

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, January 8, 2019

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 Brenda Mori Nate Alderman Wendy Jordan Tammy Hurd-Harvey Pat Donnelly	Mitchell Alger Scott Sprague Jennifer DeMonstoy Shawn Sauro Judy Hunter Tim Marshall	Cheryl Crocker Alan Reed Andy Morse James Allard Susan Cranmer
LEGISLATORS:	Joseph J. Hauryski John V. Malter	Kelly H. Fitzpatrick Frederick G. Potter	K. Michael Hanna Thomas J. Ryan
OTHERS:	Mary Perham		

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE DECEMBER 11, 2018, MEETING MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Risk Manager

1. **PERMA Contract** – Mr. Sprague requested authorization to extend the contract with PERMA to act as the third-party administrator for Workers’ Compensation. This originally was a five year contract back in 2012. The history of premiums, along with the deductibles is that they have gone down year after year. We expect to be under \$500,000 next year and this is reflective of the low claims.

MOTION: AUTHORIZING THE RISK MANAGER TO EXTEND THE CONTRACT WITH PERMA TO ACT AS THIRD-PARTY ADMINSTRATOR FOR WORKER’S COMPENSATION FOR ONE YEAR MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO FOR DISCUSSION.

Mr. Van Etten asked where are we headed next with this contract? Mr. Sprague replied bidding out the Workers’ Compensation will be tricky and difficult as there are only three comp carriers in the State. We will also be bidding unknowns. The performance of PERMA has been pretty fantastic. Mr. Van Etten asked weere the premiums bid for five years, or based on experience? Mr. Sprague replied the charge is based on loss experience, claims, etc. We also pay an assessment to the Workers’ Compensation Board which is based on claims. The premium for that goes into the pool and is spread across the members.

Mrs. Ferratella asked is PERMA still providing safety training? Mr. Sprague replied yes. They will be coming in next week to schedule the trainings for this year. Mrs. Lando asked how often do you do the extensions? Mr.

Sprague replied the original contract was for five years with a one-year extension. Mr. Reed explained we like to have this go out for RFP as it will ensure that we are getting the best product and service. We do have exceptions and you could suspend the RFP process if you elected.

Mr. Van Etten commented it is a good sign that the premiums are decreasing each year. Mr. Wheeler stated in the interest of full disclosure, he is appointed to their Board of Directors on your behalf. They are doing good things. The reason we changed to PERMA and have continued to stay with them is their customer service.

Mr. Reed commented we did have an internal issue with the third party operator getting questions from a claims analyst. Mr. Sprague had a discussion with PERMA to make sure that operations are complying with the rules.

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

B. Purchasing

1. **Award Bid for Ricoh Copier Maintenance** – Mr. Morse informed the committee they rebid the Ricoh Copier Maintenance and received two bids back. Ricoh out of Buffalo was the low bidder at \$.0105 per image, for an approximate total contract amount of \$20,000. He stated they have 67 total copiers and this contract will cover the maintenance of 47.

MOTION: AWARDING THE BID FOR RICOH COPIER MAINTENANCE TO THE LOW BIDDER, RICOH OF BUFFALO AT A RATE OF \$.0105 PER IMAGE, FOR A TOTAL APPROXIMATE ANNUAL PRICE OF \$20,000 MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Purchase of Toshiba Copiers from Capital Account** – Mr. Morse informed the committee that the goal is to replace the Ricoh copiers with Toshiba copiers. He requested authorization to replace 16 copiers at a cost not to exceed \$52,000. He stated he does have money available in the Copier Capital Project. Within the next two years, all of the Ricoh copiers will be replaced. Many of the copiers are eight years old or older.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO PURCHASE 16 TOSHIBA COPIERS FROM THE COPIER CAPITAL PROJECT FOR A TOTAL NOT TO EXCEED \$52,000 MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Personnel

1. **Reclassifications & Transfers** – Mr. Alderman presented his request to reclassify and transfer positions for the District Attorney's Office, Conflict Defender and Law Department. These were all presented to the Public Safety & Corrections Committee and approved. Mr. Wheeler commented nearly all of these positions have been budgeted. These positions are a result of the State Mandate for Raise the Age and Counsel at Arraignment. The only position not budgeted for was one Assistant Public Defender.

