

MINUTES

GOVERNMENT PERFORMANCE AND WORKFORCE RELATIONS COMMITTEE

OCTOBER 9, 2009 3:30 P.M. COURTHOUSE CONFERENCE ROOM

Present: N. Shinagawa, Chair; D. Kiefer, Vice Chair; L. McBean-Clairborne; J. Dennis; and M. Hattery
Staff: K. Fuller, Deputy Clerk of the Legislature; D. Squires, Finance Director; J. Mareane, County Administrator; A. Fitzpatrick, Personnel Commissioner; M. Lynch, Public Information Officer; N. Jayne, Administration; E. Marx, Commissioner of Planning and Public Works; A. Lemaro, Facilities Manager; S. Estes, Deputy Personnel Commissioner; P. Younger, Deputy County Administrator; V. Coggin, Assessment Director

Call to Order

The meeting was called to order at 3:33 p.m.

Changes to the Agenda

Ms. Kiefer requested a discussion regarding election legislation be added to the agenda if there is time. Mr. Mareane requested a brief executive session to discuss a personnel matter.

Report from the Chair

Mr. Shinagawa, Chair, did not have a report.

Report from the County Administrator

Health Benefits Consortium

Mr. Mareane reported the Health Benefits Consortium passed its 2010 budget, which includes \$57,000 for support to Tompkins County to do the financial work and approval of the specific benefits plans. It is not certain if additional action is required by the Legislature.

Quarterly Indicator Report

Mr. Mareane reported the latest figures indicated the following:

- Welfare benefit cases up 12% from last year;
- Food Stamp cases up 19% in August;
- Tompkins County unemployment rate increased from 5.4% to 6.3% in the past year;
- Consumer Price Index is at a negative 1.5% compared to last year;
- Consumer Confidence is up from a year ago, but is flattening out in our area the past several months;
- Overtime is 22% below budget;
- Sales tax is tracking at 9% below budget;
- Enplanement levels at the airport continue to be strong and are 25% above a year ago.

Mr. Shinagawa asked if any additional information is known about future Delta and US Air routes to LaGuardia Airport. Mr. Mareane reported discussions are going well, but it may be some time before the changes in flights occur. Although the changes would provide a flight to Washington, DC, it may mean one less flight to LaGuardia Airport.

Report from the Financial Director

Mr. Squires notified the Committee that the number of autopsies are up, causing the Health Department budget to be over by \$10,000 at this time. The budget line for autopsies is difficult to estimate since it is out of the County's control. The cost for each mandated autopsy is approximately

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\$1,200. He noted unemployment claims are up, with the County paying \$27,000 this quarter compared to \$6,000 last quarter. Last year the total was \$59,000.

Report from the Personnel Commissioner

Members reviewed the Affirmative Action Quarterly Report. In response to Ms. Kiefer's question, Ms. Fitzpatrick said the "removed" column this time includes temporary, seasonal, retired, and employees leaving for cause.

Report from the Public Information Officer

Ms. Lynch reported there have been many questions regarding the budget and that the modified budget forum format was well received. Budget presentations were also given at the Ithaca Downtown Businesswomen and Chamber Government Affairs Committee.

The new County Facebook page is continuing to be developed and a discussion question was placed on the website today. Responses may be sent by both Facebook and non-Facebook users. Ms. Lynch expressed appreciation to Mr. Sutherland for his assistance with the project.

Report from the Workforce Diversity and Inclusion Committee

Mr. Mareane reported that the Committee, with the assistance of Mr. Estes and Ms. Fitzpatrick, is studying the possibility of a potential pass/fail system for Civil Service. The City of Ithaca Human Resource Department is also involved in this study. The intent is to allow a better opportunity to speak to and hire people with the right skills-set versus the present system requiring employment by test scores. The County is utilizing the skills of Cornell Institute for Public Affairs students to review a variety of material for the study. The students, who were broken into five study groups, will provide a mid-term update, with the completion of their work presented in December. He noted the CSEA provided information that explained the union's reservations with modifications of the Civil Service regulations.

Mrs. McBean-Clairborne said Don Kelly, Director of Research for CSEA, attended a Committee meeting to explain the union position, indicating that if the County pursued a pass/fail system they would challenge the change. Mr. Kelly commented since the union also has some questions regarding present Civil Service testing procedures, that future discussions could take place to address some common concerns.

In response to Ms. Kiefer's question of whether other states are utilizing a pass/fail system, Mr. Mareane said that some states allow going beyond the top three candidates. Mr. Estes said the States of Georgia and Florida have abolished civil service and have not had good experiences with the change. He said the students will be looking at outcomes in these states. In response to Ms. Kiefer's question, it is not known if there are any law students in the student groups.

Mr. Dennis said he believes the County would be best served by having a conflict dialogue with the CSEA union; when the topic was first mentioned the union quickly expressed concern.

