

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: APRIL 29, 2019

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: LOEB
SOKOL
HYDE
MAGOWAN
HOGAN
DRISCOLL

OTHERS PRESENT:

PAM VOGEL, COUNTY CLERK
MIKE COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY
GINELLE JONES, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES
DEANNA PARK, DIRECTOR, OFFICE FOR THE AGING
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
SUPERVISORS GERAGHTY
MERLINO
DON LEHMAN, *THE POST STAR*
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBERS ABSENT:

SUPERVISORS: LEGGETT
WILD
DICKINSON

Please note, the following contains a summarization of the April 29, 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 Support Services Committee meeting to order at 12:55 p.m.

Motion was made by Mr. Driscoll, seconded by Mr. Sokol 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 to appropriate funds totaling \$51,100 from the Computer Reserve Fund to various Departmental budgets for the purchase of computers and related equipment and software.

Motion was made by Mr. Sokol, seconded by Ms. Hogan and carried unanimously to approve the request and to 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 IT business to discuss, privilege of the floor was presented to Pam Vogel, *County Clerk*, 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, Mrs. Vogel presented a request to fill the vacant position of Motor Vehicle Licence Clerk, Part-Time, *Grade 8, Base Annual Salary \$34,988 (\$16.82 hr)*, due to resignation.

Motion was made by Mr. Magowan, seconded by Mr. Sokol and carried unanimously to approve the request and to forward same to the Personnel & Higher Education Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Next, Mrs. Vogel introduced a request for a transfer of funds in the amount of \$300 from the Contingent Account to the DMV budget to increase the amount of specie/currency maintained by the Principal Audit Clerk from \$200 to \$500, as directed by the New York State Department of Motor Vehicles Auditor. *Note: subsequent to the meeting, it was determined the appropriate action was to Amend Resolution No. 330 of 1998 to increase the amount of the petty cash fund maintained by the County Clerk/DMV Office from \$600 to \$900.*

Motion was made by Mr. Sokol, seconded by Mr. Magowan and carried unanimously to approve the request and refer same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Concluding her agenda review, Mrs. Vogel mentioned she would be attending the New York State Association of County Clerk's Summer Conference on June 2-4, 2019.

There being no further County Clerk business to discuss, privilege of the floor was presented to Mary Elizabeth Kissane, *County Attorney*, 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 with the Discussion Items section, Ms. Kissane informed she had filled the vacant Legal Assistant position within her Office, but noted her First Assistant County Attorney had resigned. She said she did not intend to immediately fill the position and would instead prefer to take her time in filling the position to ensure she chose the correct person. She also advised that she and Ryan Dickey, *Second Assistant County Attorney*, would be attending the CAASNY (*County Attorney Association of the State of New York*) Conference in Cooperstown, New York, on May 20-21, 2019.

Moving on to the Nursing Homes item, Mr. Loeb advised Ginelle Jones, *Director, Public Health/Patient Services*, and Deanna Park, *Director, Office for the Aging*, were in attendance to provide results from their work addressing issues at County nursing homes. Ms. Jones informed they had also worked with Tammie Delorenzo, *Assistant to the County Administrator*. She explained they looked into other agencies for ideas, discovering many of the directors were newly employed and they were not aware of what was available. She informed there was a lack of communication between the facilities and the families. She apprised she planned to meet with skilled practioners, reporting the goal for the month of May was to arrange a coalition meeting; she informed one topic would be to work on educational material to aid the families in choosing the right facility, which, she said, would teach families who were in charge of their loved ones care. She explained they would be looking for approval from skilled nursing facilities. Mr. Magowan thanked them for the compassionate presentation, noting it was he who asked them to look into the matter. Ryan Moore, *County Administrator*, said there was no better hub than Warren County, informing a study he read mentioned Warren County to be a great place to retire. Mr. Driscoll show his appreciation for the job they had done. Ms. Jones apprised they were building a basis to address and help with all of the concerns.

Concluding her agenda review, Ms. Kissane announced an executive session was necessary to provide an update on pending litigation.

Motion was made by Mr. Sokol, seconded by Ms. Hogan and carried unanimously to enter into executive session pursuant to Section 105(d) of the Public Officer's Law. Executive session was held from 1:26 p.m. until 1:40 p.m. Upon reconvening, Mr. Loeb noted that no action had been taken during the executive session.

As there was no further business to come before the Support Services Committee, on motion made by Mr. Driscoll and seconded by Mr. Magowan, Mr. Loeb adjourned the meeting at 1:41 p.m.

Respectfully submitted,
Molly Ganotes-Gleason, Legislative Office Specialist