

section referring to sharing a room. “Sharing a room – If more than one County person is traveling, individuals of the same gender will be required to share a room. If an individual does not wish to share, he or she must pay the difference in cost out-of-pocket.” The County Administrator stated a review of the records for the last five years indicated fifteen employees had to share a room; averaging three employees a year. For the years 2017 – 2019 prior to COVID, if everyone had single rooms for those three years the cost would have been \$69,000 or \$23,000 per year and 75% of the cost is covered by state funds making Washington County’s cost \$5,700 and the agencies also has other offsetting revenue options. The County Administrator does not believe you will see a budget increase. The committee reviewed the policy and recommended additional changes: Approval – Annual Travel Plan – Any department planning overnight travel during the coming budget year must submit an Annual Travel Plan during the budget process **and approved with final adoption of the budget by the Board of Supervisors and the Treasurer suggested also adding reviewed and approved by the department’s oversight committee at the budget workshop. C. Additions to Annual Travel Plan - ...to their supervisory committee for approval.** A motion to adopt Washington County Travel Policy as it is right now with the proposed changes was moved by Mr. Wilson, seconded by Mr. Fisher, and adopted.

- Beginning union negotiations with the Public Health nurses tomorrow night.

REAL PROPERTY – Laura Chadwick, addressed the following items with the committee:

- Annual Travel plan includes a conference in February that coincides with NYSAC in February but it was moved to March but because travel is currently not allowed will attend the County Director’s Association conference virtually and will advise if any change.
- Assessment Services – Town of Fort Ann – It is time to renew contract with the town of Fort Ann for assessment services and she has also heard from an assessor in three towns in Washington County that they would like to opt in to data collection – Granville, Hampton, Hebron. This will not require additional personnel and no cost to the County. The county will receive the \$3.00 per parcel fee. Committee recommended that it should be determined if the \$3.00 covers the cost. For the three towns, the assessor has requested review of any parcels that have building permits, demolition permits and new builds which is limited work; anything that went through Code Enforcement or failed to go through Code that they notice. This work will involve a small number of parcels.
- Will be receiving sales scan money and it should be coming through shortly in the amount of \$2,183.50.
- Towns using citrix environment to log into our county network were having issues and IT put them over to a remote desktop environment and offering a help line to address any issues. She thanked IT for all their assistance.

OTHER BUSINESS:

Board of Elections – Tom Rogers, Commissioner, addressed the following items:

- Budgeted for two conferences that were to be held in January and have been delayed until March and undetermined if in person or virtual.
- Scanners arrived yesterday, prepared the grant paperwork, and now told he needed to have a check. The Treasurer can issue a petty cash check to the vendor to comply with January 28th grant deadline. He does not do this freely but will do it in this situation. Currently, \$50,000 in petty cash. A motion to allow the Treasurer to take the necessary action to secure what is needed to receive state funds was moved by Mr. Wilson, seconded by Mr. O’Brien, and adopted.

Treasurer – Al Nolette, County Treasurer, addressed the following item with the committee:

- Personnel Request – In his 2022 budget request he submitted a plan to restructure his office. The change reclassified two of his Payroll Clerks, eliminated an Account Clerk out of his Staffing Pattern and upgraded the part time Account Clerk to part time Senior Account Clerk. The money is in his budget and submitted the paperwork for the Payroll Clerk changes but due to an oversight failed to submit to Personnel the paperwork for the upgrade for the part time Account Clerk to Senior Account Clerk. His concern is this Account Clerk was given addition duties to make this structure happen and he cannot have her working out of title. A motion to move to Personnel request to upgrade part time Account Clerk to Senior Account Clerk was moved by Mr. Hicks, and seconded by Messrs. O'Brien, Rozell, and Wilson. Discussion. Mr. Campbell stated this is a change in process if we do this and possibly others will come forward. Mr. Hicks stated the Treasurer did bring it first and it is budgeted for. Mr. Campbell stated some of the requests at budget time to increase grade were not approved so not everyone received the change in grade requested. The motion to move to Personnel request to upgrade part time Account Clerk to Senior Account Clerk was moved by Mr. Hicks, seconded by Messrs. O'Brien, Rozell, and Wilson and adopted.