Mrs. McBean-Clairborne spoke of a workshop she attended during the recent New York State Association of Counties conference regarding the barriers of civil service in keeping younger workers in New York. Other legislators present expressed interest and spoke of having heard of Tompkins County's efforts regarding reform.

Assessment Department

Resolution

It was MOVED by Mr. Dennis, seconded by Mrs. McBean-Clairborne, to approve and submit the following resolution to the full Legislature.

Ms. Coggin, Assessment Director, said the State had maintained the exemption level at \$28,000 for the past three years and is now allowing the option of an increase in the income limit to \$29,000, with a maximum exemption rate of fifty percent. The sliding scale would be adjusted accordingly with a maximum income of \$37,299 for the exemption. If approved, the resolution would take effect in 2011. Some municipalities and school districts within the County have opted into the exemption in the past and again will have that option. She noted the exemption burden would be spread to the remaining taxpayers.

It was MOVED by Ms. Kiefer, seconded by Mr. Hattery, to amend the resolution to indicate “M” would remain at \$28,000. She spoke of the present negative inflation and Consumer Price Index combined with the anticipated budget constraints and does not believe it should be increased at this time.

In response to Mr. Dennis, Ms. Coggin explained some municipalities only use the single limit to determine exemptions, however, Tompkins County has opted to use a sliding scale.

Mr. Hattery agreed with Ms. Kiefer regarding maintaining the current exemption levels at this time.

At this time Mr. Shinagawa stated he would support the amendment, and recommended passing the resolution to affirm maintaining the current level.

A voice vote on the amendment to set the value of “M” to \$28,000 (the current level) resulted as follows: Ayes – 5; Noes –0. AMENDMENT ADOPTED.

A voice vote on the resolution, as amended, resulted as follows: Ayes – 5; Noes –0. RESOLUTION ADOPTED.

Ms. Kiefer requested future resolutions to set the income limit for exemptions include information of what the other taxing jurisdictions do. Mr. Hattery said the Town and Village of Dryden accepted the amendment.

**RESOLUTION NO. – SETTING THE INCOME LIMITS FOR PERSONS WITH
DISABILITIES AND LIMITED INCOMES AND PERSONS
SIXTY-FIVE YEARS OF AGE OR OLDER REAL PROPERTY
TAX EXEMPTIONS**

WHEREAS, the County Legislature desires to increase the income limits for the Persons with Disabilities and Limited Incomes Real Property Tax Exemption, and

WHEREAS, the County Legislature desires to increase the income limits for the Persons Sixty-Five Years of Age or Older Real Property Tax Exemption, now therefore be it

RESOLVED, on recommendation of the Government Performance and Workforce Relations Committee, That M as used in County Code Sections 150-2(A) and 150-38(A) shall be set at \$28,000.

SEQR ACTION: TYPE II-20

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Retirement of Assessment Director

Mr. Dennis said this would be Ms. Coggin's last meeting prior to her retirement. He acknowledged hearing many positive statements regarding the high quality of her work on behalf of the County. Ms. Coggin noted it was her pleasure to work in the Assessment Department, first as an Assessor, then working through the ranks to her current position.

Administration

Performance Measurement Presentation

Mr. Sutherland, Program Analyst, provided an overview of his work relating to the Logic Model Approach used to determine Performance Measures. This model will review the resources, services, and products to determine how well a service was delivered.

To accomplish the task, a mix of large and small departments/programs, as well as those that have cross-over programs into other departments, will be used in the pilot and will capitalize on existing data. The following departments were chosen for review: Probation and Community Justice, Youth Services, Solid Waste, Office for the Aging, Planning, and Mental Health. Mr. Sutherland has met with each department to discuss individual programs and data, as well as their relation to the department mission statement. By doing so, these static data will paint a picture and create a mindset of what the final performance measurement system will look like.

Mr. Sutherland anticipates the development of a standardized performance measurement system would be complete by February 15, 2010, followed by a test run through April 12, 2010, and a presentation to the full Legislature by May 3, 2010.

Mr. Mareane said with a decentralized organization such as the County it is very important to have a tool like this to track how departments are doing, which is the goal of the performance measurement. He emphasized it is a management monitoring tool to be used to determine how to improve outcomes, not a budgeting or program evaluation tool. The pilot is being designed to be sure to have measurements to watch areas that need to be reviewed, which could then be used with other programs.

In response to a question by Mr. Dennis of how Department Heads are viewing the performance measurement efforts, Mr. Sutherland said they have been very receptive once it is realized the pilot could be a tool to assist with outcomes. Mr. Mareane said Department Heads had an underlying concern that in the measurement process, a "red dot" indicating need for improvement could have a negative reaction by the Legislature. A "red dot" is simply an indicator of an area requiring more attention. Mr. Sutherland provided information on how the rating system could be used.

Policy Revisions and Abolition

Ms. Younger said there are eight policies before the Committee, with one to be abolished. She noted Policies 06-08 and 06-09 had undergone a very thorough review from the appropriate staff and the Facilities and Infrastructure Committee.

