

**WAYS & MEANS COMMITTEE MEETING MINUTES**  
**MONDAY, JANUARY 12, 2026**  
**1:30 P.M.**

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

Ways & Means Chair Dwight Knapp lead the Pledge of Allegiance.

**COUNTY ATTORNEY – JOHN LOCKHART**

**1. PROVIDING FOR A PUBLIC HEARING ON PROPOSED LOCAL LAW NO. A-2026 ESTABLISHING AN ANIMAL ABUSER REGISTRY**

WHEREAS, there has been duly presented and introduced at a meeting of this Board, held on January 14, 2026, proposed Local Law No. A-2026 entitled Establishing an Animal Abuser Registry; now, therefore, be it

RESOLVED, that a public hearing shall be held on said proposed Local Law by this Board on January 28, 2026, at 1:35 pm in the Board of Supervisors Assembly Room located in the Livingston County Government Center, 6 Court Street, Geneseo, New York, at which time all persons interested will be heard; and be it further

RESOLVED, that at least six (6) days' notice shall be given by posting thereof on the bulletin board of the Livingston County Government Center and by publishing such notice at least one (1) time in the official newspapers of the County as provided by law.

Mr. Lockhart reviewed the proposed local law for introduction and setting the public hearing for anyone convicted as an animal abuser. The District Attorney and Sheriff have both reviewed the proposed law. Mr. Lockhart explained that this local law only addresses animal abusers. Ms. Hillier explained that the local law pertains to Livingston County residents and it will be the Sheriff's Office's responsible for maintaining the registry. Mr. Wester explained that he will be taking our local law to the NYSAC conference in March. Twenty five counties have a local law at this time.

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

**REAL PROPERTY TAX SERVICES – BILL FULLER**

**Action Item(s) To Be Reported**

**1. DESIGNATING OFFICIALS TO APPROVE CERTAIN APPLICATIONS MADE FOR CORRECTION OF TAX ROLL ERRORS, REFUNDS, AND CREDITS**

WHEREAS, Real Property Tax Law §§ 554(9) and 556(8) permit a tax levying body to authorize designated officials to approve correcting tax roll errors, refunds, and credit of taxes in instances where the recommended correction, refund, or credit is \$2,500.00 or less without prior approval by the tax levying body; and

WHEREAS, Livingston County currently averages approximately twenty-five (25) applications per year for correction of errors and/or for refund of taxes. The Board approval process ordinarily required for each application creates significant time delays for County taxpayers, which would be substantially minimized by this action; and

WHEREAS, the Livingston County Real Property Tax Services Director and the Livingston County Treasurer recommend this practice continue to be adopted in order to make the corrections and/or refunds to the taxpayers erroneously assessed timelier and more efficient; now, therefore, be it

RESOLVED, that pursuant to Real Property Tax Law §§ 554(9) and 556(8), upon receipt of an application seeking a correction of tax roll errors, refund, or credit, the Livingston County Real Property Tax Services Director shall prepare a written report of his investigation and recommendation for such application, and follow the procedure the Livingston County Board of Supervisors follows in making corrections, refunds, or credits. However, where the Livingston County Real Property Tax Services Director denies a correction, refund, or credit, in whole or in part, he shall be required to provide the Livingston County Board of Supervisors the written report of his investigation and recommendation and both copies of the application, as well as the written reasons why the Director denied the application; and be it further

RESOLVED, that the Livingston County Board of Supervisors designates the Livingston County Treasurer or the Livingston County Deputy Treasurer as the County official authorized to approve applications

for correction of tax roll errors, refunds, and credits of taxes when the recommended corrected amounts do not exceed \$2,500.00. Said authority shall be effective immediately, terminating December 31, 2026; and be it further

RESOLVED, that on the or before the 15<sup>th</sup> day of each month in the calendar year 2026, the Livingston County Real Property Tax Services Director shall submit a report to the Livingston County Board of Supervisors specifying the corrections, refunds, and credits processed by the Director and approved by the Livingston County Treasurer or the Livingston County Deputy Treasurer pursuant to this resolution during the preceding month. Said report shall indicate the name of each recipient, the location of the property, justification for the request, and the amount requested; and be it further

RESOLVED, that the Clerk of the Board shall forward certified copies of this resolution to the appropriate County Officials.

Mr. Fuller reviewed the annual resolution for approval.

