

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: AUGUST 19, 2019

COMMITTEE MEMBERS PRESENT:

SUPERVISORS LOEB
SOKOL
HYDE
MAGOWAN
HOGAN
WILD
DRISCOLL

OTHERS PRESENT:

PAMELA VOGEL, COUNTY CLERK/DMV
MIKE COLVIN, DIRECTOR, INFORMATION TECHNOLOGY
AMY CLUTE, SELF-INSURANCE ADMINISTRATOR
ELIZABETH McLAUGHLIN, COMMISSIONER (D) BOARD OF ELECTIONS
WILLIAM VANNESS, COMMISSIONER (R) BOARD OF ELECTIONS
RONALD F. CONOVER, CHAIRMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
AMANDA ALLEN, CLERK OF THE BOARD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS LEGGETT
DICKINSON

ROBERT TERWILLIGER, FIRST ASSISTANT COUNTY ATTORNEY
FRANK THOMAS, BUDGET OFFICER

SUPERVISORS BRAYMER
GERAGHTY
MCDEVITT
SIMPSON

TAMMIE DeLORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
LEXIE DELUREY, DIRECTOR OF REAL PROPERTY TAX SERVICES
DON LEHMAN, *THE POST STAR*
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the August 19, 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 10:07 a.m.

Motion was made by Ms. Hogan, seconded by Mr. Sokol and carried by majority vote, with Mr. Magowan abstaining, to approve the minutes of the previous Support Services Committee Meeting, subject to correction by the Clerk of the Board.

Copies of the County Clerk-DMV, Information Technology and Self-Insurance agendas were distributed to the Committee members and copies of same are on file with the meeting minutes.

Privilege of the floor was extended to Pamela Vogel, *County Clerk*, who commenced her agenda review with a request to fill the vacant positions of Senior Legal Recording Clerk, *Grade 12, Base Annual Salary \$38,818*, due to the passing of a long-time employee, and Legal Recording/Recording Clerk #TBD, *Grade 7, Base Annual Salary \$33,600*, due to promotion.

Motion was made by Mr. Magowan, seconded by Mr. Sokol and carried unanimously to approve the requests as outlined above and forward same to the Personnel & Higher Education Committee for reporting purposes. *Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

Next, Mrs. Vogel presented a request to amend the 2019 County Budget in the amount of \$37,050 to reflect receipt of the initial payment from Local Government Records Management Improvement Fund (LGRMIF) digital imaging for July 2019 - June 30, 2020 project.

A lengthy discussion ensued in regards to the amount of records that needed to be digitized and possible methods to speed the process along.

Motion was made by Mr. Magowan, seconded by Ms. Hogan 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.*

There being no further County Clerk/DMV business to consider, privilege of the floor was extended to Mike Colvin, *Director, Information Technology (IT)*, who presented a request to appropriate funds totaling \$10,467 from the Computer Reserve Fund to various departmental budgets for the purchase of computers and related equipment and software.

Motion was made by Mr. Wild, seconded by Ms. Hogan 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.*

There being no further IT business to consider, privilege of the floor was extended to Amy Clute, *Self-Insurance Administrator*, who presented a request to fill the position of Self-Insurance Specialist, *Grade 12, Base Annual Salary \$38,818*, due to resignation.

Motion was made by Mr. Magowan, seconded by Mr. Wild and carried unanimously to approve the request and 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.*

Ms. Clute then presented a request to authorize herself to serve as Secretary of the Empire State Safety Association, which she explained was a newly formed organization.

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

There being no further Self-Insurance business to consider, Mr. Loeb apprised he had invited William VanNess, *Commissioner (R), Board of Elections*, and Elizabeth McLaughlin, *Commissioner (D), Board of Elections*, to address the Committee on the topic of e-poll book security as a result of discussion at the August 16, 2019 Board Meeting.

Mr. VanNess stated he was unaware of hacking concerns and proceeded to explain that the e-poll books were housed in a controlled center. Ms. McLaughlin added the information in the e-poll books was the same information on the paper poll books, which anyone signing their name was able to view, in contrast to the e-poll book, where only the page with that individual's information could be seen. A lengthy discussion ensued regarding the process of loading the e-poll information and a worst case scenario of how hacking could result in viewing whether individuals voted. Mr. Colvin confirmed the only information a hacker could access was whether an individual had voted, but not who the individual voted for.

As there was no further business to come before the Support Services Committee, on motion made by Mr. Wild and seconded by Ms. Hogan, Mr. Loeb adjourned the meeting at 10:52 a.m.

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