

# GOVERNMENT REVIEW & EFFICIENCY

## Transcript 6/3/2021

### **SPEAKERS**

Jean Raymond, Steve Bulger, Andrew Jarosh, Joe Grasso, Tara Gaston, Bill Peck, Jonathan Schopf, Michael Hartnett, Matt Veitch, Therese Connolly, Several Supervisors, Eric Connolly, Marcy McNamara

### **Matt Veitch**

Good afternoon, everyone. Welcome to the Government Review and Efficiency committee. Attendance has been taken. We actually have a full committee with all of us here and on the phone. So, welcome. And I will just say that the first item of business is the approval of the minutes from the April 1, 2021. Meeting. So that's for a motion for that.

### **Eric Connolly**

So moved, Supervisor Connolly.

### **Matt Veitch**

Moved.

### **Jean Raymond**

Second, Supervisor Raymond

### **Matt Veitch**

Second Supervisor, Raymond. Any questions? Comments? Discussion? Hearing none, all in favor say aye.

### **Several Supervisors**

Aye.

### **Matt Veitch**

Opposed. Alright, carried. Alright, So next, first thing that we're going to work on today is the Rules of the Board updates. So our Clerk of the Board, Therese Connolly, has approached me with some ideas for modifying and amending the Rules of the Board based on a few issues that we've seen. We've enacted these new Rules of the Board at the beginning of this year, so we're about halfway through the year, and my kind of thought on this, with both Clerk Wright, as well as Connolly was to, let's see how it works for a little while, and then come forward with any changes that we might need to do based on the process that they're seeing from their end. And so I don't know if you want to take it over and just kind of present and we'll, we'll go from there as to what we do next.

**Therese Connolly**

So the first item, it's very minor, but in the Order of Business, we don't have a listed line item for Presentations, or a listed line item for Reports. We currently have I think it's 13 items in the Order of Business. And just to add those two items so that we know where they fall. I'm not sure if you wanted to see Presentation before or after Public Input and I would suggest that Reports go right after Correspondence.

**Matt Veitch**

Okay, so yeah, so based on the process, and where she would like to put this, so we call the roll first, right, we do attention to the flag, Chaplain gives their portion and then we do Public Input right after that. So after the Public Input, we would do Presentations, if any, Approval of Minutes, Correspondence, then Reports. So those are like the Mortgage Report or the Tax Report.

**Therese Connolly**

Correct.

**Matt Veitch**

Okay, so that would go in next and then Reports of Committees, Resolutions and then the rest of the agenda as we would normally do it.

**Therese Connolly**

Right.

**Matt Veitch**

Okay. So does anybody in the committee have any questions or issues with that?

**Tara Gaston**

Chairman?

**Matt Veitch**

Yes. Supervisor Gaston.

**Tara Gaston**

Supervisor Gaston. So are reports submitted to the County and Reports of committees separated out I don't have that proposal right now.

**Therese Connolly**

Correct. The reports would be, I'm sorry Supervisor Veitch.

**Matt Veitch**

Go ahead

**Therese Connolly**

The reports would be for an example last month, we had report number two, the Mortgage Tax Report, which is actually voted upon by the Board. And then after that the Reports of Committee would be a separate line item.

**Tara Gaston**

Okay, so there, there's a good reason for separating the two types of reports in there.

**Therese Connolly**

Yes.

**Tara Gaston**

Also, I would like to see the Presentation before any Public Input, especially if it's on our agenda, the public may want to attend any given presentation, and it would make sense then to have Public Input after I don't know how others feel about it. But I think otherwise, we may end up having occasionally we have presentations that people like to discuss. And so it might be useful to have the Public Input after so that people don't get a little fussy.

**Matt Veitch**

Yeah, I don't see any issue with that. Anybody else have any comments on that?

**Jonathan Schopf**

I know, just anecdotally, in my experience, typically Boards have Public Privilege, either at the immediate commencement of the meeting or at the final conclusion.

**Tara Gaston**

I'm not sure I entirely, so you're saying it would, to have public comment before any presentations.

**Jonathan Schopf**

I'm just saying it's just typical, what I've observed in governments, it's either one or the other. I believe here in Clifton Park, we Public Privilege at the end of every public meeting. I think for the purpose, you're suggesting Tara, it's the last item before adjournment.

**Jonathan Schopf**

I'm just raising it.

**Matt Veitch**

Supervisor Schopf, I mean, traditionally, we've done our Public Input or well, we used to have a process where you had to call and then we'll get on the agenda. But that always happened at the beginning of the meeting. So I don't know if we would change that. But I guess the question is whether or not we think that a presentation that would be done to the Board would elicit public comment and so therefore, we would want to put that first, or do we want to do the Public Input first, and then the Presentation.

**Tara Gaston**

So I would say if we're going to do Public Input, sorry, this is Supervisor Gaston again. If we're going to do Public Input, before we do a Presentation, then we need to make sure that no presentations are scheduled on the same day that we are going to be taking action on anything in the presentation. Because otherwise the public has not had the ability to comment on any additional information that may come out. I'm not sure what the Clerk's face looked like when I just added more lines into that. But that would be my primary concern, I would want to make sure that any action that we take, the public has the ability to make comment on.

**Matt Veitch**

Right.

**Therese Connolly**

I think the presentations have been Cornell Cooperative Extension giving us updates. We recently had some Congress people address the Board.

**Matt Veitch**

Yeah. I mean, I don't have any problem with it either way. So

**Tara Gaston**

But I also know, like, the Chamber has done them when they were requesting for their promotional flag COVID thing. Sorry, Therese, for that. And some other groups when they were requesting action or money by the Board have said. So I just, that's my instinct there, obviously, it's a vote of the committee but that's where my explanation is.

**Matt Veitch**

I guess I'd asked Supervisors Schopf, I mean, are you okay with that, if we just put it before Public Input?

**Jonathan Schopf**

Presentations? You mean?

**Matt Veitch**

Yeah.

**Jonathan Schopf**

That's fine. No, I don't care one way or the other. I was just raising what I've observed.

**Matt Veitch**

Understood, understood.

**Tara Gaston**

Let's think a little out of the box. Go a little off script.

**Matt Veitch**

Alright, so that would be the first amendment to the resolution that established the Rules of the Board. And I know there's some other ones. So I'll turn the floor back over to you. Therese.

**Tara Gaston**

For clarification, are we doing each of these as one resolution with all the amendments in it?

**Matt Veitch**

Yes.

**Therese Connolly**

The next item is basically the reading of resolutions. For the past, well, I don't know how many years, the agendas for the Board Meetings were only provided maybe about an hour prior to the Board Meeting. Now with these new Rules of the Board, the agendas are online distributed to all Supervisors usually no later than one o'clock the day prior. Every meeting since February, the Chairman has asked to waive the reading of the resolutions. And now that the public have access to it, and the Supervisors have the resolutions ahead of time, I was suggesting that the resolutions be waived and just to live in, we would still live in introducing the Supervisors that introduced the resolution, the title of the resolution in the budget impact statement, just waving all of the resolved.

**Matt Veitch**

Yeah, so I agree, I think that the practice, at least of the past few months has worked pretty well, for us at our Board meetings. I don't think we're losing anything in terms of you know, not reading all the full resolution statements, the only thing that I would ask for potentially in the language would be that if a Supervisor wishes to hear the entire resolution that that we would have to do a motion second. And we don't have to do a roll call, but like a voice vote for whether we want to hear the hear the full resolve. So that would be my only stipulation on that. Supervisor Gaston?

**Tara Gaston**

For clarification, are you saying that we would have to vote on whether any resolution could be read. So like, if I wanted a specific resolution read in its entirety, I would have to move that it would have to be second to and the Board would have to approve that?

**Matt Veitch**

That'd be a voice vote.