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

**CLERK OF THE BOARD – MICHELE REES**

**Action Item(s) To Be Reported**

**1. ESTABLISHING PETTY CASH AMOUNTS FOR VARIOUS DEPARTMENTS FOR THE YEAR 2026**

RESOLVED, that the following petty cash amounts and designees be established for the year 2026:

<u>Department</u>	<u>Custodian</u>	<u>Amount</u>
Board of Sup./Cty. Adm.	Michele Rees	\$150.00
Center for Nursing & Rehabilitation	Lisa Batlle	\$3,300.00
Central Services	Dana Henry	\$150.00
County Clerk/DMV	Kristine Secor	\$750.00
County Clerk	Kristine Secor	\$150.00
Geneseo DMV	Kristine Secor	\$400.00
Dansville DMV	Kristine Secor	\$400.00
County Treasurer	Amy Davies	\$2,000.00
Department of Health	Jennifer Rodriguez	\$150.00
Community Services	Audrey Swarts	\$5,000.00
Women’s Health Center	Jennifer Rodriguez	\$500.00
Highway	Jason Wolfanger	\$1,000.00
Office for the Aging	Sue Bagley	\$300.00
Planning	Alexandria Schoonover	\$125.00
Probation	Lynne Mignemi	\$350.00
Public Defender	Lindsay Quintilone	\$200.00
Sheriff’s Office	Thomas Dougherty	\$3,500.00
Dog Control	Thomas Dougherty	\$50.00
Social Services	Tracy McCaughey	\$2,000.00
Veteran Services Agency	David Terry	\$1,500.00
Workforce Development	Ryan Snyder	\$500.00
Youth Bureau	Ryan Snyder	\$100.00

This is an annual resolution that departments review and approve the amounts for the resolution.

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

**2. INCREASING MILEAGE RATE TO 72.5 PER MILE EFFECTIVE JANUARY 1, 2026**

RESOLVED, that the standard mileage rate for Livingston County is hereby set at 72.5¢ per mile effective January 1, 2026.

This is amount is set by the IRS each year.

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

**3. ESTABLISHING 2026 STANDARD WORK DAY**

RESOLVED, that the Livingston County Board of Supervisors hereby establishes the standard work days for its employees and will report days worked to the New York State and Local Employees’ Retirement System

based on the time keeping system or the record of activities maintained and submitted by the Clerk of the Board. Michele Rees explained that this sets the SWD for every position listed under each department. Only one position is listed if there are duplicate positions within a department setting the exact hours that the employee will receive in retirement credit.

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

### **Informational Item(s) Written Only**

#### **DECEMBER 2025**

##### **Appointments**

Monthly: 28  
Year to Date: 139

##### **Electronic Contracts:**

Monthly: 1  
Year to Date: 44

##### **Legal Notices**

Monthly: 3  
Year to Date: 31

##### **Meetings**

Monthly: 14  
Year to Date: 150  
Board: 23  
Committee: 45  
Orientation: 5  
Other: 77

##### **Resolutions**

Monthly: 60  
Year to Date: 536

##### **Proceedings Project**

Monthly: 33  
Year to Date: 210

##### **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;

NACo Professional Development Academy 12-week High Performance Program on 9/10/25. Week 1-Leadership mindset & positivity; Week 2-Leadership strategies, positive energy; Week 3-Empowerment, engagement & performance; Week 4-Communication re: change process, planning, transition, overcoming resistance; Week 7-Change execution process, communication that drives change, short-term wins; Week 6-Execution, priorities, empathy; Week 7-Sustaining change, strategy development, progress & purpose; Week 8-Continual change & improvement; Week 9-Clarity & confidence ; Week 10-Understanding, optimism, techniques & methods; Week 11-Communication & Collaboration; Week 12-Leading Higher Performance Teams; Graduation 12/19/25

Produced monthly agendas & minutes for Board/Committee meetings including proceedings index updates.

Responded to various information research requests from Public, BOS, Administration & Departments Heads.

