

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, December 13, 2016

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 Robin K. Lattimer
Carol A. Ferratella

STAFF: Jack K. Wheeler Mitchell Alger Scott Sprague
Vicki Olin Kelly Penziul Ken Peaslee
Brenda Mori Wendy Jordan Alan Reed
Andy Morse Nate Alderman Kathy Muller
Judy Hunter Alan Reed

LEGISLATORS: Joseph J. Hauryski Kelly H. Fitzpatrick K. Michael Hanna
John V. Malter Gary B. Roush

ABSENT: Hilda T. Lando

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 NOVEMBER 9, 2016, MEETING MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Risk Manager

1. **Workers' Compensation Study** – Mr. Wheeler informed the committee last year we engaged Bob Poitras of One Group to study our Workers' Compensation Plan. We asked him to look at the market rate and evaluate our plan and all of our participants. The next step is to look at a transition plan and recommendation on how to potentially change our formula to get to more of a market rate driven system. Of course, that would be subject to the Legislature's approval. The study showed that the County holds a significant portion of municipalities and fire district liabilities, and that we pay more than our fair share for Workers' Compensation. There are ways to make changes to the rate while providing a really good rate to the municipalities and fire districts that they would otherwise not be able to get if they want to the open market on their own. Mr. Wheeler recommended waiving the RFP requirements and engaging One Group to develop a transition plan and recommendation for how to potentially change our formula for a cost of \$12,600. This will be paid for out of the Workers' Compensation Fund.

Ms. Lattimer asked are we basically cost shifting? Mr. Wheeler replied to a certain extent, but the cost shifting is in areas where the costs actually are. Some municipalities are getting a very good deal of 30 – 40 percent lower than they could get on the open market. At the same time, there are municipalities that are getting a worse deal. Ms. Lattimer asked are we striving for equality? Mr. Wheeler replied yes. Our goal has been to include more loss history than just assessed value and personnel costs. There are a number of counties that have gone this

direction. One example is Essex and they did it on a three to five year roll-in. That would be one of the options that we could look at.

Mr. Malter asked how is the allocation currently done? Mr. Wheeler replied it is a three-part formula based on total assessed value, payroll and loss history. The loss history has been the smallest portion. Mr. Van Etten commented with the fire districts, the loss history is a large component.

Mr. Sprague commented 10 percent of loss history is attributed to the fire department volunteers. There are changes coming from New York State regarding the fire departments, and one thing they are looking at is including a new cancer benefit. Mr. Wheeler stated we were successful in not having this pass the Assembly. The Senate passed it with no questions. In theory, it is a good idea to carry a cancer benefit, however, there is no service requirement attached to it.

MOTION: WAIVING THE RFP REQUIREMENT AND AUTHORIZING THE RISK MANAGER TO CONTRACT WITH ONE GROUP TO FORMULATE A TRANSITION PLAN AND RECOMMENDATIONS FOR POTENTIALLY CHANGING OUR WORKERS' COMPENSATION FORMULA, FOR A TOTAL COST OF \$12,600, SAID AMOUNT TO BE PAID FOR OUT OF THE WORKERS' COMPENSATION FUND MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Personnel

1. **EAP Contract Amendment** – Mr. Alderman informed the committee that they have a contract with Family Service Society for the EAP Program that runs July 1, 2016 – June 20, 2017. Somehow, we did not have a contract in place for the first half of the year, and they did have some use of the program, and when Family Service Society billed us, it was for significantly more than what we contracted for. He recommended doing a contract extension for the period January 1, 2016 through July 1, 2016 for the amount of \$3,500. Our annual contract amount is \$7,500 and we do have money in the budget. The original contract expired December 31, 2015 and we had put out an RFP for these services. During the course of that process, we never extended the contract.

MOTION: AUTHORIZING AN AMENDMENT TO THE EAP CONTRACT EXTENDING THE 2015/2016 CONTRACT FROM JANUARY 1, 2016 THROUGH JULY 1, 2016 FOR THE AMOUNT OF \$3,500 MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Reclassifications – Department of Social Services**

a. *Two Vacant Account Clerk-Typist, Grade VI Positions to Two Senior Account Clerk, Grade VIII Positions* – Mr. Alderman stated the Department of Social Services had three vacant Account Clerk-Typist positions in their Finance Unit. We did a desk audit and determined the duties required were of a higher level and are recommending reclassifying two of those vacant positions to two Senior Account Clerk positions. There will be a savings of \$20,000 realized from only reclassifying and filling two of the three positions.

