

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **INFORMATION TECHNOLOGY**

DATE: FEBRUARY 27, 2008

COMMITTEE MEMBERS PRESENT:

SUPERVISORS GIRARD
SOKOL
KENNY
STEC
GOODSPEED
STRAINER

OTHERS PRESENT:

ROBERT METTHE, DIRECTOR, INFORMATION
TECHNOLOGY
FREDERICK H. MONROE, CHAIRMAN
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE &
FISCAL SERVICES
JOANNE MCKINSTRY, DEPUTY COMMISSIONER OF
ADMINISTRATIVE & FISCAL SERVICES
JOAN SADY, CLERK OF THE BOARD
TODD LUNT, DIRECTOR, HUMAN RESOURCES
PATRICIA C. NENNINGER, 2ND ASSISTANT COUNTY
ATTORNEY
FRANCIS X. O'KEEFE, TREASURER
SUPERVISOR SHEEHAN
SUPERVISOR TESSIER
DEBRA L. SCHREIBER, SR. LEGISLATIVE OFFICE
SPECIALIST

COMMITTEE MEMBER ABSENT:

SUPERVISOR VANNESS

Mr. Girard called the Information Technology (IT) Committee meeting to order at 9:30 a.m.

Motion was made by Mr. Sokol, seconded by Mr. Stec, and carried unanimously to approve the minutes of the February 5, 2008 Committee meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Robert Metthe, who distributed copies of the agenda to the Committee members; *a copy of which is on file with the minutes.*

Commencing with the first item on the IT agenda, Mr. Metthe requested a resolution authorizing an agreement with Neustar, Net Heaven and/or other necessary parties to take control of the County domain name, (co.warren.ny.us). He indicated their Office had begun the process of making the County network accessible to municipalities; however, he said, they must take control of the domain name first. In response to an inquiry by Mr. Girard, Mr. Metthe stated the gentleman from Saratoga Springs that possessed the County domain name had agreed to transfer ownership to the County at no cost.

Motion was made by Mr. Kenny, seconded by Mr. Stec and carried unanimously approving the request as outlined above; and the necessary resolution was authorized for the March 21, 2008 Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Metthe stated the second item on the agenda concerned the Computerization Effort Capital Project No. H108.9550 280 (hereinafter referred to as Capital Project), that was maintained under the IT auspices and was relatively a dormant fund until 2004 when a determination had been made to appropriate funds to update the County IT infrastructure, network, disaster recovery, enterprise systems, as well as systems utilized by all Departments. In 2005, he said, an additional \$100,000 had been appropriated to this Capital Project from the IT Department budget surplus resulting from vacant positions and negotiated contractual savings. When the telecommunication contracts were renegotiated in 2006, Mr. Metthe stated the \$38,000 savings was appropriated to this same Capital Project.

Although no referral had been forwarded to the IT Committee, Mr. Metthe indicated the Budget Committee had requested funds be transferred from the Capital Project to pay some Departmental expenses and he asked the IT Committee whether they were approving the request of the Budget Committee.

Mr. Girard briefly reviewed the Capital Project analysis prepared by Mr. Metthe. Mr. Metthe commented the funds in the Capital Project had never been utilized for Departmental expenses and as the IT Director, he said, he was the only one that had authority to expend the funds pursuant to the direction of the IT Committee. In response to an inquiry by Mr. Girard, Mr. Metthe replied the Capital Project had been established to improve the enterprise and infrastructure, as well as upgrading the County technology and it was his belief the funds that had been disbursed had accomplished some of those tasks. He said he had a list of projects that were already in progress, and if funds were spent on various Departmental expenses, some projects may not be completed. Mr. Girard asked which Budget Officer had requested this transfer and Mr. Metthe responded that the previous Budget Officer had suggested this alternative. He commented that he was unaware of the position of the current Budget Officer; however, he said, an assumption had been made that the funds in the Capital Project would be transferred.

Hal Payne, Commissioner of Administrative & Fiscal Services, apprised that a motion was made at the Public Works Committee meeting to upgrade the computer software in DPW totaling approximately \$60,000, less the \$19,350 they

had in their budget, leaving a balance of \$40,000 to come from this Capital Project. He said Kevin Geraghty, Budget Officer, attended the Public Works Committee meeting and supported their request. Mr. Metthe stated the \$32,000 reflected under the Defined List were requests to transfer funds from the Capital Project for Departmental expenses prior to the Public Works Committee appeal for \$40,000. He further stated that when he commenced his employment with the County, 'Time and Attendance' was a priority project; however, he said, the new payroll and financial systems had to be incorporated first. There had been some preliminary meetings and discussions relative to instituting a new 'Time and Attendance' system that they anticipated incorporating in some Departments this year; however, he said, due to the balance in the Capital Project, there were only sufficient funds for a pilot program. If the funds remained in the Capital Project, Mr. Metthe indicated some of the projects listed under 'Time and Attendance' could be accomplished.