**SHERIFF’S OFFICE – SHERIFF THOMAS DOUGHERTY**

**Action Item(s) To Be Reported**

**1. AUTHORIZING THE PURCHASE OF EIGHT (8) NEW 2026 CHEVROLET TAHOES FOR THE LIVINGSTON COUNTY SHERIFF’S OFFICE: DENOYER CHEVROLET, INC.**

RESOLVED, that the Livingston County Sheriff’s Office is hereby authorized to purchase from DeNooyer Chevrolet, Inc. of 127 Wolf Road, Albany, NY 12205, eight (8) new Chevrolet Tahoes for a total cost not to exceed \$456,345.96.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Departmental budget	100%	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<i>Procurement Method</i> <input type="checkbox"/> <i>Cooperative-Contract</i> <input type="checkbox"/> <i>Piggyback-Contract#</i> <input type="checkbox"/> <i>Quotes</i> <input type="checkbox"/> <i>Exempt Prof. Services:</i> <input checked="" type="checkbox"/> <i>Other: Liv Co Res 2025-526</i>		

Sheriff Dougherty reviewed the annual purchases.

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

**3. AUTHORIZING THE PURCHASE OF ONE (1) NEW 2023 DODGE CHARGER FOR THE LIVINGSTON COUNTY SHERIFF’S OFFICE: ROBERT GREEN TRUCK DIVISION**

RESOLVED, that the Livingston County Sheriff’s Office is hereby authorized to purchase from Robert Green Truck Division of 162 Bridgeville Road, Monticello, New York 12701, with a mailing address of P.O. Box 8002 Rock Hill, NY 12775, one (1) new Dodge Charger for a total cost not to exceed \$37,296.53

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYMIR claim proceeds and department budget		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<i>Procurement Method</i> <input type="checkbox"/> <i>Cooperative-Contract#</i> <input checked="" type="checkbox"/> <i>Piggyback-Contract# Onondaga County’s Police and Administrative Contract # 071-05</i> <input type="checkbox"/> <i>Quotes</i> <input type="checkbox"/> <i>Exempt Prof. Services:</i> <input type="checkbox"/> <i>Other:</i>		

This is a new vehicle with the warranty.

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

**CHAIR APPOINTMENTS – DAVID LEFEBER**

**Action Item(s) To Be Reported**

**1. APPOINTING VOTING REPRESENTATIVES TO THE INTER-COUNTY ASSOCIATION OF WESTERN NEW YORK FOR THE YEAR 2026: DWIGHT KNAPP, MICHELE REES, DONALD WESTER & RICHARD WHITE**

RESOLVED, that the following members are hereby appointed to the Inter-County Association of Western New York for the year 2026 for the term designated:

<b>Name</b>	<b>Address</b>	<b>Rep./Title</b>	<b>Term</b>
Dwight Knapp	10342 Hotaling Road Dansville, NY 14437	Supervisor/Town of Ossian	1/1/26-12/31/26
Michele Rees	6 Court Street Geneseo, NY 14454	Alternate	1/1/26-12/31/26
Donald Wester	P.O. Box 188, Conesus, NY 14435	Supervisor/Town of Conesus	1/1/26-12/31/26
Richard White	86 Main Street, Leicester, NY 14481	Supervisor/Town of Leicester	1/1/26-12/31/26

and be if further

RESOLVED, that the Clerk of the Board of Supervisors shall forward a certified copy of this Resolution to the Inter-County Association of Western New York.

The Chairman reviewed the recommendations.

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

**COUNTY ADMINISTRATION – SHANNON HILLIER**

**Action Item(s) To Be Reported**

**1. APPROVING ABSTRACT OF CLAIMS #12B-DECEMBER 24, 2025**

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #12B dated December 24, 2025 in the total amount of \$3,079,345.48.

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

**2. APPROVING ABSTRACT OF CLAIMS #1A-JANUARY 14, 2026**

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #1A dated January 14, 2026 in the total amount of \$2,706,808.56.

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

**3. AMENDING THE 2026 LIVINGSTON COUNTY BUDGET: DEPARTMENT OF HEALTH (2), HIGHWAY, OFFICE FOR THE AGING, PLANNING & SHERIFF'S OFFICE (3)**

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.

Ms. Hillier reviewed the budget amendments for approval.

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

**4. RESOLUTION AUTHORIZING A TRANSFER FROM UNASSIGNED FUND BALANCE IN THE GENERAL FUND TO THE LIVINGSTON COUNTY SHERIFF'S OFFICE DOG CONTROL ADOPTED BUDGET**

WHEREAS, the Livingston County Board of Supervisors authorized funds to be transferred from the unassigned fund balance in the General Fund to the Livingston County Sheriff's Office Dog Control in the 2026 Adopted Budget; now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby authorizes the Livingston County Treasurer to release unassigned fund balance in the General Fund to the Livingston County Sheriff's Office Dog Control General Operating Budget.

