

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, April 11, 2017

9:00 a.m.

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

****MINUTES****

COMMITTEE: Brian C. Schu, Chair Scott J. Van Etten, Vice Chair Carol A. Ferratella
 Hilda T. Lando Robin K. Lattimer

STAFF: Jack K. Wheeler Mitchell Alger Kathy Muller
 Lise Reynolds Vince Spagnoletti Ken Peaslee
 Jennifer Prossick Alan Reed Andy Morse
 Wendy Jordan Nate Alderman Jennifer Demonstoy
 Judy Hunter

LEGISLATORS: Joseph J. Hauryski Kelly H. Fitzpatrick John V. Malter
 Gary D. Roush

OTHERS: Mary Perham

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MARCH 21, 2017, MEETING MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Personnel

1. **Request to Issue RFP for EAP Services** – Mr. Alderman informed the committee that they will be at the end of their contract in June and they have been told that the current vendor will no longer provide this service. He requested authorization to issue an RFP for EAP services.

MOTION: AUTHORIZING THE PERSONNEL OFFICER, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSALS FOR EAP (EMPLOYEE ASSISTANCE PROGRAM) SERVICES MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Reclassification – Public Works** – Mr. Alderman stated the Commissioner of Public Works is requesting the reclassification of a Grade 14 Assistant Landfill Supervisor, to a Grade 16 Environmental Project Coordinator. Mr. Spagnoletti explained over the last couple of years, he has had to have John Emo, Rich Bills and Steve Orcutt oversee operations at the Leachate Plant due to staff turnover. Mr. Bills is currently overseeing the Leachate Plant as well as the gas well field, environmental regulations and recycling. He requested authorization to reclassify his position from an Assistant Landfill Supervisor, Grade 14 to an Environmental Project Coordinator, Grade 16.

MOTION: AUTHORIZING THE RECLASSIFICATION OF AN ASSISTANT LANDFILL SUPERVISOR, GRADE 14, TO AN ENVIRONMENTAL PROJECT COORDINATOR, GRADE 16, WITHIN THE PUBLIC WORKS DEPARTMENT MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **Reclassification – Department of Social Services** – Mr. Alderman stated the Commissioner of Social Services is requesting the creation of a second Senior Social Services Attorney. Ms. Muller explained that she is looking at staff retention. We are experiencing an increase in the number of difficult cases and we need senior level people to supervise our entry-level staff. Mr. Van Etten asked what is the difference between the positions? Ms. Muller replied it is based on years of experience and level of responsibility. The Senior Social Services Attorney does more supervision. Mr. Alderman commented in order to be a Senior Social Services Attorney, they need to have three years of experience.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A SOCIAL SERVICES ATTORNEY, MANAGEMENT GRADE E, TO A SENIOR SOCIAL SERVICES ATTORNEY, MANAGEMENT GRADE G, WITHIN THE DEPARTMENT OF SOCIAL SERVICES MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

4. **Deputy Personnel Officer** – Mr. Alderman introduced the new Deputy Personnel Officer, Jennifer Demonstoy.

B. Information Technology

1. **Authorization to Issue RFP for HIPAA Audit and Optional PCI Audit** – Mr. Peaslee stated he has money in his budget this year to do a HIPAA audit. He stated he received a request from the Finance Office to include a credit card reader on the network. If we do that, then we would have to become PCI compliant. Every quarter we would need to have a HIPAA authorized agent do a scan on our network, and we do not have the budget for that. If we did this, it would be an ongoing cost. He has budgeted \$21,000 for the HIPAA audit and would guess that the PCI audit would be between \$5,000 - \$20,000. Mr. Wheeler stated we would like to include the option for a PCI audit in the RFP in order to get a better idea of the cost. Mr. Peaslee stated if you decide to include a credit card reader on the network, he expects that he would be coming back to request an additional Network Administrator just to do the PCI compliance work. If we stay with our current dial-up system, there is no cost.

Mrs. Ferratella asked what are other counties doing? Mr. Peaslee replied he does not know.

Mr. Van Etten commented in his business, they accept credit cards, but the PCI compliance is managed by the credit card processor. They use the internet and the credit card processor selects the company that does the compliance. When he logs in, he has to answer numerous questions. Then monthly, the company remotely scans the system and you get a pass or fail. This is all done for no additional cost. It is amazing that it would cost us thousands of dollars. Mr. Peaslee stated we have a complex network and there are multiple devices on the network. Mrs. Lando asked could each card reader be stand alone? Mr. Peaslee replied you would pay a separate cost for a separate internet connection.

MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO SOLICIT REQUESTS FOR PROPOSALS FOR THE HIPAA AUDIT, AND INCLUDING AN OPTION FOR A PCI (PAYMENT CARD INDUSTRY) AUDIT MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. County Manager

1. **Budget Transfer** – Mr. Alger stated when we prepared the 2017 budget, we included the purchase of two new cars for the motor pool. We are working with Enterprise and rather than having money in our major equipment line, he requested authorization to transfer \$37,400 into the vehicle rent/lease line item.

