

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: APRIL 30, 2014

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR
MCDEVITT
FRASIER
VANSELOW
WOOD
BROCK
SEEBER

OTHERS PRESENT:

JULIE PACYNA, PURCHASING AGENT
PAUL DUSEK, COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
GIRARD
KENNY
MERLINO
DON LEHMAN, *THE POST STAR*
SAMANTHA HOGAN, LEGISLATIVE OFFICE SPECIALIST

Mr. Taylor called the meeting of the Support Services Committee to order at 9:30 a.m.

Motion was made by Mrs. Frasier, seconded by Ms. Wood 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 Julie Pacyna, Purchasing Agent, 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. Pacyna presented a request for the deletion of items not found on the Auction Inventory List. She noted that for several years the Purchasing Department had been charged with administering the Auction Inventory; she added that she and Jason Shpur, Deputy Purchasing Agent, had been searching for the listed items and had only found a few of them. Ms. Pacyna stated that she believed the items were replaced and never removed from the Auction Inventory; *a copy of the list is on file with the minutes.* She noted that the items were all insured, due to the fact that they were not depreciable, costing the County money every year they remained on the inventory.

Motion was made by Mr. Vanselow, seconded by Mrs. Frasier and carried unanimously to approve the request as presented and the necessary resolution was authorized for the May 16th Board meeting; *a copy of the request is on file with the minutes.*

Privilege of the floor was then extended to Paul Dusek, County Administrator, who presented a request on behalf of Mike Colvin, Information Technology Director, who was unable to attend due to a scheduled vacation.

Mr. Dusek explained that Jason Michael Baker had been temporarily employed by Warren County as an intern for a term of 90 days as a Computer Help Desk Aide for 20 hours a week. Mr. Dusek informed the Committee that Mr. Colvin had expressed the need to re-employ Mr. Baker for an additional 30 days for up to 30 hours a week. He confirmed that Mr. Colvin was concerned about the current workload since the position he previously held of Computer Programmer for the Sheriff's Office had not been filled and he was still covering both jobs; Mr. Dusek reported that Mr. Colvin was confident that his former position would be filled within 30 days.

Motion was made by Mr. McDevitt, seconded by Ms. Wood and carried unanimously to approve the request as presented and refer same to the Personnel Committee; *a copy of the request is on file with the minutes.*

Mr. Dusek presented a request to transfer funds in the amount of \$2,902.00 from Budget Code A.1680 110 (Information Tech., Regular-Salaries) to Budget Code A.1680 130 (Information Tech., Part Time-Salaries) to cover the cost of the Computer Help Desk Aide Salary.

Motion was made by Mr. McDevitt, seconded by Ms. Wood and carried unanimously to approve the request for the transfer of funds, as outlined above, and to refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Next, Mr. Dusek presented a request for a transfer of funds between various codes totaling \$506. He explained the transfer was necessary to cover overtime for his staff, who had been performing a lot of Human Resource (H.R.) tasks during the transitional period of the H.R. Department, as well as to compensate for a miscalculation on budgeted dental insurance costs.

Motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to approve the request to transfer funds, as outlined above, and to refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Ms. Seeber asked about an email that she received in regards to longevity pay. Mr. Dusek responded that he preferred to delay discussions on that item until Mr. Colvin was in attendance. Following a brief discussion, it was the consensus of the Committee to revisit this matter at the next Support Services Committee meeting.

Mr. Dusek then informed the Committee of research that pertained to the recording and posting of Committee meetings. He stated that Mr. Colvin had done some research and felt that a camera could be placed on the back wall above the gallery which would give an overview of the Committee Room. Mr. Dusek explained that a Digital Video Recorder (DVR) would be connected to the camera to record the meetings. He stated that this would be something that Joan Sady, Clerk of the Board, would set up before Committee meetings just like the audio recorder and microphones, and that could be easily shut down in the event of an executive session. He further explained that at the close of each meeting, Mrs. Sady, or one of her staff, would be responsible for saving the recording and uploading it onto a site such as YouTube, which could be accessed by the public via the Warren County website.

Mr. Dusek continued that Mr. Colvin had looked into the lowest priced components that would be functional for this purpose and estimated the cost to be approximately \$500. To be safe, Mr. Dusek advised, he would prefer to state the cost of the equipment would not exceed \$700.

Mr. Taylor said he felt that recording the Committee meetings was a good option for transparency and that he was aware Supervisors Beaty and Westcott were trying to get sponsorship for the televising of Board meetings. He stated his opinion that this was a lot different than the Town meetings and that a majority of the Board's work resulted from the Committee meetings.

Ms. Seeber thanked Mr. Dusek for moving this idea along so quickly. She added that she felt it was important for the purpose of transparency that this option be available and that the Board meetings do not do justice to all the work that is done during the month at the Committee level. She stated that she felt the cost was reasonable and justified.

Mr. Vanselow stated that he was under the impression that uploading to YouTube could be quite cumbersome and very time consuming especially for longer meetings.

Mr. Beaty said that he believed this to be a great step in making the Committee meetings transparent, and he added that Supervisor Westcott and he were still trying to secure sponsorship for televising the monthly Board meetings.

Motion was made by Ms. Wood, seconded by Mr. Brock and carried unanimously to approve the request for the purchase of equipment relevant to the recording of Committee meetings in an amount not to exceed \$700 and to refer same to the Finance Committee to determine a source of funding. A copy of the request is on file with the minutes.

As there was no further business to come before the Support Services Committee, on motion made by Mrs. Frasier and seconded by Mr. Brock, Mr. Taylor adjourned the meeting at 9:57 a.m.

Respectfully Submitted,
Samantha Hogan, Legislative Office Specialist