

## Warren County Board of Supervisors

**Committee: Support Services**

**Date: May 14, 2012**

---

---

**Committee Members Present:**

Supervisors Taylor  
Strainer  
Frasier  
Mason  
Vanselow

**Others Present:**

Daniel G. Stec, Chairman of the Board  
Paul Dusek, County Administrator  
Joan Sady, Clerk of the Board  
Kevin Geraghty, Budget Officer  
Supervisor Thomas  
Supervisor Wood  
Julie Pacyna, Purchasing Agent  
Amy Clute, Self-Insurance Administrator  
Scott Mueller, National Business Equipment  
Russ Mahar, National Business Equipment  
Bryan Mueller, National Business Equipment  
Ken Herkert, National Business Equipment  
Don Lehman, *The Post Star*  
Thom Randall, *Adirondack Journal*  
Nicole Livingston, Second Deputy Clerk

---

---

---

**Committee Members Absent:**

Supervisors Loeb  
McDevitt

Mr. Taylor called the meeting of the Support Services Committee to order at 11:00 a.m.

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

Mr. Taylor announced that the Committee had a new member, Mr. Mason, and he welcomed him. He commenced the Agenda review with the Purchasing Department's portion of the meeting and requested Paul Dusek, County Administrator, to provide an update on the copier project.

Mr. Dusek reported that he was presenting a proposal today with regard to the printer and copier consolidation project that would save the County approximately \$141,519 over the next five years, and if continued, a potential savings of \$538,000 could be realized over the next ten years. He recognized Julie Pacyna, Purchasing Agent, and Bill Mahar, Network Coordinator in the Information Technology Department, for their hard work in gathering the information on all of the departments copiers and printers. He advised that Mr. Mahar would review a power point presentation with the Committee that outlined the reasoning for the consolidation of office equipment.

Mr. Mahar provided a power point presentation, a copy of which is on file with the minutes. He commented on the history of desktop printers and their associated costs, many of which became unexpected costs. He reviewed statistical information relative to users per device ratios and pointed out that industry experts agreed that 8 to 10 users per device was optimal, whereas the County's ratio was 2 to 1. He provided an overview of the County's current document output devices, noting there were 347 devices, of which 172 were unique makes and models. Mr. Mahar asserted that the solution to the problems outlined in the presentation would be to implement managed print services. He stated that the proposal

was to aggregate all of the purchasing power to provide equipment, supplies and services under one contract. Printing and copying needs, he said, would be treated as a County-wide shared service, eliminating duplicate, underutilized equipment. Mr. Mahar remarked that the proposed system would provide a high level of document security and the ability to track usage.

Ms. Pacyna informed that an RFP (Request for Proposal) was released last fall which detailed the intent of this project, followed by the release of an addendum to the RFP that included all of the information obtained on the County's 347 devices. She advised that six proposals were received and reviewed in March, at which time three of the proposals were determined as not responsive to the RFP specifications. She stated that the low bidder that met the intent of the specifications of the RFP was National Business Equipment.

Mr. Dusek apprised that following the process of reviewing all of the County's copiers and printers, the solution being proposed was to contract with National Business Equipment to consolidate all County office equipment. He advised that through this contract, the County's device count would be reduced from 347 to 127. He stressed that with this reduction, they had made sure that employees would not be without the ability to make copies and the new devices would be conveniently located. Mr. Dusek expounded that they had calculated the amount spent on copier costs for 2011, including lease agreements, toner, equipment, paper and electric, at \$179,015.27 annually or \$14,917.93 monthly. He said there were a number of equipment lease agreements that would be expiring within the next few months; however, he continued, there were some agreements that would not expire until next year, 2014 or even 2015. He stated that National Business Equipment had made an offer to take the leased machines out of service for an additional \$22,500.

Mr. Dusek introduced Scott Mueller, President and CEO of National Business Equipment, and noted Mr. Mueller had a power point presentation for the Committee, a copy of which is on file with the minutes. Mr. Mueller reviewed the presentation in detail, which provided a history of the company, their office locations, their mission statement and an explanation on the managed print services program.

Mr. Taylor referenced the lease to own option after five years, and he questioned if the equipment would still be of any value after five years. Mr. Mueller responded that they anticipated 50% of the printers would remain in the County's future fleet.

Mrs. Frasier asked what the financial impact to resolve the current lease agreements would be and Mr. Dusek replied that the County had \$32,000 in outstanding lease agreements. He further stated that the \$22,500 offered by National Business Equipment reduced the County's exposure to approximately \$10,000 and he hoped to be able to negotiate some earlier end of term agreements for those leases. He reiterated that there would still be a significant savings over the next five years by entering into this program.

Motion was made by Mr. Strainer, seconded by Mr. Mason and carried unanimously to enter into a managed print service contract with National Business Equipment in order to consolidate office equipment, commencing June 1, 2012 and terminating May 31, 2017, with a possible five year extension, for a total amount not to exceed \$9,662.44 per month for the first sixty months. The necessary resolution was authorized for the May 18, 2012 Board meeting and a copy of the resolution request form is on file with the minutes.

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.*

Mr. Dusek apprised that the current staffing level in the Self-Insurance Department consisted of two full time employees, the Self-Insurance Administrator and an Account Clerk, and the current case load contained 240 new claims that were filed in 2011 and 138 average open claims for 2011. He mentioned that in addition to the case load, Ms. Clute was also responsible for the County's Safety Programs. He referred to the distributed document entitled "Warren County Self-Insurance Fund Staffing Analysis 2012", a copy of which is on file with the minutes. Mr. Dusek reviewed the current insurance plan costs as follows: \$1,400,202 total plan expenses for 2011; \$1,265,142 claim expenses for 2011; and \$135,060 administrative expenses for 2011. He noted that the administrative expenses equaled 9.65% of the total. Item II of the document, he said, was a comparison to other County Self-Administered Plans and reflected that Warren County's Self-Insurance Department staff of two covered 1,463 employees each. He also highlighted the work load change analysis as listed in the document.

Mr. Dusek proposed the addition of one full time employee in the Self-Insurance Department, preferably a Deputy position, that could assist Ms. Clute with the more complicated handling of Workers' Compensation claims and Self-Insurance plans. He added that it was important to consider succession plans for the Department, as well.

Mr. Vanselow questioned the cost for an additional employee and Mr. Dusek replied he estimated a salary of \$40,000 for a Deputy position, plus benefits; however, he said, a salary study would be needed. Mr. Geraghty interjected that the salary would be paid out of the premiums collected from each entity for Self-Insurance. Mr. Strainer asked if two part-time positions had been considered in order to avoid the additional cost of benefits. Mr. Dusek opined the creation of a full time position would be the best course of action for this Department.

Following discussion, motion was made by Mrs. Frasier, seconded by Mr. Vanselow and carried unanimously to approve the creation of an additional position in the Self-Insurance Department as outlined above, and to refer same to the Personnel Committee. Mr. Dusek noted he would have the appropriate title and salary for the position determined by the Personnel Committee meeting.

As there was no further business to come before the Support Services Committee, on motion made by Mr. Mason and seconded by Mrs. Frasier, Mr. Taylor adjourned the meeting at 12:05 p.m.

Respectfully Submitted,

Nicole Livingston, Second Deputy Clerk