Policy 02-12 – Personnel Records

Ms. Kiefer said she believes the information in the Legislative Policy Statement is more administrative and therefore should be located in the General Information section. In addition, she noted the procedures deal with both personnel records and employment applications and therefore, the separate items should flow accordingly under separate headings and suggested reordering the paragraphs. And finally she noted some inconsistent use of terminology, such as "folder" and "file".

Ms. Kiefer requested the title be amended to Personnel Department Records and Employment Application for clarification.

The following policy does not reflect the changes suggested above. [Later in the meeting, Mr. Shinagawa urged Ms. Kiefer to contact appropriate staff to review her suggestions.]

PERSONNEL RECORDS

(Title)

Objective:	To establish policy covering the availability of employee application information and access to personnel record information of Tompkins County employees.	Policy Number:	02-12
Reference: <i>(Laws both state and local)</i>	Civil Service Rules for Tompkins County, Rule VII (3); Personnel Department; Section 75, Civil Service Law	Effective Date:	January 12, 1981
		Responsible Department:	Personnel
		Modified Date (s):	June 28, 1988 July 2, 2008
Legislative Policy Statement:	The County shall comply with Civil Service Rules for Tompkins County, "Rule VII (3); Applications"; "Civil Service Law Section 75 – Removal and other Disciplinary Action."	Resolution No.:	
General Information:		Next Scheduled Review:	
I. Definitions			
II. Policy:			

- Procedure:**
1. Employees may view the contents of their personnel folder, by appointment only, in the presence of the Commissioner of Personnel or a designee.
 2. An employee's or candidate's application may be shown, upon request, to the appointing officer to whom the employee's or candidate's name is certified, or to a designee, provided however, creed, national origin, citizenship, religion, marital status, age, disability, or record of current pending charges or conviction shall not be divulged.
 3. Any appointing authority with a current or anticipated vacancy in the department must request applications from the Tompkins County Personnel Office. The Personnel Office will provide copies of the training and experience page(s) (Pages 2, 3, 4) of the application which includes the education, job experience, name, address, phone number, position applied for and date of application.
 4. The Tompkins County Personnel Office will respond in a timely fashion to any reasonable request for applications, whether the request is made verbally or in writing. The Commissioner reserves the right to require that the request be made in writing.
 5. Each employee shall be given copies of all performance reviews (see Policy 02-14) that are placed in the employee's personnel file. The employee shall have the opportunity to sign, date and submit a response to the evaluation.
 6. The only recognized personnel file is that kept in the County Personnel Office and only that file may be the basis of disciplinary action.

Policy No. 03-06 – Retirement Insurance

Ms. Kiefer noted she had similar amendments regarding order of information. *Mr. Shinagawa said if not substantive Ms. Kiefer could contact the appropriate staff to amend the order of various paragraphs for clarity.*

NEW YORK STATE RETIREMENT
 (Title)

Objective:	To establish procedure to implement the Retirement Law for County employees	Policy Number:	03-06
Reference: <i>(Laws both state and local)</i>	Retirement and Social Security Law, Articles 2, 11, 14 (Section 89A) and 15; Resolution No. 1 (1954); Resolution No. 19 (1957); Resolution No. 154 (1967); Chapter 890, Laws of 1976; Resolution 341 (1980); Chapter 414, Laws of 1983	Effective Date:	January 12, 1981
		Responsible Department:	Personnel
		Modified Date (s):	April 8, 2009
Legislative Policy Statement:	To follow the New York State and Local Employees' Retirement Law	Resolution No.:	

**General
Information:
I. Definitions**

**Next Scheduled
Review:**

I. Policy:

1. When you join the Retirement System, you are assigned to a tier depending on your date of membership:
 - Tier 1 – hired before July 1, 1973
 - Tier 2 – hired on or after July 1, 1973
 - Tier 3 – hired on or after July 27, 1976
 - Tier 4 – hired on or after September 1, 1983
2. Under Article 14 of the Retirement and Social Security Law, all permanent full-time County employees are required to participate in the New York State and Local Employees' Retirement Plan, which requires an employee contribution of.
 - Tier 1 and Tier 2 – no contributions- Tier 3 and Tier 4 – 3 percent of gross wages for first 10 years
3. Membership in the Retirement Plan is optional for temporary, seasonal, provisional and part-time employees, and those whose position will be terminated within one year. Employees not participating shall be required to submit a waiver, indicating the decision not to join the Retirement System.
4. If you are working in a permanent, full-time position for an employer that participates in New York State and Local Employees' Retirement System, it is mandatory that you become a member of the Retirement System. At the time of hire, during orientation, an employee in permanent, full-time status will complete an Article 15 Member Registration form (see [Policy 02-04](#)).
5. If an active employee and member of the Employees' Retirement System passes away, the Personnel Department will notify New York State Employees' Retirement System. This will aid in initiating payment of benefits to the member's beneficiary, if applicable. Every member of New York State Employees' Retirement System is responsible for maintaining current beneficiary information.
6. There are provisions in the New York State Employees' Retirement System for a disability pension based on work related or non-work related, illness/injury, based on qualifying conditions to be determined by New York State Employees' Retirement System.