**Tara Gaston**

My preference would be for a Supervisor to requested if they want it, but not that it be subject to a vote. Otherwise, there's a potential for a minority of the Board, to never be able to have that opportunity to get resolutions read. I would also expect my colleagues to be judicious in it and not be jerks and ask for everything to be read.

**Matt Veitch**

Well, so let's put it this way, so if a Supervisor requests the full reading, they can make that request of the Chair and the Chair would honor that request.

**Tara Gaston**

That's fine.

**Matt Veitch**

Okay. So maybe change the language to that.

**Therese Connolly**

And just to read the resolve, not the entire resolution? Just the resolved in the resolutions.

**Matt Veitch**

Um, I guess the question would be if a Supervisor wanted to hear the whereas is, then we would have to ask that to, just of the Chair. I mean, some resolution is very long, I don't think we want to we could

**Tara Gaston**

We could say if, a Supervisor wants the entire resolution read out loud they can read it.

**Matt Veitch**

Sure.

**Tara Gaston**

I mean, I'm also fine with natural consequences. If you want to hear it, read it. And perhaps that would make people think a half a minute if they actually want it read.

**Matt Veitch**

Right.

**Tara Gaston**

Um, but I would like the opportunity to be there without having to vote on it.

**Matt Veitch**

Yeah, no, I agree. But I mean, I think the Chair has to run the meeting so the Chair would have to grant that that request.

**Tara Gaston**

Similar to the separate votes.

**Matt Veitch**

Yeah.

**Tara Gaston**

That we request, right?

**Matt Veitch**

Yeah.

**Tara Gaston**

That's how I see it. But I mean, I also think it's, because I also understand the Clerk has a very hard job, especially and hello, welcome.

**Matt Veitch**

Right. Again, I think, in practice, it will be more or less kind of like the resolution that we just read out loud for our former Clerk. I mean, that would be one that we will somebody would request that we read the whole resolution, we want to hear everything. So, I don't know if it would be, the intent is not that it would be used as a tool to disrupt meetings or make them longer. I think it would be the intention is that we would, if it was something important that some Supervisor wanted to hear the information, they would ask the Chair, that would be granted. So but it would have to be in the rules, some process to do that.

**Tara Gaston**

Right.

**Matt Veitch**

That's all I'm saying

**Tara Gaston**

I think that makes sense. And I did notice that the County Attorney got up and got a book. I don't know if it was on this point. But I would like to make sure that

**Matt Veitch**

We do use Robert's Rules of Order.

**Tara Gaston**

Right. I do want to make sure whatever process we use, the County Attorney feels it fits in with both the requirements for open meetings and our processes.

**Matt Veitch**

Supervisor Raymond, you're looking..

**Jean Raymond**

I certainly have no problem with the practice that we've done recently where the title and the budget implications are there. I think it should be up to the Chairman of the Board to determine any other resolutions that he or she should feel should be the resolve should be read.

**Matt Veitch**

Okay.

**Jean Raymond**

And I think beyond that, if somebody wants an entire resolution read, I think it should go through the Chair and the Chair should decide if they want one and then there's a good reason for it fine, but not, oh, I think 1, 2, 7, 9, 12 and 15 ought all be read.

**Matt Veitch**

Right.

**Jean Raymond**

I have a 45 minute drive to go home after the meeting is over.

**Matt Veitch**

Right.

**Jean Raymond**

I think common sense should let the Chairman be the one to make those decisions.

**Matt Veitch**

Yes, yes. As the person running the meeting, I mean, they have to be able to have control of the floor.

**Jean Raymond**

Correct. And if for some reason, there has been a lot of public comment and three presentations, and it's already getting dark outside that may be different than if it's the middle of the summer and it's only 4:30.

**Matt Veitch**

Right. I understand.

**Jean Raymond**

So think leaving it to the Chairs, I totally agree with that.

**Matt Veitch**

Okay, that's good. Any other questions? Anybody on the phone have any comments?

**Jonathan Schopf**

I think this is a self-serving suggestion from our new Clerk.

**Therese Connolly**

I'm just trying to make it easy on you guys. I know you want to hear this Irish accent.



**Tara Gaston**

Motion to strike that statement from the record.

**Jonathan Schopf**

I have always thought that it was very odd and antiquated that we were reading everything and painful. So I mean, that's certainly a welcome suggestion.

**Tara Gaston**

I think it made sense given the previous process. I don't think it makes sense given our process as it stands right now.

**Matt Veitch**

Exactly. Yes. I think, yeah in the, in the past, I think I do agree that with the Supervisors not getting the resolutions up ahead of time, certainly, you needed to have more information in the meeting, but now that we're having them ahead of time, and they're public ahead of time the public as well as ourselves, we get to see what's on there up front, so I agree. So Alright, so that one seems to be good, too.

**Bill Peck**

Mr. Chairman.

**Matt Veitch**

Yeah, yes, sir.

**Bill Peck**

This is Bill Peck, for those that weren't there. And wondering about the historical, there was a time when we used to do, as we were doing previously, where we would make a motion to not read the entirety of certain ones that were long or for, we're more procedural. And then your predecessor, or maybe you sat alongside or was former Mayor, Joanne Yepsen felt that every one should be read in its entirety. And she was adamant about that. So then it went that way, a little bit. And then it's gone back to where some that are more procedural in nature. But I just want those that weren't there to, to know that previously, there was some individuals that that felt it was very important for the entire resolution to be read, so that the public had a better understanding. But I think you're correct. Now that it's available online, that it's not as necessary.

**Matt Veitch**

Right. I appreciate that. Yeah, no, I recall that. I did sit next to Supervisory Yepsen for a few years and I do remember that. So thank you for that info and I appreciate that. And I agree that I think our process is quite a bit different now. And we would go forward with the changes, so. Alright, so I know, I think you have another one too, right?

**Therese Connolly**

I do. Two more, actually.

**Matt Veitch**

She has two more.

**Therese Connolly**

The next item is regarding the timing of agendas being distributed, and the timing of Department Heads submitting their items for committee agendas. Currently, we have 48 hours, the rules of the Board state that we have to have the agenda distributed an online 48 hours prior to the meeting. We also have a rule that the agenda items are submitted to, excuse me, are submitted from department heads to committees, five calendar days. And it's not consistent when it comes to the amount of days that the County Administrator, the Clerk of the Board, and the County Attorney's office has to prep the agendas for lack of a better word. There are some days where it's only one day, or less than 24 hours actually, by the time we get the agenda item request form and we have to post the agenda. There are other scenarios where it's two days and there are some scenarios when it's a holiday, like Memorial Day, there are no days, it actually crosses. We have to have the agenda out prior to the deadline of getting the agenda item request form. So, I'm not sure exactly how many, I know that you and I talked about it Supervisor Veitch.

**Therese Connolly**

So I'm not exactly sure how to tackle this. I'm thinking if we stuck with business days, having the agenda out X amount of business days prior to the meeting and having an agenda item request forms Y amount of business days.

**Matt Veitch**

Yup.

**Matt Veitch**

Yep.

**Therese Connolly**

Two, four, one or three. I know that's tight. Currently, our Board meeting agendas are only out the day prior to the Board meeting

**Matt Veitch**

Right.

**Therese Connolly**

So, there isn't even 48 hours when it comes to the Board meeting. Law & Finance agendas are out 48 hours and all the other committees.

**Matt Veitch**

Yep.

**Therese Connolly**

I would hesitate going any further than four or five calendar days, five calendar days could be pushing it, as it is Department Heads for certain committees literally have to have their agenda items, for example, the day after the Board meeting in May Real Property have to have their items to us for action that's not gonna happen until June.

**Matt Veitch**

Right.

