

## Warren County Board of Supervisors

**Committee: Support Services**

**Date: March 22, 2013**

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**Committee Members Present:**

Supervisors Taylor  
Strainer  
Loeb  
McDevitt  
Frasier  
Mason  
Vanselow

**Others Present:**

Amy Clute, Self-Insurance Administrator  
Julie Pacyna, Purchasing Agent  
Paul Dusek, County Administrator  
Joan Sady, Clerk of the Board  
Nicole Livingston, Second Deputy Clerk

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Mr. Taylor called the meeting of the Support Services Committee to order at 11:35 a.m.

Motion was made by Mr. Mason, seconded by Mr. Vanselow 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 Amy Clute, Self-Insurance Administrator, who distributed copies of the Agenda to the Committee members, a copy of which is on file with the minutes.

Commencing the Action Agenda review with Item 1, Ms. Clute presented a request to authorize the Chairman of the Board of Supervisors to sign the Electronic Partnering Agreement with the New York State Workers' Compensation Board (NYS WCB). She explained that the NYS WCB eclaims program would require insurers to submit various claim forms to the NYS WCB electronically beginning later this year. She added that the Self-Insurance Department had elected to perform this transmission through direct data entry via a website. She pointed out that this process would be at no cost to the Self-Insurance Plan, other than Plan employee time to perform the data entry. Ms. Clute noted completion of the Electronic Partnering Agreement was a requirement to begin testing and utilizing the eclaims program.

Motion was made by Mr. Mason, seconded by Mr. Loeb and carried unanimously to approve the request to authorize the Chairman of the Board of Supervisors to sign the Electronic Partnering Agreement with the New York State Workers' Compensation Board as outlined above, and the necessary resolution was authorized for the April 19, 2013 Board meeting. A copy of the resolution request form is on file with the minutes.

Ms. Clute apprised Item 2 was a request to approve the revisions and amendments to the Warren County Municipal Center Emergency Action and Response Plan. She stated the plan had been amended to include information from the New York State Supreme Court and County Court Procedures. Item 3, she said, was a request to approve the revisions and amendments to the Warren County Human Services Building Emergency Action and Response Plan, said changes clarified first aid/CPR and building closure procedures. She added Item 4 was a request to approve amendments to the Warren County Travel Policy and County Vehicle Use Regulations, which included the addition of language to further clarify who was an authorized driver; what steps a driver should take in the event of an accident; steps to safe vehicle

operation; requirements for driver improvement training; and the addition of an acknowledgment form.

Motion was made by Mr. Loeb, seconded by Mr. McDevitt and carried unanimously to approve Items 2 through 4 as outlined above, and the necessary resolutions were authorized for the April 19, 2013 Board meeting. Copies of the resolution request forms are on file with the minutes.

Ms. Clute remarked Item 5 was a request for authorization for herself to attend the New York State Association of Self-Insured Counties (NYSASIC) conference in Oswego, New York on May 1-3, 2013. She noted the funds for this were included in the Self-Insurance Fund and she would utilize her own vehicle at her own expense.

Motion was made by Mr. Strainer, seconded by Mr. Mason and carried unanimously to approve the request for attendance at the conference as outlined above. A copy of the Authorization to Attend Meeting or Convention form 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 which is on file with the minutes.

Commencing the Agenda review, Ms. Pacyna presented a request to amend Resolution No. 692 of 2007 to allow the Department of Public Works (DPW) to establish an eBay account. She explained that her Office had sold tickets for the preferred parking for the Balloon Festival last year which turned into an administrative nightmare, although it did generate substantial revenue. This amendment, she continued, would allow the DPW to handle the ticket and merchandise sales for the Balloon Festival, the Maple Festival and Up Yonda Farm.

Motion was made by Mr. Strainer and seconded by Mr. Loeb to approve the request as presented.

Mr. Strainer asked how the payment process worked and Ms. Pacyna replied all transactions were done via Paypal which was then transferred to the County's bank account.

Following discussion, Mr. Taylor called the question and the motion was carried unanimously to approve the request to amend Resolution No. 692 of 2007 as outlined above, and the necessary resolution was authorized for the April 19, 2013 Board meeting. A copy of the resolution request form is on file with the minutes.

The next item on the Agenda, Ms. Pacyna said, was a request for an agreement with the Lake Champlain-Lake George Regional Planning Board on behalf of the Adirondack/Glens Falls Transportation Council to authorize the Purchasing Department to sell surplus equipment on their behalf and to establish a budget code for payment of revenues. She noted that this could be done at no cost to the County and she anticipated deducting their listing fees from the revenues.

Motion was made by Mr. Loeb, seconded by Mr. Mason and carried unanimously to approve the request for an agreement with the Lake Champlain-Lake George Regional Planning Board

as outlined above, and the necessary resolution was authorized for the April 19, 2013 Board meeting. A copy of the resolution request form is on file with minutes.

Concluding the Agenda review, Ms. Pacyna requested authorization for herself and her Deputy to attend the annual SAMPO (New York State Association of Municipal Purchasing Officials) Conference in Lake George, New York on May 8-10, 2013.

Motion was made by Mr. Mason, seconded by Mr. Loeb and carried unanimously to approve attendance at the Conference as outlined above. A copy of the Authorization to Attend Meeting or Convention is on file with the minutes.

Paul Dusek, County Administrator, presented a request on behalf of the County Attorney. He reminded the Committee members that a volunteer intern had worked in the County Attorney's Office last summer and said intern was available again this year. He added Martin Auffredou, County Attorney, had requested to hire this intern for 10-15 hours per week, for 10 weeks at a pay rate of \$10 per hour. Mr. Dusek apprised this proposal was both economical and would provide that Office with beneficial services. He pointed out the County Attorney's Office was currently handling a number of issues for the County.

Motion was made by Mr. McDevitt, seconded by Mr. Strainer and carried unanimously to approve the County Attorney's request to hire an intern as outlined above, and to refer the same to the Personnel Committee. A copy of the resolution request form is on file with the minutes.

Mr. McDevitt observed some unanticipated events handled by the County Attorney's Office and he expressed his appreciation for the amount of time Mr. Auffredou took to respond to those types of issues in a fair, unbiased and high quality fashion. Mr. Dusek expounded he was very impressed with Mr. Auffredou and the work he was doing.

As there was no further business to come before the Support Services Committee, on motion made by Mr. Vanselow and seconded by Mrs. Frasier, Mr. Taylor adjourned the meeting at 11:50 a.m.

Respectfully Submitted,

Nicole Livingston, Second Deputy Clerk