Procedure:

Policy No. 03-13 – Rest and Meal Periods

In response to a question raised, Mr. Estes clarified that although there are State regulations regarding rest and meal periods, County Departments have varied schedules. Ms. Kiefer suggested a statement be added to specify a consistent time allowed; consensus was not reached on this addition. She also thought item #5 should be included as part of the Legislative Policy Statement.

REST AND MEAL PERIODS
(Title)

Objective:	To establish County policies regarding rest and meal periods	Policy/Procedure Number:	03-13
Reference: <i>(Laws both state and local)</i>	Agreements between the County of Tompkins and Civil Service Employees Associations, Local 1000, AFSCME, AFL-CIO, Civil Service Employees Association Local 855 of CSEA/AFSCME, Corrections Officers Local 2062; June 10, 1974 memo from County Administrator;	Effective Date:	January 12, 1981
		Responsible Department:	
		Modified Date (s):	April 8, 2009
Legislative Policy Statement:	It is the policy of the Tompkins County Legislature to follow the agreements with the bargaining units.	Resolution No.:	
General Information:		Next Scheduled Review:	

I. Definitions

II. Policy:

1. Rest periods and/or meal periods cannot be used to report late or leave work early.
2. Should a meeting preempt the designated meal period, another time period of equal length must be substituted during the same day, as close to the midpoint of the shift as possible. Employees must not plan to work through their meal period to enable them to leave work early, or arrive late.
3. The department head is responsible for scheduling meal periods.
4. Employees who work more than six (6) hours are entitled to a 30-minute meal period.
5. New York State Law will supercede any negotiated agreements.
6. For employees that are members of a bargaining unit, the meal and rest periods are covered by bargaining agreements. The links to the bargaining agreements are listed below:
[White Collar Unit:](#)
[Blue Collar Unit:](#)
[Tompkins County Correction Officers Local 2062:](#)
7. Confidential and Management employees follow the same guidelines as the White Collar employees.

Procedure:

Policy 04-12 – Reinstated Employees

A brief discussion followed regarding the County Administrator approval process as adopted by Resolution No. 44 of 2009, for all hires, noting this policy has been used as needed over time. Mr. Estes asked and the Committee agreed to include the County Administrator approval process as part of the standard policy. Mr. Dennis questioned the lack of an appeal process within the policy as written, noting the current resolution requiring County Administrator approval provides an appeal process when a Department Head determines filling a position is critical to their operation. Following further discussion, consensus was reached to send the policy back to have the appropriate language regarding the appeal process included.

REINSTATED EMPLOYEES

(Title)

Objective:	To establish terms and conditions including salaries and fringe benefits for reinstated and	Policy/Procedure Number:	04-12
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rehired County employees.

Reference:
(Laws both state and local)

Civil Service Rules for Tompkins County Rules, Agreements between the County of Tompkins and Tompkins County Unit, Local 855 of CSEA/AFSCME; Agreement between the County of Tompkins and Deputy Sheriffs' Association; Civil Service Employees Associations, Local 1000, AFSCME, AFL-CIO, Civil Service Employees Association; and Corrections Officers Local 2062

Effective Date: January 12, 1981

Responsible Department:

Modified Date (s): April 8, 2009

Resolution No.:

Next Scheduled Review:

Legislative Policy Statement: General Information:
I. Definitions

II. Policy

1. Department heads or appointing authorities must obtain County Administrator approval prior to appointment. A MSD428 (Report on Personnel and Supplementary Payroll Certification, see [Policy 02-04](#)) and an approved "Request To Fill A Vacancy" form must be filed with the Personnel Office upon reinstatement of the employee.
2. For any employee rehired or reinstated, the adjusted date of hire will be the anniversary date for all fringe benefits. The adjusted date of hire will be calculated to reflect the time not in County employ.
3. For any employee on an unpaid leave of absence, the original anniversary date remains unchanged and the fringe benefits are prorated.
4. Any employee who resigns and is reinstated loses any accumulated sick leave.
5. Salary for Rehired or Reinstated Employees - any person rehired or reinstated within one (1) year from the date of resignation/removal in the same classification will be rehired at the Working Rate if the training period was served prior to resignation/removal. If the training period was not completely served, the employee will be rehired at the Hire Rate and serve the balance of the training period before moving to the Working Rate of the classification.

Procedure:

Policy No. 04-14 – Promotions

It was noted that regardless of the bargaining unit for a position, all promotions are filled in accordance to New York State Civil Service Law. Mr. Estes said the purpose of having the policy is to ensure the individual supervising an employee is at a salary greater than the employee being supervised. At times, an employee may have a higher salary due to longevity; this policy provides the supervisor with a higher salary level, but the salary would not exceed the working rate.

