptions, proper assessments
  - County-wide assessments
- GIS/911 addressing problems (position/system), correct system as soon as possible
  - County-wide enumeration system
  - Parcel data
  - CAD, planning, tax assessment
  - A system to manage the tax exemptions county-wide and ensure that the properties that should be on the tax roll are in fact on the tax rolls.
- Compatible Document Management System
  - Works with existing systems and meets department needs

- Encryption system emails
  - Human Resources/Elections
  - Personal Identification Information (PII)
  - Federal grants funding for cyber security
- 911 Operation
  - Stand-alone operation or umbrella
- Reduce sales tax
- Continue to reduce property tax
- Decrease size of legislature
- Term limits for legislature
- Avoid duplication of services
- Discussion with outside law enforcement agencies
- Facilitate town / village merger explorations (elections)
- Medicaid takeover resolution
- Employee Recognition
  - By department, longevity recognition, professional affiliations and leadership roles with organizational memberships / professional networks
- Community College (physically located in Allegany County)
- Machinist program at the Belmont BOCES Center
- Standard work hours/dept.
  - Recommended work hours
  - Job duties
  - Business hours
  - NYS mandates certain departments (Board of Legislators, County Clerk's Office and County Treasurer's Office) operate according to the court systems hours
  - Consider evening/weekend hours to accommodate customers
- Board Rules be reviewed to accommodate committees
- Expanded audit report
- County-wide sewer and water authority (PIO)
- Facilitate grant writing
- Legislative calendar of meetings consider breaks in meeting schedule
- Timely union contracts
- Competitive wages
- Employee morale
- IT help desk, technical support, software training
  - Connection with higher education, local colleges, universities and vocational training centers
- County-wide Narcan training and continued education to fight the opioid epidemic
- County-wide sewer and water authority
- Fair and competitive wages for employees and timely passing of union contracts

Rick Hollis mentioned that we cannot consolidate election districts by law. There are ways to merge town and village elections.

Chairman Crandall noted that mandated services, Medicaid more specifically, costs the County \$10 Million annually. Legislator Bill Dibble recommended pre-filing resolutions through NYSAC to ensure Allegany County and other counties in NYS don't end up with additional costs due to Obamacare and states passing along associated costs to counties.

### **New Business**

Legislator Graves recommended developing a follow-up, action plan and punch list for goals going forward. He stated this would promote transparency, accountability for monitoring and tracking, and a timeline for achieving goals. He stated it is a goal oriented approach. He stated this framework will ensure nothing slides by the board and that things get done.

Discussion followed concerning the Priority List of Projects List 5/2017 and 6/2017. Chairman Crandall noted that some of the projects on the list will take more time to complete than others. Some projects may span over multiple years to complete. We need to keep this in mind when evaluating lists. County Treasurer Terri Ross and County Administrator Tim Boyde summarized the list of projects. Many projects included in the list have been accomplished or are currently in the process of being completed including:

- Closing the Landfill
- The Tronetti House Demolition
- Space- Third Floor Renovation Project
- Space- Records retention schedule and new storage equipment
- Septic System at the Jail
- Friendship DPW Shop Roof Repaired
- County Clerk's Office Renovation
- Broadband Project
- Enterprise Vehicle Lease Program
- Bridge Replacement Capital Projects Schedule
- 911- CAD Software
- Crossroads Economic Development

Discussion followed concerning the existing report structure and responsibility for task completion and reporting.

Legislator Janice Burdick informed the group that Congressman Tom Reed plans to attend a meeting in Almond at the Town Hall on February 24 at 8:30 a.m.

### **Next Steps**

Chairman Crandall informed members that next steps include boiling this list down and determining priorities and goals for the next four years. He remarked that ideas need a majority rule to be carried forward. That is how our government operates and if an idea doesn't get the needed support, it isn't going forward.

Chairman Crandall stated he is interested in feedback on this process and encouraged attendees to let him know their thoughts.

It was mentioned that the Legislators Clambake which has been held annually for numerous years will need to change in order for it to be cost effective. Brenda Rigby Riehle stated her staff spends a significant amount of time planning the event and the return on investment and participation continues to steadily decline in more recent years. The Legislator's Clambake started to provide a flower fund for recognition events. Legislator Hopkins requested a budget to determine the amount of funds that are needed to be raised and to explore alternative fund raising methods. Brenda Rigby Riehle will prepare and distribute the information as requested.

### **Adjournment**

There being no further business to come before the Committee, the meeting was adjourned at 4:50 p.m. following a motion by Legislator Graves, seconded by Legislator Havey, and carried.

Respectfully submitted,

Jodi Adams  
Assistant to the County Administrator