

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES - *INFORMATION TECHNOLOGY AND SELF-INSURANCE*

DATE: **JULY 26, 2013**

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR
STRAINER
LOEB
MCDEVITT
FRASIER
MASON
VANSELOW

OTHERS PRESENT:

ROB METTHE, DIRECTOR, INFORMATION TECHNOLOGY
AMY CLUTE, SELF-INSURANCE ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
FRANK THOMAS, BUDGET OFFICER
SUPERVISOR BENTLEY
JON ALEXANDER, *THE POST STAR*
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

Mr. Taylor called the meeting of the Support Services Committee to order at 10:45 a.m.

Motion was made by Mr. Mason, seconded by Mr. Vanselow and carried unanimously to approve the minutes from the prior Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Rob Metthe, Director of Information Technology, who distributed copies of his meeting agenda to the Committee members; *a copy of same is on file with the meeting minutes.*

Mr. Metthe advised that a key member of his staff, Web/Intranet Developer, Jacob Hume, had unexpectedly resigned. He explained that his agenda included three requests: to fill the impending vacancy; authorize a new contract with Mr. Hume to provide web and software development services on an interim basis until the position was filled; and to authorize a transfer of funds to cover the contract costs. Mr. Metthe said he was unsure if the position could be quickly filled and the contract requested would allow for operations to be continued until that time; he added that the transfer of funds requested was in the amount of \$6,400 from Code A.1680 110, Salaries-Regular, to Code A.1680 470, Contract.

JoAnn McKinstry, Assistant to the County Administrator, reported that Paul Dusek, County Administrator, had been consulted on this matter and agreed that the Web/Intranet Developer position was necessary. She advised Mr. Dusek had indicated that a salary study would be performed to determine an appropriate wage rate before the position was filled.

In response to a question posed by Mr. Loeb, Mr. Metthe clarified that Mr. Hume was resigning from the Web/Intranet Developer position in favor of another California based position, but had agreed to contract with the County to provide services on an as-needed basis to maintain high profile or emergency work until a new staff member was hired. He commented that the cost of the contract would be less than the cumulative total of Mr. Hume's regular salary and benefits.

Mr. Vanselow pointed out that if they were able to save money by contracting services, rather than maintaining the Web/Intranet Developer position, it might make sense to hire someone to provide the services on a contractual basis and eliminate the position altogether. Mr. Metthe replied that in this instance the cost would be lesser because Mr. Hume had agreed to a fee of about \$30 per hour; he recalled that the last time the County had used similar contract services, the cost had been upwards of \$200 per hour.

Mr. Strainer stated that he was not opposed to filling the position, but preferred to know the salary range and level of experience sought before doing so. Mrs. McKinstry indicated that the salary study would be completed and this information provided prior to the August 7th Personnel Committee meeting.

Mr. Loeb noted that Mr. Hume maintained the County website, but also performed work for the Board of Elections and Mr. Metthe advised that in Mr. Hume's replacement, they intended to look for someone who could address website maintenance and assist in a number of other areas, as well.

Motion was made by Mr. Loeb, seconded by Mr. Mason and carried unanimously to fill the vacant position of Web/Intranet Developer, with the associated salary to be determined based on a salary study, and refer same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the meeting minutes.*

Motion was made by Mr. Strainer, seconded by Mr. Vanselow and carried unanimously to approve the request for a new contract with Jake Hume to provide web and software development services on an interim basis for the term commencing August 15, 2013 and terminating October 30, 2013, for an amount not to exceed \$6,400, and the necessary resolution was authorized for the August 16th Board meeting. *A copy of the resolution request is on file with the meeting minutes.*

Motion was made by Mr. Strainer, seconded by Mr. Vanselow and carried unanimously to approve the request for a transfer of funds in the amount of \$6,400 from Budget Code A.1680 110, Salaries-Regular, to Budget Code A.1680 470, Contract, and refer same to the Finance Committee. *A copy of the request for a transfer of funds is on file with the meeting minutes.*

There being no further Information Technology business to discuss, privilege of the floor was extended to Amy Clute, Self-Insurance Administrator, who distributed copies of her agenda to the Committee members. *A copy of the aforementioned agenda is on file with the meeting minutes.*

Commencing with the review of the Action Agenda, Mrs. Clute advised Item 1 consisted of a request to authorize a withdrawal agreement with Cornell Cooperative Extension (CCE). She noted that CCE had filed the necessary documentation, as per Local Law No. 4 of 2013, to withdraw from the Self-Insurance Plan effective January 1, 2014 and she advised the draft withdrawal agreement written by the County Attorney's Office was included in the agenda packet. Mrs. Clute apprised that at this time CCE did not have any existing claims, but said that if one were to arise before January 1st, CCE would be required to pay for the claim, as well as to provide the Self-Insurance Administration with an administration fee, as per the terms of the withdrawal agreement.

Motion was made by Mr. Strainer, seconded by Mr. Frasier and carried unanimously to approve the withdrawal agreement, as requested, and the necessary resolution was authorized for the August 15th Board meeting. *A copy of the request is on file with the meeting minutes.*

Mrs. Clute advised the final Action Agenda item pertained to a request to authorize her attendance at the NYSASIC (*New York State Association of Self Insured Counties*) Fall 2013 Conference which was being held on October 2-4, 2013 in Corning, NY. She said that funding was available within her existing budget to cover the conference costs and she noted that she intended to drive her own vehicle.

In response to a question posed by Mr. Loeb, Mrs. Clute advised she preferred to use her personal vehicle for the travel and understood that because she had chosen not to use a fleet vehicle that she would be ineligible for mileage reimbursement.

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

Concluding the agenda review with Section II, Items for Committee Discussion, Mrs. Clute presented the 2014 Self-Insurance Plan budget and participant assessments, which were included on agenda pages

11-29. Mrs. Clute proceeded with a review of the documentation provided on these pages, following which a discussion ensued.

Mrs. Clute pointed out that beginning on agenda page 19 she had included a chart entitled "Warren County Self-Insurance Plan Participant Assessments" which reflected the assessment charged to each participating municipality. She explained that the formula used to determine each assessment was included on the last page of the agenda and she noted the figures were based on the last 6.5 years of claims experience.

Mr. Loeb questioned if a decrease in the assessment amount indicated a good claims experience and Mrs. Clute replied affirmatively. However, she noted, in some cases a considerable drop in the assessment amount might just mean that a bad year of claims experience had recently dropped beyond the 6.5 year rating term.

In response to a comment made regarding the City of Glens Falls assessment rate, Mrs. Clute advised that their claims experience was improving and she said she planned to meet with City Officials, as well as with staff from the Public Works Division to try and improve safety practices in an effort to reduce the number of claims experienced.

A discussion ensued relative to the claims experience, following which it was the consensus of the Committee to approve the 2014 Self-Insurance Plan budget and participant assessments, as presented.

There being no further business to come before the Support Services Committee, on motion made by Mrs. Frasier and seconded by Mr. Mason, Mr. Taylor adjourned the meeting at 11:27 a.m.

Respectfully submitted,
Amanda Allen, Deputy Clerk of the Board