

GOVERNMENT REVIEW & EFFICIENCY COMMITTEE
November 4, 2021 4:00 p.m.

AGENDA

Chair: Matthew Veitch

Members:

Eric Connolly - VC
Tara Gaston
Joe Grasso
Jean Raymond
Jon Schopf
Kevin Tollisen

- I. Welcome and Attendance
- II. Approval of the minutes of the October 7, 2021 meeting
- III. Press Release/Media Relations Policy
- IV. Travel and Expense Reimbursement Policy
- V. Records Management next steps
- VI. Discussion – County Appointments Summary
- VII. Committee Responsibilities and end of year activities
- VIII. Other Business
- IX. Adjournment

The public will have an opportunity to hear the meeting live via an audio signal using this call-in number and access code: Dial: 1-978-990-5145 Access Code: 1840389



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michael Hartnett, County Attorney
Therese Connolly, Clerk of the Board

CC: Jason Kemper, Planning Director
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office
Stephanie Hodgson, Director of Finance

FROM: Michael Hartnett, County Attorney

DATE: 10/01/2021

RE: Public Relations Policy Update

COMMITTEE: Government Review and Efficiency

1. Is a Resolution Required: **YES** or **NO**
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)

2. Is a Budget Amendment needed: **YES** or **NO**
(If yes, budget lines and impact must be provided)

3. Are there Amendments to the Compensation Schedule: **YES** or **NO**
(If yes, provide details)

4. Specific details on what the resolution will authorize:

Public Relations Policy Revision.

5. Does this item require hiring a Vendors/Contractors: **YES** or **NO**

- a. Were bids/proposals solicited:
- b. Is the vendor/contractor a sole source:
- c. Commencement date of contract term:
- d. Termination of contract date:
- e. Contract renewal and term:
- f. Contact information:
- g. Is the vendor/contractor an LLS, PLLC or partnership:
- h. State of vendor/contractor organization:
- i. Is this a renewal agreement: **YES** or **NO**
- j. Vendor/Contractor comment/remarks:



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution: YES or NO
(If yes, attach the last approved resolution)
- a. What were the terms of the prior resolution
 - b. Are the terms changing:
 - c. What is the reason for the change in terms:
7. Is a new position being created: YES or NO
- a. Effective date
 - b. Salary and grade
8. Is a new employee being hired: YES or NO
- a. Effective date of employment
 - b. Salary and grade
 - c. Appointed position:
 - d. Term:
9. Is a grant being accepted: YES or NO
- a. Source of grant funding:
 - b. Amount of grant:
 - c. Purpose grant will be used for:
 - d. Equipment and/or services being purchased with the grant:
 - e. Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):

Item was tabled by Government Review and Efficiency Committee on 08/25/2021 for further revisions. Proposed policy has been further revised for consideration by Committee, consistent with committee discussion at prior meeting.

PUBLIC RELATIONS POLICY

- I. Purpose: As a county government, the County of Saratoga recognizes that its programs, activities, and plans are of special interest to the public. The County of Saratoga recognizes the ongoing obligation to accurately and effectively communicate with the residents of Saratoga County and the public at large. This policy is intended for the purpose of promoting awareness, stimulating interest, and developing understanding of county government functions by providing accurate and consistent information to the public.

- II. Definitions:
 - a. Official Press Releases: Official press releases shall mean any information deliberately sent to a reporter or news media.

 - b. Public Communications: Public communications are a digital or printed communication made in identical form to multiple person(s) or the public at large, including publications that display the county seal, brochures, pamphlets, flyers, posters, stationary, palm cards, and invitations.

 - c. Public Statements: Public statements shall mean any statement in verbal, digital or printed format that is delivered to a public audience for the purpose of providing information, creating an official statement, or making an announcement directed for public release.

 - d. Media Appearances: Media appearances shall mean any live or recorded video and/or audio appearance with a reporter or news media.

 - e. Public Presentations: Public presentations shall mean any activity where a county employee is demonstrating, showing, or lecturing to a public group or entity outside of regular business operations.

 - f. County employees: County employees shall mean any full-time, part-time or temporary staff excluding Independently Elected Officials, and members of the Board of Supervisors as provided in Section V of this policy.