**Therese Connolly**

So it's tough for some of those committees. But I would propose either have the agendas ready to the public and distributed either one or two calendar days, excuse me, one or two business days and then back up the agenda item request form, either three or four business days.

**Matt Veitch**

Okay, so you're shortening the time between when the agenda item is due, and when it has to go out?

**Therese Connolly**

Actually, we're still leaving it, I would leave it at least two days for these offices to be able to prep the agenda items.

**Matt Veitch**

Alright, so let me think about that.

**Therese Connolly**

Here's a calendar.

**Matt Veitch**

Oh.

**Therese Connolly**

But unfortunately, it's not for those of you that are on the phone. Here's what we currently have.

**Matt Veitch**

You want to pass it?

**Therese Connolly**

Yeah, I can distribute this. And this is, this is what I live by this little calendar so, excuse me, One for Jean and one. So currently, just to give an overview, I'm ready to Supervisor Gaston.

**Matt Veitch**

The County Administrator got it.

**Therese Connolly**

So just as an example, for July, under the current rules, we'll take the worst case scenario, which is Economic Development is on Wednesday, July 7th, 48 hours is Monday, July 5th, which is a holiday, and I'm not coming in on the fifth to send out an agenda. So we back up to the agenda being due on Friday, July 2nd, go back to July 7th, five days prior is Friday, July 2nd. So it's the same day. There are no days for the County Administrator, the Attorney's office and the Clerk of the Board to prep the agenda items if there's any questions about whether there's a budget impact, if an actual resolution is needed, questions like that.

**Matt Veitch**

Okay.

**Therese Connolly**

Research and prep, basically.

**Matt Veitch**

Right.

**Therese Connolly**

For agenda items. If we moved it to two business days prior, having the agenda item, it's tough to post an agenda for a meeting one day prior. It's just tough for the public, I think,

**Matt Veitch**

Right.

**Therese Connolly**

It's tough for Supervisors to be able to prep. So if we moved it to two business days prior and then move the agenda item request to four business days prior at least it gives a little bit more. And it makes it more consistent as to how many business days the County staff and the County offices have to prep agendas.

**Matt Veitch**

So, I mean, again, I apologize to those on the phone, I know that they're not seeing this. But um, so it looks like in this case, everything appears to be give you enough time.

**Therese Connolly**

It will give us the maximum amount of time that we currently have with just two days of prep.

**Matt Veitch**

Okay.

**Therese Connolly**

Under the existing deadlines, we have two days of prep for some meetings, one day of prep for the meeting.

**Matt Veitch**

Or none, yeah, in some cases, which that comes up later, especially in November I see there's a

**Therese Connolly**

Yeah, November is

**Matt Veitch**

There's like a bunch of meetings that there's no chance.

**Therese Connolly**

There's about eight agenda items due on the same day because of the Thanksgiving holiday.

**Matt Veitch**

Okay, so I guess the recommendation then would be to change that language to Department Heads have to have their agenda items ready four business days prior to

**Therese Connolly**

The committee meeting.

**Matt Veitch**

The committee meeting. And then the agendas would be posted two business days prior to the committee meeting. Okay, I think that works based on what I'm seeing here.

**Therese Connolly**

And I can send a reminder out at the beginning of each month to all Department Heads that let them know here's your agenda, here are your committee dates, here's when the agendas due and here's when you have to have your items.

**Matt Veitch**

Okay. Yeah, it Yeah, pushes it up a little bit for the Department heads. So that's the only

**Therese Connolly**

Only in a couple of instances, but it's less stress on some other departments.

**Matt Veitch**

It's weighing the balance between efficient operating and making sure everything is done in a timely manner. So I'm so I'm fine with that. I don't know if any other committee members have any questions or comments about it.

**Jean Raymond**

My only comment is that I think that we all recognize the need to make sure our information is available to us in advance and to the public. But at the same time, we also run a pretty tight ship. And there are two people trying to do the work that when I got here, many, many years ago, there were four people doing. So we may want to consider not only the fact that we want everybody to have the information,

but consider that we only have two people trying to do it. Yes. And whatever they recommend, I am supportive of up to including maybe adding another person to the office at some point.

**Therese Connolly**

Well, it's not just the Clerk's Office, it's the County Attorney's Office and the County Administrator's Office, a lot of questions come up,

**Jean Raymond**

I totally understand.

**Therese Connolly**

There are a lot of emails back and over trying to get everything straight and sorted out.

**Jean Raymond**

And I think sometimes, and I don't want to be the one to make that judgment, but sometimes there are things that can wait another month too. And I think that maybe that is also another solution to some things and maybe, further as we get into efficiency, there is some things that probably do not need to have a committee action to happen.

**Matt Veitch**

Good, good point. Yeah, that's something we can definitely look at and I agree with you. I think we need to look at all of that. And I think that there are certainly some things we can do here, we actually talked about, I think, a couple of meetings ago where we were talking about committees and appropriate flow. Right? You know, does everything have to go through a standing committee? Or can it, can it bypass, we were talking about even potentially bypassing Law & Finance, in some cases, because the standing committee could make that decision and just move in to the Board. So, I think we should think about that and talk about that later on this year. Law & Finance does have to do certain things. Right? And no offence Supervisor Schopf, I know you're there, but at the end of the day we may be able to move something from Buildings and Grounds right on through, because why would we have to secondarily review it? So but we can talk about that as we go forward.

**Jean Raymond**

We should talk about that because I think sometimes it's important to have some checks and balances.

**Matt Veitch**

Yes.

**Jean Raymond**

Don't get mixed up. But I also think that there are things that, and maybe we can talk in the future, as to how some of the Towns operate.

**Jean Raymond**

In my Town, we don't have to go through giving permission to apply for a grant and then accepting the grant and then having for more resolutions to sign the paperwork for the grant.

**Matt Veitch**

Yes.

**Jean Raymond**

There's a way to streamline that. It doesn't cost anything to apply for grant, maybe you just accept the grant. And in that one resolution, authorize the things that need to take place. Unless there's some process within the grant that requires you to do it differently.

**Matt Veitch**

Right, exactly.

**Jean Raymond**

I think those are things we could look at, maybe under a, I hate to say the word subcommittee, but at some point in the next year or two.

**Matt Veitch**

Yeah, yeah. Well, and again, I know a lot of times, some governments, like in the City of Saratoga Springs, there are consent agendas, where we don't go through a department if you will, and a bunch of things get approved by consent of the Board and it just kind of happens that way, so that's another idea that we could do on some of these more, maybe more regular items or things that are going to come up that we have. So, I think it's a great discussion to have. Maybe a little bit later this year, we can do it. Yeah. Or next year, and get ourselves working on that as we go forward. So I appreciate that input. So scheduling, we've got that amendment done. Supervisor Gaston, we've got Supervisor Gaston.

**Tara Gaston**

Were you seriously going to not believe that I was going to speak?

**Matt Veitch**

I didn't see your light on.

**Tara Gaston**

If you don't look this direction, it's very easy to do. So I think this is good. I like the idea that the changes preserve the amount of time that the public will still have, because I think that's pretty important. As Supervisor Raymond said, I would agree on some of those efficiencies. I know in the Health Committee recently, we had a situation where we had to go back and amend a resolution, because every year we were having to sign something, and it just it wastes time. It doesn't make any sense for everybody. My biggest concern and this is something that's happened and I think this is a good place to talk about it is there have actually been things that have appeared on my committees agendas that I didn't see. I would like however, the Administrator or the County Attorney, however that process wants to work. I don't know who would be easiest for but I think that that should be checked.