PROMOTIONS

(Title)

Objective: To establish policies concerning promotions in County employment

Policy/Procedure Number: 04-14

Reference: (Laws both state and local) New York State Civil Service Law, Civil Service Rules for Tompkins County (as amended September 12, 2008 and January 11, 1979; approved by the New York State Civil Service Commission June 8, 1979), Agreement between the County of Tompkins and Civil Service Employees Associations, Local 1000, AFSCME, AFL-CIO, Civil Service Employees Association, Local 855, AFSCME,;

Effective Date: January 12, 1981

Legislative Policy Statement: To follow New York State Civil Service Law and Civil Service Rules for Tompkins County for promotions.

Responsible Department: Personnel

Modified Date (s): April 8, 2009

General Information:

I. Definitions Promotion is defined as the movement of any employee from a present position to any higher-rated position, regardless of department.

Resolution No.:

Next Scheduled Review:

II. Policy:

1. Competitive, noncompetitive and labor class jobs will be filled in accordance with New York State Civil Service Law.
2. On promotion to a supervisory position, an employee will receive an increase to a salary greater than the salary of the employees being supervised, but never greater than working rate of the new position. This provision does not apply to management employees (see [Policy 04-06](#), #2, B3) or confidential employees (see [Policy 04-06](#), #2, B2)
3. On promotion to a temporary supervisory position, the same procedure must be followed as in an original appointment. No title or salary change will take place until process is complete.

Procedure:

Policy No. 06-08 – Capital Project Development and Management

Mr. Hattery asked if the policy applies to capital projects at Tompkins Cortland Community College, and if not, a statement to that effect should be included. Mr. Marx said the college has its own Five-Year Master Plan for projects; it will be updated next year. The capital plan includes items not normally covered by the County and were due to a specific need outside of the College’s Master Plan (replacement of equipment that failed, etc.).

Capital Project Development and Management

(NEW)

Objective: The purpose of this policy is to ensure an efficient and consistent process for the development, approval, and monitoring of capital projects to aid in both short - and long-term capital planning and financial stability.

Reference: (Laws both state and local) Tompkins County Administrative Manual Policy 05-02 (Fiscal Policy) and Policy 01-07 (Land Transactions)

Policy/Procedure Number: 06-08

Effective Date:

Responsible Department:

Modified Date (s):

Legislative Policy
Statement:
General Information:

Resolution No.:

Next Scheduled
Review:

Definitions:

Capital Plan - A framework and tool for making capital investment decisions that involve long-term commitments of resources. The Plan extends out to include the full debt service schedule.

Capital Program - An easily understood planning and budgeting guide of physical betterments and improvements for the upcoming twenty years, including major construction, equipment, land, or building purchases; and information technology services applications.

Capital Projects – Single or multi-year projects that are part of a comprehensive planning process. There are two types of Capital Projects as follows:

1. One-time expenses in excess of \$100,000, regardless of whether they are paid for with borrowed and/or multi-sourced funds (i.e. a combination of local, state, federal, or other), for
 - o Construction of buildings (new buildings or additional space to existing buildings), roads, bridges, or other facilities, or
 - o Upgrading existing buildings, roads, bridges, or other facilities, or
 - o Purchasing new, additional, or upgraded equipment; and information technology services equipment, applications, upgrades, software, and peripherals, or
 - o Purchasing land and/or buildings, or
 - o Planning and design expenses associated with any of the above
2. Expenses paid for with borrowed funds including:
 - o Recurring annual expenditures for maintenance of existing buildings, roads, bridges, equipment, other structures, or lands, or
 - o Replacement of existing equipment or structures, or
 - o Projects whose total anticipated costs are less than \$100,000

Project Approval Request (PAR) – The form to be completed, routed, and approved for all Capital Projects. PAR forms are available electronically at ([enter hypertext link to the PAR form here](#))

Project Manager – The person assigned the responsibility for developing, overseeing, and managing the Capital Project including:

- o Design development
- o Schematic design
- o Bidding
- o Recommending bid awards
- o Financial oversight
- o Managing contractors
- o Maintaining official project records, drawings, approval, contracts, etc.
- o Other administrative and project-specific duties as needed

Program Manager – The person(s) responsible for the management of the program(s) that will be impacted by, or will receive the value of, the capital project.

Procedures:

- o No contracts, purchase orders, work authorizations, or payments are to be advanced or approved for a capital project unless this procedure is followed. The County Administrator is authorized to use his discretion to grant exceptions on a case-by-case basis.

