

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: OCTOBER 2, 2015

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS: VANSELOW  
MCDEVITT  
TAYLOR  
FRASIER  
WOOD  
BROCK  
SEEBER

OTHERS PRESENT:

CARLA STEVES, COUNTY AUDITOR  
MARY BETH CASEY, COMMISSIONER OF THE BOARD OF ELECTIONS (R)  
ELIZABETH MCLAUGHLIN, COMMISSIONER OF THE BOARD OF ELECTIONS (D)  
AMANDA ALLEN, CLERK OF THE BOARD  
PAUL DUSEK, COUNTY ADMINISTRATOR  
MARTIN AUFFREDOU, COUNTY ATTORNEY  
MIKE COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY  
JULIE BUTLER, PURCHASING AGENT  
HERB LEVIN, DIRECTOR OF WEIGHTS & MEASURES  
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD  
FRANK E. THOMAS, BUDGET OFFICER  
SUPERVISORS BEATY  
CONOVER  
KENNY  
MERLINO  
SIMPSON  
STROUGH  
WESTCOTT  
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR  
MIKE SWAN, COUNTY TREASURER  
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR  
SHELLY VANNOSTRAND, LEGAL ASSISTANT  
GEORGE STEC, TOWN OF QUEENSBURY RESIDENT  
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT  
DON LEHMAN, *THE POST STAR*  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

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Mr. Vanselow called the meeting of the Support Services Committee to order at 9:03 a.m.

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

Privilege of the floor was extended to Carla Steves, *County Auditor*, who reviewed her 2016 Departmental Budget request; a copy of which can be found on file with the minutes. Following the Budget review a motion was made by Ms. Wood, seconded by Mrs. Frasier and carried unanimously to approve the Budget as presented.

Privilege of the floor was extended to Mary Beth Casey, *Commissioner of the Board of Elections (R)*, and Elizabeth McLaughlin, *Commissioner of the Board of Elections (D)*, who reviewed their 2016 Departmental Budget request in detail.

Mr. McDevitt noted an article featured in *The Post Star* regarding Supreme Court Judge David Krogmann's recent ruling to remove a certain political party from the ballot. He advised that he heard there could be a court challenge regarding this ruling which would impact the printing of the ballots thereby increasing the printing costs. Ms. McLaughlin stated they had just received notification today

that the court date for the challenge was scheduled for October 14<sup>th</sup> which quite possibly could have an impact on their absentee votes since they should commence a week before the court date. Mr. McDevitt remarked there appeared to be some inconsistency in the manner in which judges ruled on similar cases specifically with a matter that took place in the Town of Gloversville. Ms. Casey said that specific case took place in Montgomery County and concerned a different issue. She noted there were multiple issues which was why there were different rulings made by Supreme Court Judges in the State.

Mr. McDevitt inquired whether they would be holding off on printing the ballots in case changes were made and Ms. McLaughlin responded that at this point in time they had decided to hold off on the printing; however, she said, they had sent out the 19 military ballots which they had printed in-house. Ms. Casey interjected that they were mandated by the Federal Government to mail the military ballots out when they did. Ms. McLaughlin stated that if the court ruled in favor of placing the party back onto the ballot they would be reissued. Ms. Casey commented what they were struggling with now was whether or not they should print 2 completely different sets of ballots because they needed to be able to get the ballots in the mail in a timely manner. She mentioned she believed they could hold off on printing the election day ballots because there would be a ruling before they would have to print the bulk of their ballots.

Mr. McDevitt asked whether the court case would be taking place in Warren County and Ms. Casey replied they had not been notified of the location; however, she said, she assumed it would be handled in Albany. Mr. McDevitt questioned whether the courts typically ruled on the same day and Ms. Casey responded generally decisions were not made on the same day, but it was plausible this could occur.

Motion was made by Ms. Wood, seconded by Ms. Seeber and carried unanimously to approve the Budget as presented.