Because the idea of a Chair of a committee being surprised when they see their agenda and not knowing something is there is a bit frustrating. And I'm not sure exactly how that's happening. I also do want to make sure. Okay, I also do want to make sure that everybody knows that, as you mentioned, some things are not as urgent and can wait a month. But we also do have processes built into our rules that allow things to be brought from the floor. So if something comes up and it misses this time period, if a department has something that's truly urgent and needs to get done, there is a process for that to happen. So I do want our Department Heads to know like, the idea is that you're supposed to meet this but if something comes up that's unexpected, I think it NACo they call them like emergency resolutions, there's still a process so that we can make sure that happens. But no, I think this is like, like you said, Supervisor Raymond, anything that makes it easier for the staff, I'm happy and as long as it preserves the amount of notice that the public house which this does, I have no issues with it. Your eyebrows are furrowed, Chairman.

**Matt Veitch**

Yeah, no, I'm just looking through the committee, we kind of set up some committee rules when we did this early this year. It doesn't necessarily say, I'm just trying to see here as far as agendas are concerned. Yeah, so the Section G of that, it's section 10, subsection G, committee chairs in consultation with the County Attorney and if necessary, the effected department heads and County Administrator shall have agenda items prepared for each monthly meeting no later than five calendars, we're going to change that, before the scheduled committee. So the committee chair is responsible for the agenda, in consultation with those other departments. So if there's any, anywhere you're seeing an agenda coming your way that doesn't have you, knowing that it's going to be on that agenda ahead of time, that's not following that section of the other rules of the Board. So I would say whatever department head was doing that, that that would have to be reminded of them that the chair has that know that item before anything is approved, they have to consult with the department head and the County Attorney or County Administrator before that agenda item is prepared to go forward. So

**Tara Gaston**

Okay, If we want to leave it like that, that's fine. I mean, there have definitely been a number of occasions.

**Matt Veitch**

Yeah, I mean, I can understand where my, in my case in Buildings and Grounds my DPW Commissioner will communicate with me first before any agenda goes out.

**Tara Gaston**

Right.

**Matt Veitch**

So if that's not happening for you, I'd say that..

**Tara Gaston**

Sometimes not, but I just think that that's an important thing that needs to be



**Matt Veitch**

Agreed.

**Tara Gaston**

If it's not written as that or whatever I think,

**Matt Veitch**

Yeah,

**Tara Gaston**

I'm happy if you want to make it the Chair's responsibility to scratch out an item if it hasn't previously been presented that's fine.

**Matt Veitch**

Of course. Absolutely. If a Chair does not want an item on their agenda, that's the Chair's call.

**Tara Gaston**

Right? I mean, it also it makes sense to me to have a process, like items have to be sent to the Clerk of the Board with backup and then they go wherever it also make sense for in that, is their backup yet, has as the chair seen this, and then it gets passed, because I also don't mind if something gets passed to the Administrator and it says it hasn't gone to the Chair, and there's a good reason for it, or there's some sort of issue. I also think that that's part of the job of the department head the Administrator to go, okay this is why.

**Matt Veitch**

Yeah, no, I mean, again, I don't know the exact instance of what happened, but I would say that at the end of the day, the Chair has the ability to approve or deny any agenda item, no matter how it comes to them. If you see it the day of the meeting, then just I wouldn't go forward with it. Or even before the meeting, so maybe I'm not maybe not gathering what. Yes, go ahead, Surprise. Raymond.

**Jean Raymond**

Yeah, I could suggest and I think it used to be practice in the past and not that we want to go backwards, but since we're doing the majority of all of this electronically, anyway, why don't you just make it a fact that Chair of the committee must receive the same thing that the Clerk to the Board receives or the Administrator, so that the chair has, as much information. Years ago, the Chair of the committee would have a pre agenda meeting with all the committee, all the department heads, and the County Administrator sitting around a table making up the agenda. I think that's something that's a good thing to have in the past, but there's no reason that any Chairs shouldn't be getting the same thing that everybody else is getting so that they know what's going on. Maybe there's a good reason that the County Attorney's office says no, we can't do that this month because but you knew that it was going to be on the agenda and it came off because right I think the Chairman should have.

**Tara Gaston**

I mean, part of the issue is maybe because I'm a baby chairperson. So this is my, what, fourth meeting, fifth meeting?

**Jean Raymond**

You should have the information at the same time that somebody else is compiling the agenda and you should, as Matt said, or as Supervisor Veitch said, you should also have the ability to say, I don't want this on the agenda this month. Let's put this off till next month, because I want to look into it further. That's yours, as Chair of the committee.

**Tara Gaston**

And I have done that, I think once or twice, but there have been a number of things, which again, that's fine. I just wanted, as we're discussing this process, I want that kind of thing to be part of the consideration.

**Matt Veitch**

Right.

**Tara Gaston**

If we're also talking about changing the timelines, because this also does squish it in a little bit, and gives less time. So if on the 18th, something sent to the Clerk and myself, or not, we need to be able to know what's going on.

**Matt Veitch**

Right? I agree. And again, I would just say, again, as committee chair anything that you don't feel should be even at the meeting, you can pull it if it doesn't look like something that you think we should go forward with, I would do that just out of respect of all the rest of us, because we're all going to have to vote on it at some point. So as chair of the committee, you want to make sure every item is ready to go when you're when you want it ready to go not when somebody else wants it ready to go. Right.

**Tara Gaston**

Understand that, I would say that my experiences as a committee chair have not been the same as others. Okay. So that's understood, I just bring up my concerns from my perspective. But I also think that, as you mentioned, regarding pre agenda meeting, that's also something I suggested that we look at later, is some sort of like, which I think would come from the Supervisors before the Clerk cries, but it's something that we need to develop some sort of manual process collection of like this is how, because there was no turnover when I took over the Health Committee. I requested and received from the Clerk, three file folders,

**Matt Veitch**

Right.

**Tara Gaston**

after, but I had no idea how the meetings had been prepped for or how anything had been taking place. And I think that's the sort of thing that in order to increase efficiency and maintain the work that we're doing, that would be helpful that a Chair could turn over information, or at least a process.

**Matt Veitch**

Yeah.

**Tara Gaston**

And that could be part of it. I'm still sussing my way out five months in here.

**Jean Raymond**

I would suggest that hopefully, in the future, we won't have the kind of turnover we had last time. And it won't become a problem.

**Matt Veitch**

Right. All right, moving on. Thank you. I appreciate that. And I think it was a good discussion. Yes. Go ahead Treasurer.

**Andrew Jarosh**

Thank you. I appreciate the opportunity. Real quick, I know this is a little bit out of order but I only have about 10 minutes before I need to get out. In other business I wanted to bring up, and it's an appropriate time to talk about it in this discussion, the timing of certain committees of standing committees, particularly for me, Real Property committee, especially in the March meeting can be problematic for us, and I'll let Supervisor Connolly can chime in on this as well, obviously as Chair, in March a couple of things happen. Usually that's when we have auction, in most not COVID ramification years, we have auctions in March, that Real Property meeting is scheduled right now for four weeks before the Board meeting in cycle, it's often one of the first meetings in. A couple of months ago when the Board meeting, I think it was a short month or they're only for four weeks in a month or whatever it was, Real Property meeting was before the Board meeting, Real Property meeting for the next month was before that month's Board meeting. I mean, it just there's awkward timing in it. Additionally, March is settlement month, at the end of March is when I settle with the towns that I take over delinquent taxes, we'll have tender offers that come in, and then trying to get agenda items five days, five business days now before that puts us into mid-March that I have to have the agenda item for April for April cycle when there are issues happening in March that I often need to deal with on a very timely basis that often can't be pre addressed until mid-March. It's just the timing of things that come up. So I don't know what suggestions there might be, except maybe we have some special meetings or in certain months for certain reasons, some of these timeframes are a little more flexible for a department head like me. There might be other departments and other standing committees that have similar issues with that kind of timing. There are some issues that I just can't wait six weeks for Board movement on and particularly in the month of March for real property. Thank you.