MOTION: AUTHORIZING THE RECLASSIFICATION AND TRANSFER OF ONE ZERO-BASED ASSISTANT DIRECTOR OF PATIENT SERVICES POSITION, MANAGEMENT GRADE F FROM THE PUBLIC HEALTH DEPARTMENT TO AN ASSISTANT DISTRICT ATTORNEY POSITION, MANAGEMENT GRADE E TO THE DISTRICT ATTORNEY'S OFFICE; AND THE RECLASSIFICATION AND TRANSFER OF ONE ZERO-BASED SENIOR ACCOUNT CLERK-TYPIST POSITION, GRADE X FROM THE YOUTH PROGRAMS DEPARTMENT TO ONE PARALEGAL ASSISTANT POSITION, GRADE XI TO THE DISTRICT ATTORNEY'S OFFICE MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

MOTION: AUTHORIZING THE RECLASSIFICATION AND TRANSFER OF ONE ZERO-BASED SENIOR CLERK POSITION, GRADE VI FROM PUBLIC WORKS TO A GRADE IV TYPIST POSITION IN THE CONFLICT DEFENDER'S OFFICE MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE TRANSFER OF ONE SENIOR TYPIST POSITION, GRADE VI FROM SPECIAL CHILDREN'S SERVICES TO THE LAW DEPARTMENT MADE BY MR. VAN ETEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Request to Waive Rule 16B** – Mr. Alderman presented requests to Waive Rule 16B to create two Assistant Public Defender positions in the Public Defender's Office, one Probation Officer position and one Probation Officer Trainee position in the Probation Department and one Senior Assistant County Attorney position and one Assistant County Attorney position in the Law Department.

Mr. Wheeler explained we have not had to do a waiver of 16B since he has been here. The positions for the Law Department are a ratification as they had submitted their 16B request properly and the positions were created, however, we did not finalize the process by getting approval from the Finance Committee or the Legislature. The positions for the Public Defender are a result of the Hurrell-Harring reform. We did have additional revenue to cover a little of the cost for the additional Public Defender, but we can cover that cost in the overall salary line items.

Mr. Hanna asked what does it mean to waive 16B? Mr. Wheeler explained Rule 16B defines how you create positions. The process starts in the spring and goes through the budget process. One of the caveats to the rule is based upon State mandates. We are creating these positions to comply with the State mandates.

Mrs. Lando asked do we have room for these additional staff? Mr. Wheeler replied yes, we have room in Probation and in the Balcom House.

MOTION: WAIVING RULE 16B OF THE RULES OF PROCEDURE AND AUTHORIZING THE CREATION OF TWO ASSISTANT PUBLIC DEFENDER POSITIONS, MANAGEMENT GRADE E IN THE PUBLIC DEFENDER'S OFFICE, THE CREATION OF ONE PROBATION OFFICER POSITION, GRADE XIII AND ONE PROBATION OFFICER TRAINEE POSITION, GRADE XII IN THE PROBATION DEPARTMENT, AND ONE SENIOR ASSISTANT COUNTY ATTORNEY POSITION, MANAGEMENT GRADE G AND ONE ASSISTANT COUNTY ATTORNEY POSITION, MANAGEMENT GRADE E IN THE LAW DEPARTMENT MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **Request to Waive Rule 16B for the Sheriff's Office** – Mr. Alderman requested authorization to Waive Rule 16B to create five additional Deputy Sheriff positions. The plan is to phase in two positions now, two positions later and then one position next year.