Ms. Hillier explained that this represents the transfers needed to move the money from the Department of Health to the Sheriff's Office for the transfer of Dog Control responsibilities to the Sheriff's Office.

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

**5. AUTHORIZING BLANKET UNDERTAKING**

WHEREAS, Public Officers Law Section 11 authorizes the governing body of a municipality to procure a blanket undertaking to cover officers, clerks and employees of the municipality who would otherwise be required to post an individual undertaking; and

WHEREAS, such blanket undertaking must indemnify against losses through the failure of officers, clerks or employees to faithfully perform their duties or account for moneys or property received by virtue of their position or employment and through fraudulent or dishonest acts committed by officials, clerks or employees covered thereunder; now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby approves a blanket undertaking to cover all officers, clerks and employees required by law to post an undertaking which undertaking shall be provided by the following policies:

a) Public Officials Liability Policy, provided by New York Municipal Insurance Reciprocal, Policy No. MPK-LIVI-0000002-25; and

b) Government Crime Policy provided by Fidelity Deposit Company of Maryland, Policy No. CPP1470666-06.

This is an annual resolution required putting insurance in place to protect public officers

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

**6. PROVIDING FOR A PUBLIC HEARING ON PROPOSED LOCAL LAW NO. B-2026 AUTHORIZING THE LEASE OR SALE OF COUNTY REAL PROPERTY WITHOUT PUBLIC ADVERTISEMENT OR COMPETITIVE BIDDING**

WHEREAS, there has been duly presented and introduced at a meeting of this Board, held on January 14, 2026, proposed Local Law No. B-2026 entitled Authorizing the Lease or Sale of County Real Property Without Public Advertisement or Competitive Bidding; now, therefore, be it

RESOLVED, that a public hearing shall be held on said proposed Local Law by this Board on January 28, 2026, at 1:35 pm in the Board of Supervisors Assembly Room located in the Livingston County Government Center, 6 Court Street, Geneseo, New York, at which time all persons interested will be heard; and be it further

RESOLVED, that at least six (6) days' notice shall be given by posting thereof on the bulletin board of the Livingston County Government Center and by publishing such notice at least one (1) time in the official newspapers of the County as provided by law.

Ms. Hillier explained that County Law §215 requires the County to sell or lease County real property to only the highest bidder after public advertisement. This proposed local law would supersede County Law and permit the County to lease or sell County real property pursuant to a privately negotiated transaction that is approved by Board Resolution. A determination by the Board that the property is not required for public use will still be needed and the proposed law does not apply to parcels the County acquires via the tax foreclosure process. This came up we were talking about parcels at Exit 4.

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

**7. ADOPTION OF LOCAL LAW 3-2026 ADOPTING THE 2026 SALARY REVISIONS FOR ALL COUNTY OFFICERS SERVING FOR FIXED TERMS**

WHEREAS, proposed Local Law No. F-2026 entitled Adopting The 2026 Salary Revisions For All County Officers Serving For Fixed Terms was heretofore introduced on December 17, 2025; and

WHEREAS, in accordance with State law, a public hearing upon proposed Local Law No. F-2025 was duly held before this Board of Supervisors on January 14, 2026; and

WHEREAS, said proposed Local Law in final form has been on the desks of the members of this Board of Supervisors since December 17, 2025, constituting a period of over six (6) days; now, therefore, be it

RESOLVED, that the aforesaid proposed Local Law No. F-2026 entitled Adopting The 2026 Salary Revisions For All County Officers Serving For Fixed Terms introduced on December 17, 2025, is hereby approved and adopted as Local Law No. 3-2026.

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

**8. RESOLUTION IN SUPPORT OF THE PASSAGE OF CONGRESSMAN NICHOLAS LANGWORTHY'S ENERGY CHOICE ACT (H.R.3699, S.1945) IN OPPOSITION TO GOVERNMENT-MANDATED NATURAL GAS BAN**

WHEREAS, affordable and reliable energy is essential to the health, safety, and economic prosperity of New York families, businesses, and communities; and

WHEREAS, natural gas remains a dependable, cost-effective, and clean-burning energy source used by millions of New Yorkers to heat their homes, cook their food, and power their businesses; and

WHEREAS, in 2019, New York State enacted the Climate Leadership and Community Protection Act ("CLCPA"), which mandates aggressive emissions reductions and serves as the foundation for sweeping energy restrictions, including efforts to phase out natural gas; and

