

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: SUPPORT SERVICES**

**DATE: JANUARY 25, 2016**

---

**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS: VANSELOW  
FRASIER  
WOOD  
BROCK  
SEEBER  
MONTESI  
LEGGETT  
VACANT

**OTHERS PRESENT:**

MIKE COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY  
AMY CLUTE, SELF-INSURANCE ADMINISTRATOR  
PAUL DUSEK, COUNTY ADMINISTRATOR  
AMY BARTLETT, 1<sup>ST</sup> ASSISTANT COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK E. THOMAS, BUDGET OFFICER  
SUPERVISORS GIRARD  
MACDONALD  
MERLINO  
SIMPSON  
LEE POLLOCK, REPRESENTING ROSE & KIERNAN. INC.  
DON LEHMAN, *THE POST STAR*  
MOLLY GANOTES, LEGISLATIVE OFFICE SPECIALIST

---

**COMMITTEE MEMBER ABSENT:**

SUPERVISOR: MCDEVITT

Mr. Vanselow called the meeting of the Support Services Committee to order at 10:51 a.m.

Motion was made by Ms. Wood, seconded by Mr. Montesi 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 Mike Colvin, Director of Information Technology, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the Agenda review, Mr. Colvin presented a request for a transfer of funds from various Budget codes totaling \$17,000 to fund the initial cost for an interface and on-site training with the new vendor.

Motion was made by Ms. Wood, seconded by Ms. Seeber and carried unanimously to approve the request for a transfer of funds as outlined above and to forward same to the Finance, Personnel & Higher Education Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Next Mr. Colvin presented a request to attend the New York State Local Government Information Technology Services (NYSLGITDA) Conference in Saratoga Springs, NY, May 17-20<sup>th</sup> 2016.

Motion was made by Mr. Montesi, seconded by Ms. Wood and carried unanimously to approve the request to attend the NYSLGITDA Conference. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Mr. Colvin continued with a request for out-of-State travel for Jeremy Scrimme to attend the Alpha DevCon 2016 Conference in Burlington, MA. Mr. Colvin indicated there was not a final cost for the conference because the date had yet to be finalized so he was unable to determine lodging costs. He added the \$695 cost of the conference was currently being offered at half price. He indicated he did not believe the cost of lodging for the conference would exceed the GSA rate.

Following some discussion motion was made by Mr. Montesi, seconded by Ms. Frasier and carried unanimously to approve the request contingent upon the conference cost not exceeding \$700 and lodging costs not exceeding the GSA rate and the necessary resolution was authorized for the February 19, 2016 Board Meeting. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

This concluded the Information Technology portion of the meeting and the Self-Insurance portion of the meeting commenced at 11:01 a.m.

Privilege of the floor was extended to Amy Clute, *Self-Insurance Administrator*, who distributed copies of the Self-Insurance agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Clute informed the Committee a decision had to be made regarding the Healthcare Professional Liability Policy for Westmount Health Facility. She said with the sale of Westmount it had to be determined if the policy should be terminated, continued for one year at a cost of \$5,688.10 or continued for two years at a cost of \$9,480.16. Ms. Clute extended privilege of the floor to Lee Pollock, representing Rose & Kiernan Inc. Mr. Pollock discussed the reasons for continuing the insurance coverage. Mr. Montesi queried if there were any current claims and Mr. Pollock replied in the negative. Amy Bartlett, 1<sup>st</sup> Assistant County Attorney, confirmed there were no claims. Mr. Montesi inquired if one year's coverage would be enough to protect the County from future claims and Mr. Pollock answered in the positive. Ms. Wood suggested continuing coverage for one year.

Motion was made by Ms. Wood, seconded by Mr. Montesi and carried unanimously to authorize the continuation of the Healthcare Professional Liability Policy for one year as outlined above and the necessary resolution was authorized for the February 19, 2016 Board Meeting. *A copy of the resolution request form is on file with the minutes.*

There being no further business to come before the Support Services Committee, on motion made by Mr. Leggett and seconded by Ms. Wood, Mr. Vanselow adjourned the meeting at 11:07 a.m.

Respectfully submitted,  
Molly Ganotes, Legislative Office Specialist