

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, December 11, 2018

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 Scott Sprague Vicki Olin Jennifer DeMonstoy Andy Morse Vince Spagnoletti	Mitchell Alger Brenda Mori Kelly Penziul Alan Reed Sue Cranmer Tammy Hurd-Harvey	Tina Goodwin Nate Alderman Rob Wolverton Kathy Muller Wendy Jordan Pat Donnelly
LEGISLATORS:	Joseph J. Hauryski John V. Malter Thomas J. Ryan	Kelly H. Fitzpatrick Frederick G. Potter Gary D. Swackhamer	K. Michael Hanna Gary B. Roush
OTHERS:	Mary Perham		

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE NOVEMBER 13, 2018, MEETING MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Risk Manager

1. **Transferring Tail Claims from Corvel to PERMA** – Mr. Sprague requested authorization to transfer tail claims from Corvel to PERMA. We have tail claims with Corvel going back to the 1990’s. PERMA provides good service with regard to their ability to close claims. He thinks that transferring these tail claims to PERMA will give us the same services that we currently get with our other claims.

Mr. Wheeler commented we can do that for essentially the same cost. When we first went with PERMA we had asked them to take over the original claims, and at that time they did not want to. Now they are telling us that transferring those tail claims to them would be to our benefit. The transfer would be effective January 1, 2019.

MOTION: AUTHORIZING THE RISK MANAGER TO TRANSFER COUNTY TAIL CLAIMS FROM CORVEL TO PERMA MADE BY MR. VAN ETEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Information Technology

1. **RFP for IT Asset Recycling** – Mr. Wolverton requested authorization to issue a request for proposal for IT asset recycling. This would involve a company coming in and purchasing IT assets and paying us

for them. He would like to do an RFP to see if this is something we should do. Mrs. Lando asked what would we be recycling? Mr. Wolverton replied our hardware, computer monitors, etc.

MOTION: AUTHORIZING THE ACTING DIRECTOR OF INFORMATION TECHNOLOGY, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSALS FOR IT ASSET RECYCLING MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Request to Purchase Network Security Software/Hardware** – Mr. Wolverton stated he had sent out information to the Legislators on Darktrace, which would be a cyber defense for our network. We have been using Darktrace on a trial basis and it has been very good. We have looked at other security software/hardware. Darktrace monitors network traffic to see what the servers and network are doing. He received three quotes. He would recommend pursuing the purchase of Darktrace and paying for three years up front for a total cost of \$98,954.34. We do have \$120,000 available in our Network Security Capital Project.

Mr. Van Etten asked what are we currently using? Mr. Wolverton replied currently we get calls to the Help Desk when there is a problem and then we do the search manually. With Darktrace, it will alert us by email if it finds something abnormal. Mrs. Lando asked does it only do alerts? Mr. Wolverton replied no, you can do actions. If you set up rules, you can block things from happening.

MOTION: AUTHORIZING THE ACTING DIRECTOR OF INFORMATION TECHNOLOGY TO PURCHASE DARKTRACE NETWORK SECURITY SOFTWARE AND HARDWARE OFF STATE CONTRACT FOR A THREE YEAR UP FRONT COST OF \$98,954.34 MADE BY MRS. LANDO. SECONDED BY MR. VAN ETTEN FOR DISCUSSION.

Mrs. Ferratella asked will there be a maintenance contract with this? Mr. Wolverton replied this price includes maintenance for three years. We have a server that is already preconfigured and set up. Mr. Malter stated there is no cost to the system that you are currently using. Mr. Wolverton stated we do not have a system at this point.

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

C. Commissioner of Finance

1. **Appropriate Revenue from Insurance Proceeds Related to Cohocton Shop Fire** – Mrs. Hurd-Harvey informed the committee that they received \$424,254 from the insurance for the Cohocton Shop fire. We have spent \$82,338 for the repair and replacement of primarily equipment. All of that has been spent out of the Judgements and Claims line item. She requested authorization to appropriate \$82,338 of the insurance proceeds to the Judgements and Claims line item and to appropriate the remaining proceeds of \$341,916 into the Rebuild Cohocton Shop Capital Project.

Mrs. Lando asked will we have enough insurance money to rebuild the shop? Mr. Wheeler replied we have not finalized that. We are still working with the insurance company. We have been cautious to appropriate this as we feel that we are entitled to more.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO APPROPRIATE INSURANCE PROCEEDS REVENUE IN THE AMOUNT OF \$82,338 INTO THE JUDGEMENT AND CLAIMS LINE ITEM AND APPROPRIATING THE REMAINING INSURANCE PROCEEDS OF \$341,916 INTO THE CAPITAL PROJECT ENTITLED “REBUILD COHOTON SHOP” MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **RFP for Lien Searches in Connection to Real Property Foreclosure Process** – Mrs. Hurd-Harvey informed the committee that their title searcher is retiring in July. We would like to put out an RFP after the first of the year for this service. Mr. Reed commented this is a critical function in the in rem process.

