

Committee: Comp. Svcs Admin & Finance

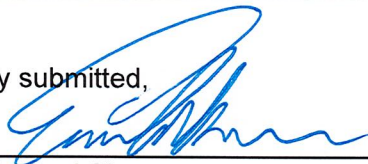
Date & Time: March 10th, 2022 - Rpt 2/3

Location: Legislature Office

Attendees: Lynne Johnson, Merle Draper, John Fitzak, Jack Welch, Bill Eick, Ed Morgan

Agenda Item	Leader/Presenter	Discussion	Action
Routine Maintenance	E Moss	The Department completed 274(254) work orders in the period 2/1/22 - 2/28/22, with 52 (39) current work orders open as of 3/1/22. Staff requested 309 (298) work orders in February. (###) = Previous Month.	See Attachment A for charted information versus past 11 months review.
Resolution Issue	E Moss	AlertUs Panic Button Solution - resolved 1/5/22 Res. # 18-122 - being held due to research on alternate solutions - This service should not be tied to our networks at all and should be handled via Building alarm systems.	Discussion upon request
Dell Leases	E Moss	2019 Rep - 3050 - 2022 Replacement - Ordered 2/25/2022 2018 Standard Replacement - Partial arrivals (PCs) 2017 Lease misses replacements - Partial arrivals (PCs)	Discussion upon request.
Resolution - New Resolution - New Resolution - New	E Moss	Linstar Maintenance renewal. Resolution required. MH Data Closet Fire Suppression Project Resolution required. Jail/County New NVR Project. Resolution required.	Discussion upon request.
Resolution Resolution	E Moss	eBizDocs Server ordered, awaiting arrival GIS/DPW Server ordered, awaiting arrival	Discussion upon request.
Resolution Resolution	E Moss	B&H Infrastructure orders placed, product arriving piecemeal Netmotion Licenses done, Sophos renewal done	Discussion upon request.
Capital Updates	E. Moss	Gateway-resolved-installing; eBizDocs Svr -resolved-in process; GIS/DPW Svr -resolved-in process; MH Fire Suppress-See above;	Discussion upon request.

Respectfully submitted,



Department Head Signature

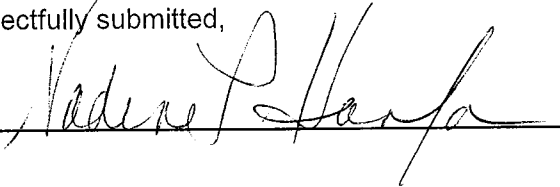
3/10/2022
Date

Meeting: Orleans County Clerk Committee Meeting
Date & Time: Thursday, March 10, 2022 @ 10:00 a.m.
Location: Orleans County Legislature

Attendees:

Agenda Item	Leader/Presenter	Discussion	Action
Monthly Reports	Nadine	Review of Recording Office and DMV monthly reports	Information only
Office Renovations	Nadine	I am unhappy with new layout and the customer window. I don't like the obstructed view with the customer. Would like to move ahead with old layout and work with DPW to customize the window area.	Need further discussion
Salary Review	Nadine	Prepared and submitted Salary Review Submissions for Deputy Clerk (Recording Office), Motor Vehicle Application Examiner, Index Clerk and Pistol Permit Clerk	Information Only
Lights in Recording Office	Nadine	The new light installed over Tracy's desk is wonderful. We can actually see the filing drawer wall and can file things with such more ease now that we can see. DPW ordered same lights to replace them all. The LED lighting will work well.	Information Only

Respectfully submitted,



3/10/2022
Date

Committee: EAP

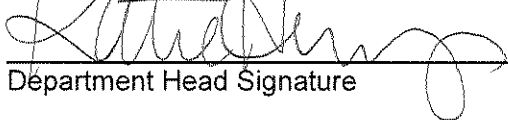
Date & Time: March 10, 2022 11:00AM

Location: Legislature Office

Attendees: Merle Draper, William Eick, John Fitzak, Katie Harvey, Edward Morgan, Lisa Stenshorn, John C. Welch, Jr.

Agenda Item	Leader/Presenter	Discussion	Action
Minutes and Treasurer's Report for February	Katie		
Summer Picnic and Holiday Luncheon Dates	Katie	Picnic- June 14, 2022 Luncheon- December 14, 2022	
RFP for Mobile Vending	Katie	The RFP was issued in January and sent to several local businesses. The RFP will be reissued with a later due date in hopes to receive applications.	
Monthly Contests	Katie	March- St Patrick's Day April- Easter Egg Hunt	
Gym Membership Discounts	Katie	Hustl House & ProjectU in Albion are both putting together a discount program for County Employees.	

Respectfully submitted,



Department Head Signature

3/10/2022

Date

Committee: Personnel & Self Insurance

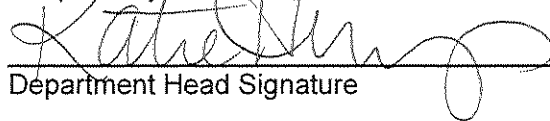
Date & Time: March 10, 2022 11:05 AM

Location: Legislature Office

Attendees: Merle Draper, William Eick, John Fitzak, Katie Harvey, Edward Morgan, Lisa Stenshorn, John C. Welch, Jr.

Agenda Item	Leader/Presenter	Discussion	Action
Quarterly OCSIP meeting is Tuesday April 26th at 10:30 AM	Katie		
OCSIP: Excess Insurance Audit	Katie	We have received all W-2 reports from municipalities and am preparing for the annual excess insurance payroll audit.	
OCSIP: Fire Rosters	Katie	Annually we request fire rosters from departments, although we often do not get compliance from all agencies. Dale Banker has helped get the message across to departments and we have started to receive updated rosters.	
Salary Review	Katie	We have received ten requests.	Set up a meeting for the Salary Review Committee
Civil Service	Katie	The Civil Service Annual Report was submitted at the end of February. Our Personnel Clerk was appointed permanently on 3/1. This employee will be attending the Civil Service Institute in the fall.	Discussion

Respectfully submitted,


Department Head Signature

3/10/2022
Date

Meeting: Finance Committee
Date & Time: 3/11/2022; 11:45 am.
Location: Legislature

Attendees: Kim DeFrank, Ed Morgan, John Fitzak, Skip Draper, Bill Eick, Jack Welch, and Kathy Bogan

Agenda Item	Leader/Presenter	Discussion	Action
Temporary Employee	Kim DeFrank	Treasurer is requesting a temporary employee while the Principal Clerk is out on a medical leave. It was discussed and no resolution was needed if Treasurer used an employee already hired by the County.	Treasurer will make contact with the individual discussed
Out of Title Pay	Kim DeFrank	Treasurer is requesting out of title pay for the senior clerk who has been doing the work of payroll which is under the Principal Clerk. It was discussed that as per the CSEA contract, this could be done without a resolution.	Treasurer will contact personnel for the rate of pay.
Judgment of Foreclosure	Kim DeFrank	Treasurer asked County Attorney about filing the Judgment of Foreclosure. It was discussed and Treasurer will get everything ready to file.	Treasurer will contact County Attorney when ready
Town of Murray parcel	Kim DeFrank	Treasurer asked County Attorney about the parcel in the Village of Holley on South Main Street that was owned by Diaz Chemical. There was discussion of the EPA lien against it and that the Village Attorney was working on it.	N/A

Respectfully submitted,

Kimberly DeFrank by email

3/11/2022

Date