- Prior to, and as far as in advance as possible, the Program Manager must submit an electronic copy of the completed PAR to County Administration. All areas of the PAR form must be completed. Areas that do not apply to the project should be noted with N/A, with an explanation if appropriate.
- After review and approval by the County Administrator, County Administration will route the PAR form to the following individuals for their timely review and comment:
 - Finance Director
 - Facilities Manager
 - Planning and Public Works Commissioner
 - County Attorney
 - Information Technology Services Director
 - Chair of the Legislative Program Committee(s) with oversight for the program(s) that will benefit from the project

The routing to these individuals is to ensure completeness, clarity, and to allow for comment prior to signing-off on the project. County Administration will collect comments from these individuals and forward them to the Project Manager. The Project Manager is responsible for addressing the comments. After these individuals are satisfied and have signed-off on the project, the PAR will be sent to the appropriate Legislative Program Committee(s) for review and approval.

After the final legislative approval, County Administration will retain the original PAR form, make it accessible to the public, collect updated project information from the Project Manager, and include the project information in appropriate budget documents.

- Annually the 20-year Capital Program will be updated to reflect capital project activity.
- The Capital Plan will be updated periodically, initially after three years.

Policy No. 06-09 – Facilities Management and Workplace Environment

Ms. Kiefer indicated she would rather see a single temperature of 78 degrees, which she believes is best practice as noted in the Energy Emission/ Greenhouse Gas portion of the Comprehensive Plan. Mr. LeMaro explained the recommendation contained within the policy is well received by staff and is the temperature range recommended by industry standards for the type of equipment being used. A poll of the Committee indicated support for the policy as written with the exception of Ms. Kiefer.

Facilities Management and Workplace Environment **Including Non-Capital Renovations and Repairs**

Objective:	To establish procedures for managing and operating facilities, for which the Facilities Division of the Public Works Department is responsible, in a manner that provides clean, well-maintained, energy-efficient, conducive	Policy/Procedure Number:	06-09
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environments for staff and visitors.

Reference: (Laws both state and local)	Director of Facilities Director	Effective Date:	1/12/81
		Responsible Department:	Facilities
Legislative Policy Statement:	County-owned properties will be effectively, efficiently, safely, and responsibly maintained to serve the property's function	Modified Date (s):	6/15/93
General Information:	The Facilities Division of the Public Works Department (hereafter referred to in this policy as Facilities) is responsible for the effective and efficient management and operation of county-owned and/or maintained facilities, except in the cases where the services are not the responsibility of Facilities and are provided through contracts with outside vendors.	Resolution No.: Next Scheduled Review:	January 2012

- Facilities is responsible for maintaining properties by:
1. Providing safe and clean work environments for employees and building visitors **use during business hours (refer to Tompkins County Administrative Policy 01-03 (General Business Hours for Tompkins County Government Offices and Departments))**
 2. Performing repairs and renovations as needed to maintain the integrity of the property for its intended purpose
 3. Maintaining, updating, and replacing building operation systems
 4. Monitoring energy consumption and making recommendations for reductions and efficiencies
 5. Maintaining interior building temperatures within specified ranges
 6. Mitigating the use of personal appliances in work areas
 7. Reviewing and approving plans for changes to interior spaces
 8. Furniture moving

I. Definitions **Work Request – A request received from a County department for the completion of an identified task.**

II. Policy:

In order to carry out the eight policy responsibilities listed above, the following procedures will be followed. The County Administrator, at his discretion, can make exceptions on a case-by-case basis:

1. Environment –

Policy: With a few exceptions where outside contractors provide services, Facilities is responsible for the cleaning of county-owned buildings, including grounds maintenance. Building interiors and exteriors will be maintained at a professional level per standards established and prescribed to by the Facilities staff.

Procedure: Unwanted materials, including surplus equipment, other reusable items, recycling, organic materials, and waste should be managed according to the guidelines established in Policy 06-15 (Waste Reduction and Resource Management) as well as Policy 01-21 (Surplus Equipment). Further recycling should be placed in a labeled recycling bin. Food waste and organic materials should be placed in common break/lunch area receptacles. Other garbage should be placed in a designated waste receptacle. Questions regarding materials management should be directed to the departmental Waste Reduction Representative.

2. Repairs and Renovations –

Policy: Facilities is responsible for performing repairs and renovations. The work will be done by Facilities staff and/or outside contractors when necessary.

Procedure: Departments identifying repairs are required to submit a work ~~order~~ request to Facilities. ~~Work Orders requests for Facilities services~~ can be made either by completing and submitting a ~~Facilities Work Order request form~~ or by calling Facilities to make the request. ~~Work Orders requests~~ are reviewed, prioritized, and assigned to appropriate Facilities staff members. Departments are encouraged to designate a staff member to serve as the point of contact for ~~work Orders requests~~ to help in expediting response time when questions arise or additional information is needed. Repairs or renovations that are program driven, and not considered a standard facility repair, must be approved by the Facilities ~~Manager~~ Director, including how related expenses will be covered prior to work being scheduled or commenced. Capital repairs or renovations must be developed through the steps outlined in Policy 06-09 (Capital Project)

3. Operating System Maintenance -

Policy: Facilities is responsible for maintaining, updating, and/or replacing building operating systems (heating, ventilation, air conditioning, plumbing, and electrical).

