

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: SUPPORT SERVICES (*SELF-INSURANCE*)**

**DATE: MARCH 8, 2012**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS TAYLOR  
STRAINER  
LOEB  
MCDEVITT  
WESTCOTT  
VANSELOW

**OTHERS PRESENT:**

DANIEL G. STEC, CHAIRMAN OF THE BOARD  
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR  
JOAN SADY, CLERK OF THE BOARD  
SUPERVISORS MASON  
THOMAS  
AMY CLUTE, SELF-INSURANCE ADMINISTRATOR  
JON ALEXANDER, *THE POST STAR*  
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

**COMMITTEE MEMBER ABSENT:**

SUPERVISOR FRASIER

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Mr. Taylor called the meeting of the Support Services Committee to order at 10:54 a.m.

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

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 the agenda is on file with the minutes.*

Commencing the agenda review, Ms. Clute requested a resolution to approve and authorize the implementation of the Warren County Workplace Violence Prevention Plan and Program. She noted the Plan had been presented at the February 1, 2012 Support Services Committee meeting and the Committee members had requested time to review. She added no changes had been made to the document. Mr. Loeb stated the document had been well drafted.

Motion was made by Mr. McDevitt, seconded by Mr. Loeb and carried unanimously to approve and authorize the implementation of the Warren County Workplace Violence Prevention Plan and Program. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the March 16, 2012 Board meeting.*

Ms. Clute requested a resolution to approve and authorize the implementation of the Warren County Emergency Action and Response Plan for the Municipal Center. She noted this Plan had also been presented at the February 1, 2012 Support Services Committee meeting to allow the Committee members time to review it. She added a few typos had been corrected in the document since that time. She pointed out that Section 2.1 of the Plan would be completed and amended as needed upon the installation of the PA (public address) System in the Municipal Center.

Motion was made by Mr. Loeb, seconded by Mr. Vanselow and carried unanimously to approve and authorize the implementation of the Warren County Emergency Action and Response Plan for the Municipal Center. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the March 16, 2012 Board meeting.*

Ms. Clute requested authorization to attend the NYSASIC (New York State Association of Self Insured Counties) Spring Conference in Fairport, New York on May 2-4, 2012 at a cost of \$380 for accommodations; she noted the funds were available in the Self Insurance Fund. She added she would utilize her personal vehicle and would not submit a request for mileage reimbursement. She pointed out she was a past-president of NYSASIC and currently served on the Board of Directors.

Motion was made by Mr. Strainer and seconded by Mr. McDevitt to authorize attendance at the Conference as outlined above.

Mr. Loeb questioned the lack of mileage reimbursement for use of a personal vehicle and JoAnn McKinstry, Assistant to the County Administrator, explained the Warren County Travel Policy stated that if a fleet vehicle was available and the employee chose to utilize their personal vehicle, then mileage reimbursement would not be allowed.

Mr. Taylor called the question and the motion was carried unanimously to authorize attendance at the Conference as outlined above. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Mr. Taylor stated the next item pertained to a pending item involving a report on Cyber Security Insurance from Paul Dusek, County Administrator. He said since Mr. Dusek was not present the item would remain on the pending item list for the next Committee meeting.

As there was no further business to come before the Support Services Committee, on motion made by Mr. Strainer and seconded by Mr. Westcott, Mr. Taylor adjourned the meeting at 11:02 a.m.

Respectfully Submitted,  
Charlene DiResta, Sr. Legislative Office Specialist