WHEREAS, building on the CLCPA, in 2023 Governor Kathy Hochul and the New York State Legislature enacted provisions in the State budget banning natural gas and other fossil fuel hookups in most new residential and commercial buildings, effective 2026 for smaller buildings and 2029 for larger buildings, thereby eliminating consumer choice and limiting access to affordable energy; and

WHEREAS, Governor Hochul has publicly supported these bans and related measures as part of her administration's climate and energy agenda, despite widespread concerns that such mandates will increase costs, strain grid reliability, and restrict energy diversity; and

WHEREAS, these top-down policies undermine affordability, threaten reliability during peak demand, and strip away the freedom of consumers and businesses to choose the energy sources that best meet their needs; and

WHEREAS, Congressman Nicholas Langworthy of New York and Senator James Justice of West Virginia introduced the Energy Choice Act (H.R.3699, S.1945), federal legislation that ensures state

and local governments cannot restrict consumer access to natural gas and other affordable energy sources thereby protecting freedom of choice for New Yorkers and all Americans; and

WHEREAS, the Energy Choice Act would safeguard household, small businesses, hospitals, farmers, and manufacturers from harmful government overreach and preserve access to an energy strategy that strengthens reliability and affordability; now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors strongly supports the Energy Choice Act as introduced by Congressman Langworthy (H.R.3699) and Senator Justice of West Virginia (S.1945) and stands firmly opposed to New York State's natural gas bans, the CLCPA-driven restrictions, and other state energy mandates that eliminate consumer choice; be it further

RESOLVED, that the Livingston County Board of Supervisors urges Congress to pass the Energy Choice Act to defend consumer choice, protect energy affordability, and preserve reliable access to natural gas for New Yorkers; be it further

RESOLVED, that the Clerk of the Livingston County Board of Supervisors shall forward copies of this Resolution to Governor Kathy Hochul, Congressman Nick Langworthy, Congresswoman Claudia Tenney, Senator James Justice, Senator Chuck Schumer, and Senator Kristen Gillibrand, and leadership of the New York State Legislature.

Ms. Hillier explained that this resolution for simply for consideration and reviewed the federal law regarding the use of natural gas as a source of energy in homes and businesses.

*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 – Two large sales tax receipts were received recently. We should receive our last payment this week and we will be able to see how we fell compared to previous years. The Trump Administration freeze of funds pertaining to child care and other assistance needed for low income families has a temporary restraining order has been granted by the court. We are allowed to continue to draw down funds for that program at this time.

### **EXECUTIVE SESSION**

Motion made by Mr. Pangrazio and seconded by Mr. LeFeber that the Committee adjourn and reconvene for the purpose of discussing employment history of a particular person, matters leading to the appointment of a particular person and all Supervisors and Shannon Hillier remain present. Carried.

Mr. DiSalvo moved and Mr. Wadsworth 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.

Motion made by Mr. Pangrazio and seconded by Mr. LeFeber to approve the following resolutionCarried.

### **APPOINTING DIRECTOR OF LONG-TERM CARE FOR THE LIVINGSTON COUNTY CENTER FOR NURSING AND REHABILITATION: SAMONTRA V. SPENCER**

WHEREAS, the County Administrator has recommended the appointment of a Director of Long-Term Care pursuant to her powers and duties as specified in Section 4 (C) of Local Law 6-2007; and

WHEREAS, the Ways and Means Committee has reviewed the recommendation of the County Administrator, concurs with it, and likewise recommends to the Board of Supervisors said appointment; and

WHEREAS, the Board of Supervisors wishes to make an appointment consistent with these recommendations; now, therefore, be it

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

#### **Center for Nursing and Rehabilitation**

Appoint Samontra V. Spencer of 1003 N. Winton Road, Rochester, New York 14609 to the position of Director of Long-Term Care at an annual salary of \$173,250.00 effective January 14, 2026.

## **ADJOURNMENT**

Mr. Pangrazio moved and Mr. DiSalvo seconded to adjourn the meeting at 2:23 p.m.

