

## WARREN COUNTY BOARD OF SUPERVISORS

**COMMITTEE: SUPPORT SERVICES**

**DATE: NOVEMBER 29, 2012**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS TAYLOR  
STRAINER  
LOEB  
MCDEVITT  
FRASIER  
MASON  
VANSELOW

**OTHERS PRESENT:**

DANIEL G. STEC, CHAIRMAN OF THE BOARD  
PAUL DUSEK, COUNTY ADMINISTRATOR  
JOAN SADY, CLERK OF THE BOARD  
KEVIN GERAGHTY, BUDGET OFFICER  
SUPERVISORS CONOVER  
GIRARD  
THOMAS  
WESTCOTT  
AMY CLUTE, SELF-INSURANCE ADMINISTRATOR  
JESS BURNHAM, DEPUTY INSURANCE ADMINISTRATOR  
ROBERT METTHE, DIRECTOR OF INFORMATION TECHNOLOGY  
MICHAEL GATES, CAPTAIN, CORRECTIONS DIVISION  
KAREN PUTNEY, ADMINISTRATOR, FIRE PREVENTION/BUILDING CODE  
ENFORCEMENT  
JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

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Mr. Taylor called the meeting of the Support Services Committee to order at 10:00 a.m.

Motion was made by Mr. McDevitt , seconded by Mr. Vanselow 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 which is on file with the minutes.*

Ms. Clute introduced Jess Burnham, the new Deputy Insurance Administrator and presented a request to introduce Local Law No. 9 of 2012, to amend Local Law No. 3 of 1981, establishing the position of Deputy Insurance Administrator, who in the absence of the Insurance Administrator, may act for and in place of the Insurance Administrator, and to authorize a public hearing thereon.

Motion was made by Mr. Strainer, seconded by Mr. Mason and carried unanimously to introduce Local Law No. 9 of 2012 and authorize a public hearing thereon, to amend Local Law No. 3 of 1981 to establish the position of Deputy Insurance Administrator as outlined above and the necessary resolution was authorized for the December 21, 2012 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Referring to Resolution No. 583 of 2005, which adopted a policy restricting firearms, which was amended by Resolution No. 160 of 2006 to allow the use of firearms by Airport staff, Ms. Clute presented a request to introduce Local Law No. 10 of 2012, to amend Local Law No. 2 of 2007 which prohibited entry into County buildings by persons in possession of a deadly weapon. She said following review of both the County firearms policy and the Local Law by the County Administrator and the County Attorney, recommended changes would include the addition of the Human Services Building; the exclusion of Airport employees and persons permitted to carry concealed weapons; and the inclusion of a penalty which would deny entry into facilities for those found in violation of the policy. She further advised that the draft local law prepared by the County Attorney combined portions of the firearms policy and the previous Local Law to raise overall integrity and consistency.

Motion was made by Mr. Strainer and seconded by Mr. Mason to approve the request to introduce Local Law No. 10 of 2012, to amend Local Law No. 2 of 2007.

A short discussion ensued with regard to the purpose of the Local Law which included the use of firearms at the Airport to eliminate wildlife, namely hawks, in order to maintain a safe runway. Ms. Clute said it was imperative that the procedural verbiage for legal violations and enforcements be included in the Local Law, and not be limited to the policy.

Mr. Taylor called the question and the motion was carried unanimously to introduce Local Law No. 10 of 2012, to amend Local Law No. 2 of 2007 as outlined and to authorize a public hearing thereon, and the necessary resolution was authorized for the December 21, 2012 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Concluding her agenda review, Ms. Clute presented a request to introduce Local Law No. 11 of 2012 regarding the rules and regulations for the administration of the Self-Insurance Plan. Ms. Clute affirmed the purpose of the proposed law was for reorganization and improved clarity, and had not included new practices. She explained that Local Law No. 3 of 1981 established a Workers Compensation Plan, and Local Law No. 4 of 1981, which governed how the Plan was implemented, had seventeen subsequent amendments. She said the County Attorney completed an extensive review and analysis to create Local Law No. 11 of 2012 which combined all the prior amendments regarding the administration of the Plan, in order to provide a more comprehensive and all inclusive document.

Motion was made by Mr. Loeb, seconded by Mr. Strainer and carried unanimously to introduce proposed Local Law No. 11 of 2012, to consolidate existing Laws and policies pertaining to the rules and regulations for the administration of the Self-Insurance Plan, and to authorize a public hearing thereon. The necessary resolution was authorized for the December 21, 2012 Board meeting. *A copy of the resolution request form is on file with the minutes.*

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

Mr. Taylor explained that due to a procedural error following the previous Committee meeting, Mr. Metthe's request for approval for a job-related course was referred back to the Committee. Mr. Metthe explained that the request included three job related courses for Jeremy Scime, two of which were in progress, and one which had been completed. Joan Sady, Clerk of the Board, further explained that the original request was brought to the Committee without the proper resolution requests which were necessary in order to approve the reimbursement process.

Mr. Metthe advised that Jeremy Scime, Sr. Programming Analyst, would complete the courses through the Florida Institute of Technology.

Mr. Metthe presented three Applications for Approval to Enroll in Job-Related Courses by Employee as follows:

1. Web Programming \$1,650
2. Operating Systems \$1,650
3. Information Systems \$1,650

The course work, Mr. Metthe asserted, would enable Mr. Scrimo to increase his skills and he noted the funds were available within the Information Technology Budget.

Motion was made by Mr. Mason and seconded by Mr. McDevitt to approve the requests as outlined above.

Mr. McDevitt questioned the credentials of the institution in what has become a global landscape of educational opportunities relative to technology and Mr. Metthe advised he had reviewed and recommended the institution's courses as optimum.

Paul Dusek, County Administrator, advised County policy stated that Committee approval was required prior to enrollment; and the Committee had the right to make an exception in this case. Mr. Metthe explained he thought that the employee could enroll in the courses due to the fact that the funds were included in his 2012 budget. Mr. Dusek thanked Mr. Metthe for his cooperation and noted the process would be reviewed in a future Department Head meeting. In closing, Mr. Taylor said he felt the courses were both valuable and reasonable.

Mr. Taylor called the question and the motion was carried unanimously to approve all three Applications to Enroll in Job Related Courses as outlined above and to refer same to the Personnel Committee. *Copies of the Applications for Approval to Enroll in Job-Related Courses by Employee forms are on file with the minutes.*

As there was no further business to come before the Support Services Committee, on motion made by Mr. Loeb and seconded by Mr. Mason, Mr. Taylor adjourned the meeting at 10:30 a.m.

Respectfully Submitted,  
Joanne Collins, Legislative Office Specialist

