

WAYS & MEANS COMMITTEE MEETING MINUTES
MONDAY, MARCH 9, 2026
1:30 P.M.

PRESENT: D. Knapp, W. Wadsworth, J. Cates, D. DiSalvo, E. Gott, D. LeFeber, D. Pangrazio, G. Deming, D. Wester, R. White, S. Hillier

Ways & Means Chair Dwight Knapp asked Sue Carlock to lead the Pledge of Allegiance.

PERSONNEL ISSUES

1. DEPARTMENT OF HEALTH – JILL BURLEY

AMENDING THE 2026 SALARY SCHEDULE: DEPARTMENT OF HEALTH

RESOLVED, that the 2026 Salary Schedule is amended as follows:

Department of Health

- Create one (1) full-time Clinical Aide position at Wage Grade 4 CSEA Full-Time Contract effective March 11, 2026.

For: Replacing three (3) part-time positions with one (1) full-time position.

The Department will delete the three (3) part-time positions once the full-time has been filled.

Ms. Burley reviewed the position for creation.

Motion: Mr. Pangrazio moved and Mr. Gott seconded to approve the foregoing resolution..... Carried.

2. DEPARTMENT OF SOCIAL SERVICES – TRACY MCCAUGHEY

AMENDING THE 2026 LIVINGSTON COUNTY SALARY SCHEDULE: DEPARTMENT OF SOCIAL SERVICES

RESOLVED, that the 2026 Livingston County Salary Schedule is amended as follows:

Social Services

- Create one (1) full-time Senior Account Clerk position at Wage Grade 9 CSEA Full-Time Contract effective March 11, 2026.

For: Succession planning for June 26, 2026 retirement.

Ms. McCaughey reviewed the position for creation. The current position will be deleted upon the retirement.

Motion: Mr. Gott moved and Mr. DiSalvo seconded to approve the foregoing resolution..... Carried.

3. CONFLICT DEFENDER – HAYDEN DADD

AMENDING THE 2026 LIVINGSTON COUNTY SALARY SCHEDULE: CONFLICT DEFENDER

RESOLVED, that the 2026 Livingston County Salary Schedule is amended as follows:

Conflict Defender:

- Create one (1) full-time Mitigation Specialist position at Wage Grade 12 CSEA Contract effective March 11, 2026.

For: Assisting clients and attorneys to obtain best possible outcomes for clients to include assessments, referrals, etc. This position's salary and benefits is fully funded by Hurrell-Harring settlement monies and a competitive grant secured from ILS.

Mr. Dadd reviewed the position for creation. There was discussion whether the Hurrell-Harring funding will ever run out.

Motion: Mr. Pangrazio moved and Mr. Gott seconded to approve the foregoing resolution..... Carried.

OFFICE FOR THE AGING – SUE CARLOCK

Action Item(s) To Be Reported

1. AUTHORIZING THE PURCHASE OF TWO (2) 2026 CHRYSLER PACIFICA MINIVANS FOR THE LIVINGSTON COUNTY OFFICE FOR THE AGING: FALLS DODGE DBA JOE CECCONI'S CHRYSLER COMPLEX

RESOLVED, that the Livingston County Office for the Aging is hereby authorized to purchase from Falls Dodge DBA Joe Ceconi's Chrysler Complex of 2380 Military Road, Niagara Falls, New York 14304, two (2) 2026 AWD Chrysler Pacifica Selects at a cost not to exceed \$90,000.00.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
New York State Unmet Needs Funding	0%	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<i>Procurement Method</i> <input checked="" type="checkbox"/> <i>Cooperative-Contract# NYS OGS Mini-Bid #OFA26-3, PC23166</i>		
<input type="checkbox"/> <i>Piggyback-Contract#</i> <input type="checkbox"/> <i>Quotes</i> <input type="checkbox"/> <i>Exempt Prof. Services:</i>		
<input type="checkbox"/> <i>Other:</i>		

Director's Comments: These vehicles will replace two 2014 vehicles, one with an approximate auction value of \$1,000-\$1,500 and the other with an approximate auction value of \$2,500 or less.

Ms. Carlock reviewed the vehicles for purchase and the state funding year increase for unmet needs funding. There is no county match.

Motion: Mr. Gott moved and Mr. DiSalvo seconded to approve the foregoing resolution.....Carried.

