

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: MARCH 22, 2017

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: FRASIER
MCDEVITT
BROCK
SEEBER
MACDONALD
HYDE

OTHERS PRESENT:

PAM VOGEL, COUNTY CLERK
MIKE COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY
JULIE BUTLER, PURCHASING AGENT
KEVIN B. GERAGHTY, ACTING COUNTY ADMINISTRATOR
BRIAN REICHENBACH, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS BRAYMER
SIMPSON
SOKOL
MICHAEL SWAN, COUNTY TREASURER
ROBERT LYNCH, DEPUTY COUNTY TREASURER
LESLIE LOVELACE, SECRETARY OF THE CLERK TO THE BOARD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS: VANSELOW
MONTESI
LEGGETT

Please note, the following contains a summarization of the March 22, 2017 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/2017/support/>

In the absence of Committee Chair Vanselow, Supervisor Frasier, as Vice Chair, called the meeting of the Support Services Committee to order at 9:01 a.m.

Motion was made by Mr. MacDonald, seconded by McDevitt 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 Pam Vogel, County Clerk, who distributed copies of her agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Mrs. Vogel presented a request for a resolution in support of the proposed DMV retention increase, which she outline briefly.

Motion was made by Mr. Brock, seconded by Mr. MacDonald and carried unanimously to approve the request and the necessary resolution was authorized for the April 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mrs. Vogel also noted a travel request included in her agenda packet; she was advised that due to a recent change in the Travel Policy committee approval for travel requests was no longer necessary.

This concluded the County Clerk/DMV portion of the meeting.

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

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

- 1) To authorize out-of-State travel for Jeremy Scrimo to attend Alpha DevCon 2017 Conference in Newport, Rhode Island on October 23 – 27, 2017.

Motion was made by Mr. Brock, seconded by Ms. Seeber and carried unanimously to approve the travel request and the necessary resolution was authorized for the April 21st Board meeting. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

- 2) To approve the appropriation of funds in the amount of \$96,825 from the Computer Reserve (A.895.00) to various departmental budgets for computer and computer related purchases.

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

- 3) To amend the Table of Organization and Salary Schedule to create the position of Computer Help Desk Technician I #2, Annual Salary of \$40,000.
- 4) To amend the Table of Organization and Salary Schedule to create the position of Computer Help Desk Technician II #2, Annual Salary of \$50,000.
- 5) To amend Resolution No. 76 of 2017 to increase the salary of Computer Help Desk Technician position from \$35,000 to \$40,000, due to an error in the prior request.

Motion was made by Ms. Seeber, seconded by Mr. Brock and carried unanimously to approve the aforementioned requests and forward same to the Personnel Committee. *Copies of the resolution request forms are on file with the minutes. (Note: subsequent to the meeting it was determined no previous request to amend the salary for the aforementioned position was presented. The request was added to the agenda for the March 30th Personnel & Higher Education Committee meeting.)*

This concluded the Information Technology portion of the meeting.

Privilege of the floor was extended to Julie Butler, Purchasing Agent, who distributed copies of her agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Mrs. Butler presented the following requests:

- 1) To authorize revisions to the 2017 Warren County Purchasing Policy as provided.

A discussion ensued, following which a motion was made by Mr. MacDonald, seconded by Mr. Brock and carried unanimously to approve the aforementioned request and the necessary resolution was authorized for the April 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To authorize Warren County to participate in the U.S. Communities Government Purchasing Alliance at no cost to the County.

Motion was made by Mr. MacDonald, seconded by Mr. Brock and carried unanimously to approve the aforementioned request and the necessary resolution was authorized for the April 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

Moving on to the Information for Discussion/Review portion of the Agenda, Mrs. Butler apprised that the annual New York State Association of Municipal Purchasing Officials (SAMPO) conference which she attended annually, had joined the New York State Office of General Services (NYS OGS) and the conferences would now be all free of charge, saving the Purchasing Department \$500.

This concluded the Purchasing portion of the meeting.

Privilege of the floor was extended to Brian Reichenbach, County Attorney, who distributed copies of his 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 request:

- 1) To amend the Table of Organization and Salary Schedule to create the position of Second Assistant County Attorney, Annual Base Salary not to exceed \$50,000 and to determine a source of funding for same as funds were not available within the existing budget.

A discussion ensued following which a motion was made by Ms. Seeber, seconded by Mr. MacDonald and carried unanimously to approve the request and forward same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

There being no further business to come before the Support Services Committee, on motion made by Mr. MacDonald and seconded by Mr. Brock, Mrs. Frasier adjourned the meeting at 9:39 a.m.

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