

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: MARCH 26, 2018

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: LOEB
LEGETT
SOKOL
HYDE
MAGOWAN
HOGAN
WILD
DRISCOLL
VACANT

OTHERS PRESENT:

MIKE COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY
RONALD F. CONOVER, CHAIRMAN OF THE BOARD
KEVIN B. GERAGHTY, ACTING COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
BRAYMER
MCDEVITT
SIMPSON
STROUGH
BUD YORK, WARREN COUNTY SHERIFF
PATTI MILLER, EXECUTIVE SECRETARY, TRAFFIC SAFETY BOARD
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT
DON LEHMAN, *THE POST STAR*
CHRISTOPHER SOUTH, *SUN COMMUNITY NEWS*
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

Please note, the following contains a summarization of the March 26, 2018 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/2018/support/>

Mr. Loeb called the Support Services meeting to order at 10:32 a.m.

Motion was made by Mr. Driscoll, seconded by Mrs. Hogan 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 (IT)*, 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 an appropriation of funds in the amount of \$43,000 from the Computer Reserve Fund (A.895.00) to various Departmental budgets for the purchase of computers and computer related software and equipment.

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

Next, Mr. Colvin introduced a request for a transfer of funds in the amount of \$8,000 from Budget Code A.1990 469, *Contingent Account-Other Payments/Contributions*, to Budget Code A.1680 423, *Information Technology, Telephone*. He explained that because he had inadvertently failed to carry over the purchase order for a project from 2017 to 2018, the funds in his budget to pay for the project had been mistakenly returned to the general fund at the close of 2017. Mr. Colvin said he had been advised by the Treasurer's Office that this was the proper procedure to have the funds returned to his budget.

Motion was made by Mr. Driscoll, seconded by Mr. Leggett 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.*

Finally, Mr. Colvin presented a request to extend the MOU (*Memorandum of Understanding*) between his Department and the Department of Social Services (DSS) to change the set termination date to continue the agreement until terminated by either party. Mr. Wild inquired if an inflation rate for future years was factored into the request and Mr. Colvin replied there was not, but said he could request an amendment to the resolution in the future, if needed. Mr. Geraghty notified most of the fees were reimbursed by the State through the DSS.

Motion was made by Mr. Leggett, seconded by Mr. Magowan and carried unanimously to approve the request as presented and the necessary resolution was authorized for the April 20th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Driscoll inquired what course of action was taken with the computers that were used by Department Heads who retired or resigned and Mr. Colvin replied the Department Head would notify him of what files needed to be backed up and how they wanted to handle email and archived files. He added all the information was stored on a server.

Mr. Colvin informed he would be attending a conference in May where he would speak to eighty to ninety vendors regarding a back up for the phone system.

Mr. Wild inquired if there was any legal discovery from a law standpoint regarding every employee that left the County and Mary Elizabeth Kissane, *County Attorney*, answered IT archived all emails. Mr. Colvin concurred and added documents were saved for six to eight weeks unless otherwise instructed. Mr. Geraghty informed there was a Record Retention policy in place which followed State requirements.

Mr. Loeb apologized for not attending the March 16, 2018 Board Meeting where the Department of Weights & Measure distributed a photo that displayed a skimmer on a gas pump. He indicated he spoke to Herb Levin, *Director, Weights & Measures*, who indicated the mechanism inside each gas pump was routinely inspected for tampering.

As there was no further business to come before the Support Services Committee, on motion made by Mr. Sokol and seconded by Mr. Leggett, Mr. Loeb adjourned the meeting at 10:42 a.m.

Respectfully submitted,
Molly Ganotes-Gleason, Legislative Office Specialist