

Meeting: County Clerk Committee Meeting

Date & Time: Wednesday, February 7, 2023 @ 9:30 p.m.

Location: Legislative Chambers

Attendees:

Nadine, Pam, Tracy, Legislators Draper/Fitzak, Chairman Johnson, CAO Welch

| Agenda Item | Leader/Presenter | Discussion | Action |
|----------------------|-------------------------|--|------------------|
| Monthly Reports | Nadine, Pam, Tracy | Review of Recording Office and DMV Monthly Reports Due to the timing of this meeting, some reports will follow via email. | Information Only |
| Annual Report | Nadine, Pam, Tracy | Submission of our 2022 Annual Report | Information Only |
| Vendor | Nadine, Tracy | Have been working with Tyler Technologies for a go live date of December 4, 2023. We will have to not record anything on December 1, 2023 to get final install of data on our system. Notifications will be given way ahead of time. | Information Only |
| Avenu Discontinuance | Nadine, Tracy | Avenu Sales Order Agreement for Professional Services for Initial Pull and Final Pull - this has been a struggle to get this. Not to exceed \$3,100. 802,614 images 1998-1/30/2023 | Information Only |
| E-Recording | Nadine, Tracy | We will also begin this process when we start with Tyler Technologies. | Information Only |
| | | | |

Respectfully submitted,

Nadine P. Hanlon

2/8/2023

Date

Page 1 of 1.

Committee: EAP

Date & Time: February 8, 2023 10:15AM

Location: Legislature Office

Attendees: Merle Draper, John Fitzak, Katie Harvey, Lynne M. Johnson, John C. Welch, Jr.

| Agenda Item | Leader/Presenter | Discussion | Action |
|---|------------------|--|--------|
| Next EAP Meeting March 1, 2023 | Katie | | |
| Summer Picnic and Holiday Luncheon Dates | Katie | Picnic- Tuesday June 20, 2023 Luncheon- Wednesday December 13, 2023 | |
| RFP for Mobile Vending | Katie | RFP was issued in January, no responses received yet. | |
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Respectfully submitted,


Department Head Signature

2/8/23
Date

Committee: Personnel & Self Insurance

Date & Time: February 7, 2023 10:30 AM

Location: Legislature Office

Attendees: Merle Draper, John Fitzak, Katie Harvey, Lynne M. Johnson, John C. Welch, Jr.

| Agenda Item | Leader/Presenter | Discussion | Action |
|---|------------------|---|---------------------------------|
| Quarterly OCSIP meeting is Tuesday April 25th at 10:30 AM | Katie | | |
| OCSIP: Annual W-2 statements | Katie | Municipalities have started to submit the W-2 reports for the excess insurance annual payroll audit. | Complete Excess Insurance Audit |
| Civil Service Annual Report | Katie | Working on the Annual Report due to NYS Civil Service by March 1st. | Submit Report by 3/1/23 |
| Salary Review | Katie | I have sent out to Department Heads that Salary Review requests are due by March 1, 2023. | |
| Personnel Assistant | Katie | There were 15 applicants for the position and second interviews are scheduled for this afternoon with final three candidates. | |
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Respectfully submitted,


Department Head Signature

2/8/23
Date

Meeting: Finance Committee
Date & Time: 2/8/23; 11:00 am.
Location: Legislature

Attendees: Kim DeFrank, Lynne Johnson, Skip Draper, John Fitzak, Bill Eick, Jack Welch, Kathy Bogan

| Agenda Item | Leader/Presenter | Discussion | Action |
|-----------------------|------------------|--|-----------------------------------|
| Auction | Kim DeFrank | Treasurer would like to set property tax auction date for June 27, 2023. It will take place at the County Fairgrounds. | Resolution Needed |
| School Tax Collection | Kim DeFrank | Treasurer will reach out to Medina and Lyndonville to renew an agreement for collection for the next 3 years at the same price. | N/A |
| eFMAP | Kim DeFrank | Treasurer would like to see Legislature oppose the changes in the State Budget regarding eFMAP. | Resolution already at Legislature |
| RPT Law amendment | Kim DeFrank | Treasurer would like Legislature to oppose the changes to Article 11 of the RPT Law. | Resolution Needed |
| Miscellaneous | Kim DeFrank | Updates on the retirement paperwork for 2 deputies, the deed to the Land Bank on property in Medina and signing of MOA with EPA. | N/A |
| | | | |

Respectfully submitted,

Kimberly DeFrank by email

2/8/2023

Date

Committee: Comp. Svcs Admin & Finance

Date & Time: February 8th, 2023 - Rpt 2/3/23

Location: Legislature Office

Attendees: Lynne Johnson, Merle Draper, John Fitzak, Jack Welch

| Agenda Item | Leader/Presenter | Discussion | Action |
|-----------------------------------|------------------|--|--|
| Routine Maintenance | E Moss | The Department completed 351 (275) work orders in the period 1/1/23 - 1/31/23, with 88 (68) current work orders open as of 2/1/23. Staff requested 393 (312) work orders in January. (###) = Previous Month. | See Attachment A for charted information versus past 11 months review. |
| Filling Existing Position | E Moss | Requesting authority to fill existing position, due to resignation. DSS LAN Admin. | Signed |
| Capital Projects | E Moss | *New Virtual Host Server(s). Revamping virtual Host array to take *advantage of Dell pricing. Legislative approval needed. | Signed |
| Capital Projects | | Legislative approval needed for Jail NVR fail-over project. | Signed |
| Capital Projects | E Moss | Legislative approval needed for eBizdocs backup project. | Signed |
| Sophos Central Email | | Legislative approval needed for cost and term. (New) | Signed |
| Sophos License renew. | E Moss | Legislative approval needed for renewal. | Signed |
| Sophos Endpoint renew. | | Legislative approval needed for renewal. | Signed |
| Sophos M.D.M. | | Legislative approval needed for term. | Signed |
| Sophos APX Upgrade Infrastructure | E Moss | Legislative approval needed for cost. | Signed |
| Multi Factor Authentication | E Moss | Web Conf. Thurs. 1/5/23. Rcv'd Implementation Plan 1/10/23. Server Inst 1/24/23. Testing 1/25/23 - 1/30/23. Portalguard Desktop Web meeting 2/6/23. Testing 2/6/23 - 2/10/23 | Currently testing Desktop Client install |

Respectfully submitted,



Department Head Signature

2/9/2023

Date