MOTION: AUTHORIZING THE RECLASSIFICATION OF TWO VACANT ACCOUNT CLERK-TYPIST, GRADE VI POSITIONS TO TWO SENIOR ACCOUNT CLERK, GRADE VIII POSITIONS WITHIN THE DEPARTMENT OF SOCIAL SERVICES MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

b. *Personal Computer Coordinator, Grade VI to Computer Systems Analyst, Grade XV* – Mr. Alderman stated the Personal Computer Coordinator in the Department of Social Services is retiring at the end of the month. After looking at the job duties, we have determined that this was a very outdated title. It would be more appropriate, given the duties, to reclassify this position to a Computer Systems Analyst.

Mr. Hauryski asked what is the difference in duties between the two positions? Ms. Muller replied the Personal Computer Coordinator has worked for the department for 30 years. We have six different State IT programs that need to be managed. The State is also changing our Public Welfare System program, which will affect Food Stamps and Temporary Assistance and we need someone who can come in and do network applications, as well as work on computers. We have 250 computers each with multiple programs and we need to have someone with the knowledge to keep our systems up and running.

Ms. Lattimer asked what is the salary for a Grade XV position? Ms. Muller replied the starting salary is \$39,510.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A PERSONAL COMPUTER COORDINATOR, GRADE VI, TO A COMPUTER SYSTEMS ANALYST, GRADE XV, WITHIN THE DEPARTMENT OF SOCIAL SERVICES MADE BY MR. VAN ETEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

C. Real Property Tax Service Agency

1. **Review Completed Report of Percent Change with 2016 County Budget Included** – Ms. Jordan distributed for review the completed report of percent change with the 2016 County budget included. This report shows the percent change in the levy to be raised by taxes after the omitted taxes and sales tax. We saw a decrease in the sales tax credit of \$314,000 from last year. There was also a decrease in the pro rata omitted taxes of \$30,000 this year from \$45,000 last year. Mr. Van Etten commented it would be nice to have another column showing the percent change in the rate. Mr. Wheeler stated the vast majority are dropping.

Mr. Malter asked how are the rates determined? Ms. Jordan replied it is due to the sales tax credit. Mr. Malter asked are exempt properties a factor? Ms. Jordan stated not necessarily. We add certain exemptions back in for the distribution of the levy. Mr. Malter asked what about equalization? Mr. Van Etten replied that is the biggest driver. Mr. Wheeler stated the Town of Wayland saw a bit of an increase as they opted to take more cash, which resulted in an impact of \$.20 per thousand. The Town of Corning also saw a significant increase.

MOTION: ACCEPTING THE COMPLETED REPORT OF PERCENT CHANGE WITH THE 2016 COUNTY BUDGET INCLUDED AS PRESENTED MADE BY MR. VAN ETEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Budget Transfer – Digitization Capital Project** – Ms. Jordan informed the committee that they have been working on the digitization of deeds on microfilm as well as looking into scanning and digitizing the assessment rolls that are on microfiche. The deed scanning is complete and there is \$18,600 remaining in the Digitization Capital Project. We received an updated quote from PMI for scanning the assessment rolls for \$27,700. We had previously put \$5,000 into the Temporary Hire line item as we had anticipated contracting for data collection, however, we decided not to do that. She requested authorization to transfer \$5,000 from the Temporary Hire line item into the Digitization Capital Project. This will give us \$23,600 toward the quote, so we will start with the most recent assessment rolls and work our way back.

MOTION: AUTHORIZING THE INTERIM DIRECTOR OF THE REAL PROPERTY TAX SERVICE AGENCY TO TRANSFER \$5,000 FROM THE TEMPORARY HIRE LINE ITEM INTO THE DIGITIZATION CAPITAL PROJECT TO BEGIN THE PROCESS OF SCANNING THE MICROFICHED ASSESSMENT ROLLS MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

3. **Data Collector** – Mrs. Ferratella asked Ms. Jordan to update the committee on the status of the Data Collector. Ms. Jordan stated that they have hired Michael Ryan who started on December 5, 2016. The goal is for him to verify sales within the entire County. He will be verifying the data that is attached to a parcel at the time of sale and making sure the sale record is complete for all of the assessors throughout the County.

D. Information Technology

1. **Award Fiber Optic Maintenance Bid** – Mr. Peaslee recommended awarding the bid for Fiber Optic Maintenance to Empire for a five-year contract at a rate of \$1,200 per year.

MOTION: AWARDING THE BID FOR FIBER OPTIC MAINTENANCE TO EMPIRE FOR A FIVE-YEAR CONTRACT AT A RATE OF \$1,200 PER YEAR MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

E. Purchasing

1. **Ricoh Copier Maintenance Contract Renewal** – Mr. Morse requested authorization to renew their contract with Ricoh for copier maintenance. This is the final year of renewal. The annual cost is \$48,300 which is \$1,050 higher than last year.

