

**COMMITTEE DAY
LAKE PLEASANT, NY
MONDAY
MAY 29, 2012**

**INTERNAL MANAGEMENT COMMITTEE
9:30 AM**

Present: Bob Edwards, John Frey, Neil McGovern, Clark Seaman

Also present: Brian Towers, Brian Wells, Bill Farber, Ermina Pincombe, Kimberly Byrne and Pete Klein

Kim was here to discuss coverage for her office while she is at training this fall. She looked at her budget and if she has Cindi work two extra days a week it would be around \$500.00 if we transfer funds into that line. Cindi stated that she is willing to work those extra days. The other option Kim had was having Cindi work only one day a week for a few weeks before the training to bank the salary for when she would work the extra days.

Bill asked what the work load is at this time of year, is it reasonable to have Cindi work one day a week. Kim stated this is usually her budget time. Bill was thinking more of November. Kim stated the training is October and December. October is busy working with the budget and she starts meeting with employees in November regarding benefit time. December they are just trying to finalize everything before the end of the year.

Bill stated ideally they are going to try to have the budget wrapped up in August this year to make it simpler. That way the salary figures can get to the departments earlier.

John asked when the first indicators come out on the cost of living. Kim stated it is usually in July. Bill stated by July Committee Day we should have that information.

It was decided that they would have Kim sign up for the conference and then they will decide how to provide office coverage. They will have a resolution at the August meeting to authorize the additional hours.

Kim thanked the Committee and left.

**HEALTH & HUMAN SERVICES
COMMITTEE
9:45 AM**

Present: Clark Seaman, Brian Wells, Neil McGovern and Ermina Pincombe

Also present: Bill Farber, Brian Towers, John Frey, Bob Edwards, Beth Ryan and Pete Klein

Beth was here to discuss the Annual Report; she would like a different format for next year. Instead of talking about the past year Beth wants to talk about a strategic plan she has for her department. She wants to look ahead of where the agency is now and where they want it to go.

Beth reviewed strengths and weaknesses of the agency. The Board of Supervisors is a strength, she feels she herself is a strength for the agency. She feels that the department is starting to stabilize and employees want to stay and she feels that also is a strength.

Brian T. asked where we are with employees that are getting close to retirement, how does that play out. Beth stated that is part of her challenges. Discussion continued on keeping employees they have. Beth reported the top leadership is aging and coming behind are nurses, some want leadership others don't.

The challenges that Beth sees is in communication, she has different meetings with the employees to help strengthen the communication within the agency. Beth likes to know what is going on and this is a challenge.

Neil asked when someone within the agency contacts the State Health Department are they cc'ing you so you are aware of what is going on. Beth answered yes, that is getting better.

Clark stated that she had mentioned monthly staff meetings; would it be possibly to have them more frequently? Beth stated it would be, but what she has done is monthly staff meetings meaning all employees and then public health meetings with the public health staff, there are weekly CHHA meetings, support staff meetings on a regular basis, about once a month. Beth feels this has helped a lot with team building.

Attracting and keeping qualified staff is something we will need to start looking at, such as nurses for supervisory positions in the future. Beth stated that the salaries are not that great. Brian T. asked how we compare with surrounding counties. Beth stated she doesn't know. Bill stated they will have Kim check. Discussion continued.

Beth wanted to discuss billing, Mary Jo's position and Blacktree. Working with Blacktree has been extremely hard; they are trying to clean up all the old billing. Internally employees have had to change and assume other responsibilities. We are moving forward, but slowly. Private insurance companies require prior approval and that didn't happen on some claims. With this it brings up bad debt and according to their records the Board has not written off any bad debt since 2006. In the past this was done approximately every other year.

The question was asked if we need to go to a collection agency.

Beth explained how it was handled in the 90's. It was looked at yearly, then given to the County Attorney and the County Attorney addressed the Board about writing it off. Discussion continued on cleaning this up and going forward from here.

The Health Educator wants the Nursing Service to have a Facebook page, how does everyone feel about this? Beth was reluctant because of the potential for misuse but she feels if it can be monitored and it could be useful.

