

Committee: Comp. Svcs Admin & Finance

Date & Time: July 7th, 2022 - Rpt 7/1

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 298 (259) work orders in the period 6/1/22 - 6/30/22, with 109 (91) current work orders open as of 6/3/22. Staff requested 445 (333) work orders in June. (###) = Previous Month.	See Attachment A for charted information versus past 11 months review.
Panic Buttons	E Moss	New Panic Button solution being ordered and installed as they arrive under guidelines for placement. 105 buttons in house. 71 installed per guidelines	Discussion upon request
CAD Problem	E Moss	CAD on Oracle caused crash - Need SQL. Sheriff has Quote from Ellias.	Discussion upon request.
Staffing LEG Chambers	E Moss	DSS LAN started 6/23/22. Glenn Sparico. Working out well. LEG Chambers resolved	Discussion upon request.
Resolved	E Moss	GIS/DPW & eBizDocs Servers config'd. PL migration done. DPW waiting for next steps from his vendor. eBizDocs Svr NIC in house & undergoing configuration - CS awaiting next steps from vendor.	Discussion upon request.
BIO-Key	E Moss	Solution being examined ATT. Windows testing failed. Zach working with Brian Ferrell from BIO-Key.	Discussion upon request.
Capital Updates	E. Moss	Jail NVR Server arrived 6/6/22 Redoing Configuration as of 7/6/22 due to SQL Config error. MH Fire Suppression Ordered.	Discussion upon request.

Respectfully submitted,



Department Head Signature



Date

**Meeting:** Orleans County Clerk Committee Meeting

**Date & Time:** Thursday, July 7, 2022 @ 10:00 a.m.

**Location:** Orleans County Legislature

**Attendees:**

Nadine, Pam, Legislators Draper and Fitzak, Chairman Johnson, CAO Welch.

Agenda Item	Leader/Presenter	Discussion	Action
Monthly Reports	Nadine & Pam	Review of Recording Office and DMV monthly reports	Information only
Office Renovations	Nadine	Prentice will be installing our new work station on July 21st and 22nd. Have not heard a word from my vendor Avenu for this project.	Information Only
Personnel	Nadine & Pam	Request to fill Motor Vehicle Applications Examiner 1410.09. Allow me to start recruiting in August and pursue filling position. I have a Motor Vehicle Applications Examiner who advised me she will be retiring before the end of the year so we can get another person trained and going a bit before she leaves	Information only
Pistol Permit Office	Nadine	Unsure what will be coming before us in the coming months with the new Gun Legislation. Lots of discussion amongst all the County Clerks across the state.	Information only

Respectfully submitted,

Nadine P. Hanlon

7/7/22

Date

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Committee: EAP

Date & Time: July 7, 2022 11:00 AM

Location: Legislature Office

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

Agenda Item	Leader/Presenter	Discussion	Action
7/6 Meeting Rescheduled	Katie	Meeting rescheduled until 7/13	
Holiday Luncheon Date	Katie	December 14, 2022	
Summer Picnic	Katie	Great feedback on the picnic. Served 241 meals including takeouts	
Outdoor Space	Katie	Submitted ticket to DPW.	

Respectfully submitted,

  
Department Head Signature

7/7/2022  
Date

Committee: Personnel & Self Insurance

Date & Time: July 7, 2022 11:15AM

Location: Legislature Office

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

Agenda Item	Leader/Presenter	Discussion	Action
Quarterly OCSIP meeting is Tuesday, July 26 at 10:30AM	Katie		
OCSIP Budget	Katie	Tentative Budget numbers complete for 1710 & 1720. Municipality Assessments are not complete until Real Property Assessment Report becomes available. I will e-mail out to Legislators once complete.	E-mail Municipality Assessments once complete
Position Control for 2023	Katie	Working on Position Control for 2023	
Employee Recognition Luncheon	Katie	Should be November 10th. Planning should start next month after committee assignment is complete.	Set Up Meeting for August
Salary Review	Katie	Finishing up Salary Review meetings, resolution for this month	Submit Resolution

Respectfully submitted,

  
Department Head Signature

7/7/2022

Date

Committee: Real Property

Date & Time: June 9, 2022 10:30 am

Location: Legislature Office

Attendees: Dawn Allen, Jack Welch, Lynne Johnson, Skip Draper, John Fitzell

Agenda Item	Leader/Presenter	Discussion	Action
724 Church St.	Dawn Allen	Correspondence from Code Enforcement Officer	N/A
Town of Barre	Dawn Allen	Town of Barre has asked that Dawn put together an estimated cost to have real property contract for assessing.	N/A

Respectfully submitted,

  
\_\_\_\_\_  
Department Head Signature

7/7/22  
\_\_\_\_\_  
Date