 - g. Independently Elected Officials: Independently elected officials shall mean the County Clerk, County Treasurer, County Sheriff, District Attorney, and County Coroner.

 - h. Regular Business Operations: Regular business operations shall mean the daily activities and functions of a county department in fulfilling the department's mission.

III. Applicability: This policy shall apply to all county departments, department heads, and county employees, subject to the exclusions in provided hereafter in Section V.

IV. Policy:

- a. County employees shall refer all media inquiries to the Director of Public Relations or the County Administrator's Office. If the recipient of a media inquiry is not a department head, the county employee shall report all media inquiries to their department head.
- b. Official press releases and public statements shall be issued by the Director of Public Relations or the County Administrator's Office.
- c. All public communications, public presentations, and media appearances must be approved by the Director of Public Relations or the County Administrator. Once approved by the Director of Public Relations, the development and distribution of public communications, public presentations, and public appearances shall be the responsibility of the county employee.
- d. The creation of any social media or digital media channels by a county department shall be approved by the Director of Public Relations.
- e. County employees shall inform the Director of Public Relations of any social media posts on county department social media channels that may impact the reputation of county government.
- f. The Director of Public Relations shall have complete access and authority on all public-facing social and digital media channels created by a county department.

V. Exclusions:

- a. Independently Elected Officials: This Public Relations Policy does not apply to independently elected county officials. Independently elected officials are encouraged to notify the Director of Public Relations of official press releases, public statements, media appearances, and public presentations for the purpose of public relations coordination and brand consistency.
- b. Members of the Board of Supervisors: Any official press release, public statement, public presentation, or media appearance by a member of the Board of Supervisors that is made on behalf of the Board of Supervisors or County of Saratoga shall be subject to the approval of the Chair of the Board. Nothing in this policy is intended to prohibit or otherwise limit the ability of duly elected members of the Board of Supervisors to engage in public relations in their individual capacity.

- c. Emergency Notices, Emergency Bulletins and Reverse 911 Communications:
Emergency notices, public emergency bulletins, and reverse 911 communications are not subject to this policy. Departments responsible for issuing emergency notices, emergency bulletins, and reverse 911 communications are encouraged to notify the Director of Public Relations of the issuance thereof.
- VI. Violations: Violations of this policy are subject to disciplinary actions.



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Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office
Stephanie Hodgson, Director of Finance

FROM: Michael Hartnett, County Attorney

DATE: October 1, 2021

RE: Travel and Discretionary Spending Policy

COMMITTEE: Govt Review and Efficiency

1. Is a Resolution Required: **YES** or **NO**
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)

2. Is a Budget Amendment needed: **YES** or **NO**
(If yes, budget lines and impact must be provided)

3. Are there Amendments to the Compensation Schedule: **YES** or **NO**
(If yes, provide details)

4. Specific details on what the resolution will authorize:

**Proposed Policy Revision; Item tabled at 8/25/2021 GR&E
Committee Meeting.**

5. Does this item require hiring a Vendors/Contractors: **YES** or **NO**

- a. Were bids/proposals solicited:
- b. Is the vendor/contractor a sole source:
- c. Commencement date of contract term:
- d. Termination of contract date:
- e. Contract renewal and term:
- f. Contact information:
- g. Is the vendor/contractor an LLS, PLLC or partnership:
- h. State of vendor/contractor organization:
- i. Is this a renewal agreement: **YES** or **NO**
- j. Vendor/Contractor comment/remarks:



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AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution: YES or NO
(If yes, attach the last approved resolution)
- What were the terms of the prior resolution
 - Are the terms changing:
 - What is the reason for the change in terms:
7. Is a new position being created: YES or NO
- Effective date
 - Salary and grade
8. Is a new employee being hired: YES or NO
- Effective date of employment
 - Salary and grade
 - Appointed position:
 - Term:
9. Is a grant being accepted: YES or NO
- Source of grant funding:
 - Amount of grant:
 - Purpose grant will be used for:
 - Equipment and/or services being purchased with the grant:
 - Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):
- Agenda - Discussion placeholder. Proposed Travel and Discretionary Spending Policy revision; tabled by Government Review and Efficiency on 8/25/2021 for further revisions following committee discussion.

