

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, July 11, 2017

9:00 a.m.

*Legislative Committee Room
Steuben County Office Building
Bath, New York*

****MINUTES****

COMMITTEE:	Brian C. Schu, Chair Hilda T. Lando	Scott J. Van Etten, Vice Chair Robin K. Lattimer	Carol A. Ferratella
STAFF:	Jack K. Wheeler Nate Alderman Wendy Jordan Jennifer McPhail Andy Morse	Mitchell Alger Jennifer Demonstoy Brenda Mori Vicky Olin	Ken Peaslee Tammy Hurd-Harvey Jennifer Prossick Kelly Penziul
LEGISLATORS:	Joseph J. Hauryski John V. Malter	Kelly H. Fitzpatrick Gary B. Roush	K. Michael Hanna
OTHERS:	Mary Perham		

I. CALL TO ORDER

Mr. Schu called the meeting to order at 9:00 a.m. and asked Mr. Malter to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JUNE 13, 2017, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Commissioner of Finance

1. **Approval to Contract with GASB 75 Actuary** – Mrs. Hurd-Harvey informed the committee that they issued a Request for Proposal for a GASB 75 Actuary. They received six responses. She recommended awarding to Jefferson Solutions out of Clifton Park for a total four-year contract price of \$14,004.

MOTION: AWARDING THE REQUEST FOR PROPOSAL FOR A GASB 75 ACTUARY TO JEFFERSON SOLUTIONS OF CLIFTON PARK, NY FOR A FOUR-YEAR TOTAL CONTRACT PRICE OF \$14,004.00 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Personnel

1. **Designation of EAP Services** – Mr. Alderman informed the committee they issued a Request for Proposal for EAP services. They received three responses. He recommended awarding to ENI of Vestal, NY for an annual cost of \$7,140.00.

MOTION: AWARDING THE REQUEST FOR PROPOSAL FOR THE PROVISION OF EAP SERVICES TO ENI OUT OF VESTAL, NY FOR AN ANNUAL COST OF \$7,140.00 MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Van Etten asked do we get a report on how active the program is? Mr. Alderman replied yes.

C. Elections

1. **Election Inspector Training** – Mrs. Lando stated that she recently attended election inspector training and it was very good.

2. **Approval to Print Mail Check** – Mrs. Olin stated that mail check is the yearly yellow cards that are sent out for address verification. Image Now can provide outsourcing for printing as well as mail the cards for us. The price quoted does not include postage. Mr. Van Etten asked how much is the postage? Mrs. Olin replied about \$10,000. She requested authorization to contract with Image Now to print and mail the mail check cards.

MOTION: AUTHORIZING THE BOARD OF ELECTION TO CONTRACT WITH IMAGE NOW TO PRINT AND MAIL THE MAIL CHECK CARDS FOR A COST OF \$5,301.00 PLUS \$120.00 TO SET THE CARD, PLUS POSTAGE MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER FOR DISCUSSION.

Mr. Malter asked have you looked at the possibility of doing this in-house? Mrs. Penziul replied we used to do that in the past and there were too many problems. Mr. Malter asked do you provide the data? Mrs. Olin replied yes.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Information Technology

1. **Award RFP for Security Audit** – Mr. Peaslee informed the committee that they issued a Request for Proposal for a security audit. They received twelve responses that ranged from \$12,000 to \$149,000. He recommended awarding to Enterprise Risk Management for a total price of \$15,000, which includes both HIPPA and PCI.

MOTION: AWARDING THE REQUEST FOR PROPOSAL FOR A SECURITY AUDIT TO ENTERPRISE RISK MANAGEMENT FOR A TOTAL COST OF \$15,000.00 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Staff** – Mr. Peaslee announced that Sue Golden, a 31-year employee in his department recently passed away. She was an excellent employee and a kind person.

E. Risk Manager

1. **2018 Workers' Compensation Budget** – Mr. Wheeler informed the committee this year they are proposing a flat budget, which is a good thing. The significant changes in the budget were changing the Risk Manager position from full-time to part-time, which also affected benefits. We also decreased anticipated revenues and slightly increased the safety training line.

MOTION: ADOPTING THE 2018 WORKERS' COMPENSATION BUDGET AS PRESENTED MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.
Resolution Required.

