

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: MAY 6, 2015

COMMITTEE MEMBERS PRESENT:

SUPERVISORS VANSELOW
MCDEVITT
TAYLOR
FRASIER
WOOD
BROCK
SEEBER

OTHERS PRESENT:

KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
MARTIN AUFFREDOU, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
CONOVER
GIRARD
KENNY
MERLINO
MIKE SWAN, COUNTY TREASURER
LARRY PALTROWITZ, ATTORNEY WITH BARTLETT, PONTIFF, STEWART &
RHODES, P.C.
DON LEHMAN, *THE POST STAR*
SAMANTHA HOGAN, SECRETARY TO THE CLERK OF THE BOARD

Mr. Vanselow called the meeting of the Support Services Committee to order at 8:45 a.m.

Motion was made by Ms. Wood, seconded by Ms. Seeber and carried unanimously to approve the minutes of the previous Support Services Committee Meeting, subject to correction by the Clerk of the Board.

Copies of the meeting agenda were distributed to the Committee members and a copy of same is on file with the minutes.

Commencing the agenda review, Paul Dusek, County Administrator, presented a request for temporary assistance in the Mailroom and Print Shop during an ongoing medical leave of absence. Mr. Dusek explained that because this was a temporary position, no benefits would be accrued. He added the position would be used for up to 40 hours per week and would be paid up to \$16.10 per hour, the rate currently paid for the full-time employee on disability leave; Mr. Dusek noted he expected this temporary position would be used for a maximum of three months. He explained that staff from Buildings & Grounds and the County Attorney's office as well as his own staff were currently covering the Mailroom and Print Shop duties, but because these Departments were getting busier, he did not believe they would be able to continue providing this coverage.

Mr. Taylor asked how many hours were needed for the temporary position and Mr. Dusek replied the permanent Mailroom/Print Shop position worked 40 hours per week; however, he said, he and JoAnn McKinstry, Assistant to the County Administrator, were trying to work out a solution to save time and money. Mr. Dusek advised he was requesting authorization for the temporary position to work up to a maximum of 40 hours per week in case it was needed.

Motion was made by Ms. Seeber and seconded by Mrs. Frasier to approve the request.

Ms. Seeber inquired as to whether the position would qualify for benefits and Mr. Dusek responded in the negative,

reiterating that temporary positions did not qualify for benefits. Ms. Seeber then questioned if the temporary position would be deleted when the full-time employee returned from disability leave and Mr. Dusek replied affirmatively.

There being no further discussion, Mr. Vanselow called the question and the aforementioned motion was carried unanimously to approve the request and refer same to the Personnel Committee.

Privilege of the floor was extended to Martin Auffredou, County Attorney, who presented a request to amend Resolution No. 211 of 2007 to provide an exception for copying charges for all constituted parties in Warren County, as well as to cite that each would receive a hard copy of the District Enrollment Rolls annually. He stated the request originated from a letter received from the Chairman of the Democratic party for a hard copy of the revised District Enrollment Rolls to be provided now, and then every year thereafter. He explained that if the Committee was in agreement with the request, an amendment to Resolution No. 211 of 2007 would be required to include the exception as outlined. Mr. Auffredou advised that following his review of the law, he had found nothing impermissible in this request and he said it could be granted if the Committee was in favor. He noted he had discussed this matter with Mary Beth Casey, Commissioner (R) of the Board of Elections, and Beth McLaughlin, Commissioner (D) of the Board of Elections, who had indicated this was acceptable and that they could accommodate the request if directed.

Motion was made by Ms. Wood and seconded by Mr. McDevitt to approve the request.

Mr. Taylor questioned whether electronic copies would be acceptable and Mr. Auffredou stated the request was for hard copies. Ms. Seeber asked why a hard copy was necessary and what the expense would be; Mr. Auffredou replied he was unsure what the associated cost would be. Mr. Taylor stated his concern that if they did this for the three major political parties, a candidate in the Independent party might request these same hard copies, as well. Mr. Auffredou reiterated the request was for hard copies of the documents to be provided to each constituted political party and he said that according to Ms. Casey, there were only three in Warren County.