Sheriff Allard stated there have been several discussions on this. We will be presenting the proposal to the Hornell City Council on January 21st. As this develops, we can start with two deputies and backfill with overtime to meet the needs to provide services to the cities to avoid them opting out of the CAP plan. It is difficult to put a finite number on this. We are estimating 250 – 350 transports per year. We would be adding one person every shift 24/7 to be available for transports. The added benefit is the ancillary law enforcement that they will be able to do. As we move forward, we will have a better idea, but for now we are going based on the information we currently have. We would like to phase in two positions now and two positions in six months. Next year, if necessary, we could talk about adding the fifth position. We will not add the additional positions until the Legislature is comfortable with that.

Mrs. Lando asked what will happen if Hornell decides not to do this? Sheriff Allard replied we would have to develop a plan that would have to be discussed with the Public Defender, District Attorney and myself. Mr. Wheeler stated he would suggest to you if Hornell opted out, they would have to come to the central CAP. We will have an inter-municipal agreement with Corning. Mrs. Lando asked would you change the amount that Corning is paying? Mr. Wheeler replied no. There is every indication that Hornell will join.

Mr. Ryan asked can a defendant refuse counsel? Mr. Reed replied yes. It is the right to counsel that is triggered at first appearance.

Mr. Hanna asked are there any concerns about the cities paying their fair share? Sheriff Allard replied for him, the benefit of having additional law enforcement on the road far outweighs what we will get in reimbursement from the cities. If other municipalities want to create an inter-municipal agreement for the same thing, he is not opposed to that.

Mr. Van Etten stated there is a concern that the cities pay their fair share. We are banking on the unknown. If there is a drug bust in the city, it is just as easy to send them to the city. Is there any flexibility in that? Sheriff Allard replied there is. That is why it is important for us to meet and plan. Mr. Sauro replied there is a provision in the CAP for emergency situations.

Mr. Malter asked what is the amount that's agreed to for Corning? Mr. Wheeler replied \$85.00 per transport with a maximum of \$35,000 per year, per city. We will take that out of their sales tax revenues.

MOTION: WAIVING RULE 16B OF THE RULES OF PROCEDURE AND AUTHORIZING THE CREATION OF FIVE DEPUTY SHERIFF POSITIONS WITHIN THE SHERIFF'S OFFICE, WITH FUNDING ONLY BEING PROVIDED FOR TWO OF THOSE POSITIONS AT THIS TIME MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES. Resolution Required.

D. Commissioner of Finance

1. **Contract Approval – Worxtime, LLC** – Mrs. Hurd-Harvey requested authorization to enter into a contract with Worxtime, LLC to prepare the annual ACA (Affordable Care Act) required 1095 forms. The cost is \$3,500 plus \$2.00 per form.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ENTER INTO A CONTRACT WITH WORXTIME, LLC FOR THE PREPARATION OF THE ANNUAL ACA REQUIRED 1095 FORMS AT A COST OF \$3,500.00 PLUS \$2.00 PER FORM MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. County Manager

1. **Contract Renewal – OpenGov** – Mr. Wheeler explained OpenGov is the budget interface software and reporting. He sees a lot of value in this program. The interface is much easier and more user friendly and integrates into E-Finance. We are currently paying \$40,000 annually. The proposal is for a two-year renewal. The first year would be \$36,000 which would include integration of the workforce package. That is valued at \$9,000 and is budgeting for personnel. This would provide a more streamlined way to integrate personnel into the budgeting system. All costs will automatically populate for differential, health insurance, etc. With the budget analysis, it is tough to quantify how many days per month will be saved. Allowing departments to enter information will save a couple of days per department. There is also an option to have a department monthly report which is called "Stories". The second year of the extension is proposed at \$43,000 to include "Stories" and that is valued at \$3,000. If you choose not to use "Stories", the second year cost would be \$40,000.

Mr. Van Etten stated he sat in on a demo last week. The workforce portion is pretty impressive and would be very helpful. His concern about this has more to do with E-Finance. There is a definite end to that coming up in 2020-2021. Then we will be going to a cloud-based system. The bigger thing for the County is looking down the road at what do we do to replace that, if we do. In the interim you will have OpenGov while you do the larger study for what to use for the accounting system. He stated that he thinks we need to find that new system that would have all of these tools.

