

**ULSTER COUNTY LEGISLATURE  
COMMITTEE MEETING MINUTES**

**NAME OF COMMITTEE:** Administrative Services Committee

**DATE:** September 18, 2006

**TIME:** 6:04 P.M.

**PLACE:** Library Conference Room, 6<sup>th</sup> Floor

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

**LEGISLATORS ABSENT:** Legislators Joseph Stoeckler and Robert Aiello

**OTHERS ATTENDING:** Sylvia Wohlfahrt, Interim Director Information Services, Randy Geuss, from Information Services, Robin Peruso, Deputy Purchasing Agent, Diane Beitzl, Safety Officer, Bonnie Szpulecki, Insurance Officer, Legislator Glenn Noonan (not in attendance as Committee Member), and Soni O'Bryan, Deputy Insurance Officer (attending to take minutes for meeting).

A motion to accept the minutes from the August 21, 2006 meeting was made by Legislator Parete, seconded by Legislator Every with no objections.

The main focus of tonight's agenda is a review of each Department's budget now that department heads have met with County Administrator Michael Hein.

**PURCHASING:** Purchasing Agent, Robin Peruso advised that the first thing she needs to do is implement the Fleet Manager and Fleet Mechanic positions. The approval of these two positions was already passed in full committee and the request to fill form has been submitted to post the positions. Robin's second step to implement these positions is to select the best software to be used. They are currently reviewing several packages and what they looked at was overkill. They are also thinking about how they might possibly be able to utilize the current software being used by UCAT and UC Highway. Robin hopes to have the two positions filled by next month's meeting so that they can involve the new Fleet Manager in the software selection and give his/her input. It was suggested that Robin might possibly be able to fill the position with someone from UCAT or Highway since they would be familiar with the software systems already.

Robin also discussed her budget. No revisions have been done since meeting with the County Administrator other than the two personnel lines for Fleet Manager and Fleet Mechanic, but she did indicate that they do have revenues coming back in from chargeback's, County Clerk copier, duplicating services, postage, etc. Robin advised that she believed that the reimbursable's were reflected in her budget, but was not certain if there was an increase to the reimbursable rate reflected in her budget, but she will check into this to be sure.

**REAL PROPERTY:** Real Property Director, Dorothy Martin, was unable to attend the meeting as her department was at a conference. Legislator Noonan requested time to speak on the Large Parcel Resolution.

**Legislator R.S. Parete clearly expressed his disgust of Legislator Noonan's actions by submitting the Large Parcel resolution with his name as a sponsor.** After discussion on the matter by all Legislators present and it was decided to table this resolution until the next meeting when Director Martin was present. **(Unanimously 5 - 0)**

**INFORMATION SERVICES:** Sylvia Wohlfahrt, Interim Director of IS, indicated that the only change she made to her budget was the correction in the personnel line which had been reduced by \$6,200. This was for a part-time, un-benefited position; she was advised by the County Legislators that this was a duplicate line in their budget and therefore eliminated. She indicated that they were still negotiating with County departments, therefore some items were not in the budget - primarily it is for work on UCAT items and countywide printers. The Legislators expressed concern that the UCAT budget items were high and even though UCAT Director Ruiz indicates they are 90% reimbursable, etc, it is usually never a really substantial or a large reimbursable amount to warrant the expense.

At this time, Chairman Cahill once again expressed his concerns to department heads about their budgets and how the County Administrator is reacting and they need to come up with other ways to cut their budgets and go to him with reductions. If departments can't then he feels the County Administrator will make other cuts, most likely in personnel.

Randy Guess advised that they have tried to stay flat between last year and this year, but there are a considerable amount of items missing from the departments. Legislator Kraft inquired if there was any possibility that Time and Attendance Equipment could be implemented and possibly help in reducing payroll expenses. Sylvia explained how they may or may not be useful, however no further discussion.

Chairman Cahill then brought up the **Capstat Program**, at the request of the Efficiency and Reform Committee. The program is designed to find more efficient and better ways to manage municipalities. The program is currently being utilized in New York City as a way of measuring performance. The program has built in stated objectives and goals and is a gauge to determine how you are meeting those objectives (and goals). Sylvia's department did an analysis on this program and explained what they came up with. The program is a way of measuring of government providing services, sort of like a report card. They should be able to answer to taxpayers. Sylvia's department needs to look at this further to see if this can be implemented and would need some preliminary items as to what the Legislators are most interested in looking at. She feels that she can add fields in the database which can generate reports. Chairman Cahill and Legislator Bischoff, as Chair of the Efficiency & Reform Committee will get together to draft a letter, for the first of the year, outlining the objective and goals and using a set of criteria on how they want to see it compiled and pull it to IS. A motion was made by Legislator Kraft and seconded with all in favor.

Sylvia also made a request for approval of several conferences that were not originally on the agenda, but had advised Legislator Cahill by e-mail earlier in the day. The first conference is for two people for 3 nights, a Northeastern HTE User Group @ \$480.80, a NYS Local Govt IT Director's Assoc for one person @ \$63.40 and a Managing Electronic Records for 3 people @ \$64.40. These were approved by all.

Sylvia presented her list of equipment over \$500.00. Equipment scheduled for purchase is audio/visual equipment that Safety needs for their training classes. A motion was made by Legislator Bischoff to purchase the equipment for use by all County departments when they may need it, but with Safety having the first shot at the equipment and keeping it in their office. This was approved by all. The Planning Department also made a request to upgrade a very out-dated computer for one of their employees along with the addition of a color laser printer for the whole department. A motion to approve this purchase was made by Legislator Bischoff, seconded by Legislator Every, all were in favor. The last item for purchase is for Sheriff's equipment at a cost of \$120.00 for hardened relay switches for patrol cars - Sylvia advised this would be zero cost for the Count. This was passed unanimously. See Attached List.

**SAFETY:** Diane Beitzl, UC Safety Officer, advised that they there have been no changes regarding her budget since meeting with the County Administrator. Chairman Cahill advised Diane that there has been a lot of talk on the three vehicles they have in their possession and the call outs. She also needs to go over the call out data and the pay. He wants Diane to be aware of the decisions being made and possible duplication of services and paying extra to an employee and be ready if she is confronted with it.

**INSURANCE OFFICE:** Insurance Officer, Bonnie Szpulecki, advised that since she met with the County Administrator she did an analysis of her personnel to see the effects of switching employees around within the budget divisions; in doing so she found that she was able to save approximately \$100,000 for the County. Bonnie explained that she has three budgets (three divisions) that she had to revise, one for Disability of which there were no revisions done, the second for the Self Insurance Plan which all employees except one are to be covered under, and Unallocated Insurance, which now only has one employee covered under it. Legislator Cahill questioned Bonnie if there was any way that she might also be able to reduce the 2006 budgets the same way and Bonnie will take a look at it to see if that would be possible and will send Brian an e-mail.

Bonnie also advised that the County has prevailed against the fire departments in their suits against the County. The four departments who chose not to settle will now have to pay the full withdrawal premium.

A motion to adjourn the meeting @ 7:27 pm was made by Legislator Kraft and seconded by Legislator Bischoff.

**Respectfully submitted,**

**Brian Cahill, Chairman  
Administrative Services Committee**