Mr. Metthe went on to say that it was his belief that the Budget Committee advised those Departments requesting computer upgrades that the funds would be withdrawn from their budget and transferred into the Capital Project. Mr. Metthe asked whether this information had been relayed correctly and Mr. Payne responded during the 2008 Budget progress, the Capital Project had a balance of \$138,000 and the Budget Committee authorized \$51,417 for County-wide technology advancements for different Departments. In effect, Mr. Metthe stated a referral should have been made to the IT Committee transferring the funds from the Capital Project; however, he queried whether any funds had been disbursed from the Department budgets. Mr. Payne reiterated the funds were to be withdrawn from the Capital Project to purchase the computer equipment and that each Department budget had been reduced by the amount appropriated in computer equipment and software to decrease the 2008 County Budget.

Mr. Kenny explained that this Capital Project was established to maintain the County technology and he was not in favor of transferring those funds from the Capital Project into the Department of Public Works Budget, which had significantly more funds available than most departments. Mr. Payne commented that all equipment had been removed from the Department of Public Works Budget and the County had just bonded \$2.5 million. When the Budget Committee reduced the Capital Project by \$51,000, Mr. Girard asked whether that decreased the current balance of \$109,000 and Mr. Payne replied the balance of the Capital Project at the time the funds were authorized was \$138,000, less \$51,000. Mr. Girard made inquiry of Mr. Metthe relative to his proposed projects and the impact that transfer would have on his intended goals and objectives.

Mr. Tessier entered the meeting at 9:50 a.m.

Mr. Metthe stated it was his understanding the Sheriff's Office items had been removed from the Defined List and Mr. Payne replied his "cut" sheets reflected a \$7,000 decrease for law enforcement. After a brief discussion, Mr. Payne reiterated that with the exception of the computer server for the Sheriff's Office, all their items had been removed from the Defined List.

Mr. Girard asked Mr. Metthe to conduct some further research relative to the discussions amongst the parties and the impact to the various Departments. While a majority of the Committee concurred there was a balance of funds in this Capital Project at the end of 2007, Mr. Monroe asked whether a transfer of these funds today had any impact on any proposed projects within the next ten months. According to his calculations, Mr. Metthe said, if they subtracted the \$32,000 from the \$109,000, the Capital Project would have a balance of \$77,000, which did not include the items under 'current projects' totaling \$35,000. He noted they were currently in contract management discussions.

Being a new member of the IT Committee, Mr. Girard asked Mr. Metthe to explain the importance and value of the 'Time and Attendance' project and the impact it had to the County should this improvement be completed this year rather than next year. The 'Time and Attendance' system calculated the time utilized by each County employee and, he said, this project had been targeted because of the condition of the current system that had resulted in duplicate or triplicate forms being produced. Mr. Girard asked whether the 'Time and Attendance' project could be completed with the funds that had been appropriated and Mr. Metthe replied that no decision had been made on the hardware or software that would be utilized; however, he said, he anticipated this project costing significantly more than what had been appropriated.

Todd Lunt, Human Resources Director, articulated that the County currently maintained multiple time management systems, such as Kronos or time clocks, and the information from those systems was forwarded to the County Treasurer to be entered into the payroll system and thereafter submitted to Civil Service to track time, attendance and leave time balances. He said they were researching various time keeping options and were hopeful they would locate a system that would be compatible with the County financial software.

Mr. Girard asked Mr. Metthe to review the Capital Project Budget and put forth a proposed timetable and list of recommendations. In response, Mr. Metthe said the balance of these funds continued to be raised at other Committee meetings.

In response to an inquiry by Mr. Girard, Mr. Metthe briefly explained the information contained on page 3 of the agenda reflected the balance in the Capital Project and the amounts appropriated for each project.

Mr. Stec concurred the 'Time and Attendance' project should be a priority; however, he encouraged the IT Department to complete the projects that had been undertaken and thereafter review the Defined List with the Capital Project balance to determine what projects would be completed this year versus 2009. Chairman Monroe said he would find it helpful if Mr. Metthe would provide a time line for his project "wish list" and how this transfer of funds would impact the projects reflected under the Defined List.

