

**ULSTER COUNTY LEGISLATURE
COMMITTEE MEETING MINUTES**

NAME OF COMMITTEE: Administrative Services Committee

DATE: October 14, 2008

TIME: 4:45 P.M.

PLACE: UCOB, 6th Floor Library

LEGISLATORS PRESENT: Chairman Jeanette Provenzano, Legislators Alan Lomita, Ken Ronk, Paul Hansut, Brian Cahill and Deputy Chairman Frank Felicello

LEGISLATORS ABSENT: Legislators Peter Kraft

OTHERS ATTENDING: County Auditor, Robert Wenzel, Purchasing Officer, Robin Peruso, Information Services Director, Sylvia Wohlfahrt, Safety Officer, Diane Beitzl, Real Property Director, Dorothy Martin, and Soni O'Bryan, Deputy Insurance Officer (attending to take minutes of meeting)

NOT ATTENDING: Insurance Officer, Bonnie Szpulecki was excused due to illness

The meeting was called to order by Chairman Provenzano; a motion by Legislator Cahill was made to accept the September Committee meeting minutes, seconded by Legislator Ronk, all were in favor. Chairman Provenzano then made a motion to accept the revised minutes from the July 2008 meeting. This revision was to replace Tony Gallo's name with Purchasing Agent Robin Peruso as being in attendance at the meeting, as Tony was not present. Motion was seconded by Legislator Ronk, with all in favor.

The first order of business was a report on from the grievance sub-committee on implementation of the vehicle take home policy. Departments present were UC Highway and Bridges and UC Safety. Prior to the meeting 12-13 vehicles' from Highway had been pulled from their department and one (1) vehicle from Safety. This meeting brought up numerous concerns and questions from both the employees and the sub-committee and when all was said and done it was agreed that there needs to be a further study of the vehicle take home data and all vehicles have been returned to the departments. The committee and those present agreed that in order to evaluate the call-out percentage they need at least to study this further through the winter months so they have a full year of data to use in their findings. Once a year's worth of data has been compiled they will then review the vehicles that are being taken home and re-address any issues that need to be, at that time. Purchasing Officer Robin Peruso reminded all present that the request to take home forms are either not being completed or not being completed properly; she indicated that this has been addressed with the departments in the past. The vehicle take home forms must be completed by the employee themselves and signed by both the employee and their department head. This committee also agreed that they need to ask the Laws and Rules Committee to review the take home policy more and see what their thoughts are. Some of the employees indicated at the grievance meeting that taking a vehicle home was a condition of their employment, some over twenty (20) years ago. Under the CSEA contract there is a monetary equivalency if the vehicle is taken away. Legislator Cahill and others agree they need to be careful due to the CSEA contracts, however, he still felt very strongly that just

because this was in place some twenty years ago does not mean it should not be changed and feels this issue should be addressed and possibly revised or changed. Chairman Provenzano suggested that they also ask Laws and Rules Committee to form a committee and include CSEA and DPW and attempt to work out something in their contract so that it will work for everyone.

Dorothy Martin, Director of Real Property indicated that she had just two items to discuss. The first item was in reference to a phone call she received from the Administrator's office with regards to the equalization rates for this year. Dorothy advised that this is normally a matter of doing a Resolution and adopting it, but it does need to be done before December so it must go in at the November 12, 2008 meeting. A motion was made by Legislator Lomita agreeing to sponsor a Resolution now so that it can be drawn up and presented at November's meeting. Legislator Cahill seconded this motion and all were in favor. Dorothy will take care of getting the Resolution ready for the meeting. Her second item was that the County has received a grant for monies for consolidation of assessment services. She should receive \$25,000 this month for the contractor portion of the grant and will receive another \$25,000 when this goes to our Legislature and is entered in the minutes. That has to take place in order to file for the second part of the grants. The latest that she would be able to file for the grant is February 2009, which is the end of the State's fiscal year. She just needs to submit a voucher to get the grant; however, she was uncertain if this Committee would prefer to stay within the County's fiscal year which ends in December. Dorothy would like to present the information at the November 2008 Legislature meeting. She did indicate that there is some opposition to consolidating and there are options to consolidate without being Countywide; she advised that there are three alternatives to what we can do, but there needs to be a study done. It was agreed by Committee that Dorothy will present the information at the November meeting so that it will be entered into the County's November 2008 meeting minutes; she will send out a summary sheet prior to the meeting for any questions that they would want directed to the vendor.

Bob Wenzel, County Auditor, next spoke about the department efficiency report and commented that although it was not quite as good as last month it still shows that the payment efficiency is still moving consistently in the right direction. Bob was then asked by committee if his office audits the college. Bob indicated that they currently are having some issues with Project 286 and have been sending all the bills and invoices related to this project back to the college as they are not being submitted correctly. He does not audit any other college bills and has not authority over the college except a few projects. Robin Peruso interjected that the college's Capital Projects are done differently than the County's. Bob indicated that they sometimes circumvent procedures and procurements. He will monitor the college closely and let this committee know if things are not being done properly. Bob also advised that one of their budgets is up to about \$125,000 and that they will need to add three more employees when the new Charter takes effect in January 2009. The \$125,000 budget is for just one segment of his budget, mostly due to the new Charter Form of Government. Once everything is in place in 2009 they will have an Internal Audits Division and an Accounts Payable Division.

