

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: MAY 26, 2011

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR
VANNESS
STRAINER
LOEB
MCCOY
MCDEVITT

OTHERS PRESENT:

PAUL DUSEK, COUNTY ATTORNEY/ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
SUPERVISOR WOOD
AMY CLUTE, SELF-INSURANCE ADMINISTRATOR
JON ALEXANDER, *THE POST STAR*
JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBER ABSENT:

SUPERVISOR GIRARD

Mr. Taylor called the meeting of the Support Services Committee to order at 10:28 a.m.

Motion was made by Mr. Strainer, seconded by Mr. McCoy 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 distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mrs. Clute presented a request to extend the contract with Lemire Johnson, LLC, for a six year period (three two-year terms) commencing July 25, 2011 and terminating July 25, 2017, as per rates outlined on the Schedule "A" included with the request.

Motion was made by Mr. Loeb and seconded by Mr. McDevitt to approve the request to extend the contract as outlined above.

Mr. Strainer asked how the six year renewal period was determined and Mrs. Clute explained that although the contract was subject to renewal or termination every two years, it was most efficient from an administrative standpoint to extend the contract for six years. She noted the contractor was the incumbent provider and had served the needs of the Department for the expiring term. Paul Dusek, County Attorney/Administrator, confirmed that the contract was renewable every two years for up to six years.

Mr. Taylor called the question and the motion was carried unanimously to approve the request to extend the contract with Lemire Johnson, LLC, for a six year term commencing July 25, 2011, as outlined on Schedule "A" which was included with the request, and the necessary resolution was authorized for the June 17, 2011 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Commencing the County Attorney/Administrator's Agenda review, Mr. Dusek apprised of the need to fill the vacant position of Fiscal Assistant to the County Administrator, due to the retirement of Richard Murphy. He distributed copies of page 859 of the Local Law Provision which stated the position was appointed by the County Administrator and which required Committee approval. He summarized the duties of the position which included general financial functions; coordination of the fiscal affairs of several departments and agencies of county government including interfund transfers; and providing information by appropriate budgetary controls and the efficient and

economical management of appropriated funds. Mr. Dusek asserted that the preparation of the County Budget was the largest and most critical function performed by the Fiscal Assistant. He said the Fiscal Assistant was responsible for tracking potential increases in expenses and reviewing budget line items for all Departments to that end. In essence, he stated, the individual must continuously track changes to the budget; review all department budgets with the Administrator and Budget Officer; ensure data entry and generate budget analysis reports, all of which were time sensitive. He said the salary for the position consisted of a stipend of \$5,655 and noted he had reached an opinion with regard to the most qualified individual at the County. Mr. Dusek recommend that an executive session be held to discuss matters leading to the appointment of a particular person.

Motion was made by Mr. VanNess, seconded by Mr. McCoy and carried unanimously to enter into executive session pursuant to Section 105(f) of Public Officers Law.

Executive session was declared from 10:36 a.m. to 10:46 a.m.

Upon reconvening, motion was made by Mr. Loeb, seconded by Mr. Strainer and carried unanimously to approve the request to fill the position of Fiscal Assistant to the Administrator, base salary (stipend) of \$5,655, due to retirement.

Continuing with the agenda review, Mr. Dusek apprised that Warren County had a mutual arrangement with Washington County for shared legal services. The services, he said, were limited to disciplinary/personnel proceedings which were handled by hearing officers and were limited to an accumulated maximum of 15 hours of reciprocal hours served. Mr. Dusek advised the program had been successful beyond the initial expectations and eliminated the need to hire hearing officers; thereby creating cost savings. He noted the exchange also proved to be a time saving mechanism for the County. Mr. Dusek presented a request to expand the number of hours included in the agreement from 15 to 21; and to broaden the service areas beyond disciplinary and personnel proceedings.

Motion was made by Mr. VanNess, seconded by Mr. Loeb and carried unanimously to approve the request to amend the inter-municipal agreement with Washington County for legal services as outlined above and the necessary resolution was authorized for the June 17, 2011 Board meeting. *A copy of the resolution request for is on file with the minutes.*

Continuing with his agenda review, Mr. Dusek informed that the application deadline for the position of County Attorney was May 6, 2011 and informed that nine applications had been received. He summarized the job description for the position and noted the County Attorney, by law, served as an advisor to the Board of Supervisors and County Officers on all matters involving official acts of a civil nature; the County Attorney must prosecute and defend all actions and civil proceedings by or against the County; the County Attorney has the direct responsibility for the activities of the Law Department as well as duties that may be prescribed by law or resolution by the Board of Supervisors. Mr. Dusek stated he identified the critical areas of experience required of the position and sought an individual(s) with experience in most or all of the following areas: trial and appellate litigation, complex contractual drafting, real estate, construction law, matters involving State agency oversight and proceedings before those agencies, labor law practice, family court matters, legal research skills, administration of a legal office including supervision of subordinate attorneys and staff, municipal government representation, public speaking and counseling skills, negotiation skills, the ability to present complex legal concepts and communication and interpersonal skills. Mr. Dusek recommended that an executive session be held to discuss the applications and the procedure.

Motion was made by Mr. McCoy, seconded by Mr. VanNess and carried unanimously to enter into executive session pursuant to Section 105 (f) of Public Officer's Law to discuss the employment of a particular person.

Executive session was declared from 10:49 a.m. to 11:11 a.m.

Upon reconvening, Mr. Taylor announced that no action was necessary pursuant to the executive session.

A short discussion ensued with regard to the need to schedule a meeting to continue discussions regarding the position of County Attorney. Mr. Dusek suggested that the information be reviewed at the next meeting of the Personnel Committee on June 8th, after which time interviews would be scheduled as well as further discussions if necessary.

As there was no further business to come before the Support Services Committee, on motion made by Mr. Loeb and seconded by Mr. McCoy, Mr. Taylor adjourned the meeting at 11:16 a.m.

Respectfully Submitted,

Joanne Collins, Legislative Office Specialist