

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: SEPTEMBER 23, 2011

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS TAYLOR
VANNESS
STRAINER
LOEB
MCCOY
MCDEVITT

ROBERT METTHE, DIRECTOR OF INFORMATION TECHNOLOGY
JULIE PACYNA, PURCHASING AGENT
DANIEL STEC, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ATTORNEY/ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS THOMAS

COMMITTEE MEMBER ABSENT:

SUPERVISOR GIRARD

BENTLEY
THOM RANDALL, *ADIRONDACK JOURNAL*
JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

Mr. Taylor called the meeting of the Support Services Committee to order at 11:17 a.m.

Motion was made by Mr. Strainer, seconded by Mr. VanNess 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 Julie Pacyna, Purchasing Agent, who stated that due to the receipt of additional information today, she would postpone her request until next month's meeting. Ms. Pacyna explained that the referral from the Finance Committee to research the possibility of consolidated bids for large quantities of common goods would be included in the analysis to be conducted by Aeon Nexus.

Privilege of the floor was extended to Robert Metthe, Director of Information Technology (IT), who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Supervisor McCoy entered the meeting at 11:19 a.m.

Mr. Metthe presented Agenda Item 1, a request to change the Warren County website address from co.warren.ny.us to warrencountyny.gov. Mr. Metthe explained that Warren County was not the owner of the current website address; therefore, he stated, IT had secured a new website name under County ownership.

Mr. Taylor asked if the address suffixes, .com and .gov, carried advantages and Mr. Metthe explained that although the suffix differentiated the sites, it would not indicate functional differences.

Motion was made by Mr. Loeb and seconded by Mr. McCoy to approve the new Warren County website address of warrencountyny.gov.

Mr. Loeb asked if use of the .gov suffix was limited and/or regulated and noted that the .com suffix was nonspecific in terms of business or institution classification. Mr. Metthe agreed with the latter and noted that government agencies required the .gov suffix; however, he stated, additional security was not required for government websites. Mr. Taylor pointed out that the City of Glens

Falls used the .com suffix. Mr. VanNess cautioned that without ownership, the availability of the website address could change at any time. Mr. Strainer asked if there were costs associated with the change and Mr. Metthe estimated the annual domain charge to be under \$20 per year.

Mr. Taylor called the question and the motion was carried unanimously to approve the new website address for Warren County, as warrencountyny.gov, to be phased in over time, and the necessary resolution was authorized for the October 21, 2011 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Agenda Item 2, Mr. Metthe stated, was a request for Jeremy Scime, Senior Analyst/Programmer, to enroll in a job-related course entitled "Integration of Database Systems" offered by the Florida Institute of Technology, at a total cost of \$1,650 with the County's portion of 50% or \$825, contingent upon completion of the course with a satisfactory grade. Mr. Metthe noted that the graduate level course directly related to Mr. Scime's duties and responsibilities.

Motion was made by Mr. Loeb, seconded by Mr. McCoy and carried unanimously to approve the application for Jeremy Scime to enroll in a job-related course as outlined above and to refer same to the Personnel Committee. *A copy of the Application for Approval to Enroll in Job-Related Course is on file with the minutes.*

Addressing the pending item, Mr. Metthe stated that the Finance Committee had requested examination of previous proposals to purchase laptop computers or iPads for Supervisors in order to eliminate or reduce the need for paper, for which Mr. Metthe estimated a savings of \$1,000 per year. Joan Sady, Clerk of the Board, stated that most of the resolutions were sent electronically and the bulk of mailings from her Office were resolutions for the Supervisors. Mr. Taylor noted the cost to mail one resolution packet to each of the Supervisors ranged from \$4 to \$5 per month.

Motion was made by Mr. Loeb and seconded by Mr. VanNess to approve the request to purchase electronic equipment for the Board of Supervisors.

Responding to an inquiry from Mr. Loeb, Mr. Taylor explained the purpose of the initiative was to make resolutions easily accessible to the Supervisors; thereby reducing the need for paper, as well as mailings. Mr. McCoy asked what the cost would be and Mr. Metthe stated the estimated cost for the equipment and software was \$18,000. Mr. Strainer stated he felt the cost was prohibitive. Mr. McDevitt conveyed the ease of use of an iPad in his Office which was less expensive than laptops; however, he said, the use of iPads in the Board Room may be distracting. Mr. Geraghty stated he felt it would be inappropriate at this time for such a purchase, and agreed that such devices could prove distracting during meetings. He expressed concern for County employees who were using outdated and inefficient computers, and suggested that those upgrades or replacements should be a priority. Mr. McCoy suggested that the Office begin emailing resolutions to the Supervisors and he agreed that the purchase of electronic devices was not absolutely necessary at this time.

Mrs. Sady raised the issue of legal requirements and Paul Dusek, County Attorney/Administrator, stated that although the mailing of resolutions was required, email could be done concurrently at no additional cost. Chairman Stec said that he felt the purchase was not necessary at this time and suggested a link be set up on the County Website to access resolutions, as well as Committee minutes and other related materials authorized for public perusal and he asserted the main focus of the initiative was to minimize the cost of mailings. Mrs. Sady suggested that the Supervisors be apprised via email that the draft resolutions were available on the website, noting the link address. Mr. Loeb underscored the need to make such materials available to the public through one user-friendly location.

It was the consensus of the Committee that electronic purchases for the Supervisors not be made at this time and that draft resolutions be posted to the Warren County website prior to the monthly Board Meeting. Mr. Metthe stated he would meet with Mrs. Sady to initiate the action required to that end.

With regard to meeting procedures, Mr. Taylor expressed his concern regarding audio issues in the Board Room and asked Committee members to please refrain from speaking until recognized by the Committee Chair.

As there was no further business to come before the Support Services Committee, on motion made by Mr. Loeb and seconded by Mr. McDevitt, Mr. Taylor adjourned the meeting at 11:38 a.m.

Respectfully Submitted,

Joanne Collins, Legislative Office Specialist