

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: MARCH 24, 2011

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR
VANNESS
GIRARD
STRAINER
LOEB
MCDEVITT

OTHERS PRESENT:

PAUL DUSEK, COUNTY ATTORNEY/ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
SUPERVISOR THOMAS
AMY CLUTE, SELF-INSURANCE ADMINISTRATOR
JULIE PACYNA, PURCHASING AGENT
JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBER ABSENT:

SUPERVISOR MCCOY

Mr. Taylor called the meeting of the Support Services Committee to order at 11:15 a.m.

Motion was made by Mr. Strainer, seconded by Mr. Girard and carried unanimously to approve the minutes of the previous meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Amy Clute, Self-Insurance Administrator, who presented a request for permission to attend the New York State Association of Self Insured Counties (NYSASIC) Spring Conference in Saratoga Springs, New York, from May 4 - 6, 2011, at a total cost of \$50 for registration, which was included in the budget.

Motion was made by Mr. Loeb, seconded by Mr. Strainer and carried unanimously to approve the request for travel as outlined. *A copy of the Authorization to Attend Meeting or Convention is on file with the minutes.*

Privilege of the floor was extended to Julie Pacyna, Purchasing Agent, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Pacyna presented a request for herself and Jason Shpur, Assistant Purchasing Agent, to attend the New York State Association of Municipal Purchasing Officials (NY SAMPO) Annual Professional Development Conference/Vendor Trade Show at the Fort William Henry Resort, from May 11 - 13, 2011, at a total cost of \$500 which was included in the budget.

Motion was made by Mr. McDevitt, seconded by Mr. Loeb and carried unanimously to approve the request for travel as outlined. *A copy of the Authorization to Attend Meeting or Conference is on file with the minutes.*

Mr. Strainer noted that the conference was held every two years and included pertinent topics. Ms. Pacyna advised that phone calls would be forwarded to either the County Attorney or Clerk of the Board Office during the conference period.

Next, Ms. Pacyna requested approval for the adoption of the 2011 Warren County Purchasing Policy, a copy of which was emailed to the Committee members prior to the meeting. She noted that adoption of the policy was required on an annual basis.

Motion was made by Mr. Loeb, seconded by Mr. Girard and carried unanimously to approve the 2011 Purchasing Policy, as distributed, with the inclusion of one punctuation correction. *A copy of the*

resolution request form is on file with the minutes and the necessary resolution was authorized for the April 15, 2011 Board meeting.

Pertaining to the issue of the consolidation of contracts for employee physical examinations, Ms. Pacyna stated that although the contracts for Westmount Health Facility and Countryside Adult Home were the same, the physical examination specifications for the Office of Emergency Services (OES) staff were significantly different which resulted in cost variances. Mr. Loeb urged that the analysis of the various contracts for consolidation move forward. Mr. VanNess opined that consolidation may not be possible with the contract for Public Safety/OES staff due to the significant differences in the type of exams performed.

Continuing, Ms. Pacyna explained there were separate contracts for physical exams for the Westmount Health Facility, the Countryside Adult Home and the OES for which the latter were conducted by Convenient Medical Care.

A discussion ensued.

Mr. Loeb recommended that the two contracts for Westmount and Countryside Adult Home be combined if it were not possible to consolidate all three. Ms. Pacyna stated that she would research the details of each contract to that end, and noted that the contract periods varied. Paul Dusek, County Attorney/Administrator, explained that contracts which had expired could be consolidated, and consolidation for those outside the range would depend on our rights for early termination within that contract. Furthermore, he said, consolidation must be determined to be in the best interest of the County in terms of cost. He asserted that the issue of contract consolidation effected many Committees and would be coordinated through the Purchasing Department in conjunction with the Support Services Committee to inform the necessary Departments.

Mr. Strainer cited previous research which showed that the cost of physical exams for the Westmount and Countryside facilities had differed by \$30. Joan Sady, Clerk of the Board, stated that a decrease in cost had been negotiated with Countryside and Hudson Headwaters Health Network (HHHN) for a one year period. Mr. Dusek recommended that Ms. Pacyna work with the County Attorney's Office to review the contracts and bid specifications. He pointed out that the Sheriff's Department had a large contract (estimated at \$1 million) with HHHN and he recommended that it remain separate from the consolidation effort, with a focus on smaller contracts. Ms. Pacyna noted that this would be the first Request for Proposal (RFP) completed for this type of service. Mr. Thomas asked if contract consolidation initiatives could be extended to sprinkler systems as well as other services and Mr. Dusek replied affirmatively. Mr. Dusek added that prior to the centralization of the Purchasing Department under the direction of Ms. Pacyna, purchasing activities were driven primarily by the Departments. With centralization, he said, some work could ultimately be eliminated while achieving optimum pricing. Mrs. Sady stated that she would apprise the appropriate department heads that the contract consolidation initiative was being reviewed and it would be listed as a referral for both Social Services and Support Services until a decision was made.

As there was no further business to come before the Support Services Committee, on motion made by Mr. Loeb and seconded by Mr. VanNess , Mr. Taylor adjourned the meeting at 11:36 a.m.

Respectfully Submitted,
Joanne Collins, Legislative Office Specialist