

**ULSTER COUNTY LEGISLATURE
COMMITTEE MEETING MINUTES**

NAME OF COMMITTEE: Administrative Services Committee

DATE: January 20, 2009

TIME: 4:46 P.M.

PLACE: UCOB, 6th Floor Library

LEGISLATORS PRESENT: Chairman Jeanette Provenzano, Legislators Roy Hochberg, Alan Lomita, Paul Hansut, Laura Petit arrived 5:10PM along with Chairman David Donaldson

LEGISLATORS ABSENT: Legislators Philip Terpening, Ken Ronk, excused

OTHERS ATTENDING: Comptroller Elliot Auerbach, Deputy County Executive Bea Havranek, Budget Director Art Smith, Legislative Employee Nettie Tomshaw

The meeting was called to order by Chairman Provenzano; a motion by Legislator Lomita was made to accept the November Committee meeting minutes, seconded by Legislator Hansut, all were in favor.

The first order of business was Chairman Provenzano's appointment of Legislator Paul J. Hansut as Vice Chairman of the Administrative Services Committee. No vote required.

Chairman Provenzano asked committee members if the 4:45 PM meeting time would still continue to work for everyone. Will advise before next meeting.

The Committee Chair welcomed and thanked Comptroller Elliot Auerbach for attending, stating she was pleased the committee has the opportunity to be working with him. The Chairman also asked committee members that have any future questions for the Comptroller to give notice so he or a representative from his office can prepare and attend the meeting.

Elliot Auerbach invited the committee members to stop by his department on the 5th floor. Stated they are currently 70% staffed - soon to have two new employees by the end of next week - a senior auditor and an asst. to the comptroller who will fall under the guise of the confidential secretary. They will be charged with everyday items and going over all county purchases - making sure all documents are in place. Also charged with examining different relationships the county has both internal and with external organizations. Currently in the process of their first audit which will be completed by February 15th and will have information back to the Leg. and Exec. Offices. Chairman Provenzano asked if he will share the results of when completed - and to keep the committee in the loop. Elliot A. stated the first audit in progress is UCAT. He will go back to the respective committee along with the county executive with results. His office is looking to find the best practices in every department and identify any blind spots there may be. They are really looking to help Department Heads to see where they can tighten up internal controls and also point out where they do things well. He asked that the committee spread the word that the controller's office is a "friendly office". He mentioned the new Senior Auditor and Auditor Bob Wenzel's background are both with the NYS Controller's Office for over 12 years. He praised both hires as people with a keen sense of understanding the process and stated their goal is to help the departments

improve. Elliot's A. office devised the "EDS" System - where they let the department know if something is *Efficient, Sufficient or Deficient*. He thanked the committee for inviting him.

DISCUSSION:

Take Home Vehicles

Chairman Provenzano brought Leg. Hochberg up to speed on the adopted vehicle policy and stated the Union will need to be part of future discussions. This falls under Art Smith's Department. Leg. Lomita stated Art S. was part of prior discussions - thus up to speed. The Chairman stated many legislatures were under the assumption they hired a fleet manager when in fact the individual basically takes care of maintenance only - thus not really what they were looking for. The Chair stated they can not create policy until they have a better understanding what the County Executive's thoughts are. Art Smith and Bea Havranek will discuss with the County Executive and to let him know that this matter is a priority for this committee and wants to move quickly on the matter. Art Smith went on to say he will sit down with Mike Hein and come back with his time frame and what he is looking for. He assured the committee we can work things out in a couple of months to change policy for the county. Chairman Provenzano said the committee gave them a 6 month timeframe - thru April. Data is supposed to be given to Bob DiBella who will be paying close detail to the usage. Leg. Hochberg suggested reviewing other counties car policy. Art Smith stated the current policy came from another county from another state. The committee used the best practices to model. Also Art mentioned we were all aware it is a living work in progress and are on course. Bea stated she will call on the County Attorney's Office and Brenda Bartholomew - Personnel when they get to that point.

Information Services (IS) Move

Chairman Provenzano stated her understanding is the move is on hold. Bea H. confirmed the move is not on hold. Bea H. said they have been addressing the matter for 2 weeks and it's a priority of the Executive Administration and feels it will be addressed but details are still pending. Bea went on to say a move has to take place for building repairs but it takes time. Chairman Provenzano felt it was already decided by Legislatures that when they move IS it would be a permanent move - not back and forth. The committee will await updates.

Insurance Move

Chairman Provenzano stated Self Insurance has completed their move out of the County Office Building to a site over by Mental Health. The Chairman went on to say Bonnie Szpulecki has been very cooperate and extended thanks to the committee for working with her. The Committee Chair plans to visit the new location soon.

Real Property Tax (RPT) Report

Chairman Provenzano recommended the committee document any questions they may have because eventually she believes this is the direction the County Executive will probably want to go. However, before we do, we need to understand what's recommended as it will be a policy change if it's adopted. The Chair went on to say that this committee will be very involved. Also, Real Property falls under Art Smith. Art S. mentioned there has been no application policy as yet for the second half. Chairman Provenzano said they will have a lengthy discussion on the report next month.

Contract

Chairman Provenzano stated the Abstract Report will educate their committee and not to be afraid to always ask questions. Bea H. said they are in the process of refining the Abstract Report Document and procedure to make it workable for all parties. They have added a Schedule A & B Summary. Leg. Paul Hansut asked who should the committee contact if they have Abstract questions? For any questions on the report Bea H. referred the committee to Contract Management.

Abstract # L1-13 - (UCAT, Mulligan Bus Service from Kingston to Metro North P.O.K. Station using County owned UCAT bus)

Chairman Provenzano questioned the UCAT line item dollar value going straight through as a pass through from state to the bus company and that it was a lot of money. Bea H. clarified the amount reflects a 3-year period.

Abstract # L1-14 - (Information Services, Unicare Systems Licensed Program Support Services For Mental Health Dept. /Charge Back 1/1/09 ~ 12/31/09 \$137,362.20)

Leg. Roy Hochberg questioned the doubling of fees for maintenance/support services. Both he and Chairman Provenzano expressed concern for the amount the county pays on maintenance for IS. Leg. Alan Lomita asked Bea H. for clarification. Art S. & Bea H. to get back to committee.

Chairman David Donaldson stated the Mental Health Program software is extremely specialized.

Chairman Provenzano said this Abstract of contracts will be voted on tomorrow at Special Session.

Chairman Provenzano thanked Bea Havranek, and Art Smith for attending their committee meeting. They stated Sarah Vansicklen w/Contract Mgmt. and Anna Remet w/County Attorney offices will be at Caucus tomorrow. Art Smith said Dorothy Martin will attend next meeting to discuss the study.

Chairman Provenzano will bring Leg.'s Petit and Ronk up to speed with today's meeting.

Adjournment

The meeting was respectfully adjourned at 5:20 PM with a motion by Legislator Lomita and seconded by Legislator Hansut, with all in favor.

Respectfully Submitted,

**Jeanette Provenzano, Chairman
Administrative Services Committee**