



GOVERNMENTAL OPERATIONS & INSURANCE COMMITTEE

Wednesday, February 11, 2026, Time: 1:00 PM
74 Ontario Street, Committee Room 213
Canandaigua, NY 14424

Committee Members

Peter Ingalsbe, Chair
Laura Abplanalp
David Baker
Ester Dickinson
James Kennedy
William Namestnik
Lisa Moore

1. Call to Order:

The Governmental Operations and Insurance Committee meeting was called to order at 01:00 PM on February 11, 2026.

Members Present: Supervisor(s) Peter Ingalsbe, Laura Abplanalp (1:03), David Baker, Esther Dickinson, James Kennedy (2:40 exit), Lisa Moore (1:02), William Namestnik.

Others present in addition to committee members:

- Chris DeBolt, County Administrator
- Alissa Bub, Deputy County Administrator
- Meghan Maslyn, Deputy County Administrator
- Holly Adams, County Attorney, Webex
- Lea Nacca, Assistant County Attorney
- Nathan Thomas, Assistant County Attorney,
- Joe Nacca, Assistant County Attorney
- Matt Turetsky, Assistant County Attorney
- Mike Flatt, Safety Coordinator
- John Rizzo, Fiscal Manager
- Albert Magnan, Democratic Election Commissioner
- Adeline Rudolph, Republican Election Commissioner
- Bill Martin, Humane Society Director
- William Wellman, BOS Chairman
- Nancy Yacci, City of Canandaigua Supervisor
- Jean Chrisman, County Clerk
- Lisa Record, Deputy County Clerk
- Tracy Shaw, Assistant Deputy County Clerk
- Michele Smith, HR Director, Webex
- Mary Gates, Finance Director
- Rosemary Switzer, Archivist
- Sue Smith, Veteran Service Agency Director
- Triciajean Saxton, OFA Director
- Jenifer Langer, Purchasing Director, Webex
- Erin Holley, Sr. Clerk, Webex
- Jeff Trickler, County Treasurer, Webex
- Kurt Koczent, Humane Society President

2. Approval of Minutes:

Supervisor James Kennedy motioned to approve the minutes of the January 7, 2026 Governmental Operations and Insurance Committee meeting. The motion was seconded by Supervisor William Namestnik. The motion passed.

Yes: Supervisor(s): Peter Ingalsbe, David Baker, Esther Dickinson, James Kennedy, William Namestnik. No: Supervisor(s): None. Abstain: Supervisor(s): None.

3. County Clerk/DMV:

Jean Chrisman let the committee know that, due to the State implementing new software, the DMV is closed this afternoon, Friday, Monday for the holiday, and Tuesday. They will reopen Wednesday if NYS allows them. When they do reopen next week, it will only be Ontario County residents only, and they will have extra security in the office.

Jean Chrisman briefly went over a few of the highlights from the 2025 County Clerk/DMV annual report that was provided to the committee.

4. County Administrator:

County Administrator, Chris DeBolt, reviewed how the State budget process works between the executive budget and each of the house budgets.

5. Humane Society:

Kurt Koczent, Humane Society President, and Bill Martin, Shelter Director, gave a presentation to the committee. The presentation included their vision, mission, history, services, and cases for 2025.

6. Board of Elections:

Adeline Rudolph presented a resolution entitled, "Authorization to Contract with Ontario County School Districts for Use of Voting Machines".

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

Yes: Supervisor(s): Peter Ingalsbe, Laura Abplanalp, David Baker, Esther Dickinson, James Kennedy, Lisa Moore, William Namestnik. No: Supervisor(s): None. Abstain: Supervisor(s): None.

Mr. Magnan and Mrs. Rudolph provided a brief overview of the Board of Elections yearly budget and responsibilities.

7. Board of Supervisors:

William Wellman presented a resolution entitled, "One-Year Appointments".

Supervisor Laura Abplanalp motioned to approve the resolution as presented. The motion was seconded by Supervisor Lisa Moore. The motion passed.

Yes: Supervisor(s): Peter Ingalsbe, Laura Abplanalp, David Baker, Esther Dickinson, James Kennedy, Lisa Moore, William Namestnik. No: Supervisor(s): None. Abstain: Supervisor(s): None.

William Wellman presented a resolution entitled, "Two-Year Appointments".

Supervisor Laura Abplanalp motioned to approve the resolution as presented. The motion was seconded by Supervisor William Namestnik. The motion passed.

Yes: Supervisor(s): Peter Ingalsbe, Laura Abplanalp, David Baker, Esther Dickinson, James Kennedy, Lisa Moore, William Namestnik. No: Supervisor(s): None. Abstain: Supervisor(s): None.

