

## WARREN COUNTY BOARD OF SUPERVISORS

**COMMITTEE: SUPPORT SERVICES**

**DATE: OCTOBER 1, 2014**

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**COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:**

SUPERVISORS TAYLOR	KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
MCDEVITT	PAUL DUSEK, COUNTY ADMINISTRATOR
FRASIER	MARTIN AUFFREDOU, COUNTY ATTORNEY
VANSELOW	AMANDA ALLEN, DEPUTY CLERK OF THE BOARD
WOOD	SUPERVISORS BEATY
BROCK	SIMPSON
SEEBER	AMY CLUTE, SELF-INSURANCE ADMINISTRATOR
	MICHAEL COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY
	DON LEHMAN, <i>THE POST STAR</i>
	SARAH MCLENITHAN, SECRETARY TO THE CLERK OF THE BOARD

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Mr. Taylor called the meeting of the Support Services Committee to order at 9:31 a.m.

Motion was made by Ms. Wood, seconded by Mrs. Frasier 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 Michael Colvin, 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.*

Commencing the agenda review Mr. Colvin presented a request for a transfer of funds between various budget codes totaling \$2,800. He explained the transfers were required to purchase hard drives for the server and replenish the account, which had been depleted due to the purchase of audio video equipment. He continued, the transfer was also necessary to ensure there were adequate funds to purchase additional microphones for the recordings of the Committee meetings. He stated the recordings were working well; however, he apprised, additional microphones were required to ensure better sound quality, as it was difficult to hear individuals seated in the corners of the room.

Ms. Seeber questioned the additional expenses, as she thought the budgeted amount for the audio/video equipment was \$400. Mr. Colvin explained the budget was \$400; however, he said, additional microphones were required to address not being able to hear individuals seated in the corners of the rooms. He stated the cost of the four microphones required was \$173 per unit.

Motion was made by Mrs. Frasier, seconded by Mr. Vanselow and carried unanimously to approve the requests as presented and forward same to the Finance Committee. *A copy of the Request for Transfer of Funds is on file with the minutes.*

Mr. Colvin requested the appropriation of funds in the amount of \$117,582 from Budget Code A.895.00, Computer Reserve Fund, to Budget Code A.1680 220.1, Information Technology, Office Equipment-Reserve, for network upgrades at the Warren County Municipal Center and the Sheriff's Office. He stated a detailed chart of the upgrades and their estimated costs from 2014 to 2024 was included in the agenda. He said the chart detailed the funds required from the Computer Reserve Fund, to complete the network upgrades. He stated they were awaiting notification as to whether grant funding would be awarded to complete the Sheriff's Office virtualization project. He continued,

if the grant was not awarded, the project could be placed on hold until 2016.

Mr. McDevitt asked how the Computer Reserve Fund came to fruition. Mr. Colvin explained funds were set aside over the past few years in preparation for the large expenses for servers and network upgrades that would be arising in the coming years. Mr. McDevitt questioned whether the funds set aside were allocated from the General Fund and Mr. Colvin replied affirmatively. He stated he had prepared the chart to display where large amounts of funding would be required to perform the necessary upgrades so they could budget accordingly. He added by setting aside the funds money would be saved on maintenance contracts, as they would not be required since funds would be available for repairs if necessary.

Ms. Seeber queried whether the grant application for the Sheriff's Office virtualization project had been already been submitted and Mr. Colvin replied affirmatively. He explained the grant application had been submitted on September 26, 2014. He stated the grant funding originated from the 911 surcharge placed on phone bills; therefore, he said, as long as the expense justified the use of the grant funding, the award was guaranteed. He apprised the Sheriff's Office virtualization project played into their entire Office for dispatching purposes. He continued, he did not foresee any reason why the grant funding would not be awarded; however, he said, if the funding was not awarded, they would delay the project until 2016. Ms. Seeber questioned whether the grant required matching funds and Mr. Colvin replied in the negative. Mr. McDevitt asked what the potential grant award was and Mr. Colvin replied they had applied for \$40,322.

Ms. Seeber commended Mr. Colvin on the YouTube videos, as she felt they had a professional appearance. She questioned whether it was possible to implement a searchable terms in the videos, as she had observed this on other County websites and felt it would be beneficial. As an example, she stated, you could type in the search area "grant for 911 Center" and it would bring you right to where that discussion took place in the meeting. She added Supervisor Brock had suggested creating a place where the Supervisors could access Committee Meeting agendas and the supporting documentation to review prior to the meetings. She continued, she felt this warranted looking into whether it was feasible, as instances occurred when Committee meeting agendas were sent the day before the meeting, which did not provide a sufficient amount of time for review. Additionally, she stated, this would be beneficial for Supervisors who were not on the Committee, as it would provide them access to these documents, as well.

Mr. Brock advised since the agendas and supporting documentation were compiled on a computer he believed they could be posted in an area that the supervisors could access remotely to review in advance of the meetings. He added this would allow the Supervisors to review documents from previous meetings should the need arise. He stated a password could be utilized to ensure the access was limited to the Supervisors. Mr. Colvin apprised he would research whether this was feasible.