Mrs. Ferratella asked what is the status of the lease program? Mr. Alger replied there is one vehicle ready for delivery. During the course of the next several months, we will be getting more deliveries. Mr. Wheeler commented that Mr. Alger and Mr. Morse have been doing a good job with this.

MOTION: AUTHORIZING THE COUNTY MANAGER TO TRANSFER \$37,400 FROM THE MAJOR EQUIPMENT LINE ITEM TO THE VEHICLE RENT/LEASE LINE ITEM MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Shared Services Plan** – Mr. Wheeler informed the committee that the Governor wants to take over the field on shared services and thinks the counties do not do anything. The plan has gotten worse and Mr. Wheeler stated he is disappointed that the Legislature is going along with it. The State is requiring the organization of shared services primarily chaired by the County Manager. The chief executive officer from every municipality will be required to participate. School districts and BOCES will be invited, but they are not required to participate. Then we need to develop a plan. We also need to take recommendations from all of the bargaining units of any municipality that participates, and we have to take recommendations from the public. The recommendations from the public will come through a minimum of three public hearings that need to be held. We have to adopt a plan by the end of July. The plan must include new and recurring savings and there needs to be an elimination of duplicative services.

Mr. Wheeler stated he and Mr. Alger will develop a plan and the municipalities have to come to the table. If a municipality backs out, they have to provide that in writing. We then have to say to the public in writing, why. If the majority of the parties approve, then the plan can be submitted to the County Legislature for approval by August 1, 2017. There is no longer a public referendum. Any municipality's chief executive officer has the right to withdraw their municipality from the shared services plan. However, action that included that municipality must be taken out of the plan. There is no threshold or requirements for savings. Mr. Wheeler stated if the County Legislature approves the plan, then he has to certify to the State and provide an estimate to the homeowners and businesses as to what they would save. That needs to go to the State Director of Budget by September 15, 2017, and the presentation of the plan to the public is October 15, 2017.

Mrs. Lando asked what happened to last year's plan? Mr. Wheeler stated we could recycle that, and the municipalities have already agreed to that plan. At the time we went through that, there was an incentive to do it; the rebate checks for the property owners. At the time, a lot of the municipalities had concerns and now that there is no incentive, his feeling is that the majority may not want to participate. The benefit for the County doing this is that we would be eligible for potential State funding for the estimated savings if money is available. In his view, this is an exercise in bureaucratic nonsense. We are already doing these things. This is just a public show by the Governor to line his hat.

Mr. Wheeler stated if the County Legislature does not approve the plan this year, then you have to go through this entire exercise again next year. Mr. Malter asked how many people would be involved in the preliminary meeting? Mr. Wheeler stated with the municipalities, you have 46. It will be a challenge to get everyone together, including the unions. When you add them, that is another 100 people, at least.

Mr. Hauryski stated that Mr. Wheeler had asked him if we should even go through with this. The question is can we afford to ignore and not do anything. It is worth at least having a meeting with the municipalities. The deadline is August 1, 2017, and there is no way we can do that.

Mrs. Lando asked what was NYSAC's response? Mr. Wheeler replied they are frustrated, although they have been relatively quiet. He stated that anything that the shared services panel comes up with does not supersede State law. He stated that he agrees with Mr. Hauryski, that you go through the exercise. Having three public hearings and getting feedback in a three month time period is ridiculous. Ms. Lattimer stated you will have to use last year's plan as a jumping off point. Mr. Wheeler stated that he is going to include in the plan the takeover of Medicaid and other unfunded mandates. In the public hearings, he will start out with talking about the burdens

the State has put upon us, and make it about the State. He also will talk about the shared services that we have already done. Mrs. Lando stated we should invite our State representatives to the meeting with the municipalities as well as all of the public hearings.

Mrs. Ferratella asked originally, was this to go to a public vote? Mr. Wheeler replied that is no longer a requirement. He stated that he is going to keep the public hearings positive and will highlight all of the shared services we do. Mr. Malter asked is there a dollar factor of savings we have in place? Mr. Wheeler replied yes, the government efficiency plan showed a savings of \$3 million, with \$1.5 million from the Health Care Facility. In his view, it is about cost avoidance. We are not eliminating anything, just avoiding costs.

3. **Budget Update** – Mr. Wheeler stated that the budget bills are nothing great for counties. We will get hurt in the Department of Social Services due to the \$80 million cuts in Foster Care. Ms. Lattimer stated there are also cuts in infrastructure. Mr. Wheeler stated they targeted water infrastructure and clean water. There may be some projects that could benefit us. Indigent Defense is not a total loss. Over the course of five years, the State will reimburse us for any additional costs related to caseload caps and counsel at arraignment. However, eligibility standards will not be reimbursed. The State passed raise the age legislation and there will be costs associated with that. On the positive side, we did get the ability to extend our surcharge for prepaid cellular devices; we will now get \$.30.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION MADE BY MR. VAN ETEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MR. VAN ETEN. 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, May 9, 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, May 3, 2017.**