HIGHWAY – JASON WOLFANGER

Action Item(s) To Be Reported

1. AUTHORIZING THE PURCHASE OF ONE (1) 2026 VOLVO ECR145F HYDRAULIC EXCAVATOR FOR THE LIVINGSTON COUNTY HIGHWAY DEPARTMENT: ALTA CONSTRUCTION EQUIPMENT NY LLC

RESOLVED, that the Livingston County Highway Department is hereby authorized to purchase from Alta Construction Equipment NY LLC of 4554 West Saile Drive, Batavia, NY 14020, one (1) 2026 Volvo Ecr145F Hydraulic Excavator with an 84 month 3000 HR Extended Warranty for a total cost not to exceed \$213,196.00.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
2026 Liv. Co. Highway Machinery Fund Appropriations	100%	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<i>Procurement Method</i> <input checked="" type="checkbox"/> <i>Cooperative Contract #NYS OGS PC70890</i> <input type="checkbox"/> <i>Exempt Prof. Services</i> <input type="checkbox"/> <i>Piggyback</i>		
<input type="checkbox"/> <i>Quotes-Contract#:</i>		

Mr. Wolfanger reviewed the equipment purchase for approval.

Motion: Mr. Pangrazio moved and Mr. Gott seconded to approve the foregoing resolution.....Carried.

COMPLIANCE OFFICER – CHRISTINE STUDIOSO

Action Item(s) To Be Reported

1. ADOPTING REVISIONS TO THE EQUAL EMPLOYMENT OPPORTUNITY POLICY, AMERICANS WITH DISABILITY ACT EMPLOYMENT POLICY, FAMILY MEDICAL LEAVE ACT POLICY, SEXUAL HARASSMENT POLICY & EXPRESSING BREASTMILK POLICY

WHEREAS, Livingston County currently has an Equal Employment Opportunity Policy previously modified by Resolution No. 2021-107 on March 24, 2021, an Americans with Disability Act Employment Policy previously modified by Resolution No. 2009-30 on August 26, 2009, a Family Medical Leave Act Policy previously modified by Resolution No. 2023-297 on August 23, 2023, and an Expressing Breastmilk Policy and Procedure previously modified by Resolution No. 2008-245 on June 11, 2008; and

WHEREAS, a review of the policies was completed to ensure reporting contact information contained in the policies were up to date and the policies aligned with current Federal and State regulations and standards; now, therefore be it

RESOLVED, that the Livingston County Board of Supervisors hereby adopts the amended Equal Employment Opportunity Policy, Americans with Disability Act Employment Policy, Family Medical Leave Act Policy, Sexual Harassment Policy, and Expressing Breastmilk Policy, in entirety, effective immediately, with said policies to supersede the existing policy.

Ms. Studioso reviewed the employment and labor policy revisions for approval.

Motion: Mr. Gott moved and Mr. DiSalvo seconded to approve the foregoing resolution.....Carried.

Informational Item(s) Written Only

Monthly Activity Report – January/February 2026

- Completed reviews of the required Federal and State monthly Medicaid exclusion check. No Affected Individuals or County vendors were confirmed to be on the lists.

- Assisted Central Services with writing required policy (program) after a recent PESH inspection. A total of 6 policies have been drafted.
- Completed & published non-material updates (removing specific employee names, while leaving job titles) to the Title VI Plan.
- Completed 2 investigations related to reports of non-compliance, with 1 being substantiated and 1 being unsubstantiated.
- Drafted Compliance Officer updates for Compliance Committee.
- Updated the HIPAA Notice of Privacy Practices for county provider use to include regulatory required information about the disclosure of substance use disorder records.
- Drafted the HIPAA Notice of Privacy Practices for health plans for HR. Provided additional guidance to HR surrounding the guidelines to provide the notice electronically.
- Provided 2026 Compliance Department annual report to Ways & Means Committee.
- In coordination with outside counsel, completed updates to six (6) HR policies, which will be presented for Board of Supervisors approval in March.

Meetings Attended/Trainings/Professional Development

- January
 - Corporate Compliance Annual training
 - Title VI Employee Education training
 - Workplace Violence training
 - Harassment Prevention for Supervisors training
 - Department Head meeting (2)
 - PESH Inspection Debrief (2)
 - NYSAC webinar – Beyond Compliance: Building AI-Safe Data Defenses
 - Rethink Compliance webinar – Reaching Humans in an AI Age
 - Compliancy webinar – 2025 Data Breaches & Fines: Costly Compliance Mistakes and How to Avoid Them in 2026
 - Suicide Prevention Taskforce
 - Information Governance Board
- February
 - HR Series – Employee Performance
 - HCCA webinar – Appealing Medicare Denials
 - Executive Safety Committee
 - PESH Inspection Debrief
 - Creating Accessible PDF documents (all day training)
 - Information Governance Board
 - Suicide Prevention Taskforce
 - Department Head meeting
 - Chamber of Commerce State of the County & Legislative Panel