Mrs. Ferratella asked does this include toner? Mr. Morse replied yes. We have a number of machines that will be aging out by next year. We currently have 74 copiers. He stated that he is looking into other options, including leasing.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO RENEW THE CONTRACT WITH RICOH FOR COPIER MAINTENANCE AT AN ANNUAL COST OF \$48,300 MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Authorization to Purchase Copier out of Copier Capital Project** – Mr. Morse requested authorization to purchase a copier for Community Services out of the Copier Capital Project. The cost is \$4,950.17 and will be replacing a 2008 copier.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO PURCHASE A COPIER FOR THE OFFICE OF COMMUNITY SERVICES FOR \$4,950.17 OUT OF THE COPIER CAPITAL PROJECT MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

F. County Manager

1. **Reappointment of Elections Commissioners** – Mr. Wheeler informed the committee that the Republican and Democratic parties for the County have recommended the reappointments of Veronica Olin and Kelly Penziul as Elections Commissioners.

MOTION: RECOMMENDING THE REAPPOINTMENTS OF VERONICA OLIN AND KELLY PENZIUL AS THE REPUBLICAN AND DEMOCRAT ELECTIONS COMMISSIONERS MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

2. **Contract Renewal – Securitas** – Mr. Wheeler requested authorization to renew the contract with Securitas to provide after-hours security. He noted that we do pay prevailing wages, which means that anytime there is a change in prevailing wage, the hourly rate will change, however, the contract will not exceed \$196,418.40.

Mr. Van Etten asked do you have any guess as to what will happen with the construction of the new building? Mr. Wheeler replied no, but we will need to look at that. If there is significant after-hours activity with the conference center, then we may need to look at doing things differently.

MOTION: AUTHORIZING THE COUNTY MANAGER TO RENEW THE CONTRACT WITH SECURITAS FOR AFTER-HOURS SECURITY FOR AN ANNUAL AMOUNT NOT TO EXCEED \$196,418.40 MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Open Gov Software** – Mr. Wheeler stated last month he presented the committee with a proposal to purchase a data analytics software package from OpenGov. They have approached us and in order to meet

fourth quarter targets for their company, have offered us a 25 percent discount if we sign a contract before the end of the year. With this price reduction, we will now be able to include Budget Builder software. The total cost of the software is \$40,000 annually for three years. After numerous discussions with Purchasing and the Law Department, he would also like to declare them a sole source vendor.

Mr. Wheeler explained this software does a number of things. It will take a chart of accounts in our current software so that we can run reports that our current software cannot. We will be able to do benchmarking against municipalities in various categories. It also has a notifications component which allows notations to be made. With our budget process, this software would allow us to interactively share and track who is making updates, what departments are requesting, etc. There is a very high level of functionality.

Mr. Van Etten asked does the software come with a training component? Mr. Wheeler replied yes, they will provide a technician for two days of in-house training. Mr. Malter asked is there a video presentation that we could look at? Mr. Wheeler replied he has a number of PDF documents that he could share. We did do a couple of live demos with a representative. We did including funding in the County Manager's budget, however, would not be spending anything until after the first of the year. Mr. Van Etten asked are their support fees? Mr. Wheeler replied the cost is all-inclusive.

MOTION: DECLARING A SOLE SOURCE AND AUTHORIZING THE COUNTY MANAGER TO ENTER INTO A SIGNED CONTRACT, PRIOR TO DECEMBER 31, 2016, WITH OPENGOV FOR THE PURCHASE OF A SOFTWARE PACKAGE, TO INCLUDE BUDGET BUILDER SOFTWARE, FOR AN ANNUAL COST OF \$40,000 PER YEAR FOR THREE YEARS MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

4. **Confirming Appointment of Personnel Officer** – Mr. Wheeler informed the committee that they recently conducted interviews for Personnel Officer. They received a number of applications and, with the help of Nancy Smith, narrowed the field down to three. He recommended appointing Nathan Alderman as Personnel Officer, at the mid—point. Mr. Malter asked what is the position budgeted for? Mr. Wheeler replied \$90,000. Mr. Alderman would be starting at \$82,895. Mr. Hanna asked will you be backfilling Mr. Alderman's current position? Mr. Wheeler replied yes.

MOTION: CONFIRMING THE APPOINTMENT OF NATHAN ALDERMAN AS PERSONNEL OFFICER AND HIRING HIM AT THE MID-POINT MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

V. OTHER BUSINESS

A. *Saving America* – Mrs. Ferratella commented that when she attended the Fall NYSAC Conference, one of the speakers gave everyone a book entitled "Saving America". This book had some interesting ideas. She suggested for those that received the book, that if they have a chance, they should skim through it.

MOTION: TO ADJOURN MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully Submitted by Amanda L. Chapman, Deputy Clerk, Steuben County Legislature

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

**Tuesday, January 10, 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, January 4, 2017.**