Procedure: Work will be done by Facilities staff and/or outside contractors when necessary. Systems and automated components utilized in County facilities, to the greatest extend possible, will be those identified as a) "environmentally preferable" and/or b) ENERGY STAR® compliant or comparable.

4. Energy Consumption and Efficiency –

Policy: Facilities is ~~therefore~~ responsible for recommending and prescribing energy reductions and improvements that will lower costs, lower consumption, and assist in meeting the countywide goals for reducing greenhouse gas emissions.

Procedure: With a few exceptions, Facilities pays utility bills for county-owned properties and monitors energy consumption. Facilities staff will work with departments to ensure that energy-efficient components are installed and utilized. Facilities is responsible for informing, and/or educating departments on changes, updates, improvement, or modifications to buildings that impact physical spaces, daily workflow, or work environment for staff and visitors.

5. Building Temperature Settings –

Policy - In order to reduce taxpayer's burden and to maximize energy efficiency while meeting the needs of building occupants, thermostats will be set in the range of ~~76–80~~ 72 – 76 degrees Fahrenheit in summer/air conditioning season and 68 – 72 degrees Fahrenheit in winter/heating season. ~~County buildings will ordinarily not have climate control outside of normal business hours (refer to Tompkins County Administrative Policy 01-03 (General Business Hours for Tompkins County Government Offices and Departments). *Climate Control Outside Normal Business Hours*—~~ Individuals responsible for scheduling rooms in county facilities after normal business hours must arrange with the Facilities Manager for climate control to be available during the meeting time period.

Procedure: Facilities is responsible for providing supplemental heating and/or cooling devices in areas of buildings that are more difficult to maintain within these temperature ranges. Use of personal temperature-controlled devices (i.e. space heaters, air conditioners, fans, etc.) brought in by employees will not be allowed unless the Facilities ~~Manager~~ Director specifically grants permission. Operable windows should not be used as they can impact an entire area or building system's function.

6. Personal Appliances –

Policy: The use of personal appliances (e.g. coffee pots, microwave ovens, toasters) located within personal workspaces is prohibited for safety, fire, and energy-consumption reasons.

Procedure: Each county-maintained building has one or more designated employee break/lunch rooms where appliances are available for employees use.

7. Reconfiguration of Interior Spaces –

Policy: Prior to any reconfiguration of interior spaces, the requesting department must contact Facilities and Information Technology Services (ITS) to discuss the proposed changes.

Procedure: Work that involves Facilities and/or ITS must be requested through the work order request process for each department. The Facilities Director or designee needs to approve any changes in space use to assure compliance with building codes.

8. Furniture Moving –

Policy: The requesting department is responsible for submitting a Facilities work request Order when furniture items need to be moved.

Procedure: Depending on the number of items to be moved, equipment needed, etc., Facilities will either notify the department that it will move the items or, in the event of large amounts and/or short timeframes, Facilities will assist the departments in seeking an outside contractor to perform the work.

Policy No. 01-20 – Meetings Outside Normally Scheduled Working Hours

It was noted this policy is no longer valid and is being abolished.

MEETINGS OUTSIDE NORMALLY SCHEDULED WORKING HOURS

(Title)

Objective:	To establish county procedure for employee attendance at meetings outside normally scheduled working hours	Policy Number:	01-20
Reference: <i>(Laws both state and local)</i>	Office of the County Administrator	Effective Date:	January 12, 1981
		Responsible Department:	
		Modified Date (s):	May 22, 1984
Legislative Policy Statement: General Information:		Resolution No.:	
I. Definitions		Next Scheduled Review:	
II. Policy:			
Procedure:	<ol style="list-style-type: none"> 1. Employee attendance at meetings held outside normally scheduled working hours is chargeable as time worked only if attendance is authorized by the employee's department head. 2. Meetings should not be scheduled outside normal working hours unless absolutely necessary. 3. Employees required to attend meetings held outside normally scheduled working hours may charge for mileage from home to the meeting and back if a separate trip is required. 		

Resolution

It was MOVED by Ms. Kiefer, seconded by Mrs. McBean-Clairborne to separate Policy No. 06-09 - Facilities Management and Workplace Environment from the original resolution. A voice vote on the motion resulted as follows: Ayes – 3 (Legislators Kiefer, McBean-Clairborne, and Shinagawa); Noes – 2 (Legislators Dennis and Hattery). MOTION TO SEPARATE ADOPTED.

It was MOVED by Mr. Dennis, seconded by Mrs. McBean-Clairborne, and unanimously adopted by voice vote, to approve and submit the following resolution to the full Legislature.