8. Office for the Aging:

Triciajean Saxton asked the committee to consider approving an insurance exemption for their transportation contracts. She noted that their vendors are having a hard time getting the 10 million insurance policy that the county has recently increased in their insurance requirement.

Supervisor Baker asked if there were any concerns from the legal department. Ms. Nacca stated that they increased the insurance requirements based on the best practice requirements from NYMIR. A short discussion ensued, and it was decided that Ms. Saxton should come back with the answers to a few more questions prior to committee granting an approval or denial.

9. Human Resources:

Michele Smith presented the following two resolutions entitled:

~ Resolution Amending the Standards of Conduct Policy

~ Resolution Amending the Reporting and Investigation of Compliance Concerns Policy

Supervisor Laura Abplanalp motioned to approve these two resolutions, as presented as a block. The motion was seconded by Supervisor David Baker. The motion passed.

Yes: Supervisor(s): Peter Ingalsbe, Laura Abplanalp, David Baker, Esther Dickinson, James Kennedy, Lisa Moore, William Namestnik. No: Supervisor(s): None. Abstain: Supervisor(s): None.

Michele Smith presented a resolution entitled, "Amend the Ontario County Background Check Policy for Applicants Whose Prospective Job Duties Require Access to Federal Tax Information".

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

Yes: Supervisor(s): Peter Ingalsbe, Laura Abplanalp, David Baker, Esther Dickinson, James Kennedy, Lisa Moore, William Namestnik. No: Supervisor(s): None. Abstain: Supervisor(s): None.

Michele Smith presented a resolution entitled, "Amend the Ontario County Notice of HIPAA Privacy Practices".

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

Yes: Supervisor(s): Peter Ingalsbe, Laura Abplanalp, David Baker, Esther Dickinson, James Kennedy, Lisa Moore, William Namestnik. No: Supervisor(s): None. Abstain: Supervisor(s): None.

Michele Smith presented a resolution entitled, "Adopting the Ontario County Gender-Based Violence and the Workplace Policy".

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

Yes: Supervisor(s): Peter Ingalsbe, Laura Abplanalp, David Baker, Esther Dickinson, James Kennedy, Lisa Moore, William Namestnik. No: Supervisor(s): None. Abstain: Supervisor(s): None.

Michele briefly reviewed the regulatory compliance committee annual report and the 2026 1st quarter report.

10. Real Property Tax Service:

Dennine briefly reviewed the 2026 wholly exempt committee report and explained to new committee members what the wholly exempt committee is.

Sue Smith and Dennine Leeson talked about the newly updated expanded disabled veteran exemption law and the requirements that they must meet to be eligible for the exemption. There are very strict criteria to meet the qualification for a 100% exemption under this updated law. In Ontario County, it is estimated at most, only 5 veterans would be eligible for this updated 100% exemption. Many will still qualify for a partial exemption, just not the 100% exemption.

11. RAIMS:

Rosemary Switzer presented a resolution entitled, "Authorization to Enter a Contract with Kirtas (Ristech) for Scanning Historical Records".

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

Yes: Supervisor(s): Peter Ingalsbe, Laura Abplanalp, David Baker, Esther Dickinson, James Kennedy, Lisa Moore, William Namestnik. No: Supervisor(s): None. Abstain: Supervisor(s): None.

12. Informational Reports:

Mike Flatt let the committee know that there was an increase in both recordable and non-recordable injuries for 2025 over 2024. He will be doing some training for job safety analysis and accident investigations.

13. County Administrator:

Meghan Maslyn and Lea Nacca gave a brief overview of the short-term rental registry law. The County needs to decide if they are going to opt in or out by June 25, 2026.

After hearing the presentation, the committee unanimously agreed with the Planning and Environmental Quality Committee to not opt into the registry at this time and to work with State representatives to continue trying to update our occupancy tax law. If we can update our occupancy tax law, then we may want to consider opting in at a later date.

14. Unfinished Business or Other Items to be Brought before the Committee:

There was no unfinished business to be brought before the Committee.

15. Executive Session:

Supervisor Lisa Moore motioned to enter executive session at 2:55 PM for POL§105 (1) (d) - Discussions regarding proposed, pending or current litigation. Supervisor Laura Abplanalp seconded the motion. The motion passed.

Supervisor Lisa Moore motioned to exit executive session at 3:15 PM. Supervisor William Namestnik seconded the motion. The motion passed.

16. Next meeting date and time:

March 11, 2026 at 1:00 PM

17. Adjournment:

On a motion of Supervisor Lisa Moore, seconded by Supervisor William Namestnik, the Governmental Operations and Insurance Committee meeting was adjourned at 03:16 PM.

Respectfully Submitted, Kristin A. Voss, Clerk