

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: FEBRUARY 27, 2008

COMMITTEE MEMBERS PRESENT:	OTHERS PRESENT:
SUPERVISORS SHEEHAN	REPRESENTING THE BOARD OF ELECTIONS:
GIRARD	MARY BETH CASEY, COMMISSONER
SIMMES	WILLIAM MONTFORT, COMMISSIONER
STRAINER	JOANN MCKINSTRY, DEPUTY COMMISSIONER OF
TAYLOR	ADMINISTRATIVE & FISCAL SERVICES
	AMY CLUTE, SELF-INSURANCE ADMINISTRATOR
COMMITTEE MEMBERS ABSENT:	NICOLE LIVINGSTON, DEPUTY CLERK OF THE BOARD
SUPERVISORS VANNESS	SUPERVISOR TESSIER
GOODSPEED	SUPERVISOR BELDEN
	DEBRA L. SCHREIBER, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Sheehan called the Support Services Committee Meeting to order at 1:00 p.m.

Motion was made by Mrs. Simmes, seconded by Mr. Strainer and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Mary Beth Casey, Board of Elections Commissioner, who distributed copies of the agenda to the Committee members; *a copy of same is on file with the minutes.*

Commencing with first item on the agenda, Mrs. Casey requested permission for four employees within their office to attend the New York State Board of Elections (NYSBOE) Annual Conference in Syracuse, New York from April 28 to April 30, 2008. She added the funds had been appropriated in the 2008 County Budget.

Motion was made by Mrs. Simmes, seconded by Mr. Strainer and carried unanimously approving the request as presented. *Copies of the Authorization to Attend a Conference or Meeting Form are on file with the minutes.*

Continuing on with the second item on the agenda, Mrs. Casey requested to extend the contract with the NTS, commencing January 1, 2008 and terminating December 31, 2008 for Interface System Maintenance and Support, in the amount of \$7,000. In order to access the NYSBOE database, she said, this contract was required and the funds had been appropriated in the 2008 County Budget. Mrs. Casey noted this contract was currently being reviewed by the County Attorney.

Motion was made by Mr. Strainer, seconded by Mr. Taylor 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.*

Moving on to the third item on the agenda, Mrs. Casey requested a contract with NTS for Virtual Data Base Services in the amount of \$3,000, commencing January 1, 2008 and terminating December 31, 2008. She said she was advised by the Information Technology (IT) Department that due to the specialized nature of this software, they (BOE) should utilize the services of their software vendor. She further noted the funds had been appropriated in the 2008 County Budget.

Motion was made by Mr. Strainer, seconded by Mr. Girard and carried unanimously approving the request as presented; 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.*

With respect to the last item on the agenda, Mrs. Casey requested to amend the 2008 County Budget to increase estimated revenues and appropriations to accept and disburse grant allocations for purchases and services for HAVA-related (Help America Vote Act) expenses. William Montfort, Board of Elections Commissioner, indicated they submitted the following three grant applications for polling place access improvements that were 100% reimbursable: Contract No. T002636 in the amount of \$9,407; Contract No. T002819 in the amount of \$2,395; and Contract No. T002694 in the amount of \$19,579. He said these funds would be expended for parking lot improvements of the three polling locations in the Town of Johnsbury. He further stated he was amending his original grant application request from \$9,500 to \$12,500, due to an increase in cost; and the remaining balance of \$7,000 would be spent making the polling sites handicapped accessible. He noted that none of the funds in Contract No. T002694 had been expended.

In response to an inquiry by Mr. Girard, Mrs. Casey explained there had been a change in responsibility of the polling locations from the towns to the County which required them to meet all the HAVA criteria, and in order to meet these requirements, she said, the County opted to consolidate the number of polling districts and apply for additional available grants funds. Mr. Montfort noted some polling locations were leased and the ten year lease for the new location in the Town of Johnsbury was included in their agreement.

Motion was made by Mr. Strainer, seconded by Mr. Taylor and carried unanimously approving the requests to amend the 2008 County Budget as follows:

- ★ to increase estimated revenues and appropriations in the amount of \$9,407 to reflect the reimbursement of grant funds from the Federal HHS Poll Site Access Grant Contract (T002636) for polling place access improvements;
- ★ to increase estimated revenues and appropriations in the amount of \$2,395 to reflect the reimbursement of grant funds from Federal HHS Poll Site Access Grant Contract (T002819) for polling place access improvements; and
- ★ to increase estimated revenues and appropriations in the amount of \$19,579 for the expenditure of grant funds from the NYS Poll Site Access Grant Contract (T002694) for polling place access improvements.

These requests were referred to the Finance Committee for consideration, and *copies of the resolution request forms are on file with the minutes.*

Mrs. Casey apprised the Committee that a meeting had been scheduled with the consultants for March 3, 2008 to discuss the needs of their Department in the new Health & Human Services Building. She further added that they had ordered their new voting machines that had been discussed at the previous Committee meeting.

That concluded the Board of Elections portion of the Support Services Committee meeting at 1:10 p.m.

Privilege of the floor was extended to Amy Clute, Self-Insurance Administrator, who distributed copies of the agenda to the Committee members, *a copy of which is on file with the minutes.*

Mr. Sheehan thanked Mrs. Clute for forwarding the information packets on to the members of the Committee.

Commencing with Item 1 on the agenda, Mrs. Clute requested to amend Resolution 774 of 2007 that authorized the County to purchase their excess workers' compensation coverage with Midwest Employers Casualty Company, to be paid to TD Banknorth as the insurance broker for the County, in the amount of \$129,219.

Motion was made by Mr. Strainer, seconded by Mr. Girard and carried unanimously authorizing 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.*

Moving along to Item 2 on the agenda, Mrs. Clute stated she typically processed the endorsements and premiums for County property and casualty insurance with any new coverage issues presented to the Committee. She stated many changes occurred throughout the year, such as acquiring new vehicles or transferring ownership to towns or municipalities, and the County Attorney suggested the Committee consider a resolution authorizing the Self-Insurance Administrator to forward these particular invoices on for payment. She noted that these funds were disbursed from the appropriate Department to which the item was transferred and not from her Department. Mr. Girard said this was a recommendation by the County Attorney requesting Mrs. Clute to get authorization from this Committee to forward these invoices on for payment despite a Department already having approval. Mrs. Clute reiterated that any new coverage would still come before the Support Services Committee; however, she said, the County Attorney recommended that the Self-Insurance Administrator have authority to process the day-to-day changes.

Motion was made by Mr. Girard, seconded by Mrs. Simmes and carried unanimously granting the Self-Insurance Administrator the authority to process endorsements and premium changes as necessary; 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.*

Referring to the last item on the agenda, Mrs. Clute requested authorization to continue the contractual relationship between Warren County and the various health care providers for health insurance for Warren County employees and establishing rates for coverage, effective January 1, 2008.

Motion was made by Mr. Taylor, seconded by Mrs. Simmes 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.*

Mrs. Clute stated that John Weber, President of Capital Financial, (the County health insurance broker), requested the opportunity to speak at the next Committee meeting. She noted they would receive bids tomorrow for a Safety Services Consultant and she would forward those bids on to the Committee members for review.

There being no further business to come before the Committee, on motion by Mr. Girard and seconded by Mr. Strainer, Mr. Sheehan adjourned the meeting at 1:18 p.m.

Respectfully submitted,

Debra L. Schreiber, Sr. Legislative Specialist