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### **COMPLIANCE OFFICER – CHRISTINE STUDIOSO**

#### **Informational Item(s) Written Only**

#### **Monthly Activity Report – November/December 2025**

- Completed 1 investigation into potential issue of non-compliance, which was deemed to be unsubstantiated.
- Completed monthly exclusion check review of affected individuals.
- Reviewed documents related to CNR OMIG Medicaid Claims audit.
- Created the 2026 Corporate Compliance training module with 2 different tracks – one for Affected Individuals, one for non-Affected Individual. This course track update was in response to feedback received from Department Heads and employees regarding the inclusion/exclusion of healthcare related information.
- Reconciled the exclusion check list to ensure all impacted individuals are listed and former employees have been removed.
- Reviewed 7 NY bills which were signed into law by the Governor. The topics included AI/automated decision making (3), mental health terminology, death reports & records, continuing education for county coroners, and comprehensive EMS plan. A summary overview was provided to impacted departments to ensure compliance prior to the effective dates.

#### **Meetings Attended/Trainings/Professional Development**

- November
  - Microsoft Word & Excel Training
  - Compliance Committee
  - Webinar – What’s New What’s Next: Compliance in the Age of AI
  - GVHP Annual Membership Meeting
  - Suicide Prevention Taskforce
  - 6-hour Defensive Driving Course
- December
  - HCCA Compliance & Post-Acute Care Virtual Conference (OIG Focus Areas within the Post-Acute Realm, A New Approach to the Post-Acute Risk Assessment, CPG for SNFs Review and Discussion, Aligning the Standards: Navigating OIC Compliance Guidance and CMS Requirements of Participation in Nursing Facilities)
  - Department Head Meeting
  - HR Training Series – Employee Leave & Accommodation Rights
  - Webinar – Modern Analytics: Using your Code to “drive” your program

#### **Compliance Committee Updates**

- Last meeting – November 13
  - Regulatory Updates – tracking 4 proposed NY bills related to AI, one of which is directly related to the use of AI within therapy or psychotherapy settings
  - Reviewed Q3 2025 Departmental quarterly reports & Compliance Officer report
  - Discussed 2026 Departmental Risk Assessment tentative plan
  - Reviewed the Exclusion & Sanction List Screening Procedure

Next meeting – February 12

### **PURCHASING – ASHLEY SCUTT**

#### **Informational Item(s) Written Only**

#### **MONTHLY ACTIVITY REPORT – DECEMBER 2025**

#### **MEETINGS ATTENDED/ TRAININGS/ PROFESSIONAL DEVELOPMENT**

- SAMPO Pro-D Committee Meeting (4)
- SAMPO Board of Directors Meeting
- Light up Livingston Broadband meeting (2)
- NIGP Edge Program (4)
- HR series – ADA accommodations

**PURCHASE ORDERS PROCESSED**

	<b>New PO's PROCESSED</b>	<b>PO DOLLAR VALUE</b>
<b>Monthly</b>	46	\$760,686.04
<b>YTD</b>	669	\$21,292,395.42

**PROCUREMENT CARD TRANSACTIONS REVIEWED**

	<b>PCARD TRANSACTIONS</b>	<b>PCARD DOLLAR VALUE</b>
<b>Monthly</b>	171	\$89,084.70
<b>YTD</b>	2,147	\$848,802.28

**SOLICITATIONS ISSUED THIS MONTH**

<b>Type</b>	<b>Dept</b>	<b>Bid/ RFP Name</b>	<b>Date Issued</b>
RFQ	EMS	Purchase of Computers and Accessories	12/1/2025
BID	CS	Roof Replacement	12/5/2025
RFP	SHF	Public Safety Radio System Maintenance RFP	12/10/2025
<b>YTD</b>	<b>60</b>		

**SOLICITATIONS OPENED THIS MONTH**

<b>Type</b>	<b>Dept</b>	<b>Bid Name</b>	<b>Date Opened</b>
RFQ	EMS	Purchase of Computers and Accessories	12/4/2025
Bid	CS	Cleaning & Janitorial Supplies	12/17/2025
RFP	CNR	Cosmetology Services	12/23/2025
<b>YTD</b>	<b>59</b>		

**INSURANCE CLAIMS**

**Monthly:5**

**YTD: 37**

**VEHICLES / EQUIPMENT SURPLUS FORMS PROCESSED**

**Monthly: 0**

**YTD: 21**

**VEHICLES / EQUIPMENT ADD/DELETE FORMS PROCESSED**

**Monthly: 2**

**YTD:36**

Respectfully submitted,  
 Michele R. Rees, CLBC, IIMC-CMC  
 Clerk of the Board