

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **INFORMATION TECHNOLOGY**

DATE: November 29, 2007

Committee Members Present:

Supervisors Sheehan
Sokol
Kenny
Monroe
VanNess
Gabriels
Geraghty

Others Present:

Robert Metthe, Director, Information Technology
William H. Thomas, Chairman
JoAnne McKinstry, Deputy Commissioner of
Administrative & Fiscal Services
Joan Sady, Clerk of the Board
Debra L. Schreiber, Legislative Office Specialist

Mr. Sheehan called the Information Technology Committee Meeting to order at 10:35 a.m.

Motion was made by Mr. Kenny, seconded by Mr. Monroe, and carried unanimously to approve the minutes of the October 3, 2007 meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Rob Metthe, Director, Information Technology (IT), who distributed a copy of his agenda to the Committee members, *a copy of which is on file with the minutes.*

Relative to Item 1 on the agenda, Mr. Metthe requested to extend the telecommunications equipment maintenance contract with Carousel Industries of North America, Inc., commencing January 1, 2008 and terminating January 1, 2011, for a total amount not to exceed \$18,600 per year.

Motion was made by Mr. VanNess and seconded by Mr. Sokol approving the request as outlined above.

In response to inquiries by Committee members, Mr. Metthe commented this was a New York State (NYS) contract that had been serviced by this organization for fifteen years.

After discussion, Mr. Sheehan called the question, the motion was carried unanimously, and the necessary resolution was authorized for the December 21, 2007 Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Referring to Item 2, Mr. Metthe apprised that he included a 2007 IT year-ending report that reflected the various projects their Department had engaged in resulting in significant benefits to the County.

In response to an inquiry by Mr. Gabriels, Mr. Metthe advised that the installation of the new online County payroll system had been completed and was fully operational; however, he said, there were some Human Resource modules that required some additional work. In response to inquiries by Committee members, Mr. Metthe stated the IT Department still maintained some of the older systems for Civil Service that they (IT) wrote themselves. He said two of the four modules they expected to integrate, while no definitive decision had been made with respect to the remaining two. In response to further inquiries by the Committee, Mr. Metthe indicated that each Department decided whether utilizing a new software system assisted them in the performance of their job duties.

Mr. Metthe commented that many systems throughout the County were older, inefficient or utilized unsupported software and the IT Department was currently developing systems in modern languages to assist the various Departments in becoming more technologically advanced and cost effective. In determining the efficiency of any particular Department, Mr. Gabriels stated he did not have sufficient information from the IT Department for the Board of Supervisors to either *strongly encourage* or *require* these Departments to convert to new systems. The full Board of Supervisors made a decision to fund a new County ERP (Enterprise Resource Planning) system, and Mr. Geraghty queried whether these monies had been wasted if some Departments were more comfortable utilizing a system they had used for fifteen years. Mr. VanNess explained this process was initially undertaken to centralize the computerization of the County and suggested the Board require all Departments convert to the new online ERP system.

Mr. Metthe articulated that the IT Department operated on project requests that were prioritized by manpower and savings derived by the County. Mr. VanNess suggested the Board make inquiry into those Departments that were resisting the improvement or modernization of the County Information Technology. As new technology was implemented by some Departments, numerous other project requests were generated; however, he stated, he was extremely pleased with the technological advancements that had been made and expected the long-term benefit to the County to be tremendous.

A discussion ensued.

Mr. Kenny commented the IT Department had done their job and it was now the responsibility of the Personnel/Human Resources Committee to do theirs. Mr. VanNess stated three years ago when the Board established Capital Project No. 108.9550 280 - Computerization Effort, to improve the County technology, a decision was made to reduce

the workforce through attrition and not layoffs. Mr. Metthe noted some of the benefits to the advancements in technology was it saved employees from working weekends, it eliminated duplicated record keeping and allowed Departments to assume new projects.

Mr. Metthe apprised that his Department discussed the possibility of generating an additional \$5,000 to \$10,000 in revenue for the County by refurbishing equipment. He suggested this revenue be deposited into the IT Budget, as it was their work and concept and was attributable to the value of their Department to the County.

During the 2007 Budget process, Mr. Metthe indicated the line item for overtime was omitted by mistake. When the Budget Officer was informed of the overtime omission, Mr. Metthe said, he was asked to keep the IT Budget in the black; therefore, he suggested, the sale proceeds from refurbished equipment be utilized to offset the overtime costs within their Department.

A discussion ensued relative to funds being deposited into a particular Department account versus the General Fund.

Mr. VanNess said it was his recollection that the County Attorney advised that all eBay proceeds must be deposited into the General Fund. Joan Sady, Clerk of the Board, stated she thought the County Attorney made an exception for a particular valuable piece of computerized equipment that was sold on eBay, and that any future requests were to be made a case by case basis. Mr. Metthe apprised that the Treasurer and Purchasing Agent approved his request; however, Hal Payne, Commissioner of Administrative & Fiscal Services, suggested seeking the opinion of the County Attorney. Mr. VanNess said he would consent to the request made by Mr. Metthe so long as he received approval from the County Attorney.

There being no further business, on motion by Mr. VanNess and seconded by Mr. Geraghty, Mr. Sheehan adjourned the meeting at 11:00 a.m.

Respectfully submitted,

Debra L. Schreiber, Legislative Office Specialist