

**Meeting:** County Clerk Committee Meeting

**Date & Time:** Thursday, January 13, 2022

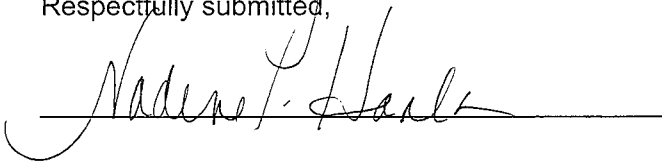
**Location:** Legislative Chambers

**Attendees:**

Nadine Hanlon, Pam Boyer .

<b>Agenda Item</b>	<b>Leader/Presenter</b>	<b>Discussion</b>	<b>Action</b>
County Clerk Monthly Reports	Nadine	Review Monthly reports of December	Informaiton Only
DMV Monthly Report	Nadine and Pam	Review Monthly reports of December	Informaiton Only
County Clerk Customer Counter Reconstruction	Nadine	Review and plan next steps to move forward	Schedule meeting with DPW/CAO to move forward
Pistol Recertification	Nadine	Press release prepared to be sent to HUB - to resolve the influx of calls and visits to the Pistol Permit Office	Review and Information

Respectfully submitted,

  
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1/13/2022  
Date

Committee: EAP


Date & Time: January 13, 2022 11:30AM

Location: Legislature Office

Attendees: William Eick, John Fitzak, Katie Harvey, Lynne M. Johnson, Edward Morgan, Lisa Stenshorn, John C. Welch, Jr.

Agenda Item	Leader/Presenter	Discussion	Action
Minutes and Treasurer's Report for December, January & Annual Treasurers Report	Katie		
EAP Holiday Luncheon Recap	Katie	280 meals were delivered to employees. Many employees expressed their gratitude for the meal and the delivery.	
Summer Picnic and Holiday Luncheon Dates	Katie	Picnic- June 14, 2022 Luncheon- December 14, 2022	
EAP Orientations	Katie	EAP orientations will soon resume for new employees. We also wish to have department refreshers to remind employees of the services that are available. We are working with GCASA to have this set up.	
Approving 2022 EAP Budget	Katie	Legislature Approval	Resolution for January
RFP for Mobile Vending	Katie	The RFP was issued this month earlier than in the past in hopes of getting on Food Truck schedules for the summer. Again we have included the option to cater our summer picnic.	

Respectfully submitted,

  
Department Head Signature

1/13/22  
Date

Committee: Personnel & Self Insurance

Date & Time: January 13, 2022 11:45 AM

Location: Legislature Office

Attendees: William Eick, John Fitzak, Katie Harvey, Lynne M. Johnson, Edward Morgan, Lisa Stenshorn, John C. Welch, Jr.

<b>Agenda Item</b>	<b>Leader/Presenter</b>	<b>Discussion</b>	<b>Action</b>
Quarterly OCSIP meeting is Tuesday February 1 at 10:30 AM	Katie		
OCSIP: Quarterly NYS45 and Annual W-2 statements	Katie	The quarterly assessment is due the end of this month and the beginning of the excess insurance annual payroll audit begins	
Reports: DOL DOSH Report Civil Service Annual Report	Katie	Working on the DOSH report of on-the-job injuries for 2021 due at the end of January. Working on the Annual Civil Service report due to NYS Civil Service at the end of February.	
Salary Review	Katie	I will be sending out the reminder to Department Heads that Salary Review requests are due by March 1, 2022	
American Rescue Plan Spreadsheet	Katie	Attached is a spreadsheet outlining eligible wage costs for December.	Resolution Needed
Exam Monitor	Katie	Testing dates have increased to 1-2 per month including summers. I am requesting to create an additional Examination Monitor to rotate in the Saturday exam date schedule.	Resolution Needed
NYSASIC Board of Directors Meeting 1/27-1/28	Katie	This meeting sets the agenda for the Spring Conference.	

Respectfully submitted,

  
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Department Head Signature

1/13/22  
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Date