Mr. Kenny queried whether any additional purchases had been made from this fund and Mr. Payne responded he was only familiar with the \$40,000 request that was authorized at the Public Works Committee meeting last week, and, he noted, those figures were not reflected on the Current Status analysis. Mr. Metthe again reiterated his position that there had been occasions when funds were transferred from the Contingent Fund to pay Departmental expenses; however, he noted never from this Capital Project. Joan Sady, Clerk of the Board, commented the 2005 IT Budget surplus had been applied to this Capital Project and she queried whether their 2007 Budget surplus could be transferred as well and Mr. Metthe said he thought that deadline had passed. Mr. Girard asked Mr. Metthe whether he knew the amount of the 2007 IT Budget surplus and he responded he was not sure.

Mr. Payne apprised that he had received an email from Rob Lynch, Deputy Treasurer, advising him that Chris LaFountain, Computer System Analyst/Programmer, would be developing a program that would utilize time sheets rather than time cards and he queried whether this work was inclusive of the 'Time and Attendance' project. Mr. Lunt responded the program Mr. LaFountain was developing would enable each department to enter their information on input sheets to be forwarded to the County Treasurer for processing. He said they were hopeful that someday each Department would complete their own time and attendance records. Mr. Payne stated he did not believe employees utilizing Kronos would complete those time sheets, as they were already electronically transferred.

Mr. Goodspeed asked whether the DPW request to transfer \$40,000 for computer equipment would decrease the \$43,000 in the Defined List and Mr. Payne answered that the Public Works Committee had approved the request last week for the funds to be disbursed from the Capital Project. In response to further inquiries by Mr. Goodspeed, Mr. Payne confirmed that should the Public Works

Committee request to transfer \$40,000 from the Capital Project be approved at the March 21, 2008 Board Meeting, the balance in the Capital Project would then be \$3,000, which would require them to revisit the 'Time and Attendance' software.

Mr. Stec explained the Public Works Committee made a motion asking the Finance Committee to consider transferring \$40,000 from the Computerization Effort Capital Project for the purpose of upgrading their computer hardware/software. He further stated that while a referral should have procedurally come to the IT Department, the funds had not been expended.

According to the Defined List, Mr. Metthe noted there was approximately \$20,000 in DPW technology upgrades and he queried whether this \$40,000 request was in addition to the \$20,000 and Mr. Payne replied in the negative. In response to a query by the Committee Chairman, Mr. Metthe responded the Committee must agree to the funds being disbursed from this Capital Project. Mr. Stec explained the decision before the Committee was whether the Public Works project should be funded by this Capital Project or somewhere else; and, he said, if these monies were withdrawn from this project, was it the intention of the Committee to fund the 'Time and Attendance' Project some other way.

Mr. Stec suggested the Department of Public Works utilize the funds within their own budget for computer equipment and should additional funds become necessary, William Lamy, Superintendent of Public Works, could request the Public Works Committee revisit their budget at the end of the year. He noted the Budget Officer had recommended that that procedure be followed for each Department.

Motion was made by Mr. Stec, seconded by Mr. Sokol and carried unanimously denying the request of the Public Works Committee for funding from the Computerization Effort Capital Project No. H108.9550 280 for software upgrades in the amount of \$40,000; and to refer the same on to the Finance Committee for consideration.

The general consensus of the Committee agreed the \$43,000 appropriated in the Computerization Effort Capital Project No. H108.9550 280 be earmarked for upgrades to the County timekeeping system.

Mr. Goodspeed asked whether the Committee would revisit the 'Time and Attendance' Project prior to expending the funds and Mr. Metthe replied he would provide project status reports to the Committee. Mr. Goodspeed suggested an informal survey be conducted of other counties to determine which system best

served the needs of Warren County; however, he emphasized, he did not want another job created as a result of this project.

Mr. Lunt added that he felt this timekeeping project would be a tremendous benefit to the County especially when it became connected to their current financial system, thereby utilizing the New World program to its fullest capabilities. He said their ultimate goal was to have one timekeeping system that reported an employee's time and leave balance credits. When surveying other counties, he suggested only researching those counties that utilized the same financial software.

There being no further business, on motion by Mr. Kenny and seconded by Mr. Strainer, Mr. Girard adjourned the meeting at 10:15 a.m.

Respectfully submitted,

Debra L. Schreiber, Sr. Legislative Office Specialist