

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, October 9, 2018*

*9:30 a.m.*

*Legislative Chambers*

*Steuben County Office Building*

*Bath, New York*

**\*\*MINUTES\*\***

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

**STAFF:** Jack K. Wheeler Mitchell Alger Scott Sprague  
Nate Alderman Jim Gallagher Vicki Jones  
Jennifer Prossick Rob Wolverton Alan Reed  
Wendy Jordan Brenda Mori Judy Hunter  
Brooks Baker Tammy Hurd-Harvey Andy Morse

**LEGISLATORS:** Joseph J. Hauryski Kelly H. Fitzpatrick K. Michael Hanna  
John V. Malter Frederick G. Potter

**ABSENT:** Brian C. Schu, Chair

**OTHERS:** Youth-In-Government Interns  
Mary Perham

**I. CALL TO ORDER**

Mr. Van Etten called the meeting to order at 9:30 a.m. and led the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE SEPTEMBER 11, 2018, MEETING MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENT REQUESTS**

A. Information Technology

1. **RFP for Phone System Maintenance and Monitoring** – Mr. Wolverton requested authorization to put out requests for proposals for phone system maintenance. We have been using Ronco and are paying \$41,321 annually. That contract will be up in February.

**MOTION: AUTHORIZING THE INTERIM DIRECTOR OF INFORMATION TECHNOLOGY, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE AN RFP FOR PHONE SYSTEM MAINTENANCE AND MONITORING MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.**

Mr. Van Etten asked how many potential vendors are out there that could respond? Mr. Wolverton replied last time we put this out to bid, we had four responses. Mr. Van Etten asked how long was the contract with Ronco? Mr. Wolverton replied 5 years. Mrs. Lando asked will there be any additional costs because of the new building? Mr. Wolverton replied there should not be anything extra over what we currently have.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Contract Renewal** – Mr. Wolverton informed the committee that they have a contract with Instream for the Filebound Scanning software. That contract has expired and he requested authorization to extend it for one year. The cost of the contract is for the licensing. We pay an annual licensing fee up to 1 million pages at a rate of \$10,235. We currently have seven departments utilizing this software with 565,000 pages scanned. Within those seven departments, there are 88 different projects. Mr. Van Etten asked what about storage capacity? Mr. Wolverton replied we will have plenty of storage.

**MOTION: AUTHORIZING THE INTERIM DIRECTOR OF INFORMATION TECNOLOGY TO EXTEND THE CONTRACT WITH INSTREAM FOR THE FILEBOUND SCANNING SOFTWARE FOR A LICENSING FEE OF \$10,235 FOR UP TO 1 MILLION PAGES MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

B. District Attorney

1. **Raise the Age Funding** – Mr. Baker stated he is looking for funding to cover on-call services for Senior Assistant District Attorney James Miller relative to Raise the Age. He is requesting to compensate Mr. Miller at a rate of \$50.00 per hour for on-call duty, not to exceed \$2,300 for the remainder of 2018 and \$9,100 for 2019.

**MOTION: APPROVING THE DISTRICT ATTORNEY'S REQUEST TO COMPENSATE SENIOR ASSISTANT DISTRICT ATTORNEY JAMES MILLER \$50.00 PER DAY FOR ON-CALL DUTY RELATIVE TO RAISE THE AGE FOR THE REMAINDER OF 2018, NOT TO EXCEED \$2,300, AND FOR 2019 NOT TO EXCEED \$9,100 MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER FOR DISCUSSION.**

Mr. Wheeler explained if approved, he and the Commissioner of Finance are authorized to sign the transfer. Most likely this would come out of the overall personal services line overage. Mr. Baker commented he may have some funds available in his budget due to an unused Assistant District Attorney position. Mr. Wheeler stated we will be seeking reimbursement from the State for this. Mrs. Lando asked if the committee could get a report of how this is going at the end of this year? Mr. Baker replied yes. The new regulations took effect October 1<sup>st</sup> and we are already on-call now and he is splitting that time with Mr. Miller.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

C. Risk Manager

1. **Insurance RFP** – Mr. Sprague informed the committee that they put out a request for proposals for brokerage services in early July and we received five responses which included our current agent and four other companies. The RFP was very detailed around brokerage services and what they can do for the County. We met with four of the five vendors; we did not meet with our current broker. The review committee consisted of himself, Mr. Wheeler, Mr. Alger, Mr. Reed, Ms. Prossick and Mrs. Jones. We talked with a number of references and there were two companies that we felt were most qualified; Haylor, Freyer & Coon and One Group. Both of these companies have an online program called Succeed. This program is very detailed and will do a lot for us including tracking incident reports and MSDS on-line. He recommended awarding the RFP to Haylor, Freyer & Coon for a five year contract. If approved, he would recommend immediate appointment of them as our new agent effective now so that we can do the broker change from the current carrier. Next year we will then look at exploring full insurance renewals.