Face Masks – Mr. Haff stated he heard on the news this morning that a judge in NY stated that Governor Hochul did not have the authority to issue the mask mandate. He asked if the County building and property is under a mask mandate and if so by whom; Chairman of the Board or Governor. Mr. Hall, Chairman of the Board, stated what the judge ruled on was regarding schools and another judge put a stay on that order so everything remains the same. The mask mandate is still in effect at the County building. Mr. Hall stated the mask mandate at the County is following the guidance recommended by the CDC and State Department of Health. Mr. Haff is against a mask mandate issued by the Chairman of the Board and stated any mask mandate should go through committee if the Chairman is mandating it. Mr. Hall stated there is a significant number of cases within staff at the County and he is responsible for the safety of employees and following the CDC and State of NY guidelines. Mr. Shaw would like more dialogue on the mask mandate and reaffirm the Chairman's authority to issue a mask mandate. Mr. Henke suggested sending this to Health & Human Services Committee for further discussion. The Clerk stated the Board adopted a mask policy per Resolution No. 155 dated May 15, 2020, attached. The Governor's statewide mask mandate expires February 1st if not extended.

The meeting adjourned at 11:59 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors

Washington County Travel Policy

~~Washington County Travel Policy – Adopted Res. 92 of 3/19/10
(see last page for add / change dates)~~

Whenever an officer or employee travels for County business, the officer or employee shall comply with the requirements of this policy.

USE OF MOTOR VEHICLES ~~AND/OR MASS TRANSPORTATION~~

Employees shall use County-owned vehicles for County business whenever possible. ~~When practical, employees shall use mass transportation for County business as opposed to County or personal vehicles.~~

- ~~1. Use of a personal vehicle with reimbursement for mileage should only occur when a County vehicle is not available.~~
- ~~2. Mass transportation sources should be used when economical provided such use would not be impractical given the nature of the trip. If the use of mass transportation would save time, the value of the officer or employee's time should be considered in evaluating costs.~~
- ~~3. An exception allowing the use of personal vehicles with reimbursement for mileage is to be made for attorneys in the District Attorney's Office and Public Defender's Office.~~ The use of a personal vehicle with reimbursement for mileage will be permitted for attorneys in the District Attorney's Office and Public Defender's Office when traveling for the counsel at first appearance program. Mileage will be reimbursed at the standard County rate upon submission of proper documentation. This exception does not apply to any non-attorney personnel from either office. (Res. No. 130 of 4/15/16)
4. Employees who are traveling more than sixty (60) miles from the Municipal Center and spending at least one night may take their personal vehicle and be reimbursed for mileage at the standard County rate upon submission of proper documentation. Reimbursement will only be provided for mileage from the Municipal Center to the required destination via the shortest route. Permission for the use of personal vehicles in such circumstances must be granted by the Department Head. (Res. No. 166 of 7/21/17)
5. In all other cases, the use of a personal vehicle with reimbursement for mileage should only occur when a County vehicle is not available.

APPROVAL

1. Annual Travel Plan
 - a. Any department planning overnight travel during the coming budget year must submit an Annual Travel Plan during the budget process. ~~This Plan is to be reviewed by the department's committee and approved by the Board.~~

b. The Annual Travel Plan should provide detailed information on all overnight travel for the coming year including the following:

1. Title of conference / event
2. Whether travel is in-state or out-of-state
3. Number of employees planning to travel
4. Estimated time frame
5. Number of overnights
6. Budgeted trip cost
7. Air or train fare needed

c. Additions to Annual Travel Plan - During the year, should a department need to request additional travel not included in their Annual Travel Plan, the department must ~~will first need to~~ bring the request to their supervisory committee. ~~The committee must be provided with~~ detailed information on the additional travel as above.

