

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: APRIL 24, 2017

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: FRASIER
MCDEVITT
BROCK
SEEBER
MONTESI
LEGGETT
MACDONALD
HYDE

OTHERS PRESENT:

AMY CLUTE, ADMINISTRATOR, SELF-INSURANCE
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
RONALD F. CONOVER, CHAIRMAN OF THE BOARD
AMANDA ALLEN, CLERK OF THE BOARD
MARY ELIZABETH KISSANE, ASSISTANT COUNTY ATTORNEY
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS BRAYMER
DICKINSON
SOKOL
STROUGH
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBER ABSENT:

SUPERVISOR: VANSELOW

Please note, the following contains a summarization of the April 24, 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 Chairman Vanselow, Supervisor Frasier, as Vice-Chair, called the meeting to order at 10:28 a.m.

Motion was made by Mr. Leggett, seconded by Mr. 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 Amy Clute, Administrator, Self-Insurance, who distributed copies of her agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing her agenda review, Ms. Clute presented a request to amend the Actuarial Services contract with SG Risk LLC. to include bi-annual reports and annual updates for a fee not to exceed \$2,000 over the term commencing January 1, 2018 and terminating December 31, 2020.

Motion was made by Ms. Seeber, seconded by Mr. Montesi and carried unanimously to approve the request as presented and the necessary resolution was authorized for the May 19th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Following, Ms. Clute introduced a request to enter into an agreement with Lemire Johnson and Higgins, LLC for legal services related to the Self-Insurance Plan for a term commencing July 25, 2017 and terminating July 25, 2019, with an option to renew for an additional two-year term.

Mr. Frasier asked Ms. Clute to provide more detail regarding the request and Ms. Clute explained outside legal representation was obtained to represent workers compensation cases.

Motion was made by Mr. McDevitt, seconded by Mr. Brock and carried unanimously to approve the request as presented and the necessary resolution was authorized for the May 19th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Next, Ms. Clute presented a request to approve updates to the Municipal Center and Human Services Buildings Emergency Action and Response Plans. She informed Lockdown would be changed to Run Hide Fight to match the current protocol and a suspicious mail policy was added in addition to housekeeping changes.

Motion was made by Mr. Montesi, seconded by Ms. Seeber and carried unanimously to approve the request as presented and the necessary resolution was authorized for the May 19th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Concluding her agenda review, Ms. Clute presented a request to create the new position of Self-Insurance Specialist, Annual Base Salary \$37,835, Grade 12, effective January 1, 2018.

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

Privilege of the floor was extended to JoAnn McKinstry, Assistant to the County Administrator, distributed copies of her agenda to the Committee; *a copy of the same is on file with the meeting minutes.*

Mrs. McKinstry presented a request to authorize an amendment to Resolution 182 of 2016 and the Warren County Travel Policy to change the fleet vehicle delivery location from the DPW Shop in Warrensburg to the Buildings & Grounds Department located at the Warren County Municipal Center.

Motion was made by Mr. Brock, seconded by Mr. McDevitt and carried unanimously to approve the request as presented and the necessary resolution was authorized for the May 19th Board meeting. *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. Brock and seconded by Ms. Seeber, Mrs. Frasier adjourned the meeting at 10:38 a.m.

Respectfully submitted,
Molly Ganotes-Gleason, Legislative Office Specialist