Ms. Lattimer asked after review by the review committee and checking references, what tipped you toward Haylor, Freyer & Coon? Mr. Sprague replied he knows both companies very well and they are both great. One Group is a large organization and he felt that Haylor, Freyer & Coon may be a better fit since they are a smaller organization. Mrs. Lando asked you checked references? Mr. Sprague replied yes and they were all very happy with them.

Mr. Van Etten asked how long have we been with Rose & Kiernan? Mr. Sprague replied we have been with them since 2012 with a one year extension. They have done well for us, but the process was to put out an RFP to see

what we could find. Mr. Van Etten commented it is interesting that the RFP has no cost associated with it. Hopefully the cost will be equal to or less than what we are paying Rose & Kiernan. Mr. Sprague explained the broker gets paid from the carriers. All of the extra programs are not added costs. We went out to market about three years ago for insurance coverage and it is time to do that again.

Mrs. Ferratella asked with this new program, will you be eliminating the company that is currently providing the MSDS? Mr. Sprague replied possibly; we have another year with them. We are hoping that we will see that the Succeed option will do the same thing and it may save us some money.

**MOTION: AWARDING THE RFP FOR INSURANCE BROKERAGE SERVICES TO HAYLOR, FREYER & COON MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

D. Personnel

1. **Administrative Code Amendment** – Mr. Alderman requested authorization to amend the *Administrative Code* relative to the policy on Sex Discrimination and Sexual Harassment in response to a new State Law. We did have Roemer modify our policy and believe that it complies with the requirements of the new State law which takes effect October 9<sup>th</sup>.

Mr. Van Etten asked what has changed? Mr. Alderman replied the most significant change relates to the personal liability aspect. Also, if an employee allows sex discrimination or sexual harassment to occur without taking appropriate action, the County may not be able to indemnify them. Initially the State said everyone had to be trained by January 1, 2019. In addition to our annual employee training, we have to expand who we train as we are now responsible for ensuring that vendors, volunteers, etc. are trained. That portion is very significant. They have now extended the deadline to complete training to October 2019. He explained the State has put together a model training and model policy.

Mrs. Lando asked can we email that to employees and managers. Mr. Wheeler stated if you approve the changes, our policy will be updated tomorrow. Our annual trainings start next week and will be occurring over the course of the next couple of months.

Mr. Reed commented there is a requirement of reporting that goes to if the employee knows or should have known. One of the key components of training is to identify when you should know when something should be reported. We have already starting working on the contract template to address this. We need to make sure our vendors are aware they need to train their employees too. Mr. Van Etten stated some County officials are already indemnified; does this supersede that? Mr. Reed replied yes. If they are involved in this type of conduct and are not acting within the scope of their duties, they will no longer be indemnified. However, the County may still have to pay for that defense.

Mrs. Lando commented this is a hot topic across the country and the more people we can let know about this, the better. We cannot communicate this enough. Mr. Alderman stated everyone who attends the annual training will receive a copy of the new policy. We will try to get word out there the best we can. The biggest key is to make sure the policy is in place. Mr. Reed commented we want to have a careful culture. This deals with safety and it is important to be proactive. Hopefully that is the culture that is created. We need to be careful of fellow employees and perform our duties in a safe environment.

**MOTION: AMENDING THE ADMINISTRATIVE CODE TO REFLECT UPDATES TO THE POLICY AGAINST SEX DISCRIMINATION AND SEXUAL HARRASSMENT MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Informational** – Mr. Alderman informed the committee that they received a letter from the ServeU Federal Credit Union that now makes County employees eligible to join. Our employees already are eligible for membership at the VAC Federal Employees Credit Union.

**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 MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: APPROVING MANAGEMENT SALARY INCREASES OF 2 PERCENT, 2.25 PERCENT AND 2.5 PERCENT, BASED ON EVALUATION AS PRESENTED, EFFECTIVE JANUARY 1, 2019 MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: SETTING THE SALARY FOR THE DIRECTOR OF WEIGHTS & MEASURES AT \$66,769.00, EFFECTIVE JANUARY 1, 2019, MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: SETTING THE SALARY FOR THE DIRECTOR OF PURCHASING AT \$66,769.00, EFFECTIVE JANUARY 1, 2019, MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: SETTING THE SALARY FOR THOMAS HILLMAN, SOCIAL SERVICES ATTORNEY, AT \$66,769.00, EFFECTIVE JANUARY 1, 2019, MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: SETTING THE SALARY FOR THE COUNTY CLERK AT \$69,070.00, EFFECTIVE JANUARY 1, 2019, MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: SETTING THE SALARY FOR THE SHERIFF AT \$90,000.00, EFFECTIVE JANUARY 1, 2019, MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: SETTING THE SALARY FOR THE COUNTY ATTORNEY AT \$131,695.00, EFFECTIVE JANUARY 1, 2019, MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: SETTING THE SALARY FOR THE COUNTY MANAGER AT \$134,316.00, EFFECTIVE JANUARY 1, 2019, MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

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

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

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

**Tuesday, November 13, 2018  
Legislative Committee Room  
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, November 7, 2018.**