2. **2018 Workers' Compensation Apportionment Schedule** – Mr. Wheeler informed the committee that they have had discussion about potentially being able to reduce the budget by \$100,000, but we would like to keep that in the budget as there is a lot of discussion regarding volunteer firefighter coverage, which will be expensive. We have been getting quotes for that and they are in the range of \$100,000.

Mr. Wheeler stated with regard to moving to a market-based allocation plan, he would recommend an eight-year transition. This would encompass a one year increase spread over the next two years and then go to more of the standard parity, which saves the municipalities 15 percent by the end of implementation. The Table of

Apportionment includes parity year one. After it is adopted, Mr. Sprague will schedule meetings with the municipalities and PERMA to talk about why we are doing this.

Mrs. Hurd-Harvey commented everything after year one is just based on what year one was. This plan will get re-evaluated each year and will get the market rate every year.

Ms. Lattimer commented none of the municipalities will see a marked increase. Mrs. Ferratella asked with the PERMA training, are we seeing claims going down? Mr. Wheeler replied, yes, knock on wood, our claims have been good.

MOTION: ADOPTING THE 2018 WORKERS' COMPENSATION TABLE OF APPORTIONMENT AS PRESENTED MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **PERMA Contract Renewal** – Mr. Wheeler stated Mr. Sprague met with PERMA and our broker. We are recommending extending the current contract with PERMA for an additional two years. The proposed structure is if we do not have any catastrophic claims, we should see about a 2 percent reduction. If we have one catastrophic claim, we will see a 4 percent increase and if there are two catastrophic claims, that increases to 8 percent. The renewal also changes our self-insured retention from \$525,000 in 2017 to \$500,000 by 2019. We keep reducing that which is a good thing. The lower we can get that, the better.

MOTION: AUTHORIZING THE RISK MANAGER TO EXTEND THE CONTRACT WITH PERMA THROUGH DECMEBER 31, 2019, MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

F. Law Department

1. **Tax Certiorari** – Ms. Prossick stated the Town of Erwin has asked the County to participate in a tax certiorari proceeding regarding Aldi's. The amount of our contribution will not exceed \$3,000 and is estimated at \$1,264.03 for the pretrial appraisal.

MOTION: AUTHORIZING THE COUNTY TO PARTICIPATE IN TAX CERTIORARI PROCEEDINGS RELATIVE TO ALDI'S SITUATE IN THE TOWN OF ERWIN MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Land Bank Contract** – Ms. Prossick requested authorization to contract with the Steuben County Land Bank Corporation to provide legal services. She commented they are willing to provide legal services to the extent that we can to help keep costs down.

MOTION: AUTHORIZING THE LAW DEPARTMENT TO ENTER INTO A CONTRACT WITH THE STEUBEN COUNTY LAND BANK CORPORATION TO PROVIDE LEGAL SERVICES MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

G. Clerk of the Legislature

1. **Retirement Reporting Resolution** – Ms. Mori presented the annual retirement reporting resolution.

MOTION: APPROVING THE STANDARD WORK DAY AND RETIREMENT REPORTING RESOLUTION AS REQUIRED BY THE NEW YORK STATE COMPTROLLER MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Retirement Reporting Policy Amendment** – Ms. Mori informed the committee the State made amendments to retirement reporting in 2015. We previously had to report all management employees and assign

a term. Now the State no longer requires us to report those individuals who participate in the County's time keeping system. We only need to report part-time elected and appointed officials and full-time elected officials. Another change is that the Legislature, if you choose to, can review the ROA's and if an activity listed does not apply to their job duties, you would have ability to remove that from the ROA. She stated that it is now a requirement to provide the average number of work days to Personnel, however that is something that she has always done.

MOTION: APPROVING AMENDMENTS TO THE ADMINISTRATIVE CODE RELATIVE TO THE STEUBEN COUNTY RETIREMENT REPORTING POLICY AS PRESENTED MADE BY MRS. FERRATELLA. SECONDED BY MS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. County Manager

1. **Meeting Expense** – Mr. Wheeler state currently in the *Administrative Code*, he is authorized to approve meeting expenses up to \$50.00. He requested authorization to increase the limit to \$350.00.

MOTION: AUTHORIZING AN AMENDMENT TO THE ADMINISTRATIVE CODE RELATIVE TO SETTING THE LIMIT AT WHICH THE COUNTY MANAGER CAN APPROVE MEETING EXPENSES UP TO \$350.00 MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR****

**Tuesday, August 8, 2017
Legislative Committee Room
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, August 2, 2017.**