WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: JUNE 22, 2016

COMMITTEE MEMBERS PRESENT:
SUPERVISORS: VANSELOW
FRASIER
MCDEVITT
WOOD
BROCK
SEEBER
MONTESI
LEGGETT
VACANT

OTHERS PRESENT:
AMY CLUTE, ADMINISTRATOR, SELF-INSURANCE
MARY BETH CASEY, COMMISSIONER OF THE BOARD OF ELECTIONS (R)
ELIZABETH MCLAUGHLIN, COMMISSIONER OF THE BOARD OF ELECTIONS (D)
BRIAN REICHENBACH, COUNTY ATTORNEY
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS GIRARD
MACDONALD
SIMPSON
SOKOL
MIKE COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY
CHRISTINE SCANLON, *SUN COMMUNITY TIMES*
DON LEHMAN, *THE POST STAR*
LESLIE LOVELACE, SECRETARY OF THE CLERK TO THE BOARD

Please note, the following contains a summarization of the June 22, 2016 meeting of the Support Services Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: http://www.warrencountyny.gov/gov/comm/Archive/2016/support/

Mr. Vanselow called the meeting of the Support Services Committee to order at 10:25 a.m.

Motion was made by Ms. Wood, seconded by Mrs. Frasier and carried unanimously to approve the minutes of the previous Committee 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 presented the following requests:

1) To ratify the actions of the Self-Insurance Plan Administrator in entering into agreements with various contractors for nurse case management services and authorizing entering into future agreements in an amount not to exceed $3,000 per case per year.

2) To ratify the actions of the Self-Insurance Plan Administrator in entering into an agreement with Coughlin & Gerhert LLP for legal matters related to General Municipal Law 207 in an amount not to exceed $5,000 per year.

3) To ratify the actions of the Self-Insurance Plan Administrator in entering into agreements with various private investigator firms for private investigator services and authorizing entering into future agreements on an as needed basis in an amount not to exceed $19,999 per year.

4) To ratify the actions of the Self-Insurance Administrator in entering into agreements with various independent medical examiners for workers compensation cases and authorizing entering into future agreements on an as needed basis for an amount not to exceed $7,000 per case on an annual basis.

5) To ratify the actions of the Self-Insurance Administrator for entering into agreements with various stenographers for Worker's Compensation Hearing transcripts and authorizing entering into such future agreements.

Motion was made by Ms. Wood and seconded by Mr. McDevitt to approve the aforementioned requests.

Ms. Clute advised that she had an additional request that had not been included on the agenda to ratify the actions of the Self-Insurance Administrator in entering into an agreement with 207 Resolutions LLC for case management related to General Municipal Law 207 in an amount not to exceed $5,000 per year.

Ms. Wood amended her motion to include approval of the last request and Mr. McDevitt amended his second, as well. Mr. Vanselow called the question and the motion was carried unanimously to approve the requests and authorize the necessary resolutions for the July 15, 2016 Board Meeting. *Copies of the resolution request forms are on file with the minutes.*

Continuing with the agenda review, Ms. Clute requested that the pending item regarding research by the County Administrator to determine whether moving employees from light duty to disability in the Sheriff's Office was based on opinion or statute of law and report back to the Committee, be removed.

Motion was made by Mr. Montesi, seconded by Ms. Wood and carried unanimously to remove the pending item from the referrals list as requested.

A brief discussion ensued.

Moving on to the Information Items portion of the Agenda, Ms. Clute apprised that she would be sending out a municipal highway workers employee safety survey that she would ask to be filled out anonymously to assist with determining whether changes could be made to improve training.

This concluded the Self-Insurance portion of the meeting.

Privilege of the floor was extended to Mary Beth Casey, Commissioner of the Board of Elections (R), who distributed copies of a single resolution request form to the Committee members; *a copy of the request is on file with the minutes*.

Ms. Casey then proceeded to present the request as follows:

1) To enter into a new agreement with Mullen Bros Inc. for delivery and pick up of voting systems and booths for elections in an amount not to exceed $6,800 per election, commencing September 1, 2016 and terminating September 1, 2017.

Motion was made by Mr. McDevitt, seconded by Ms. Wood and carried unanimously to approve the request and the necessary resolution was authorized for the July 15th Board meeting.

A discussion ensued about a Social Media/Internet Policy for County departments. Ms. Seeber apprised that Chairman Geraghty, as well as Brian Reichenbach, County Attorney, had determined departments should notify Mike Colvin, Director of Information Technology, about establishing social media pages until a County policy was in effect.

A motion was made by Ms. Wood, seconded by Mr. Legget and carried unanimously to agree that individual departments should meet with Mr. Colvin to establish social media accounts.

This concluded the Board of Elections portion of the meeting.

Privilege of the floor was extended to Mr. Reichenbach, who distributed copies of the County Attorney agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Mr. Reichenbach presented the following requests:

1) To authorize a transfer of funds in the amount of $2,395.20 from the Contingent Account to pay for upgrades to the Amicus software on six computers.

Motion was made by Mr. Brock, seconded by Ms. Wood and carried unanimously to approve the request and refer same to the Finance, Personnel & Higher Education Committee. *A copy of the resolution request is on file with the minutes.*

2) To authorize a transfer of funds in the amount of $50,000 from the Contingent Account for contracted legal services with Bartlett Pontiff for labor relations and the co-gen matter as well as with Lemire Johnson for litigation.

A motion was made by Mr. McDevitt and seconded by Ms. Seeber to approve a transfer of funds to pay for the legal fees on the labor relations and litigation costs only; however, the motion failed due to a lack of simple majority vote with Messrs. Frasier, Legget, Montesi, Vanselow and Wood voting in opposition.

A motion was made by Mr. Montesi, seconded by Mrs. Frasier and carried by majority vote, with Mr. McDevitt voting in opposition, to approve the transfer of funds for all three contracted legal services and refer same to the Finance, Personnel & Higher Education Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Reichenbach announced an executive session was necessary to discuss potential litigation regarding the Universal Settlement.

A motion was made by Mr. Brock, seconded by Mr. Montesi and carried unanimously to enter into executive session pursuant to Section 105(d) of the Public Officer's Law.

Executive session was held from 11:04 a.m. until 11:20 a.m.

Upon reconvening, Mr. Vanselow announced that no action had been taken during the executive session.

Motion was made by Mr. Montesi, seconded by Mr. Brock and carried unanimously to authorize Mr. Reichenbach to hire legal counsel for potential litigation negotiation concerning the Universal Settlement matter in an amount not to exceed $4,000, and the necessary resolution was authorized for the July 15th Board meeting.

There being no further business to come before the Support Services Committee, on motion made by Mrs. Frasier and seconded by Ms. Wood, Mr. Vanselow adjourned the meeting at 11:25 a.m.

Respectfully submitted,
Leslie Lovelace, Secretary to the Clerk of the Board