

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: AUGUST 27, 2018

COMMITTEE MEMBERS PRESENT:

SUPERVISORS LOEB
LEGGETT
SOKOL
HYDE
HOGAN
WILD
DRISCOLL
VACANT

OTHERS PRESENT:

MIKE COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY
CARLA SHERMAN, COUNTY AUDITOR
WILLIAM VANNESS, COMMISSIONER (R), BOARD OF ELECTIONS
ELIZABETH McLAUGHLIN, COMMISSIONER (D), BOARD OF ELECTIONS
RONALD F. CONOVER, CHAIRMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER

COMMITTEE MEMBER ABSENT:

SUPERVISOR MAGOWAN

SUPERVISORS BEATY

BRAYMER
FRASIER
GERAGHTY
MCDEVITT
STROUGH

MICHAEL SWAN, TREASURER
MARCY FLORES, PUBLIC DEFENDER
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT
THOM RANDALL, *ADIRONDACK JOURNAL*
DON LEHMAN, *THE POST STAR*
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the August 27, 2018 meeting of the Support Services Committee; the meeting in it's entirety can be viewed on the Warren County website link 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 10:15 a.m.

Motion was made by Mr. Driscoll, seconded by Mr. Leggett and carried unanimously to approve the minutes of the previous Support Services Committee Meeting, subject to correction by the Clerk of the Board.

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.*

Mr. Colvin presented the following requests:

- 1) To rescind Resolution No. 330 of 2018, *Authorizing an Agreement with Netapp to Provide Maintenance and Support Services for the Netapp Storage Device for Information Technology*, as the services can be purchased under New York State contract and this agreement is no longer needed.

Motion was made by Mr. Leggett, seconded by Mr. Wild and carried unanimously to approve the

request and the necessary resolution was authorized for the September 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To appropriate funds in the amount of \$700 from the Computer Reserve Fund, *Budget Code A.895.00*, to Budget Code A.1355 220.1, *Real Property Tax Service Agency, Office Equipment - Reserve*, for the purchase of a computer and related equipment/software.

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

Mr. Colvin advised there was an item he had not included on the agenda that he wished to discuss and he apologized for not providing prior notice. He explained his Department was extremely busy and had deadlines that needed to be met for hardware installation and so he was requesting the creation of a part-time temporary Computer Help Desk position to assist. He said he had \$3,000 available for transfer to fund the position for the remainder of the year. A brief discussion ensued, during which Mr. Colvin indicated the temporary position would be paid at a rate of \$21.15 per hour and would be used from September 24, 2018 until December 31, 2018.

Motion was made by Mr. Wild, seconded by Ms. Hogan and carried unanimously to approve the request to create a position as outlined above and forward same to the Personnel & Higher Education Committee, as well as to authorize a transfer of funds in the amount of \$3,000 to fund the position and refer same to the Finance Committee. *Copies of the request forms are on file with the minutes.*

Mr. Wild asked Mr. Colvin if the County was protected from hackers and viruses. Mr. Colvin replied there were resources and support available at the State level to focus on preparing for these types of issues before they occurred. He said there were different levels of antivirus and spyware subscriptions in place and he ensured they were kept up to date to protect the County; a discussion ensued.

There being no further Information Technology business to discuss, privilege of the floor was extended to Carla Sherman, *County Auditor*, 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. Sherman presented a request for a transfer of funds in the amount of \$500 from the Contingent Account to Budget Code A.1320 410, *County Auditor Supplies*, to cover the cost of Supplies for the remainder of the year. She explained she had used funds budgeted for this purpose earlier in the year to cover the cost of an unbudgeted continuing education course she had taken; she said she had hoped to have sufficient funding in the budget to cover both expenses, but this was not the case.

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

Mr. Loeb noted he was in full support any time she or her staff had an opportunity to obtain

education or training for the benefit of the taxpayers.

Ms. Sherman proceeded with an overview on the functions the Auditor's Office was responsible for as requested by Mr. Loeb.

Mr. Wild asked Mr. Moore if he felt the Auditor's current staff of two was adequate for a \$153 million operation and Mr. Moore replied that Saratoga County had a County Auditor's Office, as well as a staff of four, which included part-time positions, to handle their \$300 million budget and Westchester County had a completely different process which went through the Finance Commissioner. He apprised he felt Ms. Sherman's office did a great job and if she requested additional staff he would seriously consider the request.

Chairman Conover entered the meeting at 10:30 a.m.

Mr. Leggett noted the report Ms. Sherman had included in her agenda indicated the number of invoices her office processed last year was over 24,000 which equated to 100 invoices a day. Ms. Sherman replied some of those invoices were very involved and others were not, providing a good mixture.

Mr. Wild mentioned at this time last year there was discussion on managing contracts and he inquired if Ms. Sherman audited the contracts to ensure the elements of the contract were sufficient. Ms. Sherman replied she had started to review the contracts more closely and worked with Department Heads and the County Attorney's Office to ensure contracts were correct; she informed that in the past, payments had been held until the corrections were made. Mr. Loeb asked if each Department was complying with the guidelines and Ms. Sherman replied affirmatively. Michael Swan, *County Treasurer*, commended Ms. Sherman on the excellent job she had done within the Department, adding the increased oversight by her Office was very apparent. Mr. Wild inquired about incoming payments and she responded that her Office did not handle accounts receivable; Mr. Swan apprised his Office was responsible for incoming revenue.

There being no further County Auditor business to discuss, privilege of the floor was extended to Elizabeth McLaughlin, *Commissioner of the Board of Elections (D)*, and William VanNess, *Commissioner of Board of Elections (R)*, who distributed copies of their agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Ms. McLaughlin and Mr. VanNess presented a request to authorize a new contract with Dominion Voting System Corp. in an amount not to exceed \$1,500 for onsite support and maintenance on voting machines as needed over a term commencing August 20, 2018 and terminating upon completion.

Mr. Moore asked if the \$300 hourly contract rate was a State Contract Rate and Mr. VanNess, replied affirmatively. A brief discussion ensued during which Mr. VanNess distributed an example of a damaged "mylar" used by the voting machines which would be addressed through this maintenance agreement.

Motion was made by Mr. Driscoll, seconded by Mr. Wild and carried unanimously to approve the request and the necessary resolution was authorized for the September 21st Board meeting.

A copy of the resolution request form is on file with the minutes.

Mr. VanNess notified the Committee that the Board of Elections had been awarded a substantial grant from the State to prevent hacking and antivirus for the Department, as well as any sites where the Board of Elections would use the software. He said Mr. Colvin was working with them on this to put the proper software in place. Ms. McLaughlin stated the voting machines were not connected to the internet and their staff used clean flash drives to transfer information to extract content from the machine; she added that the IT Department assisted with this process. She reassured the Committee that the voting machines were unable to be hacked.

As there was no further business to come before the Support Services Committee, on motion made by Mr. Wild and seconded by Mr. Leggett, Mr. Loeb adjourned the meeting at 10:47 a.m.

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