

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, May 9, 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 Vicki Jones Jennifer Prossick Nate Alderman Tammy Hurd-Harvey Brenda Mori	Mitchell Alger Vicki Olin Darlene Smith Jennifer Demonstoy Eric Rose	Scott Sprague Kelly Penziul Andy Morse Alan Reed Pat Donnelly
LEGISLATORS:	Joseph J. Hauryski Gary B. Roush	Kelly H. Fitzpatrick Gary Swackhamer	John V. Malter
OTHERS:	Mary Perham		

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE APRIL 11, 2017, AND APRIL 24, 2017, MEETINGS MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Risk Manager

1. **Motor Pool Guidelines** – Mr. Sprague introduced his Secretary, Vicki Jones, who has put a lot of work into updating the Motor Pool Guidelines. This was a good time to update since we are bringing new vehicles into the pool. The proposed changes have been reviewed and approved by Personnel and the Law Department. Mrs. Ferratella stated that she noticed now if someone is riding with you, that needs to be approved? Mr. Sprague replied that has always been in there. Mr. Wheeler stated this is more for outside agencies. We encourage employees to let us know if non-employees will be riding with them. Mr. Donnelly asked what about a spouse? Mr. Wheeler replied it would be good to let us know.

Mrs. Lando asked is the motor pool getting bigger with more cars? Mr. Wheeler replied we are switching to a lease program. We noticed that with some of the departments like Probation and DSS, when they weren't using some of their cars, they were being shifted more for general use, so we are using more cars. Mr. Sprague stated we have already received delivery of one new vehicle to our fleet and we are expecting delivery of a second vehicle within the next couple of weeks.

MOTION: APPROVING THE CHANGES TO THE MOTOR POOL GUIDELINES AS PRESENTED AND AUTHORIZING AN AMENDMENT TO THE ADMINISTRATIVE CODE REFLECTING THIS CHANGE MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Contract Approval – Corvel** – Mr. Sprague requested approval of the Corvel contract. He explained that Corvel used to handle our Workers' Compensation cases and now those are handled by PERMA. Corvel handles our tail claims and older claims. The contract is yearly, ongoing and the annual cost is \$25,000. That cost is included in the Workers' Compensation budget and is passed along to those municipalities in the plan. For those municipalities not still in the plan, they are charged every six months for any of their tail claims. Corvel has done a fantastic job this year and is really working to close claims. Currently we have approximately 70 claims and about one-third of those will just continue as they are death claims and such. Some we have been able to close. Mr. Wheeler commented we closed about six cases this past year. We have talked about moving tail claims to PERMA to make things more streamlined. He stated they are requesting the committee ratify and approve this contract as it had come to our attention that it had not been approved.

MOTION: RATIFYING AND APPROVING THE CONTRACT WITH CORVEL FOR \$25,000 ANNUALLY TO HANDLE TAIL CLAIMS MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Commissioner of Finance

1. **Tax Auction 2017** – Mr. Donnelly requested authorization to waive the RFP process and extend their contract with Pirrung Auctioneers to conduct the annual tax sale auction through December 31, 2017, under the same terms and conditions.

MOTION: WAIVING THE RFP PROCESS AND AUTHORIZING THE COMMISSIONER OF FINANCE TO EXTEND THE CONTRACT WITH PIRRUNG AUCTIONEERS TO CONDUCT THE ANNUAL TAX SALE AUCTION, THROUGH DECEMBER 31, 2017, UNDER THE SAME TERMS AND CONDITIONS MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Donnelly requested authorization to solicit RFP's for the annual tax foreclosure sale. The term will commence January 1, 2018 and will be a one year contract with the option for four, one-year renewals.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO SOLICIT REQUESTS FOR PROPOSALS FOR THE ANNUAL TAX FORECLOSURE SALE, COMMENCING JANUARY 1, 2018 MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **RFP for Health Insurance Consultant Services** – Mrs. Hurd-Harvey informed the committee they received six responses. They interviewed three, and are recommending awarding the RFP to Gallagher for an annual cost of \$50,000. This will be a one-year contract with the option for four, one-year renewals.

MOTION: AWARDING THE RFP FOR HEALTH BENEFIT CONSULTANT SERVICES TO GALLAGHER AT AN ANNUAL RATE OF \$50,000 MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER FOR DISCUSSION.

Mr. Van Etten asked what do they do? Mrs. Hurd-Harvey replied they will negotiate with Excellus on our behalf, evaluate claims, issue an RFP for a Third Party Administrator and make recommendations for how to structure new benefits, as well as how to structure the employer/employee share. Mr. Wheeler commented they will also help to negotiate and implement wellness initiatives.

Mr. Van Etten asked how long were we with Relph? Mr. Wheeler replied about five years. We believe the \$50,000 proposed by Gallagher is more in line with the service level. Mrs. Hurd-Harvey commented the references for Gallagher were very good. Mr. Wheeler stated this is a good recommendation. Ms. Lattimer asked how is their responsiveness? Mrs. Hurd-Harvey replied nobody that we spoke to had any complaints.