TRAVEL AND DISCRETIONARY FUNDS POLICY

- I. Purpose: The County of Saratoga recognizes the need to reimburse its officers, employees, and duly appointed volunteers for actual and necessary expenses incurred in the performance of official County business. The County reimbursement policy conforms to Article 5, Section 203 of the County Law and to the extent that previous resolutions of the Saratoga County Board of Supervisors are inconsistent with the applicable regulations, they are superseded.
- II. Applicability: This reimbursement policy applies to non-elected and elected County employees, except where guidelines have otherwise been established through a collective bargaining agreement. In those instances, the collective bargaining agreement language shall prevail.
- III. Definitions:
 - a. Official County Business: Official County Business shall mean any activity or function of a county department in fulfilling the department's mission. For purposes of conference, convention and training attendance, official county business shall mean any conference, convention or training which is attended for the benefit of the County. The determination as to whether an activity constitutes official county business will be made by the Chair of the Board and/or the County Administrator with the advice of the County Attorney.
 - b. County Employees: County employees shall mean any full-time, part-time or temporary staff excluding Independently Elected Officials, Non-Elected Department Heads and Members of the Board of Supervisors.
 - c. Independently Elected Officials: Independently elected officials shall mean the County Clerk, County Treasurer, County Sheriff, District Attorney, and County Coroner.
 - d. Non-Elected Department Heads: Non-Elected Department Head shall mean: Animal Shelter Director; Commissioners of the Board of Elections; Clerk of the Board of Supervisors; County Attorney; County Auditor; Director of Employment and Training; Human Resources Director; Commissioner of Mental Health; Director of Office for the Aging; Director of Planning; Probation Director; Public Defender; Conflict Defender; Commissioner of Public Health Services; Commissioner of Public Works; Director of Purchasing; Director of Real Property Tax Services; Executive Director of Saratoga County Sewer District No. 1; Commissioner of Social Services; Director of Veteran's Services; Director of Weights and Measures.

- e. Non-County Employees: Any private citizen appointed to a County Board or County Commission by the Board of Supervisors or the Chair of the Board.

IV. Approval Process:

- a. The Chair of the Board shall determine authorization and approval for travel expenses for Members of the Board of Supervisors. Members of the Board of Supervisors will be allowed to attend any legislative or administrative committee, meetings with County or other officials regarding proposed County actions, and meetings with citizen groups concerning proposed County actions.
- b. The Chair of the Board shall determine authorization and approval to attend conferences, conventions and trainings (including any mileage/travel expenditures incidental thereto) by the County Administrator.
- c. Independently Elected Officials shall determine authorization and approval to attend conferences, conventions and trainings (including any mileage/travel expenditures incidental thereto) for themselves and their departmental staff.
- d. Non-Elected Department Heads shall determine authorization and approval to attend at any in-state conferences, conventions and trainings (including any mileage/travel expenditures incidental thereto) for themselves and their departmental staff.
- e. Authorization and approval for attendance by Non-Elected Department Heads and County Employees to attend out-of-state conferences, conventions and trainings (including any mileage/travel expenditures incidental thereto) shall require the approval of both the applicable Non-Elected Department Head and either the County Administrator or the Chair of the Board.
- f. Authorization and approval for attendance at the following conferences, conventions and trainings shall be approved absent extraordinary circumstances justifying denial of authorization for attendance and associated travel expenses:
 - i. For Members of the Board of Supervisors and County Administrator: National Association of Counties Annual Conference; New York State Association of Counties Legislative and Annual Conference; and Legislative Intercounty of the Adirondacks.
 - ii. For Independently Elected Officials, Non-Elected Department Heads and County Employees: any conference, training or convention arising out of their membership, election or appointment as a director or officer within any New York State association or national association relevant to their departmental mission.

- g. In the event that the County Auditor determines that an expense is not appropriate for payment, the County Attorney may be asked for a written opinion as to the validity of the expense. The opinion of the County Attorney shall be binding.

