

# WARREN COUNTY BOARD OF SUPERVISORS

## COMMITTEE: SUPPORT SERVICES

DATE: NOVEMBER 23, 2020

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### COMMITTEE MEMBERS PRESENT:

SUPERVISORS: MAGOWAN  
LEGGETT  
WILD  
BRUNO  
DRISCOLL  
HOGAN  
SHEPLER

### OTHERS PRESENT:

PAM VOGEL, COUNTY CLERK  
MIKE COLVIN, DIRECTOR, INFORMATION TECHNOLOGY  
FRANK E. THOMAS, CHAIRMAN OF THE BOARD  
RYAN MOORE, COUNTY ADMINISTRATOR  
MARY ELIZABETH KISSANE, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
KEVIN B. GERAGHTY, BUDGET OFFICER  
SUPERVISORS CONOVER  
FRASIER  
MCDEVITT  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
DON LEHMAN, DIRECTORS OF PUBLIC AFFAIRS  
TOSHA BROWENELL, HELP DESK TECHNICIAN  
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

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*Please note, the following contains a summarization of the November 23, 2020 meeting of the Support Services Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <https://www.warrencountyny.gov/gov/comm/Archive/2020/support/>*

*Note: As per Governor Cuomo's Executive Order 202.1: "Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed". All of the Committee members in attendance participated via video or teleconference except for Supervisors Magowan, Leggett and Shepler who were physically present.*

Mr. Magowan called the Support Services meeting to order at 11:34 a.m.

Motion was made by Ms. Shepler, seconded by Ms. Hogan and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Information Technology and the County Clerk agendas were distributed to those in attendance and those participating virtually accessed the agendas via the Warren County website; *copies of the agendas are on file with the meeting minutes.*

Privilege of the floor was presented to Pam Vogel, *County Clerk*, who presented a request to adopt the revised NYS Retention and Disposition Schedule for County government records (*LGS-1*) in accordance with Article 57A, Arts & Culture Law, effective January 1, 2021. She informed there had been many styles and formats for record retention over the years and the LGS-1 had gone through a major revision. She noted the Towns should approve the LGS-1, as well, before January 1, 2021. Ryan Moore, *County Administrator*, questioned the main differences and Mrs. Vogel replied it was basically a consolidation into one format instead of four or five pieces, as well as a potential change in the amount of time a record was held. Mr. Moore asked if the County had to retain records longer and Mrs. Vogel answered the Public Defender record retention had increased from six to eighty years. Mr. Moore inquired if it would

impact capacity and Mrs. Vogel replied many Departments maintained digital records, which helped. Mr. Moore asked if the State was renewing the records grant and Mrs. Vogel answered she was unsure, informing the current grant was extended until December 31, 2020. Mr. Moore indicated it was necessary to determine how to hold records without adding any cost to the County.

Following some discussion, a motion was made by Mr. Leggett, seconded by Ms. Shepler and carried unanimously to approve the request as presented and the necessary resolution was authorized for the December 18, 2020 Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Privilege of the floor was presented to Mike Colvin, *Director of Information Technology*, who presented a request to amend the County budget in the amount of \$9,000 to adjust for increased expenses in telephone service.

Motion was made by Mr. Driscoll, seconded by Ms. Hogan and carried unanimously to approve the request as presented and refer same to the Finance Committee. *A copy of the request to Amend the County Budget is on file with the minutes.*

Mr. Magowan asked if there were any public comments and Don Lehman, *Director of Public Relations*, replied in the negative.

As there was no further business to come before the Support Services Committee, Mr. Magowan declared the meeting adjourned the at 11:49 a.m.

Respectfully submitted,  
Molly Ganotes-Gleason, Legislative Office Specialist