

SUPPORT SERVICES COMMITTEE

AGENDA

JULY 1, 2015

Committee Members: Supervisors Vanselow, McDevitt, Taylor, Frasier, Wood, Brock and Seeber

- I. Committee meeting called to order by Chairman
- II. Motion to approve the minutes of the prior meeting - *May 6, 2015*

III. Action Agenda/New Business Items:

Information Technology -

- 1. Request: To authorize Mike Colvin, *IT Director*, to attend NYSLGITA conference in Syracuse, NY on October 7-9 at a cost of \$100 which includes two overnight stays and meals.
Rationale: Attendance at the conference provides an opportunity to network with peers, share ideas on how to accomplish tasks and review vendor provided solutions. Use of a County vehicle is not requested as Mr. Colvin will not be returning directly after the conference.
- 2. Request: To appropriate funds from the Computer Reserve Fund (*A895.00*) in the amount of \$65,899 to Budget Code A.1680 220.1 (*Information Technology, Office Equipment Reserve*) and in the amount of \$18,369 to Budget Code A.6010 220 (*Social Services, Office Equipment*).
Rationale: To fund expenses over budgeted amounts for license/software purchases and computer replacements.

IV. Referrals/Pending Items:
None.

V. Discussion Items:
None.

VI. Privilege of the Floor to discuss any additional items to come before the Committee

VII. Motion to adjourn

Attachments:

- 1. Travel request form (*Agenda Item III(1)*)
- 2. Request to appropriate funds (*Agenda Item III(2)*)

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Support Services hereby authorizes Michael Colvin
(Supervisory Committee) (Employee Name)

to attend NYSLGITDA Conference
(Name of meeting or organization)

at Sheraton Syracuse University Hotel, 801 University Avenue, Syracuse, NY 13210
(Address)

On October 7-9, 2015. Mode of transportation to be used Personal Vehicle
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:
Not returning after conference

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

Room rate \$ _____ GSA* Rate \$ _____

Meal costs - GSA*per diem rate \$ _____

*www.gsa.gov

Date: July 1, 2015

Department Head Signature

Date: _____

Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, If required.
5. Copy to County Administrator if credit card will be used.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Information Technology

DATE: July 1, 2015

- (a) Purpose of Request:
Request to appropriate funds from the Computer Reserve Fund, A895.00, to Budget Codes A.1680 220.1, Information Technology-Office Equipment Reserve, (\$65,899) and A.6010.220, Social Services-Office Equipment (\$18,369)

- (b) Details:
See attached explanation.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A895.00 Computer Reserve Fund

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

Request:

Request to appropriate \$65,899 from the Computer Reserve (*A895.00*) to Budget Code 1680.220.1 (*Information Technology-Office Equipment - Reserve*).

Request to appropriate \$18,369 from the Computer Reserve (*A895.00*) to Budget Code 6010.220 (*Social Services- Office Equipment*).

Rationale:

Budgeted:

\$31,500 for PC replacements with extra being set aside for future

\$30,505 was budgeted for Microsoft Licenses.

\$62,005 available.

Anticipated Need:

\$30,774 for county licenses

\$8,301 for county pc replacements

Unanticipated Need:

\$6,917 for Office suite licenses that we found were in use but not paid for.

\$891 for Visual Studio Pro and Project Pro found in use but not paid for.

\$16,770 for Public Health Toughbooks.

\$2,246 for MSDN Platforms license.

Total needed for County: \$65,899

\$18,369 for Social Services PC replacements with \$13,777 being reimbursed by the state, leaving an expense of \$4,592

After the budget cycle was completed, the Toughbooks and Social Services were identified as needing to be in the computer replacement plan. Public Health found funds to replace 10 last year with the hope we would be able to find funds to replace 10 this year from the reserve fund. Social Services found funds to replace 20 PC's with the hope we be able to find funds to replace 39 this year. Using funds that were set aside for future years can be used towards the non-budgeted items and then address the shortfall created during the normal budget process.