**Tara Gaston**

I think that's where the bringing it from the floor process.

**Matt Veitch**

Yeah, I think there's a couple of ways to handle that. I mean, I think what we really haven't done yet, again, we're only six months into the new rules of the Board, but is that whole unfinished business section. You know, there are, there is a mechanism in there for unfinished business to be brought to the floor and or new proposals to be referred to a standing committee and I think that that's where we really haven't done any of that yet. And I think it's really designed just for exactly what you're saying. I mean, there are times where the flow of the meeting cycle isn't really conducive to the business as it goes in time. Right. So I think I think we need to look at that a little better, and maybe figure out exactly what that means. And how does the department head do that? Because I don't think there was any, we never did it before. Right. It's new. So nobody has any, there's no rulebook on that as to how to do that other business kind of thing that we were, I think the thought process on it, at least in my mind was that there would be there would be items that never that didn't make the cycle, because our cycle is kind of different now than it was. And so whatever those kind of holdovers were, they would get put into other business, unfinished business at the Board level to be acted on.

**Andrew Jarosh**

And I totally agree with your point, I think in that particular case, real property in March, the March cycle, Real Property meeting then is at the end of February, the end of March Real Property meeting is an April cycle.

**Matt Veitch**

Right.

**Andrew Jarosh**

Right. And I feel like there needs to be some flexibility to either have a special meeting, prior to the Board meeting that completely violates all these timelines that you were just talking about .Especially when we're talking about tender offers that have to be approved, auction that has to be approved, we need to have a deadline that accommodates the public, accommodates taxpayers who are trying to pay their tax bills, they shouldn't have to pay their tax bill four weeks before the auction and paid in the past. It was three o'clock the day of the auction, there was a special Real Property meeting on the day of auction just approved that kind of thing. So I'm talking about a very specific circumstance of real property committee meeting in the month of March, not on April cycle. The March cycle Real Property meeting is in February, but I have deadlines and obligations in March that needs something much closer to those times.

**Matt Veitch**

Yeah, I mean, again, I think I would defer to Supervisor Connolly, who chairs the committee, you know as to how he would want to handle that. I mean, I think there's nothing that prevents a special meeting from the call by committee chair. So obviously, if you need to do something at any time, you could and you know, we almost had that issue with the sale of the Woodlawn building and buildings and grounds, we had to kind of flex around where we're meeting was going to be because of the timing of the auction. Right. And so at the same token, I understand where you're coming from, I think we were able to pull it off. Like we had it like, right, the day that the minute we had to have it ready it was ready, right? And by the way, just as a side note I'll turn it over to Connolly, Supervisor Connolly in a second, this

new schedule actually could change the Board meeting schedule, right, because we built our entire Board meeting schedule on the timing that we have in the Rules of the Board in January. Right. So now if I don't have to have my agenda ready by two days, before my meeting can be shifted a couple of days. Right? That makes sense.

**Tara Gaston**

Do you mean committee meetings?

**Matt Veitch**

My committee meeting, right. My committee meeting could be a different day now because I don't have to have my committee meeting today. Like, I have to have my committee meeting today in this committee, because Law & Finance is next Wednesday, I have to meet the five calendar day window to have this meeting. If I don't have to, if I had to meet a four business day, that changes what day my meeting could be. Right? I mean, I'm not changing this meeting at the date of I'm just saying that the scheduling changes when the committees meet, because things are due at a different time. That's all I'm saying. And I don't know if we would change our schedule halfway through the year. But at the end of the day, maybe some committee chairs could consider it. So.

**Jean Raymond**

And I would suggest perhaps, Mr. Chairman, that the County Treasurer, who's most knowledgeable about the timing of what he's talking about, maybe could come up with a recommendation specific to the March problem

**Matt Veitch**

Yeah.

**Jean Raymond**

And how you think the rules could be changed to make it more accommodating, because of all the things that we do to accommodate the public, letting them pay their taxes, and so their property doesn't go to tax sale is probably one of the most important things we do.

**Matt Veitch**

Yes.

**Jean Raymond**

And whatever it takes, and whatever we have to do to the rules to make it work, I think we should so and we have until September before it becomes an issue again.

**Andrew Jarosh**

Right. Well particularly this year, we're probably not going to have an auction so we're okay there. But your point is incredibly valid and I will work with the Real Property team and Supervisor Connolly to come up with a suggestion for this committee.

**Matt Veitch**

Supervisor Connolly?

**Eric Connolly**

Yeah, I think that's a good plan just to have the Treasurer come up with a plan because he's the one most familiar with all the intricacies of the auction and as long as the rules allow us to hold special meetings, and if the Treasurer deems when necessary, I'd be in favor of that.

**Matt Veitch**

Excellent.

**Tara Gaston**

Chairman.

**Matt Veitch**

Supervisor Gaston.

**Tara Gaston**

One of the things, I think that these changes need to be made now, but one of the things that I suggested earlier is that once we've gone through kind of close to the calendar year of it, that this committee and the Administrator kind of helping to lead that, check with departments to see what worked, what didn't, and how we can assist with that. And I think that that's an incredibly important aspect of that is the way my department cycle works this doesn't work or my meeting has to be here. But I also think because I know that we were discussing the functional versus topical committee, I think we may want to talk about that more before we do that. But I agree that that's, I think it's important that towards as we've gone through almost a whole calendar year, we need to make sure that anything that's taken out gets taken care of.

**Matt Veitch**

Yep. Agreed. Thank you. All right. So you have one more we didn't even get to the last item yet.

**Michael Hartnett**

Mr. Chairman.

**Matt Veitch**

Attorney Hartnett.

**Michael Hartnett**

If I may, thank you. With respect to the timing of agendas, I would just ask that the committee considered defining what a business day is, is that a County business day?

**Matt Veitch**

Yeah, I would assume that that's what we're going to go on. Right.

**Michael Hartnett**

Right. And I know that different individuals interpret different business days and with days off, and so on and so forth but for purposes of that resolution, I would suggest putting county business day.

**Matt Veitch**

Okay.

**Michael Hartnett**

Thank you.

**Matt Veitch**

All, once we do our motion, second, your department's gonna write it. So go ahead and put that in there.

**Michael Hartnett**

And with respect to Supervisor Raymond's point about resolutions, one of the most frequent questions I get on an almost daily basis is does that need a resolution? Or not. It's a something that our office has endeavored to start the process of analyzing that, it's changed over time, it's evolved depending on the County Attorney, who the Chairman, the Administrator, so that's a work in progress that we're looking at. And hopefully we can continue to become efficient with what only needs a resolution goes before the committee's, so as to maximize the time of the Supervisors. Thank you.

**Matt Veitch**

Thank you. All right.

**Therese Connolly**

The last item, and I might actually ask Attorney Hartnett to weigh in on this because it was a from a discussion that we'd had regarding minor mistakes we'll say typos that are in resolutions, rather than having to move an amendment and have an amendment voted on for just a small little typo on a resolution that if the County Attorney determines that it's an minor informality, that it could just be changed. Right there. And then that makes sense, Mike?

**Matt Veitch**

Yeah. Attorney Hartnett to go ahead.

**Michael Hartnett**

Right. So I was the proponent behind suggesting this this changed the Rules of the Board. And this was with respect to minor informalities, and minor informalities in my mind are matters of form rather than substance that are evident based on the content of the proposed resolution, or an insignificant mistake in a proposed resolution such as a typographical error that can be corrected promptly. And my request or my suggestion for consideration would be that for purposes of resolutions that have been moved and duly seconded for consideration by the Board, if a minor in formality is raised during the discussion of that resolution, such minor informality can be corrected by the Clerk of the Board without need for a formal amendment, if permitted by the Chair. So basically, the discussion is there's a typographical error, there's a number transposed, for example, if everybody is sort of on the same page, that it's a

form over substance issue. The Chairman can direct the Clerk of the Board to correct that typographical error, without need for a formal amendment. Substantive amendments to resolutions, of course, do require a vote of the weighted majority following a seconded motion to amend. And it would be my suggestion, or perhaps for purposes of discussion, that that be a consideration that the Chair of the Board in consultation with the County Attorney, being the determining entities on whether or not an amendment is a minor in formality or a substantive amendment. Thank you.