IS Director Sylvia Wohlfahrt next passed out copies of her list of equipment needing approval. Chairman Provenzano mentioned that although she has the authority to approve these she would prefer that all of the Committee members review the list and ask questions as they feel they need to. Sylvia's first item on the list was for approval of a training conference that is needed for her new GIS employee. Sylvia indicated that she was aware that there is a freeze on all conferences and training, however, she really needs this person trained as the prior employee trained for this position has left the County's employment and she currently only has a part-time person working in that position. The new employee will be responsible for the Marbletown pilot site and the training needs to be done before November when the software is installed. There is currently no one on her staff trained to handle this. The cost of the training was originally included in the grant they received for this project, but it was used on the training for the employee who left the County and there is nothing left on the grant. Some of the committee inquired if there was any revenue from the work we are doing for Marbletown to use for the training, but Sylvia indicated that any revenue from Marbletown does not generate income, it just covers our costs. A

motion was made by Legislator Cahill and seconded by Chairman Provenzano to approve the conference, no objections were made. Sylvia then went through the list of equipment and explained the reason the purchase is needed and where it is being funded from. When she completed her list of equipment Sylvia brought up a project that she has been working on and failed to include it on her list of equipment. It is a big project with a price tag of \$210,000 and it is to replace the e-mail server which is outdated and almost out of warranty. IS has the money in their 2008 budget for this. They will have to upgrade current models to two newer models and use what is called the Domino Cluster so there will also be a redundancy with the e-mail system and this will also save time. One of the reasons for this purchase is that the entire e-mail system for the County Office Building went down earlier this year and it was very difficult and time consuming getting everything up and running again. Sylvia indicated that they first needed to determine whether the County will stay on this server before doing anything. As Sylvia was explaining this project to the Committee, Chairman Provenzano brought up the issue of not receiving updated reports on current projects' that Sylvia has going on including this one. Sylvia was certain she had provided Chairman Provenzano with this information a few months ago, but would be happy to provide her with another update on the projects that she has going on and the status of them. Chairman Provenzano would like to know, what has been completed, and what is still waiting to be completed and the dollar amount of the project. She would like to see a new report prior to the December meeting which is when the 2009 budget will be done. Legislator Cahill and Lomita both expressed the importance of getting this project completed and feel that it is critical to do this as e-mail as become a way of life to conduct business. Legislator Felicello expressed his objections to this project due to the price tag on it. He believes that we have not had enough problems with the e-mail system to justify spending this much money. He feels there are too many things being cut back in other areas and departments and especially with Public Works and this project really seems like it could wait. The general consensus of the committee was that Sylvia should go on with the project, however, Frank was of the understanding that there were thresholds in place for the amount that could be approved and he thought that amount was \$3,000.00 and he would like clarification on whether thresholds are in place or not. Legislator Lomita expressed that the services IS is asking to upgrade are not just for IS, but are being provided for all County departments including Public Works. Chairman Provenzano questioned Sylvia as to why she did not include a project this large on the list of equipment that she had presented and felt that since it was not on the list that they really should not approve it this month. Sylvia indicated that she really just ran short of time, which Legislator Felicello did not feel was an adequate reason and expressed that if Sylvia had this large of a project she should properly prepare for it. He feels the project is too large to vote on it without an explanation and justification. Sylvia agreed that she will present this project on her equipment list at next months meeting and will also prepare a list of the projects that she has been working on and give details on what is finished and what is still open.

Diane Beitel from Safety reported that she really had nothing going on, but did update the committee that they are still doing a lot of training at this time. She advised that they did complete Flagger training and in spite of a lot of grumbling because of the signage needed to be set up and vests and equipment that have to be worn, the training was very successful. Diane brought up the recent incident where a County Flagger was struck by a vehicle. She indicated that the County did everything right and the accident was not our fault. The work zone was set up correctly and everything was signed correctly. The accident was strictly driver error and happily our employee who was flagging will be okay.

Purchasing Officer, Robin Peruso, passed out copies of the latest Bid Board Update showing the current projects on the bid board. She gave a brief overview of what is being worked on and indicated that they are especially seeking bids for Medical Services for the Jail and Preschool Transportation Services and if anyone knows of anyone who provides these services' to please have them contact her office. There is also a bid out for Energy Efficiency and Environmental Studies. The County's Environment Department is taking a look at this. The vendor would take a look at where there could be energy savings and make recommendations. Anyone bidding on this must save the County money in order to be paid for their services.

The meeting was respectfully adjourned at 6:05 with a motion by Legislator Lomita and seconded by Legislator Ronk, with all in favor.

Respectfully submitted,

**Jeanette Provenzano, Chairman
Administrative Services Committee**