Mr. Schu asked our title searcher is retiring and you will not be filling that position? Mrs. Hurd-Harvey replied we may still fill that position. We are going to see how this goes. Given the way our hiring process is, it is difficult to get people in and we do not know when the test will be given. Mr. Reed stated it is not unusual to contract out lien searches.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSAL FOR LIEN SEARCHES IN CONNECTION TO THE REAL PROPERTY FORECLOSURE PROCESS MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Stop Loss Coverage** – Mrs. Hurd-Harvey stated that Gallagher Benefits, on our behalf, solicited proposals for stop loss coverage on our health insurance plan. Seven quotes were received. She had sent out an email depicting the proposal from Sun Life who had the most reasonable premium at all deductible levels. Mr. Van Etten asked what is the annual cost? Mrs. Hurd-Harvey replied it is based on the stop loss level. For example, the annual cost for a stop loss level of \$200,000 would be \$624,800.

Mr. Wheeler explained our real risk is the catastrophic claim. We have put aside approximately \$3 million for health insurance high-cost claims. Having stop loss coverage of \$750,000 - \$1,000,000 seems like a good idea. He stated his preference would be to go with stop loss coverage of \$750,000 for an annual cost of \$111,800. The other option would be to take the \$111,000 you would be spending and put that into a reserve and build that up.

Mr. Van Etten commented looking at the high cost claims history, the most claims were in the \$100,000 - \$199,999 category, with an average of 7 claims per year. That is about \$1.4 million and it would cost us \$624,800 to have that coverage. Mr. Wheeler commented if you have a chronic individual with high cost claims, they will either not cover that individual, or cover them at a higher SIR.

Mr. Van Etten asked you are recommending the \$750,000 level? Mr. Wheeler replied that is his recommendation. They built in costs into our plan for stop loss at more of the \$200,000 - \$300,000 level. He stated his personal opinion is to go with the \$750,000 level.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO CONTRACT WITH SUN LIFE TO PROVIDE STOP LOSS COVERAGE OF \$750,000 FOR AN ANNUAL COST OF \$111,800 MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Purchasing

1. **Authorizing Bid for Maintenance of Ricoh Copier Fleet** – Mr. Morse stated last month the committee authorized the renewal for the copier maintenance and since then, the vendor has chosen not to renew their contract. He requested authorization to put out a bid for the maintenance of the Ricoh Copier Fleet.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO SOLICIT BIDS FOR THE MAINTENANCE OF THE RICOH COPIER FLEET MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mr. Van Etten asked why do we have to authorize him to do this? Mr. Wheeler replied this is a gray area of authorizing an RFP. Mr. Morse stated he is doing this as a bid. Mr. Van Etten commented that is part of maintaining business and he thinks that he should be able to come back to the committee with the result of the bid, rather than having to come through this cycle.

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

E. County Manager

1. **Appointment of Elections Commissioners** – Mr. Wheeler recommended the reappointment of Vicki Olin and Kelly Penziul. In the salary resolution they were not listed as they were not mid-term, but their salary was reviewed by this committee in October and he recommended \$54,637 per Commissioner.

MOTION: APPOINTING THE ELECTIONS COMMISSIONERS FOR A TWO-YEAR TERM COMMENCING JANUARY 1, 2019 MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Hauryski commented that he has not seen the Commissioners since the last Office Space Committee meeting, and he asked them to provide the status of early voting plans for New York State.

Ms. Olin stated she has reviewed the bills that are out there. The majority of everything that she has read about early voting, party changes, election requires, etc., indicates that if these bills are passed, the State wants it to happen now. Right now, the bill for Early Voting is 10 days before the election, Monday – Sunday. We would have Monday to get everything together to hold the election from 6am – 9pm on Election Day. We could have one poll site in the office. A lot of this is up in the air because the State Board of Elections has to make a decision. If early voting happens in our office, all of the information is confidential and we would have to secure everything and that will have to happen for ten days. The State wants to be able to have a party change up to 10 days before the election. They want New York State to do completely electronic registration. If someone is registered in Monroe County and moves to Steuben, that information would automatically come to us electronically and they would not have to register. Right now, if someone is registered in another county, depending on the information they include on the registration form, we get the name and date of birth. We do not always get the drivers' license, social security number or previous address.

Mrs. Lando asked if we can vote 10 days before the election, will you be able to get the poll books updated prior to the election? Ms. Olin replied we will have to go to electronic poll books.

Mr. Malter commented his understanding is that this is all at county cost. Ms. Olin replied there was something in one of the bills about what the State is covering. There are ten bills out there right now. Every one that she has read is from the Assembly and one was from the Senate. They are looking at combining Primary Day into one day. Currently they are looking at the 4th Tuesday in June. That will move everything up; petitioning, caucuses, mailing cards, etc.