Neil stated it is a must to be able to reach people that they haven't in the past. It would have to be monitored and someone who has the time to do it. John reported that it needs to be checked daily, Bob stated it is a tool more than a toy, but some people use it as a toy. John stated it becomes a position of trust.

SOLID WASTE COMMITTEE
10:55 AM

Present: Brian Towers, Brian Wells, and Ermina Pincombe

Also present: Bill Farber, Clark Seaman, John Frey, Neil McGovern, Bob Edwards, Tracy Eldridge and Pete Klein

Tracy wanted to discuss a Recycling Grant that he will be submitting for recycling equipment with a 50% reimbursement. After some research he discovered we did file an application in 2008 to DEC for a recycling grant for roll-off containers, bailers, trailers and recycling shed in the approximate amount of \$110,000.00. Bill asked if it was approved and Tracy reported they are trying to find this out, he never received any documentation back from them.

Tracy did request information from all the Towns regarding recycling.

The Solid Waste Management Plan is on the County website. Tracy also sent letters out to our neighboring counties with our website and he hasn't heard any comments.

Tracy reported that he will be installing two new large signs, one in Lake Pleasant and the other in Indian Lake stating all loads are subject to inspection to scrutinize the loads better.

PUBLIC WORKS COMMITTEE
11:05 AM

Present: Brian Towers, Clark Seaman, Bob Edwards and Brian Wells

Also present: Bill Farber, John Frey, Neil McGovern, Ermina Pincombe, Tracy Eldridge and Pete Klein

Tracy received a quote for the Creek Road Bridge in the Town of Hope to be sand blasted and painted before we put a new deck on it; then this bridge should be set for another 35 to 40 years. Tracy discussed what his plan is for the bridge.

When they decided to do the Inlet 7th Lake Bridge, Tracy wanted to bring the approaches up more than what was originally designed. That affected the northwest corner and now they will

have to pour a sixty foot long wall for stabilization. He feels he will need additional money to complete the project. So far the bridge cost is at \$260,000.00 which he feels is very reasonably for the size of the bridge. He thinks he will need an additional \$10,000.00.

Ermina stated that the Town of Benson really needs a dry hydrant; the one at Roger's Bridge was removed. Tracy reported that they did not do anything to that hydrant. Ermina stated that it hasn't been working and Tracy pointed out that they do need maintenance.

Bill reported that they did look at it on their road tour. Ermina reported that Lenny has gone down to look at it but hasn't gotten a report back yet. Ermina reported that whoever put it in used the wrong size pipe.

Tracy reported that they will be removing the heating oil tank at the Indian Lake Garage tomorrow.

Parking lot improvements in Lake Pleasant, expansion, drainage, new signage for Lake Pleasant and Indian Lake, paving and stripping; Tracy feels it can be done for around \$15,000.00 and to be done after Labor Day. Tracy feels Indian Lake and Lake Pleasant parking lots need some rehabbing due to heaving.

Tracy and the Committee spoke about a gazebo that would be placed where the pines were. Tracy passed around a picture of a gazebo that comes as a kit. It is 12 X 18 feet big enough for a couple of picnic tables inside with seating around the edges. Brian asked how much and Tracy reported \$9,700.00 plus freight and time to put it together. No decision was made.

SENIOR HONOREES

11:30 AM

Present: Bill Farber, Brian Towers, Clark Seaman, Bob Edwards, Brian Wells, John Frey, Neil McGovern, and Ermina Pincombe,

Also present: Christie Sabo, Dolores and Charles Margies, Grace and Lou Lizak and Pete Klein

Ermina Pincombe read the Proclamation.

Christie spoke regarding the volunteering of Older Americans and the dollar value. Hamilton County is lucky to have such wonderful seniors that are willing to help chip in and not for just other seniors but their communities.

Brian T. reported they had a nice luncheon the other day and they heard some wonderful stories, Dolores does an awful lot for our community, in fact many of them do. Dolores thanked everyone and stated that you volunteer because you want to volunteer, you don't volunteer because you have to volunteer.

Bill Farber thanked everyone for all that they do and how important it is to have seniors in our communities.

Cake was then served.

**INTERNAL MANAGEMENT
COMMITTEE
1:30 PM**

For employee evaluations