2. An overnight stay requires that the employee travel to a destination that is sixty (60) or more miles from the Municipal Center ~~via the shortest route~~. Exceptions to this requirement require committee approval. (Res. No. 166 of 7/21/17)

3. Out-of-State travel requires a Resolution passed by the Board of Supervisors.

~~4. Sharing a room – If more than one County person is traveling, individuals of the same gender will be required to share a room. If an individual does not wish to share, he or she must pay the difference in cost out of pocket.~~

5. Overnight Travel Authorization Form

- a. An Overnight Travel Authorization Form must be completed and submitted to the County Administrator, or Board Chairman for Elected Officials, for approval before any overnight trip.
- b. If the travel is additional to the department's Annual Travel Plan, the authorization form must be submitted following travel approval by the department's committee and/or Board.
- c. A copy of the signed Overnight Travel Authorization must be attached to any voucher(s) submitted for reimbursement and/or any related procurement requests.
- d. If all or some of the travel is to be paid for by an outside agency, this must be specified on the Overnight Travel Authorization Form (notes section).

DAY TRAVEL

Day travel includes, but is not limited to, travel to perform the duties of the officer or employee's position or travel for attendance at seminars, training, and/or ~~other meetings, where such is mandated by State law, rule, or regulation and does not include overnight accommodations~~. Day travel ~~(ie: for a meeting or training)~~ by officers and employees of Washington County does NOT need the approval of the department's supervisory committee or County Administrator ~~provided the travel is part of the normal course of business~~. Day travel is, however, subject to approval by the department head.

PAYING FOR TRAVEL

If payment for travel expenses requires a transfer of funds, the department head must provide information on where the funds are to come from. The request for a transfer of funds must be made prior to the trip.

If it is necessary to use a personal credit card (see Credit Card Policy), approval to do so must be requested in the space provided on the Travel Authorization Form.

EXCEPTIONS

County departments traveling for delivery or pickup of clients or prisoners are exempt from the requirement for committee approval. However, court ordered travel does require a detailed travel request made to the County Administrator.

County-related travel and training being paid for through the use of crime forfeiture monies is exempt from the conditions of this policy (Res. No 173 of 5/18/12).

Permission to extend a trip period for personal reasons may be requested as long as there is no additional cost to the County and the use of benefit time, if applicable, has been granted in advance. Travel may not be extended for personal reasons if a County car is being used. Requests to extend travel should be made to the department head.

Any approvals required before travel by Members of the Board of Supervisors will be made by the Chairman of the Board and/or the appropriate standing committee.

Members of the Board of Supervisors will not be compensated or reimbursed for travel with destinations within Washington County.

Elected officials planning to travel overnight on County business must have the Travel Authorization Form signed by the Chairman of the Board. All other requirements are the same as for employee travel.

In the event that costs for travel are entirely (100%) covered by sources other than County funds (ie. grants, forfeiture funds, etc.) the requirements and conditions of this policy may be waived by the Department Head. However, the Overnight Travel Authorization Form and a detailed description of the travel arrangements must be submitted to the County Administrator. (Res. 166 of 7/21/17)

Add / Change Dates:

- Updated Res. 173 of 5/18/12
- Revised, Gov't Operations Committee, 2.22.16 (travel distance radius)
- Updated Res. 130 of 4/15/16 (counsel at first appearance use of private vehicles)
- Updated Res. 166 of 7/21/17 (Use of Personal Vehicles for Overnight Trips, Minimum Distance Traveled & Exceptions for 100% Funded)

Resolution No. 155 May 15, 2020
By Supervisors Campbell, Rozell, Haff, Hicks, O'Brien, Ferguson, Losaw

TITLE: To Adopt County-Wide Mask Policy

WHEREAS, the County will soon begin their reopening plan and return employees to regular service, and

WHEREAS, use of cloth face coverings helps slow the spread of infectious diseases, and

WHEREAS, a county-wide policy is needed to protect the County workforce and public, and

WHEREAS, the Government Operations Committee recommends the following:

County-wide Mask Policy:

When the use of cloth face coverings is deemed necessary for the protection of the health safety and welfare of the County workforce and the public by the US Centers for Disease Control (CDC), New York State Department of Health, the Chairman of the Washington County Board of Supervisors, or such other qualified entity, the following policy shall be in effect:

All employees of Washington County are hereby required to wear cloth face coverings while discharging their official duties whenever adequate social distancing cannot be achieved, or there is a reasonable chance that social distancing guidelines could be violated through the actions of others.

; now therefore be it

RESOLVED, that the Washington County Board of Supervisors hereby adopts the County-wide Mask Policy.

BUDGET IMPACT STATEMENT: None.