

**ULSTER COUNTY LEGISLATURE
COMMITTEE MEETING MINUTES**

NAME OF COMMITTEE: Administrative Services Committee

DATE: August 21, 2006

TIME: 6:21 PM

PLACE: Library Conference Room, 6th Floor

LEGISLATORS PRESENT: Chairman Brian Cahill, Legislators Robert Parete, Robert Aiello and Peter Kraft, and Joan Every(excused early)

LEGISLATORS ABSENT: Legislator Joseph Stoeckler (excused), Gary Bischoff (excused)

OTHERS ATTENDING: Sylvia Wohlfahrt, Interim Director Information Services, Randy Geuss, and Chris Fiore also from Information Services, Dorothy Martin, Director of Real Property Tax Service Agency, Ed DiBella (for Robin Peruso), Deputy Purchasing Agent, Diane Beitel, Safety Officer, Bonnie Szpulecki, Insurance Officer, Soni O'Bryan, Deputy Insurance Officer (attending to take minutes for meeting), Ed Brown (for Marshall Beckman), Vic Works, Legislature, Deputy Legislative Clerk, Dr. Peter Liepmann, UC Legislator serving on the Human Development Committee (DSS), Ed Sowles, Central Services Supervisor, Debbie Fuchs and Ben Murray, High Volume Product Specialists from Ikon Office Solutions and Gerry Ricci.

A presentation by Ikon Office Solutions was presented prior to the meeting being called to order. The focus of the presentation was to show the County the incentives for cost savings- having a fleet contract to lower maintenance costs or utilizing a centralized printing section where the price per copy is the same for all departments, with the possibility of integrating and combining redundant services throughout the County. Currently there are many different maintenance contracts in place with different costs being paid on them. There should be a base price for the same services and all copiers should be covered under the same agreement. They could also save by utilizing Print Shop for Central Services to cut down on the time it takes for their printing jobs. A proposal is being put together by IKON for Robin Persuso, Robert DiBella and Ed Sowles to look at. These copying units are high volume production units, and with the purchase of two units (for redundancy in case of breakdown), there is the possibility of migrating bulk copying to print shop - which is where the County will see the savings. Ikon would bill the County quarterly; the equipment will allow for growth and can over achieve if necessary. A question raised by the Legislators is whether or not this can be integrated with the entire county - at some point yes it could - the system has the capacity to grow. They would start first with fixing Centralized Printing and eventually there is the possibility that each department could send jobs from their own printer or copier using a micro card. The new copiers would maximize cost and contain them down the road. Ed Sowles made a request to replace two of the current machines with two new units which include the color toners.

The meeting was then called to order at 6:21 pm with a motion to accept the minutes from the July 17, 2006 committee meeting was made by Legislator Aiello and seconded by Legislator Kraft.

Ed Brown, Deputy Director of UC Mental Health, addressed the committee on behalf of Marshall Beckman, Director of UC Mental Health who was unable to attend this meeting. Ed explained the Profiler program which they would like to purchase for their department. This new program is needed in anticipation of the mandatory managed Medicaid billing that must be done. Currently there are no computer records on file at the time a client shows up at Mental Health. The primary advantages of the new program are maximizing revenues while minimizing expenses. The new system will have already recorded authorization for existing services and would help prevent missed billings and giving away services. They will be able to put safeguards in the system that mandatory needed to update their computer system. The Profiler would be able to integrate their current billing system with the medical records and automatically authorize a client's next appointment. It will help to reduce the size of a pool of people to handle job responsibilities - currently the same functions are handled by three different units within the department. Although the program will not eliminate the paper trail because NYS still requires it - this would allow them to be completely HIPPA compliant setting up workgroups and users. The program will be managed partially by IS and partially by Mental Health; IS would handle the programming and Mental Health would maintain the updating of codes, periodic information, and other input changes. Ed explained that he did not feel this would be additional update costs, most of the maintenance can be handled by Mental Health. Ed has been working on a flow chart on how to implement and he feels it may take about 18 months. The money is in the budget from 2005 and has been carried over. A motion was made by Legislator Every, seconded by Legislator Aiello to implement the MH Profile Project. All were in favor.

OLD BUSINESS

Vic Works, Deputy Clerk, presented a letter and proposal from Legislator Bishoff, Chairman of the Efficiency, Reform & Intergovernmental Affairs Committee, regarding the creation of the two new Central Auto positions. The positions would be Fleet Maintenance Coordinator, with a starting salary of \$40,040.00 at grade level 15 and a Lead Automotive Mechanic, with a starting salary of \$37,274.00 at grade level 12. Both positions are based on a 40-hr. work week, are competitive classes, and would require a test. The proposal would put another set of hands on the floor and help to reduce external costs for vehicle work. A motion was made by Legislator Parete, seconded by Legislator Kraft to accept the resolution creating the Fleet Manager and Lead Mechanic positions.

Also approved during the month was a part time driver for Purchasing because the person in that spot went back to school early. A diagnostic tool Central Auto requires for vehicle inspections was also approved during the month as the other one broke.

Chairman Cahill next brought up the **call out data** information that was requested from Safety Officer Diane Beitel. He advised Diane that the information she supplied him with was too vague and he needs more detail. They can discuss this further with her new business - **call out procedure**.

Chairman Cahill asked how budget meetings were going and reminded all department heads present to be prepared to make cuts.