With regards to a search by key words, Mr. Colvin stated he would have to research how the key words could be implemented. He said he would review how other Counties applied the process and overcome obstacles to ensure accuracy. Ms. Seeber stated she felt implementing this process would enhance the YouTube videos. She pointed out providing a place where Supervisors could access agendas and supporting documentation a few days in advance of the meetings would provide for efficiencies, as it would reduce the number of questions asked and save on printing expenses. Mr. Colvin stated they could integrate these changes with the revamping of the County website.

Ms. Seeber asked Paul Dusek, County Administrator, whether these changes were feasible and he

replied affirmatively. Mr. Dusek explained his goal was to revamp the entire County website to create a more user friendly website, which would include the agendas and supporting documentation. He pointed out a password would not be required to access these documents, as they were open to the public for review. He added they were looking into creating a County Facebook page, as well. He commented he felt implementing these changes to the revamping of the County website would fit together nicely in terms of what they were trying to accomplish. He requested Mr. Colvin add these items to the list of features to be included on the revamped County website. Mr. Brock queried whether it was feasible to attach the agenda and supporting documents to the minutes when they were posted and Mr. Dusek replied affirmatively. He explained a determination was required as to how to organize the website to ensure it was easily accessible and discoverable. He noted as a temporary fix until the new website was implemented they had improved upon the existing website. As an example, he stated, they had created a new page for the Notices of Public Hearings. He apprised prior to its implementation they would present the tentative new website to the Committee for their suggestions and/or comments.

Ms. Seeber stated the key was to have access to the agenda and the supporting documents a few days in advance of the Committee meetings to ensure informed decisions were made. She added it was crucial for Supervisors who were not on the Committee to have access to these documents, as well. Mr. Dusek advised to ensure a consistent process was in place, he and Joan Sady, Clerk of the Board, were developing a standard rule as to how many days in advance of the meetings these documents were to be available. He explained it would be similar to the requirement that the YouTube videos were posted online within 72 hours of the meeting.

Mr. McDevitt queried whether there was a way to determine how many views the YouTube videos received and Mr. Colvin replied affirmatively. He explained there were analytics that tracked the page counts. Mr. McDevitt questioned whether individuals were viewing the videos. Mr. Colvin advised one had been viewed 45 times but he was unsure whether this was by a single user or by several. He suggested reviewing the activity after the first month, as the process was relatively new. Ms. Wood noted a resident of her Town had informed her they were pleased they could view the Committee meetings online.

Motion was made by Ms. Wood, seconded by Mr. Vanselow and carried unanimously to approve the request as presented and forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

There being no further Information Technology business to discuss, 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 presented a request for authorization to attend the NYSASIC (New York State Association of Self-Insured Counties) Fall Conference at the Radisson Hotel in Corning, New York from October 8-13, 2014 utilizing her own vehicle at her own expense. She said she was scheduled to speak at the Conference about Warren County's Safety Program. Ms. Seeber questioned why Ms. Clute was not utilizing a County vehicle and Ms. Clute replied it was her preference to drive her own vehicle. She explained since a County vehicle was available for her to use but she chose to drive her own vehicle she was ineligible for mileage reimbursement. Ms. Seeber queried whether this was a Countywide policy and Mr. Dusek replied affirmatively. He advised the County Travel Policy had been in effect for several years and required in the first instance mass transit where it was practical and in the second instance County vehicles. He continued, a personal vehicle could only be utilized if a County vehicle was unavailable. He said this policy was adopted

because Board members had felt it was more economical for the County. He stated the advantage for employees who used the County vehicles was if they were involved in an accident they would be covered under the County insurance rather than having to file a claim under their own personal insurance if they drove their own vehicle. He mentioned there was no flexibility with the policy unless the Board chose to make changes.

Motion was made by Ms. Wood, seconded by Mrs. Frasier and carried unanimously to approve the request as presented. *A copy of the Authorization to Attend Meeting or Convention is on file with the minutes.*

Ms. Clute requested authorization to extend the agreement with Needham Risk Management Resource Group, LLC for Safety Services Consultant/Company for Self-Insured Workers' Compensation Program commencing January 1, 2015 and terminating December 31, 2017 for the rates listed in the proposal. She said an RFP (Request for Proposal) was issued because the current contract was ending at the end of the year and Needham Risk Management Resource Group, LLC was the sole respondent. She stated the County had seen some favorable trends since they commenced the Safety Services Contract with Needham Risk Management Resource Group, LLC in 2009. She added she felt it was a valuable piece of the County's Self-Insurance Plan.

Mr. Taylor advised he felt the reduction in claims was related to the Safety Services Contract. Mr. Dusek added he believed Needham Risk Management Resource Group, LLC had done a great deal of work to educate and make County employees aware of safety issues. He added they had assisted the County with drafting a number of policies that had resulted in a reduction in the number of claims and lead to safety of the workforce. He stated the constant presence of Needham Risk Management Resource Group, LLC at the County contributed to a more safety conscious work environment.

