**LEGAL/SAFETYCOMMITTEE MEETING MINUTES – February 9, 2021**

PRESENT: Legislators Sauerbrey, Balliet, Standinger, Roberts, Hollenbeck, Monell, Mullen, and Sullivan, County Attorney Peter DeWind, Treasurer Jim McFadden, Stephanie Jerzak, Chief Accountant, Doug Camin, Chief Information Officer, Bethany O’Rourke, Personnel Officer, Dawn Thorpe, Safety Officer, Katie Chandler, Deputy Treasurer, (and County Attorney Secretary Diane Stephens – Minutes)

ABSENT: Legislator Weston

Meeting convened at 10:50 a.m.

**Minutes** - On motion of Legislator Sullivan, seconded by Legislator Mullen and unanimously carried the minutes from the January 12, 2020 meeting were approved.

**YTD budget** - Financials are tracking well. The Safety budget may need some adjusting for purchase of chair for Safety Officer.

**New Business:**

* **Safety Officer:** Attorney DeWind introduced the new Safety Officer, Dawn Thorpe. She will be given the same access and credentials as past safety officers to buildings and security camera footage. Decisions need to be made regarding the options for driver safety training and the hearing program and managing of the Title VI programs and policy. Feedback from employees has been mixed regarding online driver safety training and in person training.
* Attorney DeWind thanked the Sheriff’s office for having a Deputy on standby during the day of the presidential inauguration.
* **Rules of the Legislature**: Attorney DeWind stated that the Rules of the Legislature are set forth in the Employee Handbook. However, there is nothing there that deals with executive session so they would default to Robert’s Rules of Order. Article 9 does convey that executive sessions are to be confidential. An alleged breach of confidentiality can go before the Ethics Board to decide whether or not a violation occurred, but any penalty for a violation is imposed by the Legislature not the Ethics Board. There is the option to amend the rules of the legislature to address executive session protocol if that is desired.

Legislator Monell asked whether there was a specific reason this was being brought up. Attorney DeWind stated that he was asked generally about it so he researched it.

* **Insurance** : Attorney DeWind stated that there is no defined process for purchasing insurance. He questioned whether official authorization from the Legislature is needed. Currently, there is no formal resolution adopted for purchasing the insurance. The consensus of the Legislature was that they were fine with leaving it as is, but if Attorney DeWind felt more comfortable putting forth a resolution for adoption by the Legislature, that could be done. Attorney DeWind stated he was fine with leaving it as is.

Attorney DeWind went over the spreadsheet of insurance premiums and proposals that set forth the different types of insurances.

NYMIR - The biggest increase was to medical liability.

Flood Insurance - The insurance increase is due to the 25% increase on 56 Main Street and 62 Temple Street. This increase is required by FEMA until properties with FEMA subsidized policies and properties with remediation reach full risk rate.

Cyber Insurance – In 2020 we had a policy with CFC. This year the quote doubled to $20,416. Additional quotes were received. Because the insurance was going to lapse, we temporarily signed a one million dollar policy with Node with a premium cost of $11,926. Discussions took place with Attorney DeWind, Doug Camin and Legislator Monell. Attorney DeWind suggested increasing to a two million dollar policy. Mr. Camin suggested a three million dollar policy.

Legislator Sullivan asked for Mr. Camin’s input on why he suggested the three million dollar policy. Mr. Camin stated that most counterparts have more than one million. That this insurance is catastrophic insurance. When things go bad they get big fast. He cited the incident that occurred in Chenango County where they suffered a ransom ware attack. The costs escalate quickly and to rebuild a network easily costs over one million. He would be satisfied with a two million dollar policy.

Attorney DeWind stated that we haven’t needed the cyber insurance at all in the past and it’s mostly to make us whole if we are locked out of everything.

Legislator Sullivan stated she would go with Option 2 ( the two million dollar policy) and Legislator Monell agreed. A straw vote was taken and the consensus of the Legislators was to purchase the two million dollar policy at a cost of $14,614.

* **COVID**: Restrictions are still in place including post travel quarantine and the courts and tax legal proceedings continue to be affected by State executive orders. Some orders are getting relaxed, but base orders are still in place.
* **Records Management** : A resolution has been late filed to change the title and move the position to the County Clerk’s Office effective February 15, 2021. The title is changed to Director of Assets and Records Management. Ms. O’Rourke stated that the salary and duties remain the same as the old title. The position is non-union but subject to a civil service exam.

There was a brief discussion regarding the transition. Chair Sauerbrey voiced her concerns regarding the bind they are in right now. Chair Sauerbrey stated that she’s concerned no one knows where the records are. Christine Silvestri (prior records mgmt. officer) has a phone conference with the Legislative Clerk regarding a records matter. Chair Sauerbrey stated that she has spoken with County Clerk Andrea Klett. The consensus of the Legislators was that the County Clerk would be ready for the transition.

* **Claims and Litigation**: Attorney DeWind reported that there are no new claims.

The 22nd Congressional District matter has been resolved, though nothing official from the Court has been provided to date.

Opioid lawsuits are continuing.

* **Action Items**: Agency leases are still being worked on. CCE would like an accommodation because of the reduced square footage they now occupy. Attorney DeWind stated he would have more information on the leases at the next committee meeting.

* **Executive**: None

Meeting adjourned at 11:25 a.m.