V. Meals:

- a. Members of the Board of Supervisors, Independently Elected Officials, Non-Elected Department Heads, and County Employees will be reimbursed for actual meal expenses when traveling on Official County Business or working away from their normal work site on Official County Business.
- b. In order to qualify for meal reimbursement any Member of the Board of Supervisors, Independently Elected Officials, Non-Elected Department Heads, and County Employees must be traveling or working away from their normal work site.
- c. All requests for meal reimbursements must be submitted on a County travel voucher which shall contain a statement regarding the nature of the Official County Business requiring travel, the appropriate hours of travel and the meals for which reimbursement is requested (e.g., breakfast, lunch, dinner). Receipts are not required.
- d. The County will reimburse actual meal expenses according to the following rates:

Location	Breakfast	Lunch	Dinner
U.S. Major Metropolitan Areas (Appendix A)	18	25	57
All Other Locations within the Lower Continental United States (CONUS)	As established by the U.S. General Services Administration (www.gsa.gov)		
All Other Non-Foreign Locations (Hawaii, Alaska, and all U.S. Territories)	As established by the U.S. Department of Defense (www.defensetravel.dod.mil)		
All Foreign Locations	As established by the U.S. Department of State (www.aoprals.state.gov)		

VI. Travel Expenditure Reimbursement

- a. The County will reimburse Elected Officials, County Officers, and Employees for travel expenditures incurred when traveling outside Saratoga County, including; overnight accommodations, bus fare, air fare, train fare, taxi or ride share expenses, rental car expenses, hotel baggage storage fees; parking fees; highway tolls, incidental refreshments (excluding alcoholic beverages) and hotel housekeeping services.

- b. Overnight accommodations shall be reimbursed at the lowest available rate from applicable government, corporate or conference rates.
- c. Air fare, bus fare and train fare shall be reimbursed at the lowest available rate from applicable government, corporate or conference rates.

VII. Mileage:

- a. The County will reimburse Members of the Board of Supervisors, Independently Elected Officials, Non-Elected Department Heads, and County Employees for mileage driven in their personal vehicles for Official County Business. The County will not reimburse for mileage incurred while traveling in a County vehicle.
- b. The County will reimburse Members of the Board of Supervisors for mileage driven in their personal vehicle between their residence and any County work site when such travel is for Official County Business. The County will not reimburse mileage for Independently Elected Officials and County Employees for travel from their residence to the general area of his/her normal work site.
- c. Reimbursement for mileage shall be at prevailing rates established by the U.S. Internal Revenue Service.

VIII. Reimbursement for Non-County Employees

- a. Saratoga County recognizes its responsibility to reimburse non-county employees who provide services on behalf of the County. In accordance with Section 203 of the County Law, any Non-County Employee shall be entitled to reimbursement for travel to and from commission meetings and for such other activities as may be required by the Commission Chairman and/or Chair of the Board of Supervisors.

IX. Voucher Procedures

- a. All requests for reimbursement shall be submitted on a County travel voucher with supporting documentation as appropriate. No claims for expenses shall be audited, allowed, or paid unless submitted on a County voucher approved by the County Auditor.
- b. Receipts should be submitted with the voucher if receipts for meals and travel expenditures are readily available. For meals and travel expenditures where receipts are not readily available, receipts are not required and the voucher shall state the actual expense and the associated category of expense.

- c. Reimbursement vouchers for Elected Officials and their departmental staff shall be certified by the Elected Official who approved the travel and reimbursement expense and such reimbursement shall be charged against the department budget.
 - d. Reimbursement vouchers for County Employees shall be certified by the appropriate Department Head and will be charged against the department budget.
 - e. Reimbursement vouchers for non-elected Department Heads shall be certified by the County Administrator and will be charged against the department budget.
 - f. Reimbursement vouchers for Non-County Employees shall be certified by the County Administrator and will be charged against the most appropriate departmental budget as determined by the County Administrator.
 - g. Reimbursement for Members of the Board of Supervisors shall be certified by the Chair of the Board and will be charged against the Board of Supervisors' budget. Reimbursement vouchers for the County Administrator shall be certified by the Chair of the Board and will be charged against the County Administrator department budget.
- X. Separability: To the extent that any provision of this policy is deemed by a competent authority to be in violation of State or Federal Law, that provision will be void only to the extent inconsistent with such law and all other provisions shall remain in full force and effect.