Compliance Committee Updates

- Last meeting – February 12
 - Regulatory Updates – (1) NY OMIG released its 2026 work plan, (2) updates to the HIPAA Notice of Privacy Practices are required to comply with new notices requirements related to substance use disorders, (3) the Consolidated Appropriations Act of 2026 extended Medicare telehealth flexibilities through 12/31/27, and (4) the Medical Aid in Dying Act was signed into law on 2/6/26, with an effective date of 8/6/26.
 - Reviewed Q4 2025 Departmental quarterly reports & Compliance Officer report
 - Discussed 2026 Departmental Risk Assessment tentative plan

- Reviewed the Exclusion & Sanction List Screening Procedure
- Next meeting – May 14

SHERIFF’S OFFICE – SHERIFF TOM DOUGHERTY

Action Item(s) To Be Reported

1. RESCINDING A PORTION OF RESOLUTION NO. 2026-69 (DECLARING SURPLUS PROPERTY: SHERIFF’S OFFICE)

WHEREAS, that the Livingston County Board of Supervisors declared the 2012 Chevrolet Tahoe VIN#1GNSK2E08CR304790 as surplus property; and

WHEREAS, the Sheriff’s Office has determined that said vehicle will be kept for use in training K9s; now, therefore, be it

RESOLVED, that a portion of Resolution No. 2026-69 is hereby rescinded.

Undersheriff Bean reviewed the vehicle that was previously declared surplus that will be used for dog control training.

Motion: Mr. Pangrazio moved and Mr. DiSalvo seconded to approve the foregoing resolution Carried.

PURCHASING – ASHLEY SCUTT

Pre-approved Informational Item(s) To Be Reported

1. Departmental Update-Ms. Scutt gave an brief overview of Purchasing operations and data since her 2022 appointment.

Informational Item(s) Written Only

PURCHASING DEPARTMENT’S MONTHLY ACTIVITY REPORT – FEBRUARY 2026

MEETINGS ATTENDED/ TRAININGS/ PROFESSIONAL DEVELOPMENT

- SAMPO Pro-D Committee Meeting (2)
- SAMPO Board of Directors Meeting
- Light up Livingston Broadband meeting (2)
- NIGP Edge Program (4)
- CIP ARPA Status Meeting
- Information Governance Board
- Catapult contract kick off meeting
- NIGP Leadership Summit

PURCHASE ORDERS PROCESSED

	New PO’s PROCESSED	PO DOLLAR VALUE
Monthly	27	\$796,703.81
YTD	74	\$2,361,681.32

PROCUREMENT CARD TRANSACTIONS REVIEWED

	PCARD TRANSACTIONS	PCARD DOLLAR VALUE
Monthly	157	\$71,956.44
YTD	349	\$134,128.92

SOLICITATIONS ISSUED THIS MONTH

Type	Dept	Bid/ RFP Name	Date Issued
RFQ	OFA	OFA Chrysler Pacifica AWD	2/11/2026
RFP	OFA	Personal Emergency Response System Services	2/3/2026
Bid	CS	Electrical Services	2/10/2026
BID	CS	Drainage Remediation	2/24/2026

RFP	DOH	Mobile Crisis Response Program	2/25/2026
YTD	16		

SOLICITATIONS OPENED THIS MONTH

Type	Dept	Bid Name	Date Opened
Bid	PLN	MIP Construction Service Area 3 Rebid	2/17/2026
RFQ	OFA	OFA Chrysler Pacifica AWD	2/25/2026
RFP	OFA	Personal Emergency Response System Services	2/25/2026
YTD	15		

INSURANCE CLAIMS

Monthly:4

YTD: 13

VEHICLES / EQUIPMENT SURPLUS FORMS PROCESSED

Monthly: 3

YTD: 8

VEHICLES / EQUIPMENT ADD/DELETE FORMS PROCESSED

Monthly: 11

YTD:29

COUNTY TREASURER – AMY DAVIES (Attachment)

Pre-approved Informational Item(s) To Be Reported

1. Petition and Notice of Foreclosure filed March 3, 2026. The list of parcels has been forwarded to Town Supervisors, County Attorney and County Administrator. Ms. Davies reported that there are currently 149 parcels. This is down from last year.
2. Update on Adko Town of Springwater-Ms. Davies reported that the tax payor did pay all owed taxes previously under foreclosure and we did recoup the total amount of legal fees we incurred.