Ms. Casey advised that the Board of Elections Deputies had not been included in any of the major salary adjustments that had occurred over the years. She remarked they wanted to go on record to state that they felt their Deputies should be considered for additional compensation as far as it related to their salaries. Ms. Seeber inquired whether they had submitted a specific increase request to the Budget Officer for consideration and Ms. Casey replied that they had mentioned this during their meeting with the Budget Team; however, she said, she was unsure whether increases had been incorporated into a plan. Mr. Vanselow remarked this had been an issue for them for quite some time that may need to be addressed.

Moving along, privilege of the floor was extended to Amanda Allen, *Clerk of the Board*, who distributed copies of her agenda to the Committee members; *a copy of which was on file with the minutes.*

Mrs. Allen announced she would like to review the Department Budget before discussing the Personnel requests included on the agenda. Concluding the Departmental Budget review, Mrs. Allen presented the following requests:

- 1) Request to fill the vacant position of Sr. Legislative Office Specialist #1 due to resignation as well as any other vacancies which may be created due to promotion; and
- 2) Request to amend the Table or Organization and Salary Schedule to set the salary of the Secretary to the Clerk of the Board position at an amount to be determined.

Mrs. Allen advised she planned on promoting from within her Department to fill the vacancy which would leave the Secretary to the Clerk of the Board position vacant. She mentioned she left the salary to

be determined on the request because she felt the Department was at a crossroads wherein they could decide to go in a different direction and possibly make the position part-time. She stated she could do this provided that the way the meeting minutes were prepared was changed to summarizing what occurred rather than going into more specific detail. She noted the September 24<sup>th</sup> Tourism Committee minutes had been prepared in a summarized form, copies were included in the agenda packet for the Committee members to review; *a copy of which is on file with the minutes*. Following further discussion on the matter motion was made by Ms. Wood, seconded by Mrs. Frasier and carried unanimously to approve the request to fill the vacant position of Sr. Legislative Office Specialist as outlined above and forward same to the Personnel Committee, as well as approving the 2016 Department Budget. *A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.*

Ms. Wood stated she would be interested in trying the summarized minutes format for the next meeting cycle as a test period to determine whether they were interested in moving forward with this form of minutes or continuing on with the way they were currently prepared. Mrs. Allen informed her Department would prepare the upcoming round of meeting minutes in the summarized form, then return to the Committee next month to continue the discussion regarding whether to fill the position on a part-time or full-time basis. Mr. Taylor remarked he believed they were proceeding in the appropriate manner.

Discussion ensued.

Proceeding with the agenda review, Paul Dusek, *County Administrator*, presented a request to authorize an amendment agreement with National Business Equipment & Supply LLC to adjust the number of copies and decrease the agreement amount. JoAnn McKinstry, *Assistant to the County Administrator*, apprised the number of copies made had decreased over the past year; therefore, she stated, they could decrease the agreement amount by almost \$300 a month. She noted the reduction supported the fact that the printer project was a success.

Mr. Dusek apprised the printer project also rebalanced the County's costs relating to black and white copies versus colored ones, realizing some savings in the contract. Mrs. McKinstry explained that although the number of color copies had increased and were more expensive than black and white ones the number of black and white copies had decreased enough to make up for the additional costs while still providing a savings.

Ms. Seeber indicated that a number of Department Heads had informed they were having issues with scanning double sided copies which was a requirement of the County. Mrs. McKinstry advised that the copiers had the ability to scan double sided documents so she was unsure why anyone was having issues. Ms. Seeber requested that Mrs. McKinstry transmit a memo to all employees providing instruction on how to do double sides copies on the copier to which Mrs. McKinstry advised she would do so.

Julie Butler, *Purchasing Agent*, added that she had been tracking paper usage since the contract commenced; she noted every year the County had realized a decrease in the use of paper which provided a substantial savings. Ms. Seeber questioned how the printing of the resolutions was accounted for and Mrs. Allen replied that it would be noted in the copier count. She surmised her Departments monthly copier count was substantially higher than other departments due to printing resolutions. She stated she believed the estimate of the number of copies each department provided was built into the contracted rate.

