WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: MAY 22, 2018

COMMITTEE MEMBERS PRESENT:		**OTHERS PRESENT:**
SUPERVISORS:	LOEB	MIKE COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY
	LEGGETT	JULIE BUTLER, PURCHASING AGENT
	SOKOL	RONALD F. CONOVER, CHAIRMAN OF THE BOARD
	HYDE	SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD
	WILD	FRANK E. THOMAS, BUDGET OFFICER
	DRISCOLL	SUPERVISORS BRAYMER
	VACANT	DICKINSON
		GERAGHTY
		MCDEVITT
COMMITTEE MEMBERS ABSENT:		SIMPSON
SUPERVISORS:	MAGOWAN	STROUGH
	HOGAN	JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
		DON LEHMAN, *THE POST STAR*
		MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

Please note, the following contains a summarization of the May 22, 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 meeting of the Support Services Committee to order at 11:49 a.m.

Motion was made by Mr. Driscoll, seconded by Mr. Wild 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 a new contract with Spectrum for internet services, for a term commencing upon execution by both parties and terminating after a three year period.

Motion was made by Mr. Sokol, seconded by Mr. Leggett and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the June 15th Board Meeting. *A copy of the resolution request form is on file with the minutes*.

Next, Mr. Colvin introduced a request for a MOU (*Memorandum of Understanding*) between the Information Technology Department and the Warren County Tourism Department to provide computer support services, for an amount not to exceed $22,000 per year for a term commencing retroactive to January 1, 2018 and continuing until terminated by either party.

Motion was made by Mr. Leggett, seconded by Mr. Driscoll and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the June 15th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Regarding the Information for Discussion portion of the agenda, Mr. Colvin spoke of anti-virus software. He indicated the cost to the County for this service was $9.00 per year for each device and that cost could potentially decrease if more users were added. He suggested the County extend an offer to provide the discounted rate for anti-virus software to the City of Glens Falls and all the towns within the County. Julie Butler, *Purchasing Agent*, informed an intermunicipal agreement would be necessary for this arrangement. After a brief discussion it was decided that Mr. Colvin would work with the County Attorney to draw up an intermunicipal agreement for the shared services initiative he suggested.

Motion was made by Mr. Leggett, seconded by Mr. Wild and carried unanimously to approve an intermunicipal agreement as discussed and the necessary resolution was authorized for the June 15th Board Meeting.

Next, Mr. Colvin discussed the Warren County website, informing it needed to be restructured and updated as it no longer had the capability to move into the future. He estimated the initial cost for this upgrade to be about $80,000 with a subsequent maintenance cost of $5,000-$6,000 per year. Ms. Braymer apprised the City of Glens Falls was updating their website and there may be a potential savings through shared services by combining these efforts. Mr. Wild opined the current website should be maintained for another year, as only minimal would be required to maintain it for now and next year they could discuss a restructure and update.

Finally, Mr. Colvin advised he was still pursuing a consulting service provider for the County's phone services.

There being no further IT business to discuss, privilege of the floor was extended to Mrs. Butler, who distributed copies of the Purchasing agenda to the Committee members. *A copy of the Purchasing agenda is on file with the meeting minutes.*

Commencing her agenda review, Mrs. Butler presented a request to approve revisions made to the 2018 Warren County Purchasing Policy. She explained the version of the policy that was previously distributed did not include uniform guidelines for Federal grants which had to be included in the Purchasing Policy no later than June of 2018 and was included within the last three pages of the policy. She advised the Supervisors whose towns received grant funds, or would in the future, also had to update their purchasing policies. She indicated the County was already following the guidelines, but they needed to be included in the formal Purchasing Policy. She advised the other changes consisted of updating the contact information for preferred sources and language regarding national contracts.

Motion was made by Mr. Wild, seconded by Mr. Sokol and carried unanimously to approve the revisions to the Purchasing Policy as outlined above and the necessary resolution was authorized for the June 15th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Concluding her agenda review, Mrs. Butler apprised the Deputy Purchasing Agent and Purchasing Assistant had attended the SAMPO (*New York State Association of Official Municipal Purchasing Agents*) and NYS OGS *(New York State of General Services)* Conference. She apprised the Purchasing Department had saved $500 in conference fees again this year.

As there was no further business to come before the Support Services Committee, on motion made by Mr. Driscoll and seconded by Mr. Leggett, Mr. Loeb adjourned the meeting at 12:02 p.m.

Respectfully submitted,
Molly Ganotes-Gleason, Legislative Office Specialist