COUNTY ADMINISTRATION – SHANNON HILLIER (Attachments)

Action Item(s) To Be Reported

1. **APPROVING ABSTRACT OF CLAIMS #3A-MARCH 9, 2026**
RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #3A dated March 11, 2026 in the total amount of \$2,316,911.26.
Motion: Mr. Gott moved and Mr. DiSalvo seconded to approve the foregoing resolution..... Carried.
2. **AMENDING THE 2026 LIVINGSTON COUNTY BUDGET: DEPARTMENT OF HEALTH (2), HIGHWAY (2) & SHERIFF’S OFFICE**
RESOLVED, that the Livingston County Treasurer is authorized and directed to make the requested Budget Amendments per the Budget Amendment entries that have been approved by the Livingston County Administrator.
Motion: Mr. Pangrazio moved and Mr. DiSalvo seconded to approve the foregoing resolutionCarried.
3. **AUTHORIZING TRANSFER OF FUNDS: DEPARTMENT OF HEALTH (2)**
RESOLVED, that the Livingston County Treasurer is authorized and directed to make the requested transfers per the Budget Amendment entries that have been approved by the Livingston County Administrator.
Motion: Mr. Gott moved and Mr. DiSalvo seconded to approve the foregoing resolution..... Carried.

Pre-approved Informational Item(s) To Be Reported

1. Departmental Updates-CNR audit appeal outcome on Medicaid capital costs resulted in a decrease in the amount owed. The most recent sales tax is still trending low year to date.

EXECUTIVE SESSION

Motion made by Mr. Pangrazio and seconded by Mr. Wadsworth that the Committee adjourn and reconvene for the purpose of discussing the proposed acquisition, sale or lease of real property and all Supervisors, Shannon Hillier and John Lockhart remain present. Carried.

Mr. Pangrazio moved and Mr. DiSalvo seconded that the Committee reconvened in regular session. The following report was presented.

The Ways and Means Committee having met in Executive Session, hereby reports as follows:
No action taken.

ADJOURNMENT

Mr. Pangrazio moved and Mr. DiSalvo seconded to adjourn the meeting at 2:00 p.m.

CLERK OF THE BOARD – MICHELE REES

FEBRUARY 2026

Appointments

Monthly: 8
Year to Date: 30

Legal Notices

Monthly: 4
Year to Date: 11

Meetings

Monthly: 11
Year to Date: 26
Board: 2
Committee: 4
Orientation:
Other: 5

Resolutions

Monthly: 34
Year to Date: 74

Electronic Approvals

Monthly: 1
Year to Date: 1

Proceedings Project

Monthly: 0
Year to Date: 0
Website:

Miscellaneous:

Journal of Proceedings posted to website: 1849-1859; 1860-1869; 1870-1879; 1880-1889; 1890-1899; 1900-1909; 1917-1939; 1940-1947; 1949; 1950-1956; 1957-1959; 1961-1969; 1970-1979; 1980-1989; 1990-1999; 2000-2005; 2007-2011;

Received 3 catering quotes for review. Contract awarded to Forest Hill.

Crock ordered for 2026 recognition recipients

Reserved photographer & beverages for employee recognition

Began local law introduction/public hearing process 2026-C Extending the Existing Livingston County Guest Room Occupancy Tax

Extended public hearing process for 2026-B Authorizing lease or sale of County Real Property w/o public advertising or competitive bidding

Researched procedure to execute GTC appointment for Governor/Senate approval

Submitted Extending the Existing Livingston County Guest Room Occupancy Tax local law paperwork to DOS.

Attended HR Series training session on employee performance

Attended State of the County Chamber event

Research requests for information from Public, BOS, Administration & Departments Heads

REAL PROPERTY TAX SERVICES – BILL FULLER

Informational Item(s) Written Only

- Taxable Status Day was March 1st, this was also the deadline for property tax exemption applications to be turned in to the Town Assessors.
- Finalizing parcel splits, merges, subdivisions and deed transfers through March 1st for Assessors tentative assessment roll April deadline.
- Next Assessors' meeting is scheduled for March 19th.
- Final Village Assessment Rolls will be printed by this office. The Assessors will deliver to the Villages.
- The month of February did not have any corrections to the tax rolls to report.
- Assessment impact notices are being printed and mailed to taxpayers.

Respectfully submitted,

Michele R. Rees, CLBC, IIMC-CMC

Clerk of the Board