**Matt Veitch**

Okay. Yeah, I mean, I think that in some cases, it's a I agree with you. I mean, I think that you know, when a case of potential typographical error or something that doesn't change the meaning of the resolution I would say absolutely. I guess I would say the language that's going to be the troublesome part is going to be what is substantive. But at the end of the day, for example, I think if it's a budget effecting item that would require the Board to vote on it because we vote on anything budget. I mean, again, if I think back to the most recent example, which was in our last meeting, we had a budget line that was misrepresented or not, it wasn't an actual budget line that the money was coming out of that was in our resolution. So that is, in my opinion, budget affecting so I think we probably should have corrected that through the process. But if something said of instead of off, I mean, I think we could, we could probably take care of that one without any real issue. So as a Supervisor Raymond is pointing out something in one of our policies that's missing a letter. So and I will mention that through my local law review, which I'm going to talk about a little bit, I did happen to find a local law where it was for dog licensing, and the word dog was replaced by the word day. And so one of our one of our, one of our local laws makes no sense because it's got a typographical error in it. So we just need to make sure that in that case, that's a little more effecting than maybe just a resolution that's requiring something so.

**Tara Gaston**

Chairman.

**Matt Veitch**

Yeah. Supervisor Gaston.

**Tara Gaston**

I only have two requests for I agree with you, or with the County Attorney, I think it's a sensible policy. I would ask that it not just be the Chairman, though, that approves the item or determines its substantive-ness, but that the County Attorney agrees with that, because I think the County Attorney has the better understanding of under the law that we follow what the distinction is, whereas, I mean, I am an Attorney, but I do not have the wealth of knowledge about municipal law and how it affects things that the County Attorney does. So I would ask that that'd be part of it. And I would also ask, I agree with it, but it wasn't clear from what the County Attorney recommended, but those would still be noted, on the record, that the change is being made. Is that correct? These aren't changes that could be made after the fact.

**Michael Hartnett**



Right this way, the suggestion was that the Chair of the Board would direct the Clerk to make the typographical correction in the print copy. So that the scenario is the proposed resolutions go out to the Board a day ahead of time or so there's clearly what is a typographical error off with only one F, and in the discussion, one of the Supervisors as they go through the review of it in the lead up, they noticed that typographical error in the discussion they say, I think that there's a typo in this, this proposed resolution that needs to be corrected. Chair of the Board says in consultation with the county Attorney says yes, it's clearly a typographical error, Clerk of the Board in the print final copy of this that actually gets stamped. After passage, please correct that typographical error.

**Tara Gaston**

But that discussion would take place at a meeting?

**Michael Hartnett**

Correct.

**Tara Gaston**

That's I just want to make sure that the public has awareness, if it changes from what's released before the meeting to after I understand why it would I just want to make sure that that's on the record of why that happened. And that wasn't clear from the direction. Yeah, thank you totally get it.

**Michael Hartnett**

It would be in my mind that that exact scenario, and it would more or less, prevent that motion in a second and a roll call vote to change. What is it true typographical error, which is sometimes it gets a little bit burdensome, almost right, go through the motion. The second that everybody kind of says, well, what's the chain? What are we voting on? The kind of thing to avoid that?

**Tara Gaston**

Oh, yes. As someone who had the motion to change from a nonexistent budget line to one that exists due to a typographical error. Got it. I just want to make sure that if there's a difference that it's on the record so that the public understands why the item changed, so I'm good with it.

**Matt Veitch**

All right. So any other questions from the committee? Anything else? Anybody on the phone? All right, hearing none.

**Joe Grasso**

I'm good Matt.

**Matt Veitch**

Yes, sir.

**Joe Grasso**

No, I'm good. Joe's good with it.

**Matt Veitch**

Oh, okay. Thanks, Joe. Supervisor Grasso. Alright, so just to review very quickly, and we'll go through this, so the changes that are proposed for the rules of the Board updates are to change the order of business, with presentations happening before public input, and reports occurring before the Reports of committees, have an item that waives the reading of the resolutions or somehow defines that, what that would mean, with the caveat that a Supervisor could request that a full resolution be read into the record with the Chairman's approval, timing of agendas, to change our timing of agendas for committees from five calendar days prior to the meeting to four business days prior to the meeting, that would be County business days, and to have the agenda out two business days before the committee meeting. And then the last one would be to have a provision that would allow for non-substantive items such as typographical errors to be administratively changed once brought up in a committee meeting or a Board meeting, I'm sorry, with the consultation of the Chair and the County Attorney determining the substantive-ness of the change and directing the Clerk to change that in the final copy. So those are the changes that are proposed. I guess I would ask now for a motion for those changes from one of the committee members.

**Tara Gaston**

Supervisor Gaston, I will move them, the changes.

**Matt Veitch**

Okay, so moved. Is there a second?

**Eric Connolly**

Supervisor Connolly, second

**Joe Grasso**

This is Joe, Matt.

**Matt Veitch**

Okay, discussion?

**Joe Grasso**

I'll second too.

**Matt Veitch**

Second and a third. Any further discussion? Hearing none, all in favor say aye.

**Several Supervisors**

Aye.

**Matt Veitch**

Any opposed? All right, carried. Thank you. Alright, moving on we have the budget subcommittee policy recommendations. So the budget subcommittee, which consists of myself, Supervisor Schopf a Chair and Supervisor Tollisen met recently with the County Administrator Bulger to discuss the operating

budget procedure policy that we have. I believe all the committee members received the redline copy of that for changes. And I believe we have a final copy here as well with us today. So I guess what I would ask is, if there is any comments, questions, I don't know, Supervisor Schopf, if you want to talk about some of the things that we discussed, and then move forward for potential change in policy or if whether or not this needs further review. So to Supervisor Schopf, I'll turn the floor to you if you if you so choose.

**Jonathan Schopf**

Thank you. So basically, I think the biggest fundamental change are the moving of the dates and vesting a little bit more a little bit more clarity in the function of County Administrator in Law & Finance in overseeing the budget process. Think the change is sort of speak for themselves. It's pretty brief and explanatory. I don't know if anybody has any questions for us?

**Matt Veitch**

I don't know, I think it was attached to the agenda. I don't know I have a final here. I don't know if anybody else does. Maybe not. Maybe that was, you have that?

**Jonathan Schopf**

I have it.

**Matt Veitch**

Yeah, there's okay. Okay, well, that makes sense. We'll move right ahead of before the feedback. So why don't we hold off on this until next month. Just because it doesn't seem like the committee has enough information to move forward. I know that it kind of is getting closer to the time where budgets have to start to be submitted. So this should be done next month. So I think best practice here would be to just turn everything over that we have to the committee members to review and then come back next month and take a vote.

**Tara Gaston**

So just for clarification, it does look like in the in the reasoning that the department heads have already been instructed to provide initial budgets in July, which is a change from prior does that require any action on behalf of us? Or is that okay, that they? Because that's a change. And I agree with you, I would like to have the redline version and discuss it further before we make any big ones. But anyhow I want to make sure that if there's anything that needs to be done, I don't imagine a department head has a problem with it. My other thing is or my other item is, whether we change this now or we do anything next month is something that I have not seen in that I would like to see is I think that Supervisors should be provided with a copy of their requests from departments. So, as department heads are moving forward, whether that has changed by the time in the next month or by the time they provided you, I think that there should be provided to Supervisors so that we can have a better discussion about what's needed, what's wanted and our actual finances.

