

# WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: MARCH 7, 2019

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS: LOEB  
LEGGETT  
SOKOL  
HYDE  
MAGOWAN  
WILD  
DRISCOLL

**OTHERS PRESENT:**

AMY CLUTE, ADMINISTRATOR, SELF-INSURANCE  
RONALD F. CONOVER, CHAIRMAN OF THE BOARD  
RYAN MOORE, COUNTY ADMINISTRATOR  
MARY ELIZABETH KISSANE, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK E. THOMAS, BUDGET OFFICER  
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS: HOGAN  
DICKINSON

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*Please note, the following contains a summarization of the March 7, 2019 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/2019/support/>

Mr. Loeb called the meeting of the Support Services Committee to order at 10:02 a.m.

Privilege of the floor was extended to Amy Clute, *Self-Insurance Administrator*, who distributed copies of the meeting agenda to the Committee members; *a copy of the agenda is on file with the meeting minutes*. Commencing her agenda review, Ms. Clute presented the following requests:

- 1) To adopt the updated Workplace Violence Prevention Plan and Program.

Ms. Clute informed all of the policies had been reviewed and approved by the County Administrator, County Attorney and the collective bargaining unions. Mr. Driscoll inquired if the policies could be shared with the EAP (*Employee Assistance Program*) and Ms. Clute replied affirmatively, adding she would verify this with the Human Resources Department.

Motion was made by Mr. Sokol, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the March 15<sup>th</sup> Board Meeting. *A copy of the Resolution Request form is on file with the minutes.*

- 2) To adopt the updated Warren County Travel Policy and County Vehicle Use Regulations.

Ms. Clute explained this policy addressed the use of County vehicles and provided additional safety for drivers of County vehicles; she said it also required employees who drove County vehicles to take a two hour driver improvement class every three years. She indicated the policy was standardized for all departments.

Motion was made by Mr. Leggett, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the March 15<sup>th</sup> Board Meeting. *A copy of the Resolution Request form is on file with the minutes.*

- 3) To adopt the updated Warren County Alcohol & Drug Testing Policy for Commercial Drivers Licence.

Ms. Clute informed this policy had been completely re-written to comply with federal regulations.

Motion was made by Mr. Magowan, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the March 15<sup>th</sup> Board Meeting. *A copy of the Resolution Request form is on file with the minutes.*

- 4) To adopt the updated Warren County Substance Abuse Policy.

Ms. Clute notified this policy had also been completely re-written. Mr. Leggett asked what the procedure would be if marijuana was legalized and Ms. Clute responded she would update the policy again in the future if this became an issue.

Motion was made by Mr. Driscoll, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the March 15<sup>th</sup> Board Meeting. *A copy of the Resolution Request form is on file with the minutes.*

- 5) To authorize a new contract with ONEGROUP to provide Property and Casualty Insurance Consulting Services to Warren County.

Ms. Hyde entered the meeting at 10:19 a.m.

Ms. Clute informed she and Ryan Moore, *County Administrator*, had met to discuss the property and casualty program and the use of broker services contracts. She advised a broker would provide a fee to administer policies, releasing an RFP (*Request for Proposal*) and the broker with the lowest fee would be selected. She informed other counties used a consultant to assign markets. She reported an RFP was issued for a consultant to look at their program and choose the best insurance for the County, for which four responses were received with fees ranged from \$9,000 to \$25,000. She advised it was pursuant to the RFP responses that ONEGROUP was selected as the lowest responsible bidder, offering to provide the services for \$9,000.

Mr. Magowan inquired if ONEGROUP was an insurance company and Ms. Clute replied they were consultants. She explained they would analyze the current insurance and possible exposures, as well as review all County-owned property to define what insurance was needed or, what was not, and they would prepare bids for the required insurance. Mr. Magowan asked if they were prepared to perform the services for \$9,000 and Ms. Clute responded they assured her they would. Mr. Wild inquired if the cost was fixed and Ms. Clute confirmed that it was. Mr. Sokol inquired if there was a cost savings and Mr. Moore replied

affirmatively, noting the County had not used consulting services like this in the past twenty years. He explained the market was more competitive when a consultant was used to seek brokers through the RFP process. He apprised it was a more profound way to serve the County. Mr. Sokol inquired where the funds would be allocated from and Mr. Moore replied the funds would be paid from the Board of Supervisors and County Administrators budgets, indicating if the Committee was interested in paying for the services differently it could be discussed. Ms. Clute informed they would review policies and exposure and release an RFP to assign markets. Mr. Moore advised they would tailor to the County's needs. Mr. Magowan inquired if they could obtain better insurance for less money by using multiple carriers and Ms. Clute replied affirmatively. Mr. Leggett asked if individual County properties could be broken up between brokers and Ms. Clute replied that they could. Mr. Conover advised they would take a complete and accurate look at all of the County-owned properties and also look at replacement costs. Mr. Moore apprised they would provide on-site inspections and interviews to add or subtract insurance as needed. Mr. Leggett inquired how often consulting services would be required and Ms. Clute replied possibly every three to five years. Mr. Moore explained they would not require consulting services next year unless they were dissatisfied with the services provided by ONEGROUP. Mr. Conover inquired who was responsible for checking their work and Ms. Clute replied she reviewed the work. Mr. Wild remarked he was concerned with the quote they provided to complete the job, inquiring how many hours or days would it take to complete the job and Ms. Clute replied she was not provided with that information. Mr. Moore reported it was common for a company to provide a low bid to build relationships. Mr. Wild asked if their history was reviewed and Ms. Clute responded she had a relationship with some of their representatives though her affiliation with the New York State Association of Self-Insured Counties and was comfortable with this arrangement. Mr. Moore explained he was impressed by the experience of ONEGROUP. Mr. Conover advised he expected them to look at dams, docks and the land leases at the Airport.

Following further discussion, a 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 March 15<sup>th</sup> Board Meeting. *A copy of the Resolution Request form is on file with the minutes.*

As there was no further business to come before the Support Services Committee, on motion made by Mr. Wild and seconded by Mr. Magowan, Mr. Loeb adjourned the meeting at 10:39 p.m

Respectfully submitted,  
Molly Ganotes-Gleason, Legislative Office Specialist