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

3. **Audit Services** – Mrs. Hurd-Harvey stated nine years ago we put out an RFP for audit services and at the time it was awarded to Bonadio. It has come to our attention that we never did a formal contract; we just had an engagement letter. It was suggested by the Law Department to have this committee ratify this contract back to 2008. We did the original RFP in 2008 and extended it for five years. Over time, we have asked them to do special projects as we have gone along. Examples include audits for highway bridge projects and room tax audit. Mr. Donnelly commented the room tax audit, tobacco securitization and land bank are separate.

MOTION: RATIFYING THE CONTRACT WITH BONADIO FOR AUDIT SERVICES FROM 2008 THROUGH 2017 MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. **Access to Delinquent Tax Collection System** – Mrs. Hurd-Harvey informed the committee that the Director of Information Technology, Mr. Peaslee, received a request from the Villages of Arkport and Cohocton to use the County's delinquent tax collection system. She requested authorization for the Director of Information Technology to enter into an Inter-Municipal Agreement with the Villages of Arkport and Cohocton to utilize the County's delinquent tax collection system at an annual rate of \$500.00 each for 2017.

MOTION: AUTHORIZING AN INTER-MUNICIPAL AGREEMENT BETWEEN INFORMATION TECHNOLOGY AND THE VILLAGES OF ARKPORT AND COHOCTON TO UTILIZE THE COUNTY'S DELINQUENT TAX COLLECTION SYSTEM AT AN ANNUAL RATE OF \$500.00 EACH FOR 2017 MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN FOR DISCUSSION.

Mrs. Lando asked for an explanation. Mr. Donnelly replied the tax bills are printed in Real Property and this will facilitate the payment of delinquent taxes and automatically upload updates to our system. Mrs. Lando commented if this is a shared service, we should work to get more of the villages signed up. Mr. Wheeler stated it is a shared service. Mrs. Hurd-Harvey stated education will need to happen as the villages will need to do daily uploads and downloads.

Mr. Malter asked are the villages utilizing this because they cannot utilize the County to collect these taxes? Mr. Donnelly replied we have an agreement with the villages and the delinquent taxes are relieved on the County tax bill. This agreement will allow them to issue receipts, etc. Mrs. Hurd-Harvey clarified that this will not do the reconciliation portion for the villages.

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

5. **Petty Cash Adjustments** – Mrs. Hurd-Harvey informed the committee that the County Auditor has spent time auditing the petty cash accounts. She distributed a handout depicting the adjustments and commented this will require approval of the Full Legislature. She requested authorization to approve the recommended values for various departments as presented. Mrs. Lando commented it sounds like the County Auditor is doing a great job.

MOTION: RATIFYING PETTY CASH ACCOUNTS FOR THE FOLLOWING: COMMISSIONER OF FINANCE - \$150.00; COUNTY CLERK - \$400.00; MOTOR VEHICLES – BATH - \$600.00; MOTOR VEHICLES – CORNING – \$600.00; MOTOR VEHICLES – HORNELL - \$550.00; ELECTIONS - \$100.00; CENTRAL MOTOR POOL - \$25.00; SHERIFF – CIVIL OFFICE - \$100.00; SHERIFF’S DEPARTMENT - \$1,500.00; PUBLIC WORKS ADMIN - \$150.00; OFFICE FOR THE AGING - \$100.00 AND STC REGIONAL PLANNING & DEVELOPMENT BOARD - \$50.00; APPROVING CORRECTIONS TO PETTY CASH ACCOUNTS FOR THE FOLLOWING: PUBLIC HEALTH NURSES - \$150.00; LANDFILL - \$100.00; DISTRICT ATTORNEY - \$1,700.00; ALCOHOL ABUSE CLINIC - \$50.00; MENTAL HEALTH CLINIC - \$300.00; DELETING THE ACCOUNTS FOR CHILD & YOUTH FAMILY SUPP AND FAMILY INTENSIVE CASE MGT; TRANSFERRING \$100.00 FROM THE CONTINUING DAY TREATMENT – CORNING PROGRAM TO THE CONTINUING DAY TREATMENT – BATH, BRINGING THE TOTAL FOR BATH TO \$200.00; COMBINING MENTAL HEALTH – ICM WRAP OF \$2,250.00 WITH THE \$2,000 FOR SUPPORTIVE CASE MGMT AND INCREASING TOTAL AMOUNT BY \$500.00 FOR A GRAND TOTAL OF \$4,750.00 AND RENAMING IT HEALTH HOME MADE BY MR. VAN ETEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

C. Elections

1. **Scan-Flow System** – Mrs. Olin informed the committee they use NTS as their voter registration system and is used by 90 percent of the Counties in New York. They have put together an update changing the way we do our voter registration. Currently when we receive a voter registration form, we do the data entry, scan and then recheck it. With the new system, the document will come in, be counted and auto scanned into the system into separate baskets. For example, there would be a basket for voter registration and a basket for absentee ballot applications. Mrs. Olin stated Broome County has this system and we had an opportunity to see it in use. We will be able to cultivate the system to work the way we want it to and will be able to set up our own files.