**Matt Veitch**

Yeah, what one of the things that used to occur some years ago, and I don't know, our maybe Supervisor Raymond remembers, but there was a time where we had a list of budget that came out with, with that on it, actually, the requested amount, with the County Administrators changes recommendations, even with Law & Finance's changes and recommendations, we would be presented with full budgets, I think, maybe three times between the time that the budget was issued, and the final vote with all the different changed amendments on it. Whereas the process over the last few years has changed kind of significantly, where we're not seeing the proposed amount, we're only getting the Administrators final budget, and then we're getting some worksheets with the Law & Finance changes, but we're not actually seeing the full budget impact of those, so I think that's a great idea.

**Tara Gaston**

I think that's important because I know that there have been instances where we've gone back as a Board to add things in, which is fine and that's our prerogative to do that but I also want to know, are the things that should have been obvious, did a department had ask for them and they were taken out, and we're choosing to add them? Are our department heads not asking for the things that they need to prep? Like, those are all pretty important things for us to know as a Board when we're checking and seeing what's going on?

**Matt Veitch**

Supervisor Raymond.

**Jean Raymond**

Yeah, it is my understanding, and you may want to sit down with our Treasurer, that a lot of these changes in the amount of information we received in the form that came in was when the new financial package was put in. And it was because, the financial package is capable of producing the information, in the past was not requested to be produced in the form that we were used to seeing. And that that goes on to include better breakdown of salaries by department rather than them all lumped in one lump sum. It was requested the last year's budget, the previous No, last year's budget than the previous year to that which was completed the actual amount really spent.

**Matt Veitch**

Yep.

**Jean Raymond**

So you had a much better sense of it. And I think that perhaps you or somebody or the County Administrators should sit down with the Treasurer and talk about what kinds of reports can be produced. Because I think all of the things that Tara's asking for and you miss and I miss are capable of being produced. They're just not being produced because we haven't asked them because we don't know that.

**Matt Veitch**

County Administrator.

**Steve Bulger**

Yes, Supervisor Raymond, you're exactly right. In those reports, in talking to Drew and Brian O'Connor, now that they have a better handle on the system, they're telling me that they can produce an awful lot more reports than they've really been requested to, and they want to do that. So I think that that should, so that is going to be part of this to Supervisor Gaston's comment about July, right now, we'll see how it ends up, the only thing we're really doing is we're requesting that we will send a budget worksheets out by July 15, instead of August 15. They're not due right away, we're just moving it up a month. Because we want to have more time for both the Law & Finance committee and to your point Supervisor, the actual Board of Supervisors subcommittee that has oversight over a particular department to get involved in the process as much or as little as they want. I think there will be some Chairs of subcommittees that will really want to sit down with the Department Heads and go through the budget to whatever degree they want. And that is going to be written in here that the Department Heads have to be ready to discuss every single line item if that's what is requested. Other committee chairs may not want to do that. But that will be up to that committee chair and that committee how deep they want to get into it. But we do think without getting too far into it, the goal here is to get the Supervisors more involved much earlier in the process. So you really can get your priorities to the department heads and work that out and try and include it in the budget instead of at the very end. So we're working through this. I appreciate the help from the subcommittee and also County Attorney on this and we will have some you know we'll have some final language for you for the next meeting.

**Tara Gaston**

Just for clarification, the background says at the direction of the Board and the County Administrator depart heads have been instructed to submit initial proposed budgets for review in the month of July. So, are they submitting filled out sheets in July? Or? Because that was my understanding. And I think Supervisor Schopf is on, I don't know. But I would also like to know when they're supposed to be coming.

**Matt Veitch**

Yeah. So I'll just say that we haven't approved this policy yet. So I as of right now, it's the way the old policy was. So I don't know what that means yet. I think at the time that we maybe next month, and we discussed that I think we can maybe flesh that out I at this point I don't think it's exactly clear.

**Steve Bulger**

Yeah, we're still going through that, because there are some statutory dates from the State that we want to make sure that that's all being met. So we're still working our way through that.

**Tara Gaston**

So at this time, there's no direction to provide an initial budget in July.

**Matt Veitch**

Not that I know.

**Steve Bulger**

Not yet.

**Michael Hartnett**

I can comment, if I may, Mr. Chairman,

**Matt Veitch**

Yes.

**Michael Hartnett**

County Attorney Hartnett, I drafted the agenda item request so the confusion is caused by me on that instruction, it stems from there was a department head meeting some months ago, where the expectation is that the budget process would be bumped up a month, in the sense that worksheets would be going out. Or the misnomer instructed that there would be do it was more, that was probably bad choice of words to use the agenda item request, but the expectation is that the process would be a little bit earlier this year, at least with starting so it hasn't been a your worksheets are due by x date, that's not a formalized policy, I put that in the agenda item request for purposes of kicking off the discussion. Thank you.

**Matt Veitch**

Alright, so I think at the end of the day, we're gonna just move this to next month. And I think that's a good idea because we've definitely had a lot of discussion about questions with this, just make sure we have something we can all kind of get together and vote on for next month. So I know that Supervisor Raymond has to leave so I'm going to move up number seven, the records retention update, so she can do that report, and then go on your way.

**Jean Raymond**

Thank you very much, I appreciate that. I don't have a whole lot to report, we did take a tour of our current facilities, I don't have the date in front of me, because I walked out without my file but we did do it, we were going to try and make a date to go to Warren County. And upon further conversation with Warren County, we decided the County Administrator and I decided that that probably wasn't the best place for us to spend our time. And instead, at the recommendation, I think, maybe from you as well, Ulster County was selected as the next place to visit and the County Administrator is making those arrangements. We've also kind of added to your subcommittee we have engaged Lauren Roberts, we've added her because she's great, and she knows an awful lot about it. What we're doing now is preparing, I don't think it's quite ready yet, but preparing a survey for all the towns in the county to see if anybody has interest in any kind of joint records, storage, shared space, or anything we're also going to be doing and I'll leave this to Steve to explain what we're going to be calling our department heads to find out how much they have been hoarding in their own little cubicles to get a better sense of what records are really out there. You want to add to that?

**Steve Bulger**

Yeah, so we are, we're asking the department heads to get us as complete a list as possible, of where they've got files stored, how many filing cabinets what size are they trying to be as specific as possible because there's stuff all over the place, quite honestly, without getting into it. And we need to get a handle on that in addition to the outside, municipalities, we may be working on just to build our database as to what we really are going to need to set up moving forward.

**Jean Raymond**

And very early on in the stage, but you know, there may be some opportunities for some shared services, which may bring in some money, there may be some opportunities through the local government records management fund for some money to come in. And at some point, my guess is we are going to recommend that a consultant be brought in to determine what we need, how much space now and in the future and some ideas that are way premature to go ahead with but we're thinking about it and we will continue to move forward. As the COVID restrictions change it makes it a little easier for us to possibly go down to someplace like Ulster County.

**Matt Veitch**

Yeah.

**Jean Raymond**

Couple of the county vans and take people down and let them see what's down there. Even a month ago, we weren't sure where we stand with that, so I think it's going to evolve as things evolve, as far as being able to really get out there and about there.

**Matt Veitch**

All right, great. Thank you. Appreciate it. Yes. Oh, no problem. No problem. So all right, so we have actually two more items left to do here today. First is I wanted to invite our HR Director, Ms. McNamara here to discuss the vacancy review policy changes. We did approve these in the HR committee last week. But since this is government review, and one of our topics that we cover is County policy, just wanted to have a quick update from the HR department to tell us what the changes are to that policy, which in my opinion, as I voted on it and HR committee, make it far more efficient and more understandable as to what vacancy review is going forward. So please, you have the floor.