Motion was made by Mr. Vanselow, seconded by Ms. Wood and carried unanimously to approve the request as presented and the necessary resolution was authorized for the October 17, 2014 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Moving along, Ms. Clute presented the following requests:

- 1) Approving the revisions and amendments to the Warren County Municipal Center Emergency Action and Response Plan;
- 2) Approving the revisions to the Warren County Human Services Building Emergency Action and Response Plan;
- 3) Approving the revisions to the Plan and Program on Workplace Harassment;
- 4) Approving the revisions to the Warren County Safety and Health Program Policy; and
- 5) Approving revisions to the Warren County Incident Management Guidelines.

Ms. Clute apprised as County Safety Officer she periodically reviewed and made changes and/or updates to the aforementioned policies. She said the majority of the changes she made were highlighted. As an example, she stated, she replaced Mr. Dusek's name with County Administrator to ensure the policy would not have to be amended for staffing changes. She added Amy Drexel, Deputy Director of the Office of Emergency Services, made revisions to the policies for the Municipal Center and Human Services Building to ensure they were compliant with NIMS (National Incident Management System). Ms. Wood advised she was pleased with the changes in particular regarding NIMS.

Motion was made by Ms. Wood, seconded by Mrs. Frasier and carried unanimously to approve the

requests as outlined above and the necessary resolutions were authorized for the October 17, 2014 Board meeting. *Copies of the resolution request forms are on file with the minutes.*

This concluded the Self-Insurance portion of the meeting and the County Attorney portion of the meeting commenced at 9:55 a.m.

Privilege of the floor was extended to Martin Auffredou, County Attorney, 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, Mr. Auffredou presented a request for authorization for the Warren County Policy on Preservation of Institutional Information. He said the policy related to litigation or potential litigation. He stated in 2010 a Federal Court decision had been rendered in the matter of Pension Committee of Bank of Montreal. He explained this particular case dealt with securities litigation; however, he apprised, it was more well known for the standards that litigants including municipalities had to adhere to when notified of or had a reasonable expectation of litigation and what action was required to preserve institutional information such as emails, correspondence, documents, letters, etc. He stated since this case was brought forth he felt the County was in compliance with the standards set forth; however, he said, this policy would formalize the standards into a Countywide policy which his Office would be charged with implementing. He commented in the aforementioned case the Courts stated, "litigants have a duty to preserve institutional information such as any document, material, or record created, received or maintained whether such institutional information is stored electronically or in tangible format". He mentioned courts expected the County to make every effort to reasonably and effectively preserve institutional information. He stated the County was not required to adhere to a standard of perfection; however, he said, it was supposed you would come as close as possible to exactness. He advised the courts defined the "efforts" as placing a legal hold on the County's record keeping when it was reasonably anticipated that there may be litigation forthcoming or from direct notice of litigation through correspondence, notice of complaint, etc. He apprised the Court determined a failure to comply was gross negligence which could result in monetary sanctions, as well as place an inference on the County if it was a jury trial, which he felt would be detrimental to the County.

Mr. Auffredou stated thus far the County had not experienced any issues with complying. He advised the burden of complying with the policy fell upon himself as the County Attorney. He said the policy dictated as soon as a Department Head or Elected Official was made aware of litigation they were to notify his Office. He apprised as per the policy once he was made aware of the litigation he would review the action and if necessary notify Department Heads or Elected Officials, as well as confer with the Director of the Information Technology Department on what action was required to preserve documents and institutional information. He pointed out Gregory Johnson, of Lemire, Johnson and Higgins, LLC, was the County's counsel appointed on behalf of NYMIR (New York Municipal Insurance Reciprocal). He said Mr. Johnson had reviewed the policy thoroughly, as well as Mr. Dusek and Mr. Colvin. He stated these individuals had provided helpful insight regarding the policy. He commented once the policy was adopted he would review it with Department Heads to ensure they had a thorough understanding of the policy and the need for it, as well as his expectations of them as Department Heads going forward. He encouraged the Committee members to approve the policy, as it would display to a judge there was a policy in place to ensure the County was in compliance with the standards.

Mr. Taylor asked whether there was a timeframe for how long the documents were required to be preserved and Mr Auffredou replied he felt it would be dependent upon the case. He explained he felt when a case had concluded and all appeals were exhausted they could determine whether the

documents could be disposed of or filed accordingly consistent with the archival and record keeping policies. He stated if the litigation was related to NYMIR and the case concluded he suggested they confer with the assigned counsel as to what the proper procedure was in relation to the document disposal.

Mr. Vanselow questioned whether the full Board could receive a copy of the policy in advance of the October 17, 2014 Board meeting and Mr. Auffredou replied affirmatively. He apologized for not providing the policy to the Committee prior to today's meeting. Mr. McDevitt asked whether Mr. Auffredou felt the County should utilize videography to identify what actually occurred such as Washington county was doing in relation to a child abuse case. Mr. Auffredou pointed out videography was utilized at the County Jail; however, he said, because privacy issues may come into play, he felt they needed to be careful about the circumstances and situations upon which recordings took place.

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 October 17, 2014 Board meeting. *A copy of the resolution request form is on file with the minutes*

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

Respectfully Submitted,  
Sarah McLenithan, Secretary to the Clerk of the Board