RESOLUTION NO. – APPROVING REVISIONS AND ABOLISHING POLICIES AND PROCEDURES OF THE TOMPKINS COUNTY GOVERNMENT ADMINISTRATIVE POLICY MANUAL

WHEREAS, a 2007 goal of the Government Performance and Workforce Relations Committee (formerly Government Operations) charged County Administration with developing a plan for routine review and/or updates to the County Administrative Manual and improving manual currency by 50 percent by the end of 2009, and

WHEREAS, as part of that process, the following administrative policies and procedures have been reviewed and processed according to the guidelines of Policy 01-04: Modifying the Administrative Manual: The Policies and Procedures of Tompkins County Government:

- Policy 06-08: Capital Project Development and Management
- Policy 01-20: Meetings Outside Normally Scheduled Working Hours
- Policy 02-12: Personnel Records
- Policy 03-06: Retirement Insurance
- Policy 03-13: Rest and Meal Periods
- Policy 04-14: Promotions

, and

WHEREAS, these policies have also been reviewed by the appropriate Standing Committee(s) and the Government Performance and Workforce Relations Committee, now therefore be it

RESOLVED, on recommendation of the Facilities and Infrastructure Committee and Government Performance and Workforce Relations Committee, That revised Administrative Policy 06-08: Capital Project Development and Management, Policy 02-12: Personnel Records, Policy 03-06: Retirement Insurance, Policy 03-13: Rest and Meal Periods, Policy, and Policy 04-14: Promotions are hereby adopted,

RESOLVED, further, That Administrative Policy 01-20: Meetings Outside Normally Scheduled Working Hours is hereby abolished.

SEQR ACTION: TYPE II-20

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It was MOVED by Mr. Shinagawa, seconded by Mrs. McBean-Clairborne, to approve and submit the following resolution to the full Legislature. A voice vote resulted as follows: Ayes – 4; Noes – 1 (Legislator Kiefer). RESOLUTION ADOPTED.

RESOLUTION NO. – AMENDMENT OF POLICY 06-09, FACILITIES MANAGEMENT AND WORKPLACE ENVIRONMENT

WHEREAS, a 2007 goal of the Government Performance and Workforce Relations Committee (formerly Government Operations) charged County Administration with developing a plan for routine review and/or updates to the County Administrative Manual and improving manual currency by 50 percent by the end of 2009, and

WHEREAS, as part of that process, the following administrative policy and procedures have been reviewed and processed according to the guidelines of Policy 01-04: Modifying the Administrative Manual: The Policies and Procedures of Tompkins County Government:

Policy 06-09: Facilities Management and Workplace Environment

, and

WHEREAS, this policy has also been reviewed by the appropriate Standing Committee(s) and the Government Performance and Workforce Relations Committee, now therefore be it

RESOLVED, on recommendation of the Facilities and Infrastructure Committee and Government Performance and Workforce Relations Committee, That revised Administrative Policy 06-09: Facilities Management and Workplace Environment is hereby adopted.

SEQR ACTION: TYPE II-20

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Committee Goals

There was no report on the Committee goals.

Board of Elections

Resolution

It was MOVED by, Ms. Kiefer, seconded by Mrs. McBean-Clairborne, and unanimously adopted by voice vote, to approve and submit the following resolution to the full Legislature:

RESOLUTION NO. – APPOINTMENT OF ELECTION COMMISSIONER FOR 2010-2011

WHEREAS, Election Commissioner Elizabeth W. Cree’s term is due to expire December 31, 2009, and

WHEREAS, the Tompkins County Republican Committee, at its September 28, 2009, meeting recommended Elizabeth W. Cree for reappointment to a two-year term, now therefore be it

RESOLVED, on recommendation of the Tompkins County Republican Committee and the Government Performance and Workforce Relations Committee, That Elizabeth W. Cree be and hereby is appointed Republican Party Elections Commissioner for the two-year term commencing January 1, 2010, and ending December 31, 2011.

SEQR ACTION: TYPE II-20

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Approval of Minutes for August 14, and September 15, 2009

It was MOVED by Mrs. McBean-Clairborne, seconded by Mr. Hattery, and unanimously adopted by voice vote, to approve the minutes of August 14, and September 15, 2009, as amended. MINUTES APPROVED.

Discussion – Election Legislation

Ms. Kiefer reported a bill, H.R. 2894, was introduced and passed in the House of Representatives (companion Senate legislation S. 1431) requiring a voter-verified permanent paper ballot under Title III of the Help America Vote Act of 2002. The purpose of the legislation is to assist in providing audits to the voting results. She would like to propose the County Legislature take action to support the legislation. *It was suggested the appropriate material be brought forward to the Committee at its next meeting.*

Minutes
Government Performance and Workforce Relations Committee
October 9, 2009

Executive Session

It was MOVED by Mr. Dennis, seconded by Mr. Hattery, and unanimously adopted by voice vote, to enter into an executive session to discuss personnel matters at 5:23 p.m. The meeting returned to open session at 5:30 p.m.

Adjournment

The meeting adjourned at 5:31 p.m.