Mrs. Olin stated the law states that every document is supposed to be reviewed by a Democrat and Republican in the office. DMV Online is set up electronically so that if a Democrat did the original work, once it is approved it will move the document to the Republican’s file. There is a built-in double check in the system. The Scan-Flow kind of does the same thing. We will be able to pull information from one file to another without additional data entry. This will help prevent lost papers. Mrs. Ferratella asked how many lost files have you had? Ms. Penziul replied not a lot, but we have had files that are missing from previous years. Now those files will be scanned and can be moved electronically to the appropriate basket rather than transferring papers from desk to desk.

Mrs. Olin commented this will also make sure that everything is entered into the file in the correct date order. A number of counties have this system. We really feel this will help with office efficiency and the accountability for both offices checking the documents. She stated that they did apply to the State under the HAVA Shoebox grant for \$24,750.00 and received that funding. The cost for the new software is \$4,950.00 annually for five years. If we pay the \$24,750.00 up front, NTS will waive the installation and training fee and the maintenance and support fee. Mrs. Olin requested authorization to accept and appropriate the grant funding, and to purchase the Scan-Flow System for \$24,750.00.

MOTION: AUTHORIZING THE BOARD OF ELECTIONS TO PURCHASE A NEW SCAN-FLOW SYSTEM FROM NTS FOR A TOTAL FIVE-YEAR COST OF \$24,750.00 TO BE PAID UP FRONT, AND AUTHORIZING THE ACCEPTANCE AND APPROPRIATION OF A \$24,750.00 HAVA SHOEBBOX GRANT TO BE UTILIZED FOR THIS PURCHASE MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mrs. Olin informed the committee that NTS is in the process of updating their entire system and will be going to a .net system, which is supposed to be in a much easier format for us to work in. They are beta testing now in Niagara County. Some required upgrades may be necessary and the plan is to have every county on the new system by the end of next year.

D. Personnel

1. **Request for RFP – Employee Workplace Violence Prevention Training** – Mr. Alderman requested authorization to solicit requests for proposals for the annual employee training. This encompasses workplace violence and sexual harassment.

MOTION: AUTHORIZING THE PERSONNEL OFFICER TO SOLICIT REQUESTS FOR PROPOSALS FOR THE ANNUAL EMPLOYEE WORKPLACE VIOLENCE PREVENTION TRAINING MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mr. Van Etten asked what do we typically spend? Mr. Alderman replied the cost has varied. The first couple of years it was \$15,000.00 - \$18,000. Then the cost ranged from a few thousand. It depends what we did and who provided the training. Mr. Wheeler commented we try to find a different focus topic each year, in addition to the required topics.

Mrs. Lando asked could the Sheriff do the workplace violence training? Mr. Wheeler replied it depends. They operate under different rules and regulations. They could do the active shooter training. Mr. Alderman stated the Sheriff's Office does their own training as our annual training is not necessarily relevant to their operations.

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

E. Purchasing

1. **Setting Date for 2017 Annual Surplus Auction** – Mr. Morse requested authorization to set the date for the 2017 Annual Surplus Auction for Thursday, September 28, 2017 at 10:30 a.m.

MOTION: SETTING THE DATE FOR THE ANNUAL SURPLUS AUCTION FOR THURSDAY, SEPTEMBER 28, 2017, AT 10:30 A.M. MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

F. County Clerk

1. **Semi-Annual Mortgage Tax Distribution** – Mr. Wheeler commented Mrs. Hunter and Mrs. MacPhail are attending a training on the new system. He stated there have been no significant changes other than the Town of Erwin decreased \$77,000 from the same period last year. Mr. Donnelly commented these numbers reflect the winter season. Ms. Lattimer commented that the date on the County Clerk's memo should have been October 1, 2016 through March 31, 2017.

MOTION: APPROVING AND ACCEPTING THE SEMI-ANNUAL MORTGAGE TAX DISTRIBUTION AS PRESENTED MADE BY MRS. LANDO. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

Mr. Van Etten stated you mentioned they are at a training. How is the new system working? Mr. Wheeler replied from his understanding, it has been working well. There has been difficulty at times getting the users and departments up and running with what they need. Mr. Donnelly commented the new system is web-based, so it is slower.

G. County Manager

1. **Biometric Screening** – Mr. Wheeler informed the committee that Relph Benefits had a subsidiary, Ignite Health, who helped with the data input from the biometric screenings. Public Health staff is doing the actual screening. We do not want access to the data so that information needs to be collected by a third party, which has been Ignite Health. He requested authorization to extend the contract with Ignite Health from January 1, 2017 through August 31, 2017 for that purpose. This has already been budgeted for.

MOTION: AUTHORIZING PUBLIC HEALTH TO RETROACTIVELY EXTEND THE CONTRACT WITH IGNITE HEALTH TO COLLECT EMPLOYEE BIOMETRIC SCREENING DATA FROM JANUARY 1, 2017 THROUGH AUGUST 31, 2017 UNDER THE SAME TERMS AND CONDITIONS MADE BY MRS. LANDO. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

Respectfully Submitted by,

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

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

**Tuesday, June 13, 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, June 7, 2017.**