



GOVERNMENTAL OPERATIONS & INSURANCE COMMITTEE

Wednesday, April 10, 2024, Time: 1:00 PM
74 Ontario Street, Committee Room 213
Canandaigua, NY 14424

Committee Members

Peter Ingalsbe, Chair
David Baker
John Cowley
James Kennedy
Daryl Marshall
Andrew Wickham
Fred Wille

1. Call To Order:

The Governmental Operations & Insurance Committee meeting was called to order at 01:00 PM on April 10, 2024.

Members Present: Supervisor(s) Peter Ingalsbe, David Baker, James Kennedy, John Cowley, Daryl Marshall, Frederick Wille. Absent: . Necessarily Absent: Supervisor(s) Andrew Wickham.

Others present in addition to committee members:

- Todd Campbell, BOS Chair
- Chris DeBolt, County Administrator
- Alissa Bub, Deputy County Administrator
- Holly Adams, County Attorney
- Nathan Thomas, Assistant County Attorney
- Joe Nacca, Assistant County Attorney
- Albert Magnan, Democratic Commissioner
- Mike Flatt, Safety Coordinator
- Bill Martin, Humane Society Director
- Nicole Tillotson, Humane Society Board Member
- Nancy Yacci, City of Canandaigua Supervisor, va WebEx
- Jean Chrisman, County Clerk
- Lisa Record, Deputy County Clerk
- Sean Barry, Chief Information Officer
- Deninne Leeson, Real Property Director
- Mary Gates, Finance Director
- Michele Smith, HR Director
- Jackie Shaffer, NYMIR Reporesentative
- Michele Wojcik, Sr. Fiscal Manager, via WebEx
- Maria Mahon, By the Numbers, via WebEx

2. Approval Of Minutes:

Supervisor John Cowley motioned to approve the March 20, 2024 Governmental Operations & Insurance Committee meeting draft minutes. The motion was seconded by Supervisor James Kennedy. The motion passed.

Yes: Supervisor(s): Peter Ingalsbe, David Baker, James Kennedy, John Cowley, Daryl Marshall, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

3. Board Of Elections:

Albert Magnan, presented a resolution entitled, "Authorization to Amend Contract 2023-1261 with the Canandaigua City School District for the Use of Voting Machines".

Supervisor David Baker motioned to approve the resolution as presented. The motion was seconded by

Supervisor John Cowley. The motion passed.

Yes: Supervisor(s): Peter Ingalsbe, David Baker, James Kennedy, John Cowley, Daryl Marshall, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

4. County Attorney:

This item was pulled from the agenda.

5. County Clerk/DMV:

Jean Chrisman let the committee know that she needs to correct the convenience fee for over the counter credit card transactions in her report, they are not a flat \$3.00. They are actually a sliding scale that starts at \$1.50. They are working with the County Attorney's office on getting a set schedule of fees. She is hoping to bring this to committee on May 1st with a list of 1st quarter accomplishments. Last cycle, the Board approved implementing new cash drawers in the Clerk's office. To efficiently implement this new process in the office and get staff out by 5:00 PM, they are looking to close to the public at 4:30 PM to allow for the balancing and closing out of all the cash drawers. If urgent matters come up after 4:30 PM that need to be completed that day, they will still be able to accommodate them. The change in hours would go into effect on May 1st.

The committee thought that this was a good idea and to post and distribute the change in hours to staff and the public.

6. Human Resources:

Michele Smith, presented a resolution entitled, "Adoption of Ontario County Artificial Intelligence Use Policy".

Supervisor James Kennedy motioned to approve the resolution as presented. The motion was seconded by Supervisor David Baker. The motion passed.

Yes: Supervisor(s): Peter Ingalsbe, David Baker, James Kennedy, John Cowley, Daryl Marshall, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

Michele Smith reviewed the 1st quarter Compliance report provided to the committee.

7. Information Technology:

Sean Barry, presented a resolution entitled, "Authorization to Contract with Catalog and Commerce Solutions, LLC for Contract Management Software Support and Maintenance".

Supervisor David Baker motioned to approve the resolution as presented. The motion was seconded by Supervisor John Cowley. The motion passed.

Yes: Supervisor(s): Peter Ingalsbe, David Baker, James Kennedy, John Cowley, Daryl Marshall, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

8. Real Property Tax Service:

Dennine Leeson, presented the 2023 Real Property Tax Services Annual Report.

Supervisor James Kennedy motioned to approve the annual report as presented. The motion was seconded by Supervisor John Cowley. The motion passed.

Yes: Supervisor(s): Peter Ingalsbe, David Baker, James Kennedy, John Cowley, Daryl Marshall, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

Holly Adams, presented a resolution entitled, "Fixing Date and Notice for the Public Hearing on Local Law No. 7 (Intro.) 2024".

Supervisor Frederick Wille motioned to approve the resolution as presented. The motion was seconded by Supervisor David Baker. The motion passed.

Yes: Supervisor(s): Peter Ingalsbe, David Baker, James Kennedy, John Cowley, Daryl Marshall, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

9. Informational Reports:

Mike Flatt reported that there were 16 injuries reported in March. 7 of those injuries were OSHA reportable. Currently, we are trending better than last year with about half the injuries. He held confined spaces training session and had about 40 attendees. He distributed distracted driving awareness posters to the Board.

10. County Administrator:

Christopher DeBolt, presented a resolution entitled, "Reappointment of Alissa Bub, Deputy County Administrator".

Supervisor John Cowley motioned to approve the resolution as presented. The motion was seconded by Supervisor Frederick Wille. The motion passed.

Yes: Supervisor(s): Peter Ingalsbe, David Baker, James Kennedy, John Cowley, Daryl Marshall, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

Christopher DeBolt, presented a resolution entitled, "Designating April 2024 as National County Government Month".

Supervisor David Baker motioned to approve the resolution as presented. The motion was seconded by Supervisor James Kennedy. The motion passed.

Yes: Supervisor(s): Peter Ingalsbe, David Baker, James Kennedy, John Cowley, Daryl Marshall, Frederick Wille. No: Supervisor(s): None. Abstain: Supervisor(s): None.

11. Executive Session:

Supervisor David Baker motioned to enter executive session at 1:26 PM for POL§105 1) (d) - Discussions regarding proposed, pending or current litigation. Supervisor James Kennedy seconded the motion. The motion passed.

Supervisor David Baker motioned to exit executive session at 1:44 PM. Supervisor Daryl Marshall seconded the motion. The motion passed.

12. Next Meeting Date And Time:

May 1, 2024 at 1:00 PM.

13. Adjournment:

On a motion of Supervisor David Baker, seconded by Supervisor John Cowley, the Governmental Operations & Insurance Committee meeting was adjourned at 01:45 PM.

Respectfully Submitted, Kristin A. Voss, Clerk