

ULSTER COUNTY LEGISLATURE
COMMITTEE MEETING MINUTES

NAME OF COMMITTEE: Administrative Services Committee

DATE: January 9, 2006

TIME: 5:00 PM

PLACE: Library Conference Room, 6th Floor

LEGISLATORS PRESENT: Chairman Robert Parete and Legislators Gary Bischoff, Brian Cahill, Joan Every and Peter Kraft

LEGISLATORS ABSENT: None

LEGISLATORS EXCUSED: Legislators Robert Aiello and Joseph Stoeckeler

OTHERS ATTENDING: Lee Taylor, Director Information Services, Harry Castiglione, Board of Elections Commissioner, Bonnie Szpulecki, Insurance Officer, Robin Peruso, Purchasing Agent, Diane Beitel, Safety Officer, and Gerry Ricci media representative

The first item for discussion was appointing a Deputy Chairman to conduct meetings in the absence of Chairman Parete. Joan Every was appointed at this time to preside at meetings in Chairman Parete's absence.

Each department head had the opportunity to introduce themselves to the new members of the Legislature. Chairman Parete reported that Dorothy Martin's father had passed away and she was excused from the meeting.

BOARD OF ELECTIONS: Harry Castiglione, Commissioner, reported that he was retiring from County service. Chairman Parete and members of the committee thanked him for his many years of service and wished him well in his retirement.

PURCHASING DEPARTMENT: Purchasing Agent Robin Peruso gave an overview of her department. Legislator Cahill asked how many employees report to her. There are 16 employees total, including Central Services and Central Auto. Ms. Peruso explained the process for RFP's and the Hudson Valley Municipal Purchasing group. Legislator Cahill also expressed the need for efficiencies. There was a general discussion about the manager for Central Auto which Legislator Every supports. Chairman Parete questioned the Fleet Management position and it was requested that a plan for it be presented to the next committee meeting. There was also discussion about blanket purchase orders in place for heating/petroleum products.

INSURANCE DEPARTMENT: Insurance Officer Szpulecki explained her department's responsibilities and the various plans that fall under her scrutiny. Legislator Kraft will be meeting with her in the near future to form a working group made up of "the plan" plus a few professionals from the public.

SAFETY DEPARTMENT: Safety Officer Beitzl presented an overview of her department and touched on the driving school, road inspections, County identification badges for employees, Right-to-Know training that the department is responsible for. Legislator Cahill asked that the committee address the issue of repeat offenders who work for the County—for instance, in regard to their employment, leave without pay, automatic removal. It was determined that there should be a policy change. Safety Officer Beitzl was in full agreement.

Leg. Cahill was to follow up with having the OET Director work in conjunction with the Safety Office to train and teach the programs the Safety Office is responsible for.

INFORMATION SERVICES DEPARTMENT: Director Lee Taylor presented his department's responsibilities. He also discussed the problems his department encountered with Cyborg. Legislator Kraft asked if copies of the Five-Year Technology Plan could be circulated among the committee members. He also asked if Legislator Bischoff, who is Chairman of Efficiency, Reform and Intergovernmental Affairs Committee, to look into staffing.

There being no further business to conduct, Legislator Kraft motioned, seconded by Legislator Every to adjourn. The meeting adjourned at 6:47 pm.

Respectfully submitted,

Robert Parete, Chairman
Administrative Services Committee