Ms. Wood noted if someone was running for office and wanted a copy of these documents they could receive one under the Freedom of Information Law (FOIL) process and either pay the associated cost or receive it electronically. She noted she believed that under FOIL the County had to produce the information requested in the format desired.

Mr. Vanselow asked if they were ready to vote on the request and Ms. Seeber stated she would like to know the cost to produce the hard copies before she voted. Chairman Geraghty stated he would exit the meeting to contact Ms. Casey to obtain the information requested by Ms. Seeber.

Mr. Vanselow suggested that the Committee move forward with the agenda review and resume discussion on this item when Chairman Geraghty returned. He advised the next request was to authorize the Information Technology Security Camera Policy with revisions provided by the County Attorney. He noted this was a new policy regarding access to the security cameras throughout the County Municipal Center campus.

Mr. Dusek stated this issue was brought to his attention by Mike Colvin, Director, Information Technology (IT), when inquiring who should have access to security cameras and recordings. He noted there were currently no official policies on the matter and he stated he had met with Mr. Colvin; Bud York, Sheriff; and Chairman Geraghty to review and discuss what steps should be taken to produce one. Mr. Dusek apprised the issues that needed to be addressed were who should have physical access to the cameras and recording equipment, as well as who should have access to live feeds and/or the video recordings. He said that the IT Division should have access because they

maintained the equipment, as should their contractor for security and continuity purposes. He stated addressing the second issue of access to recordings brought up a few concerns of impermissible purposes, or conflicts with the collective bargaining agreement requirements. He noted he did not want to risk entering into a situation that would cause a legal issue for Warren County. Mr. Dusek said it was recommended that the IT Director and his staff maintain the equipment, as well as the Sheriff and his staff, who would have access with the understanding that it was intended for use in cases of security and/or criminal activity. He added that if for any reason another County Official requested access the reason would have to be submitted in writing and reviewed by himself with consultation from the County Attorney. Mr. Dusek pointed out that the agenda included two copies of the Policy, one of which was the original version, while the second was a copy that the County Attorney had made revisions to. He commented that the Policy would cover all of the cameras in the Human Services Building, as well as the new cameras installed in the Municipal Center.

Ms. Wood asked how FOIL regulations would this apply to the security camera recordings; she noted that there was a security camera in the Thurman Town Hall and some of the video recordings fell under FOIL regulations. Mr. Dusek advised that these requests would come to him and the County Attorney for approval. Ms. Wood asked who the FOIL Officer would be for these requests and Mr. Dusek replied it would be Mr. Colvin. He added all of the Warren County Department Heads served as individual FOIL Officers.

Motion was made by Mr. Taylor, seconded by Mrs. Frasier and carried unanimously to approve the request as presented and the necessary resolution was authorized for the May 15th Board meeting. *A copy of the County Security Camera Access Policy is on file with the minutes.*

Chairman Geraghty advised he was unable to reach Ms. Casey, but had contacted Lynne Boecher, Chairman of the Warren County Democratic Committee, who had stated it was their preference to receive a hard copies of the District Enrollment Rolls.

As there were still some questions about the cost associated with producing the District Enrollment Rolls in hard copy format, Mr. Auffredou requested the Committee delay their deliberations on the matter and allow him the opportunity to contact the Board of Elections Office.

Mr. Auffredou left the meeting briefly and when he returned, he advised he had been able to reach Ms. Casey who indicated the cost for production of the District Enrollment Rolls in hard copy format would be about \$330 annually for all three parties; however, he added, Ms. Casey had mentioned the Republican Party preferred to receive their copies electronically which would reduce the cost. Ms. Seeber thanked Mr. Auffredou for obtaining this information and she said she hoped the other political parties would consider receiving their copies of the District Enrollment Rolls in electronic format in the future, as well, to save the expense of producing hard copies.

Mr. Vanselow called the question and the request to amend Resolution No. 211 of 2007 as outlined above was approved and the necessary resolution was authorized for the May 15th Board meeting. *A copy of the request form is on file with the minutes.*

As there was no further business to come before the Support Services Committee, on motion made by Ms. Seeber and seconded by Ms. Wood, Mr. Vanselow adjourned the meeting at 9:12 a.m.

Respectfully Submitted,
Samantha Hogan, Secretary to the Clerk of the Board