Mr. Wheeler stated he spoke with the Commissioner of Social Services and because this is their budgeting platform as well, we can leverage State funding and the actual cost would be 50 percent of what is currently budgeted under my department.

Ms. Fitzpatrick commented when this was first purchased, the selling point was the accessibility for the Legislature, and we have not had any. She has been disappointed with that. If we are renewing, she would like to see a timetable to see some of these things. Mr. Wheeler stated during the budget process, we had provided a link to the budgeting platform and this will provide more and you would have access to that. With regard to the workforce piece, it will take a couple of months to actually integrate that.

Ms. Fitzpatrick asked if the other software is not server based, should we start looking? Mr. Van Etten stated that is what he was proposing. Mr. Wheeler stated we have talked about starting to look at the companies that are on State contract. Mr. Malter asked does OpenGov provide accounting software? Mr. Wheeler replied no, they only provide reports. Mr. Malter asked do we have the ability to transfer information to OpenGov without a big cost? Mr. Wheeler replied all of the information is in E-Finance and the reports are based on the data that is stored there.

MOTION: AUTHORIZING THE COUNTY MANAGER TO RENEW THE CONTRACT WITH OPENGOV FOR TWO YEARS AT A RATE OF \$36,000 FOR YEAR ONE TO INCLUDE THE INTEGRATION OF THE WORKFORCE PACKAGE, AND \$43,000 FOR YEAR TWO TO INCLUDE THE “STORIES” PACKAGE MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Contract Renewal – ArchiveSocial** – Mr. Wheeler requested authorization to renew the contract with ArchiveSocial to automatically archive our social media accounts. The cost is \$2,459.64.

MOTION: AUTHORIZING THE COUNTY MANAGER TO RENEW THE CONTRACT WITH ARCHIVESOCIAL FOR THE AUTOMATIC ARCHIVE OF SOCIAL MEDIA ACCOUNTS FOR AN ANNUAL RATE OF \$2,459.64 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Promotional Initiative** – Mr. Wheeler informed the committee that he was approached by a company in Rochester. This company is in the process of working with counties to develop promotional videos of the counties, businesses and tourism and then host on a page with a YouTube video that you can link to your website. This would be free to us as they sell advertising on that landing page. We would have to send an approved letter welcoming people to the promotional page, but the company sends a letter to the businesses to drum up advertisers. We get to have editing approval of what the video has. There would be different tabs for government, parks, lakes, etc. This looks good, but he is nervous about putting our name on advertising letters.

Mr. Roush stated the Town of Erwin has done this and it part of their main website. The Town found that the company was easy to work with and we also have the right to veto anything. This was done very professionally.

Mrs. Lando commented the Conference & Visitors’ Bureau spent a lot of time and money doing that same thing. Couldn’t we incorporate more into what they are doing? Mr. Schu asked what is the downside? Mr. Wheeler replied putting your name on something for advertising on the site. Mr. Reed commented that he has not examined this. Mr. Wheeler stated the question is whether you want us to pursue this or drop it.

Mrs. Ferratella asked what other counties are doing this? Mr. Wheeler replied they are working with Monroe and Albany counties. Mr. Van Etten stated it sounds like a good idea, but he has concerns about the advertising. Mr. Wheeler stated they said it would be for larger businesses. Mr. Reed stated this is something that they will have to look at. Mrs. Lando stated we should also work with the Conference & Visitors’ Bureau on their website. Mr. Wheeler stated we have links to the Conference & Visitors’ Bureau website.

Secretary’s Note: The consensus of the committee was for the County Manager to work on this and bring it back to committee for further discussion.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, 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 MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

MOTION: TO ADJOURN MADE BY MRS. FERRATELLA. 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, February 12, 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, February 6, 2019**