**LEGAL/SAFETYCOMMITTEE MEETING MINUTES – November 10, 2020**

PRESENT: Legislators Sauerbrey, Balliet, Standinger, Weston, Hollenbeck, Monell, Mullen and Sullivan, County Attorney Peter DeWind, Treasurer Jim McFadden, Stephanie Jerzak, Chief Accountant, Jackson Bailey, Budget Officer, Katie Chandler, Deputy Treasurer (and County Attorney Secretary Diane Stephens – Minutes)

ABSENT: Legislator Roberts

Meeting convened at 11:00 a.m.

**Minutes** - On motion of Legislator Sullivan, seconded by Legislator Hollenbeck, unanimously carried the minutes from the October 13, 2020 meeting were approved.

**YTD budget** - Financials are the same.

**New Business:**

* **Ethics Board**

A resolution to appoint Rev. James Stevens to the Ethics Board is on the agenda for the Legislative meeting.

* **Municipal Bidding Requirements:** Attorney DeWind stated that departments aren’t always following the necessary steps for purchasing. There are municipal bidding requirements and the necessity for RFPs or quotes that often apply to procurements. He asked the Legislators to keep this in mind when departments bring purchases before them during their committees. Questions need to be asked about how they arrived at a certain vendor for the purchase. Having backup documentation of how a purchase was made is necessary for auditing purposes. Attorney DeWind will be making a presentation at the next leaders’ meeting regarding this. There has been some discussion of using MUNIS to aid in this process.
* **ILS Budget/Contract:** Approval of the ILS year three budget probably won’t be received from the State until January. Attorney DeWind stated that the money in the budget for personnel has been spent down and they are now using County funds for this. It doesn’t appear to be a problem at this time, but he wants the Legislature to be aware of this. Irene Graven, Assigned Counsel Administrator is scheduling a meeting with ILS to make sure the money will be appropriated. Up to this point, the State has given assurances that the money will be coming.
* **Litigation:**

Attorney DeWind reported that we’ve received two notices of claim.

One alleging injury to an inmate at the Jail. The other involving a DSS matter.

Both matters were referred to NYMIR.

The County received an Order to Show Cause from Claudia Tenney regarding absentee ballots and a cross claim from Anthony Brindisi. The Tenney initial claim was asking for a lot of information, but since some of the request has been withdrawn. Attorney DeWind submitted an Answer to the claim and attended two virtual Court appearances. The Board of Elections did a good job of preparing for something like this. Closed circuit monitoring will be used for ballot monitoring.

* **Trainings:** Safety training, WPV training, Sexual Harassment Prevention training, and Title VI trainings were due October 30. Many have yet to complete these.
* **Executive Session**: Personnel matter. On motion of Legislator Mullen, seconded by Legislator Standinger, unanimously carried the meeting went into executive session at 11:12 a.m.