

**ULSTER COUNTY LEGISLATURE
COMMITTEE MEETING MINUTES**

NAME OF COMMITTEE: Government Operations and Efficiency

DATE: October 6, 2010

TIME: 6:00 P.M.

PLACE: UCOB, Library Conference Room, 6th Floor

LEGISLATORS PRESENT: Chairperson Bernardo, Legislators Madsen, Maio, and Zimet

LEGISLATOR EXCUSED: Legislators Petit, Ronk and Shapiro

OTHERS ATTENDING: Brenda Bartholomew, Personnel Director; Patricia Doxsey, Daily Freeman; Len Bernardo, Chairman, UC Independence Committee; Tom Kadgen, LOWV; Victoria Fabella, Deputy Clerk, Legislature

- The meeting was called to order by Chairperson Bernardo at 6:24PM.
- A motion by Legislator Zimet was made to accept the September 1, 2010 Committee Meeting Minutes and the September 13, 2010 Meeting Minutes from the Joint Meeting with the Public Works and Capital Projects Committee, Seconded by Legislator Bernardo, all were in favor, Carried.
- Brenda Bartholomew, Personnel Director: Updated Personnel Manual (See handout re: Personnel Manual and supporting documentation)

-Brenda reviewed the changes she has made to update the Ulster County Personnel Policy Manual for Managers including changes related to titles, longevity payments, and ethics and disclosure. Brenda also provided documentation outlining the changes that were made and the reasons why. She made the following suggestions:

- 1) Remove from the old book the performance evaluation form and guide on how it's done, "Management Evaluation System," as it is no longer used and taking up space.
- 2) Eliminate the dollar amount from the tuition reimbursement section.

Chairperson Bernardo spoke about including the no smoking law as a separate page inside the new hire packet so that every County employee would receive a copy. She suggested doing the same with the telephone usage policy.

Chairperson Bernardo: Q./ Now that the manual is electronic, can we ask new hires if they'd like to receive an electronic version instead of getting a hard copy in an effort to save printing costs? A./ Brenda: Yes. Usually we include it as part of the packet a new hire receives at orientation. We can be conservative and ask if he/she would like it forwarded via e-mail or we can make it available via intranet.

Chairperson Bernardo commented that it would be beneficial to look at having the comprehensive new hire packet available electronically.

- Near Relatives Policy (See handout)

-Copies of the policy have been sent to members of the Board of Ethics, and the Board will be discussing it at their meeting on October 21st.

-The Committee is waiting on Counsel to answer the question: In terms of Civil Service classified positions, if a Department head is a relative, and a person scores 100% on the exam for a position underneath him/her, is it a problem to have this policy say that person can not take that position, or should that be an exemption?

-It is Brenda's opinion that such candidate could not be disqualified from taking an exam or accepting a position. Exams are given for titles. Also, it's not just Ulster County, exams are given for every municipality within the county. Brenda said she can not remove an individual from an eligible list. Only the individual can remove him/herself.

-Legislator Zimet commented that maybe you can not legally stop such candidate from taking a test, but she does not understand why you can't legally preclude the individual from taking a job in a department that is in direct conflict with the County Nepotism Law.

-Vicky will follow up with Counsel Ken Gilligan to obtain legal opinion.

Chairperson Bernardo would like to bring a Resolution forward at the November Legislative Session.

- Letter from Elliot Auerbach (See handout)

-In compliance with Resolution No. 192, The Comptroller's Office has sent a letter notifying the Committee that there are no State Mandates for that Department.

-Chairperson Bernardo requested that the Legislative Office reach out to the rest of the departments covered by Resolution No. 192 and ask that they submit a similar letter.

- Resolution:

Draft Resolution No. 1017- October 19, 2010: Appointing A Special Committee To Draft A Proposed Local Law And/Or Policy For Capital Projects Oversight For The County Of Ulster

Motion offered to move Resolution forward by Legislator Zimet, Seconded by Legislator Bernardo. All in Favor. Unanimously Carried.

- New Business/Discussion:

- 1) Administrative Code Committee

-Resolution No. 211, Creating a Special Committee to Update the UC Administrative Code, was unanimously adopted on August 17, 2010.

Legislator Zimet motioned to send Chairman Wadnola a written letter on behalf of the Government Operations and Efficiency Committee recommending Legislators Bernardo, Madsen and Maio be appointed to the Special Committee. Seconded by Legislator Bernardo. All were in favor, Carried.

2) UCRRA Blue Ribbon Commission:

-Legislator Zimet motioned to send Chairman Wadnola a written letter on behalf of the Government Operations and Efficiency Committee recommending a Blue Ribbon Commission for oversight of the UCRRA be established consisting of members of the Legislature and experts in areas of relevancy. Additionally, the letter will recommend that Legislator Richard Parete be considered as Co-Chair or Deputy Chair of the Commission. Seconded by Legislator Bernardo. All were in favor, Carried.

3) Term Limits/ Term of Office

-Chairperson Bernardo asked Committee Members to begin giving thought to all things surrounding term limits/term of office. She would first like to get thru the Personnel Manual and the Budget, but asked that Committee Members be prepared to discuss their ideas at January's meeting.

- Motion to Adjourn:

The meeting was adjourned at 7:04 P.M.

Respectfully Submitted,

**Terry Bernardo/vf
Chairperson, Government Operations and Efficiency Committee**