**Marcy McNamara**

Okay. Basically, that's what it is, to make it more efficient. We had a 30 day waiver request that a department head needed to do, so from January to this month, we've had over 50 positions go through vacancy review, and over half of them were requested a vacancy review, which I need to contact the Chair for approval, and we just have been running mean and lean. And during the budget process, we go over staffing levels, position classifications, and what gets reimbursed from the state and what gets reimbursed federally. So it seems redundant. So basically, that's what we took off, and the vacancy review committee will meet quarterly. And we'll go over items such as turnover, rates, exit interviews, and staffing issues. Because I think that's more beneficial than the Supervisors coming in for 10 minutes and saying, Okay, this is vacant, this is vacant, this is vacant, and the Supervisors never really have any problems, filling the positions. So I think this is much more helpful information to gather.

**Matt Veitch**

Yeah, I agree. I mean, I think when I was in the position to be involved the vacancy review as Chairman of Law & Finance, then Chairman of the Board some years ago now it seemed to be quite a redundant process. And we approved everything, I don't think we denied anything. And I don't know if the 30 day hold makes any sense, really, at this point anymore. So I mean the positions we have are all funded under the assumption that were funded for the full year. So I'm not sure what that purpose that served. I mean, maybe it did at some point. But at the end of the day, today, I don't think it's really doing what it

was intended to do. So I think the changes are fine. You know, I don't know if any other Supervisors are on HR committee that are on this committee. And I don't think we need to do a resolution or anything. But I think at the end of the day, I like the changes, I think they're fine. And I would recommend moving forward. So I don't know if anybody else has any comments about that. But from my perspective, I appreciate you coming here and just letting us know, and moving forward.

**Marcy McNamara**

And we'll still review the open positions so that the Supervisors are aware during the HR committee.

**Matt Veitch**

Right.

**Marcy McNamara**

I do have a question on the budget, though.

**Matt Veitch**

One second, does anybody else on the committee have any questions on this before I turn it back over to Marcy? Hearing none, you have the floor again, go ahead.

**Marcy McNamara**

So the Human Resource department starts the budget process by sending out to the department heads their wish list, and I believe maybe that's what Supervisor Gaston was talking about in regards to I want to see a copy of what those department heads are actually requesting, yes, because it used to be a subcommittee out of HR, and then they would review the requests. And if needed, the department head would be interviewed. So I don't know if that process is going to be looked at. But if you're going to just fast forward a month. And I know that I have I asked the County Administrator and he said that he would get back to me after this meeting. But that's what I'm going to you know, ask them tomorrow. Do you want me to send out that email because it takes about a month for the department heads to get back. And I absolutely have no problem sharing with any Supervisor what any department head requests.

**Matt Veitch**

So, I don't I don't know if I can make that decision, you know?

**Marcy McNamara**

Yeah.

**Matt Veitch**

Yeah. Chairman of Law & Finance maybe could, he is on the phone. But, yeah, I mean, I would say that I don't, I'm not really understanding of that process. And maybe that's something that either Chairman of Law & Finance or the County Administrator talking about, but having that come out of HR seems interesting to me. But why would the Law & Finance committee not handle that or the Administrator's office? Well, maybe there's a reason for that.



**Tara Gaston**

By wish list, you're talking about personnel?

**Marcy McNamara**

Yeah.

**Matt Veitch**

Not the budget requests. Okay,

**Marcy McNamara**

What positions, they want reclassified, what positions they want added.

**Matt Veitch**

Okay.

**Tara Gaston**

I think in the last budget, you provided us a lot of that, like, this is what they asked, this is the difference and we shook that whole thing up.

**Matt Veitch**

Yeah.

**Tara Gaston**

And so yeah, that's part of what I'm looking for, but also like, is the department asking for computers, or are they sitting on their windows seven computers using AOL?

**Several Supervisors**

Inaudible (several people talking at once.)

**Matt Veitch**

All right. I think that's cleared up fine. But you know, one of the things again, I go back in the past, and I know Supervisor Raymond had said that we don't want to move backwards. But you know, even that process was different when I was there, and I think a little more, in my opinion, clear to the Supervisors as to what was going on with HR requests and decisions, I don't know, if it was the last three or four years or so, there was a subcommittee of the HR committee that was doing a lot of that evaluating, whereas in the past that went right for Law & Finance. And yes, we had a very long finance committee meeting when we did that but at the end of the day, that was like a different process where it was handled number one by more Supervisors that were involved in it, number one, and number two, it was an open meeting so we were able to attend that meeting, if you weren't on the subcommittee, it's hard to know, when that subcommittee's meeting, I mean, I guess anybody's invited to go. But at the end of the day, it's not the same kind of process. So I would just ask, maybe we consider that a little bit this year, potentially doing a little different, or if the subcommittee process seems to work good whatever people think. But at the end of the day, that to me, I felt was kind of a step backwards, when we had a

smaller group of Supervisors making a lot of decisions presenting, it's how the rest of us and that limited our input as to what we would want to see. So I just want

**Marcy McNamara**

I just want to take the first step and gather the information.

**Matt Veitch**

Yeah, Oh, no, I agree with you. Absolutely.

**Marcy McNamara**

However you want to do it.

**Matt Veitch**

But I think that again, that's why I think where we got kind of hung up last year, in the in the full process, was that, it's kind of presented to you and then there was some people who want to make some changes, and then they wind up spilling over into a budget workshop, and it wind up being much more tedious process than maybe it had to be so we can talk about that more later. But again, as far as vacancy review, thank you for coming and we appreciate that and I think we're all pretty supportive of it as we move forward, so thanks. Alright, last on the agenda at this at this late hour. And then these meetings, I knew were going to be long when we started this committee. But at the end of the day, we have the local laws and the county code, I just want to announce quickly that I finally finished my review of the local laws. So I have a spreadsheet together that I've shared with the Attorney Hartnett and the County Administrator with some summaries of each local law, some comments about when they got repealed or changed. It can be a little difficult to follow at times. But at the end of the day, it's a pretty large review of every local law since 1950 that's currently stored in the county clerk of the Board's office, including a couple of local laws from before 1950. But you know, it's just basically a follow through a timeline of all the local laws we pass. So I've handed over to Attorney Hartnett, to take a look at to start to come up with some recommendations on ones that we need to kind of take a look at and amend or repeal or rescind or change or whatever. And so I think in the next month, starting next month, most likely we'll have a few of these that are going to have to come forward to us for recommendation for the Board of Supervisors to do something with so the other question I have on that is that I believe at our last meeting, we talked about potentially doing a minor contract with general code for this. I know there was some conversation that went on about that. I don't know if that's happened yet or not. So if it hasn't, that's fine. But we had talked about I know it's Attorney Hartnett came over with some quotes and then we talked about potentially doing something with that. So I don't you're looking like it hadn't gone through so I'm thinking it hasn't.

**Therese Connolly**

I believe the minor contract is in place.

**Matt Veitch**

Okay.

**Therese Connolly**

So I will need to follow up with General Code and see what's going on?

**Matt Veitch**

Okay, yeah, I didn't know from this seat that that it had happened. So I appreciate that. And I thank you for getting that done. So hopefully they can help us out with some of this review as well as we go forward. So with that I'm at the portion of our meeting that is other business. So I will ask if there's anybody in the committee that has any other business for the for the committee today. Supervisor Gaston.

**Tara Gaston**

Oh, I just want to move to adjourn.

**Matt Veitch**

We have a motion to adjourn. Is there a second?

**Eric Connolly**

Second, Supervisor Connolly.

**Matt Veitch**

Supervisor Connolly, thank you. We're adjourned. Thank you, and we'll see you next month.