

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: SUPPORT SERVICES**

**DATE: DECEMBER 2, 2015**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS: VANSELOW  
MCDEVITT  
TAYLOR  
WOOD  
BROCK  
SEEBER

**COMMITTEE MEMBER ABSENT:**

SUPERVISOR: FRASIER

**OTHERS PRESENT:**

MARY BETH CASEY, COMMISSIONER OF THE BOARD OF ELECTIONS (R)  
ELIZABETH MCLAUGHLIN, COMMISSIONER OF THE BOARD OF  
ELECTIONS (D)  
KEVIN GERAGHTY, CHAIRMAN OF THE BOARD  
PAUL DUSEK, COUNTY ADMINISTRATOR  
MARTIN AFFREDOU, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK E. THOMAS, BUDGET OFFICER  
SUPERVISORS BEATY  
CONOVER  
SOKOL  
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR  
DON LEHMAN, *THE POST STAR*  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

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Mr. Vanselow called the meeting of the Support Services Committee to order at 9:01 a.m.

Motion was made by Ms. Wood, seconded by Mr. McDevitt 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 Amanda Allen, *Clerk of the Board*, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing with the agenda review, Mrs. Allen requested transfers of funds from Budget Code A.1040 110, Clerk-Legislative Board Salaries-Regular to Budget Code A1040 210, Clerk- Legislative Board Furniture/Furnishings in the amount of \$1,926 to Budget Code A.1040 220, Clerk-Legislative Board, Office Equipment, in the amount of \$642 for the purchase of new office chairs and an electronic time stamp.

Motion was made by Ms. Wood, seconded by Mr. Brock and carried unanimously to approve the request for transfers of funds as outlined above and to forward same to Finance Committee. *A copy of the Request to Transfer Funds form is on file with the minutes.*

Regarding pending items, Mrs. Allen spoke about her current vacancy and abbreviated minutes to which Mr. McDevitt implied he was satisfied with the current abbreviated minutes and asked the Committee to revisit the issue in 90 days. Mr. Brock informed he preferred the more detailed minutes for issues that would need to be revisited in the future. Supervisors Vanselow, Seeber and Taylor were content with the current abbreviated minutes and *YouTube* videos. Mr. Brock inquired the length of time videos were kept and Mrs. Allen responded they could be stored on a server indefinitely. Mr. McDevitt asked if abbreviated minutes would be proof enough in a court of law and Martin Auffredou, County Attorney, replied the Open Meetings Law only required that motions, resolutions and official business be recorded; he indicated verbatim transcripts were not required.

Next, Mrs. Allen informed the Committee of intent to fill vacant position; she indicated although she had initially anticipated changing this to a part-time position it was determined the full-time position would be needed. She notified the County Attorney's Office was going through staff changes and that would put more work load on her department which in turn would require the full-time position to be filled. She noted that in the future, when the County Attorney's office was up to speed the full-time position could be shared with both the County Attorney and County Administrator's offices.

Motion was made by Mr. Taylor, seconded by Mr. McDevitt and carried unanimously to approve the request to fill the vacant position of Secretary to the Clerk of the Board on a full-time basis, as outlined above and to report same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Mrs. Allen presented a request to amend the Table of Organization and Salary Schedule to decrease the salary of the Secretary of the Clerk of the Board from \$37,000 to \$34,000.

Motion was made by Mr. Taylor, seconded by Mr. McDevitt and carried unanimously to amend the Table of Organization and Salary Schedule to decrease the salary of the Secretary to the Clerk of the Board to \$34,000 and forward same to the Personnel Committee. *A copy of the request is on file with the minutes.*

Privilege of the floor was extended to Mary Beth Casey, *Commissioner of the Board of Election (R)*, and Elizabeth McLaughlin, *Commissioner of the Board of Elections (D)*, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mrs. McLaughlin presented a request, for Board of Elections staff to attend the Election Commissioners Association of New York Winter Conference on January 14, 2016 in Albany, New York.

Motion was made by Mr. McDevitt, seconded by Ms. Wood and carried unanimously to approve the request to attend the Election Commissioners Association of New York Winter Conference. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Next Mrs. McLaughlin discussed budget changes for 2016; she informed her department's budget was decreased by \$65,000. She indicated \$45,000 was cut from Budget Code 410, Supplies, which she said was where ballots were purchased from and \$20,000 was cut from Budget Code 439, Inspectors. She said in an election year they would need to do Local Registration Days that would require staffing extra hours. Mrs. McLaughlin stated it was a surprise to see budget cuts and she stated she did not want to have to request additional funding later in the year. Ms. Wood mentioned there was the possibility of errors with ballots and asked if the money was restored to them, would it happen now or in January. Frank Thomas, Budget Officer, provided a breakdown of the budget and informed upon review of the budget over the last eight years there had always been a surplus, and rather than place a tax increase on taxpayers he decided to cut the budget and notified they could bring the issue back to Committee in January. A lengthy discussion ensued during which Mr. Vanselow noted after the first of the year the money could be allocated from the Fund Balance and he suggested referring the matter to the Finance Committee for review in 2016.

Motion was made by Ms. Wood, seconded by Ms. Seeber and carried unanimously to refer the matter of restoring funds to the Board of Elections budget to the Finance Committee for review in 2016.

Privilege of the floor was extended to Paul Dusek, *County Administrator*, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mr. Dusek presented a request to renew the contract with Mailings Made Easy, Inc. for mail pickup and sorting services, to commence January 1, 2016 and terminate December 31, 2018.

Motion was made by Ms. Wood, seconded by Mr. Taylor and carried unanimously to approve the contract with Mailings Made Easy, Inc. and the necessary resolution was authorized for the December 17<sup>th</sup> Board Meeting. *A copy of the Resolution Request form is on file with the minutes.*

Next, Mr. Dusek discussed the changes to the Workplace Violence Prevention Plan and Program and indicated the changes were highlighted in red throughout. *A copy of the Workplace Violence Prevention Plan and Program is on file with the minutes.* He asked Martin Affredou, County Attorney, if the changes were legal and Mr. Affredou replied in the positive. Mr. McDevitt asked if there were any incidents and Mr. Dusek replied there were a few each year. Mr. Brock inquired if there were any unresolved threats and Mr. Dusek responded in the negative. Ms. Seeber suggested delaying action on the matter to allow the Committee time to review the documents. As the Committee was in agreement the matter was tabled for review at the next Support Services Committee meeting.

Privilege of the floor was extended to Martin Auffredou, County Attorney, who informed there would be significant changes in the County Attorney's Office in 2016. He indicated Shelly VanNostrand, Legal Assistant, would be moving to the Supreme Court and Terry McGarr, Legal Assistant, and Amy Bartlett, Assistant County Attorney, would be retiring in January 2016. He advised Mr. Dusek and Jacki Figueroa, Human Resources Director, would be conducting interviews to fill the soon to be vacant positions. He then extended his appreciation to the Committee for the years of support they had provided to him. Ms. Seeber queried if she would receive copies of the resumes and if she could be present during the interview process and Mr. Dusek informed he would email copies of the resumes to the Committee members. Mr. Auffredou spoke a particular applicant could be invited into Executive Session or a Committee could be developed for the purpose of conducting interviews. After a brief discussion it was concluded the matter would be discussed further by the Personnel Committee.

There being no further business to come before the Support Services Committee, on motion made by Ms. Wood and seconded by Mr. McDevitt, Mr. Vanselow adjourned the meeting at 9:57 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board  
(As transcribed by: Molly Ganotes, Legislative Office Specialist)