Mrs. Lando commented one of the resolutions the Youth in Government Interns presented was to raise the pay for elections inspectors. Ms. Olin stated with all of these proposed changes, she thinks we will have to. We had hoped that if they approved early voting that they would reduce the number of hours on Election Day. The law says that the polls shall be open from 5am – 10pm. Our elections inspectors are working 16 hours. She stated she would like to look at paying the inspectors up to \$200 for the day. Mr. Potter commented the big problem is if the expense is passed to the towns; they will not have money budgeted for that and that will leave the County holding the bag. Discussion followed.

Mrs. Lando asked for an update on the new voting machines. Ms. Olin stated there are two machines that we are looking at. The first machine is a somewhat updated version of what we currently have and we have voiced our opinion with the company. The second machine is the one that they demonstrated at our conference and we were impressed with it. It has a large TV touchscreen and has a curtain that goes around it. There is no preprinted ballot for that machine and that is a cost savings. The ballot prints on paper and slides down the side of the machine in a clear plastic sleeve. The voter reviews the ballot and then pushes a button if they agree, then the ballot slides into the machine. We are waiting to see if the State will certify this machine and if so, then the vendor will come in and do demonstrations.

2. **Appointment of IT Director** – Mr. Wheeler recommended confirming the appointment of Rob Wolverton as IT Director at a salary of \$84,000, which is below the mid-point. Mr. Van Etten asked is there a term? Mr. Wheeler replied there is no term.

MOTION: CONFIRMING THE APPOINTMENT OF ROB WOLVERTON AS INFORMATION TECHNOLOGY DIRECTOR AT A SALARY OF \$84,000 MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Appointment of Commissioner of Social Services** – Mr. Wheeler recommended confirming the reappointment of Kathryn Muller as Commissioner of Social Services for a five-year term commencing February 16, 2019.

MOTION: CONFIRMING THE APPOINTMENT OF THE KATHRYN MULLER AS COMMISSIONER OF SOCIAL SERVICES FOR A FIVE-YEAR TERM COMMENCING FEBRUARY 16, 2019 MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. **Deputy County Manager** – Mr. Wheeler announced that Mitch Alger will be leaving us. We are happy for him. In his service he has done a lot to advance the County. Mr. Wheeler commented that he wanted the committee's sense as to whether they would allow him to do a search and fill his position. The committee was in full agreement.

5. **Public Relations Contract Renewal** – Mr. Wheeler requested authorization to renew the contract for Public Relations services to Perham Communications. Last year the maximum was \$20,000. In the 2019 budget we have increased that to a maximum of \$22,000.

MOTION: AUTHORIZING THE COUNTY MANAGER TO RENEW THE CONTRACT WITH PERHAM COMMUNICATIONS FOR AN ANNUAL COST NOT TO EXCEED \$22,000 MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

6. **Timekeeping RFP** – Mr. Wheeler stated Mrs. Hurd-Harvey has done a great job of putting everything together. We had interviews with the vendors and viewed presentations along with representatives from the unions. We had five vendors and then narrowed it down. The group unanimously recommends NOVAtime. Monroe County has had a good experience using this vendor. There will be significant efficiencies from a timekeeping standpoint. We have so many processes in which the way time is kept now that is not as standardized as it should be. This software will make the back office functions more efficient. We currently have a couple of single points of failure and have a lot of homegrown systems.

Mr. Wheeler stated one question that remains is a policy decision for which we do not have a recommendation is the use of time clocks. We have a price with and without time clocks. We do have funding available in the IT capital project to pay for this.

Mrs. Lando asked will this fit into our payroll system? Mr. Wheeler replied yes. Mr. Reed stated employers are required to maintain and keep the hours of employees that are non-exempt. We are compliant, but it would be a push to confirm that we know where everyone is. Mr. Van Etten asked what counties have this? Mr. Wheeler replied Monroe and Cattaraugus.

MOTION: AWARDING THE TIMEKEEPING RFP TO ANDREWS TECHNOLOGY/NOVATIME FOR A FIVE-YEAR COST OF \$367,100, INCLUDING 40 TIME CLOCKS MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mrs. Lando asked when will this become effective? Mr. Wheeler replied with regard to the contract and implementation timeframe, next week at the Legislative meeting there will be a resolution authorizing the transfer

of money and the contract. It will take a few months to integrate into our software. He expects it should be up and running by the second quarter of 2019.

Mrs. Lando commented one of the issues at Corning, Inc. was the maintenance of the time clocks. Mrs. Hurd-Harvey commented they will replace the entire time clock if there is a failure. Mr. Van Etten asked who is the keeper of this system? Mrs. Hurd-Harvey replied it is a shared responsibility. Mr. Wheeler stated the infrastructure and hardware system will be IT and the software will be our office and Personnel.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.E. COLLECTIVE NEGOTIATIONS PURSUANT TO ARTICLE FOURTEEN OF THE CIVIL SERVICE LAW AND ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN EXECUTIVE SESSION MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

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

**Tuesday, January 8, 2019
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 2, 2019**