

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: OCTOBER 24, 2017

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: FRASIER
 MCDEVITT
 BROCK
 LEGGETT
 MACDONALD
 HYDE

OTHERS PRESENT:

MICHAEL COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY
RONALD F. CONOVER, CHAIRMAN OF THE BOARD
KEVIN B. GERAGHTY, ACTING COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, ACTING COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS SIMPSON
 SOKOL
 STROUGH
SHAWN LAMOUREE, WARREN COUNTY UNDERSHERIFF
DON LEHMAN, *THE POST STAR*
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBERS ABSENT:

SUPERVISORS: VANSELOW
 SEEBER
 MONTESI

Please note, the following contains a summarization of the October 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 11:37 a.m.

Motion was made by Mr. McDevitt, seconded by Ms. Hyde 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 Michael Colvin, *Director of Information Technology*, who distributed copies of his meeting agenda to the Committee members. *A copy of the agenda is on file with the meeting minutes.*

Commencing his agenda review, Mr. Colvin presented a request for a transfer of funds from Budget Code A.1681.422, *Repair/Maint-Equipment*, to Budget Code A.1681.120, *Salaries-Overtime*, in the amount of \$1,000.

Motion was made by Mr. Leggett, seconded by Mr. McDevitt and carried unanimously to approve the request for a transfer of funds as outlined above and forward same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

There being no further Information Technology business to discuss, privilege of the floor was extended to Amanda Allen, *Clerk of the Board*, who distributed copies of her meeting agenda to the Committee members. *A copy of the agenda is on file with the meeting minutes.*

Commencing her agenda review, Ms. Allen presented a request for a transfer of funds from Budget Code A.1990 469, *Contingent Account-Other Payments/Contributions*, to Budget Codes A.1340 860, *Budget Officer, Hospitalization*, in the amount of \$4,655.17 and A.1340 856, *Budget Officer, Dental Insurance*, in the amount of \$95.15. She indicated the transfer was to cover the Budget Officer's benefits, as directed by the County Administrator.

Mr. Thomas questioned whether funds for these benefits were available within the Legislative Board's budget and Mrs. Allen replied it was her understanding they were not as the County Administrator's Office had directed her to request a transfer of funds from the Contingent Account.

Motion was made by Mr. Leggett, seconded by Mr. Brock and carried unanimously to approve the request for a transfer of funds as outlined above and to forward same to the Finance Committee. *A copy of the request for Transfer of Funds form is on file with the minutes. Note: subsequent to the meeting the Treasurer's Office determined the Legislative Board's retirement budget code had mistakenly been over-funded and the excess funds could be used to offset the deficit in the Budget Officer's benefit code. Mrs. Allen withdrew her request for funding from the Contingent Account and instead forwarded a request for transfer of existing funds between budget codes to the Finance Committee.*

As there was no further business to come before the Support Services Committee, on motion made by Mr. MacDonald and seconded by Mr. Leggett, Mrs. Frasier adjourned the meeting at 11:39 a.m.

Respectfully submitted,
Molly Ganotes-Gleason, Legislative Office Specialist