A discussion ensued following which motion was made by Ms. Seeber, seconded by Mr. Taylor and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the October 16<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Dusek reviewed his 2016 Departmental Budget request; a copy of which can be found on file with the minutes. Following the Budget review a motion made by Ms. Wood, seconded by Mrs. Frasier and carried unanimously to approve the Budget as presented.

Moving along, privilege of the floor was extended to Martin Auffredou, *County Attorney*, who distributed copies of his agenda to the Committee members; *a copy of which is on file with the minutes.* Following the Budget review a motion was made by Ms. Brock, seconded by Mrs. Frasier and carried unanimously to approve the Budget as presented.

Mr. Auffredou presented the following requests:

- 1) Request to fill the position of Legal Assistant #1, Annual Salary to be determined, due to anticipated retirement in January of 2016;
- 2) Request to create the new position of Legal Assistant #3 for training purposes.

Mr. Auffredou apprised in order for his office to better prepare for a retirement that would be occurring in January of 2016 he felt it was pertinent for him to put forth the request to the Committee now in order to commence the process to fill the position. He noted that Mr. Dusek had provided him with assistance on this matter since he had never handled such a request for his office during his tenure as County Attorney over the last 4 years. He noted that Jackie Figueroa, *County Human Resources Director*, would be providing him with support during the interview process. He added that Ms. Figueroa had completed a very timely, comprehensive salary survey of the position for him which found that the current salary of \$20.11 per hour was slightly above the middle of the salary range. Ms. Figueroa noted that the rates provided in the salary study generally related to an entry level position. Mr. Auffredou remarked it was imperative that the position be filled by someone with experience to ensure a smooth transition following the retirement in January as there was little time available for training due to the current work load. He mentioned the ideal situation would be to hire someone before the other employee retired to allow the individual to familiarize themselves with their duties.

Motion was made by Ms. Wood and seconded by Mrs. Frasier to approve the requests.

Mr. Dusek inquired whether the motion included creating a new position to allow for the overlap and Ms. Wood and Mrs. Frasier replied affirmatively.

Mr. Vanselow called the question and the motion carried unanimously as outlined above. *A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.*

Privilege of the floor was extended to Michael Colvin, *Director of Information Technology*, who reviewed his 2016 Departmental Budget request; a copy of which can be found on file with the minutes. Following the Budget review a motion was made by Mr. Taylor, seconded by Mr. Brock and carried unanimously to approve the Budget as presented.

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Privilege of the floor was extended to Mrs. Butler who reviewed her 2016 Departmental Budget request; a copy of which can be found on file with the minutes. Mrs. Butler advised that her request included an increase in her budget which related to fact that they would be taking over the commodity purchasing for the towns. She noted the increase in furniture related to her request to increase the part-time Purchasing Assistant position to full-time in order to accommodate the extra work load they would be taking on. She stated if the position was changed to full-time an ergonomic work station was necessary, as the current work space consisted of outdated furnishings and equipment. She noted it was determined this would be a union position; therefore, she stated she would work with the Personnel Officer, Human Resources and Mr. Dusek to establish the proper Salary Grade for it. She added she also requested salary increases for herself and the Deputy Purchasing Assistant, to reflect the increase in the workload. Following the Budget review a motion was made by Mrs. Frasier, seconded by Ms. Wood and carried unanimously to approve the Budget as presented.

Ms. Seeber inquired whether a salary study would be conducted for the Purchasing Assistant position to which Mr. Dusek replied affirmatively.

Privilege of the floor was extended to Herb Levin, *Director of Weights & Measures*, who reviewed his 2016 Departmental Budget request; a copy of which can be found on file with the minutes. Following the Budget review a motion was made by Mr. Taylor, seconded by Mr. Brock and carried unanimously to approve the Budget as presented.

As there was no further business to come before the Support Services Committee, on motion made by Mr. Taylor and seconded by Mr. Brock, Mr. Vanselow adjourned the meeting at 10:33 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board