

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: SEPTEMBER 2, 2015

COMMITTEE MEMBERS PRESENT:

SUPERVISORS VANSELOW
MCDEVITT
TAYLOR
FRASIER
WOOD
BROCK
SEEBER

OTHERS PRESENT:

JULIE BUTLER, PURCHASING AGENT
MIKE COLVIN, DIRECTOR, INFORMATION TECHNOLOGY
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
CONOVER
FRASIER
KENNY
MERLINO
SIMPSON
STROUGH
MIKE SWAN, COUNTY TREASURER
DON LEHMAN, *THE POST STAR*
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Mr. Vanselow called the meeting of the Support Services Committee to order at 9:45 a.m.

Motion was made by Ms. Wood, seconded by Mrs. Frasier and carried unanimously to approve the minutes of the prior Support Services Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Mike Colvin, *Director, Information Technology*, who distributed copies of the Information Technology Agenda to the Committee members; *a copy of the Information Technology Agenda is on file with the meeting minutes.*

Commencing the Agenda review, Mr. Colvin requested to amend the existing contract with Time Warner Cable for internet service at the Municipal Center to increase bandwidth from 10Mb to 50Mb. He apprised that the County had been contracting with Time Warner Cable for these services for the past five years; he added that due to increased competition, Time Warner Cable was willing to lower their pricing from \$931 to \$895 per month and provide more bandwidth to increase connection speeds.

Mr. Colvin noted the second agenda item consisted of a request for a new contract with Time Warner Cable to provide site to site connection from the Municipal Center to the DPW Administration Building in Warrensburg. He explained the current connection was provided through a telephone company; however, he said, Time Warner could provide the same service, with increased speed from 1.5Mb to 10Mb, at a price that was about \$200 less per month than the County was currently paying the telephone company.

Motion was made by Ms. Seeber, seconded by Mr. Taylor and carried unanimously to approve both of the aforementioned requests and the necessary resolutions were authorized for the September 18th Board Meeting. *Copies of both requests are on file with the meeting minutes.*

Mr. Colvin stated he would like to withdraw the third Agenda item, pertaining to a new contact with Time Warner Cable to provide site to site connection from the Municipal Center to the Employment & Training Office.

Moving on, Mr. Colvin presented a request to compensate an employee \$78.67 for hours worked in 2014 which were paid at 2013 salary rates. He advised this discrepancy was detected by the Civil Service Office and was reviewed by the County Administrator who determined the reimbursement was appropriate. Mr. Colvin explained the temporary part-time position in question was created in 2013, but was not filled until 2014, and the pay rate was not adjusted accordingly.

Motion was made by Mrs. Frasier, seconded by Ms. Wood and carried unanimously to approve the request and refer same to the Personnel Committee. *A copy of the request is on file with the meeting minutes.*

Concluding his agenda review, Mr. Colvin addressed the request to reclassify the position of Computer Systems Analyst/Programmer (*Annual Salary \$62,220.08*) to a Senior Computer Systems Analyst/Programmer (*Annual Salary \$68,220.08*). He advised several years ago the County had recognized the need for additional skills in database administration and had supported the employee filling this position in obtaining his Master's Degree in this concentration. He added that while the County had recognized a need and made an investment in their employee to advance his education, they had also made his skills more marketable to other companies but had not increased his title or salary commensurately. Mr. Colvin stated that in an effort to protect the County's investment, he was suggesting that the title and salary change requested be made. He noted that there were two programmers working in the Information Technology Department who had different jobs to do and this title change would recognize a transitional flow for future staff, allowing for the Senior Computer Systems Analyst/Programmer to set programming standards for their eventual beginning Computer Systems Analyst/Programmer. Mr. Colvin said he would like this change to take place as soon as possible because this was long overdue; he added that there was funding available in the existing Information Technology Department Budget to fund the salary increase through a vacancy he had refrained from filling to see if the Department could sustain operations without it. Mr. Colvin indicated the vacant position would be eliminated in the 2016 Budget.

Mr. Vanselow questioned how soon this change could be made and Paul Dusek, *County Administrator*, advised that the request would need to be approved by the Personnel and Finance Committees before it could become effective. Amanda Allen, *Clerk of the Board*, indicated the soonest this change could become effective would be September 21st, following approval at the September 18th Board Meeting.

A motion was made by Mr. McDevitt and seconded by Mrs. Frasier to approve the request effective September 21, 2015.

Ms. Seeber pointed out this salary increase would be funded using monies budgeted for a position which had been vacated and which they planned to eliminate. She summarized that they would be using \$6,000 for the salary increase and maintaining the remainder of the unused salary as a savings, and Mr. Colvin advised this was correct. Mr. Beaty question what the salary of the vacant position was and Mr. Colvin replied it was \$22,000.

A brief discussion ensued, following which Mr. Vanselow called the question and the aforementioned motion was carried by unanimous vote to approve the request and refer same to the Personnel Committee. *A copy of the request is on file with the meeting minutes.*

This concluded the review of the Information Technology Agenda. Privilege of the floor was extended to Julie Butler, *Purchasing Agent*, who distributed copies of the Purchasing Agenda to the Committee members; *a copy of the Purchasing Agenda is on file with the meeting minutes.*

Mrs. Butler apprised her Agenda included only one item, that being a request for a transfer of funds in the amount of \$500 within her existing budget. She apprised the transferred funds would be used

to address the need for new guest chairs at her conference table as the current chairs were old and unstable.

Motion was made by Mrs. Wood, seconded by Mr. McDevitt and carried unanimously to approve the request for a transfer of funds and refer same to the Finance Committee. *A copy of the request is on file with the meeting minutes.*

Privilege of the floor was extended to Mr. Dusek who announced he had recently received notification that the current County Auditor, Mary Gallagher, planned to retire. He said Mrs. Gallagher had an opportunity to move south and was now in the process of selling her home, hoping to move by the end of September. Mr. Dusek stated that Mrs. Gallagher had done an excellent job in her position as Auditor over the past five years, and while he was happy for her, he would be saddened to see her go because she was such a valuable employee. Mike Swan, *County Treasurer*, echoed Mr. Dusek's comments, indicating that his Office worked closely with Mrs. Gallagher; he attested that Mrs. Gallagher had been a phenomenal asset to the County and she would be greatly missed.

Mr. Dusek stated he would like to talk with the Committee about the appointment of a person to the Auditor position upon Mrs. Gallagher's retirement and because this would pertain to matters relating to the appointment of a particular person, the discussion should be held in executive session.

Motion was made by Mrs. Frasier, seconded by Mr. Taylor and carried unanimously to enter into an executive session, pursuant to Section 105(f) of the Public Officer's Law.

Executive session was held from 9:57 a.m. until 10:05 a.m.

Upon reconvening, Mr. Vanselow announced no action had been taken during the executive session.

There being no further business to come before the Support Services Committee, on motion made by Mrs. Frasier and seconded by Ms. Wood, Mr. Vanselow adjourned the meeting at 10:06 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board
As transcribed by Amanda Allen, Clerk of the Board