NEW BUSINESS

INSURANCE OFFICE: Insurance Officer, Bonnie Szpulecki, had a request to attend the fall NYSASIC conference to be held in Lake George at the end of September. Bonnie explained that these conferences are held twice a year and the conference costs are paid for by the plan, not the County. She reiterated the benefits and contacts she and her Deputy have made by attending the conference and dollars that vendors have been able to save the County in medical costs. They now have a great e-mail round table going on and share a great deal of information with other Counties and also with vendors who provide the Counties with their services and also attend the conferences. On this conference's agenda is an accident

investigation with a mock hearing. A motion to approve attendance at the conference was made by Legislator Parete, seconded by Legislator Aiello. All were in favor.

Legislator Kraft next brought up questions he had with regards to the Dive Team Accident. He wanted to know why Insurance was not paying for one of the deputy's vehicle that was involved. Bonnie explained that we cannot cover vehicles we do not own, we have no interest in the deputy's personal vehicles and they are paid mileage if they use their own vehicles. She is not certain where they got the idea that they would be covered under the County's insurance.

Bonnie also advised that since the last meeting when she indicated no participants had withdrawn, she received a resolution from Milton FD to withdraw, but this is the only one. Billings to all other participants were sent out by August 15, 2006. Legislator Parete asked Bonnie if the Resolution changing the withdrawal date from August 1 to July 1 was done. Bonnie advised that she had heard nothing regarding the change, to date. Legislator Parete will follow-up with County Attorney Koplovitz on the status of this change.

REAL PROPERTY: Director, Dorothy Martin, spoke in reference to the Large Parcel Act. Dorothy handed out copies of 2006 UC tax rates. These rates are based on plugging in new figures using last year's tax assessment and coming up with rough numbers. The legislators must adopt these rates (by December 1, 2006). Legislator Parete advised that the T/O Olive has now done their own re-valuation, but it does not include the Reservoir - NYS increased the Reservoir to \$300M. Olive feels they are @ 100%, NYS says they are at 129%. Hurley also did a re-assessment, but they are too low at 90%. Legislator Kraft expressed concern that the County has not responded to the Watershed Commission to attach participation to be part of negotiations and involvement. Legislator Parete questioned Dorothy as to why state land was not included - it doesn't meet the 5,5,5 criteria - but she really believes that based on what she heard, state land will never be included as the state doesn't have parcels - they have large amounts of land.

PURCHASING: Robert DiBella, Deputy County Purchasing Agent, discussed the Central Auto building lease. Per Jim McTague the lease has been renewed, but Purchasing has been trying to take ownership, except the building needs about \$50,000 in repairs. The T/O Ulster never did any maintenance to the building. The Fire Department actually owns the property, but does not want the portion that we are located in. They are going through Building and Grounds regarding the repairs - there are large discussions over taking over the building, but there are other concerns - there could be pollution issues if we take over the building. Bob also reviewed the RFI/RFP status - these are updated every week. Bob also advised that there is a bid board up currently with six (6) bids on the list. Bob also brought up a Bid Net Proposal that they are looking at. This is a website that you don't pay for -- it is a great tool for finding prospective bids and results were very good. Although you don't have to pay to search the site, if you wanted to register on the site you would pay a \$50.00 registration fee. Chairman Cahill asked Bob to do a comparison utilizing Bid Net to show how much of a savings is realized with Bid Net included.

SAFETY: Diane Beitel, UC Safety Officer, advised that they have a new vehicle. They received a 2005 Taurus from Fleet that has 50,000 miles on it and have now retired the Jeep.

Next on her agenda was the **call out procedure** - Diane explained the procedure, however, Chairman Cahill wants Diane to sit down with UCAT Director, Cynthia Ruiz and go over investigation services. Diane agreed to do this, but first requested Chairman Cahill meets with her. The Chairman would like to decrease any redundancy in services between the two departments. From an accident standpoint, Chairman Cahill needs a clear statement of understanding on how accidents are being handled and investigated, which may require referring to the SOP manual. A recent accident involving a UCAT bus, Chairman Cahill's vehicle, and a lengthy response time from Safety has prompted the necessity to look at the above issues.

Diane briefly touched on the subject of Weights & Measures who have now moved into the upstairs over Safety. Diane advised that this is working out very well for both departments.

INFORMATION SERVICES: Sylvia Wohlfahrt, appointed as Interim Director of IS, reviewed her list of equipment over \$500.00 for approval. Chairman Cahill questioned Sylvia to see if it was possible to consolidate the request UC Administration printers with the IKON proposal - after a lengthy discussion into centralizing printers, this item was tabled for the future and Sylvia will check into this. Legislator Kraft mentioned the idea of County wide document management and possibly appointing someone as a Document Management person working with IS to accomplish this. Chairman Cahill is sending a letter to assign Deputy Clerk Vic Work to be that person.

Other IS items brought up for approval and discussion are shown on the attached UC IS List of Equipment A motion was made by Legislator Parete, seconded by Legislator to accept the IS list and approve.

Sylvia then brought up a request to temporarily fill her prior position until they hire someone as IS Director and she moves back into her position. After some discussion it was determined that you can only do this with appointed positions. Chairman Cahill feels that this is only a short term problem for approximately sixty (60) days. He requested that Sylvia document how her job is affected and how she is impacted - whatever it means. Chairman Cahill advised that they plan to start interviews in the next few weeks, probably late in the day and into the evening. Out of twenty four applicants they have narrowed it down to nine people with a combination of experience and education. Chairman Cahill stressed that they want to be able go to the Public and feel comfortable with the decision they make and hire the right person for this job.

This concluded all old and new business. A motion to adjourn at 8:29 pm. was made by Legislator Parete and seconded by Legislator Kraft.

Respectfully submitted,

**Brian Cahill, Chairman
Administrative Services Committee**