

Ways & Means Committee Special Meeting Minutes

DATE & TIME: November 14, 2022 – 5:00 PM
LOCATION: Wawarsing Town Hall, 2nd Floor Courtroom
PRESIDING OFFICER: Chair John Gavaris
LEGISLATIVE STAFF: Amber Feaster & Natalie Kelder, Legislative Financial Analyst
PRESENT: Legislators Brian Cahill, Dean Fabiano (arrived 5:45), Ken Ronk (arrived 5:27), and Legislative Chair Tracey Bartels
ABSENT: Legislator Eve Walter
QUORUM PRESENT: Yes

OTHER ATTENDEES: Legislators Phil Erner, Manna Jo Greene, Laura Petit, Kathy Nolan; Deputy County Executive Chris Kelly; Comptroller March Gallagher & Deputy Alicia Comptroller DeMarco – UC Comptroller’s Office; Commissioner Burt Gulnick, Department of Finance; Director Edward Jordan and Deputy Director Esposito, Purchasing; Director Dawn Spader, Personnel; Director Alan Macaluso, Information Services; Supervisor Terry Houck and Deputy Supervisor Cassie Spoor; Rebecca Flack

Chairman Gavaris called the meeting to order at 5:01 PM

Chair Gavaris introduced department heads to discuss their 2023 County Executive Recommended Budget requests:

Director Jordan of Purchasing shared data regarding the workload of his department that includes quotes, regular and capital bids, RFPs, and processing purchase orders of over \$25 million through October 0f 2022. He discussed the salary of the Secretary being much more than buyers within the department and the excessive turnover (6 of his 8 employees) in the department this year. In exit interviews employees cited the salary was not commensurate to the workload.

A general discussion on salaries ensued.

Director Spader of Personnel discussed details of her department budget.

Director Macaluso of Information Services shared a presentation that included his departments mission statement, organizational chart, and priorities for 2023 that emphasized cyber security and developing a more robust incident response framework.

Comptroller Gallagher spoke about her department’s projects. She told the committee she will be requesting budget amendments and discussed salary compression issues.

Deputy County Executive Kelly gave a general overview of the County Executive department budget and anticipated priorities.

Commissioner Gulnick shared a summary of the budgets for Department of Finance, Department of Budget, Innovation Division, Real Property Tax Services.

Chairman Gavaris asked if there was any old or new business. Hearing none:

Adjournment

Motion Made By: Legislator Cahill
Motion Seconded By: Legislator Fabiano

No. of Votes in Favor: 5
No. of Votes Against: 0

TIME: 5:52 PM

Respectfully submitted: Natalie Kelder & Fawn Tantillo
Minutes Approved: December 13, 2022

YEAR TO DATE STATISTICS FOR PURCHASING DEPARTMENT – As of October 2022

SOLICITATIONS

	<u>QTY</u>
CAPITAL BIDS	9
REQUEST FOR PROPOSALS	40
BIDS	35
QUOTES	13

NEW WORLD FINANCIAL SYSTEM

	<u>QTY</u>	<u>VALUE</u>
PROCESSED PURCHASE ORDERS	2,391	\$25,406,885

JP MORGAN CHASE PROCUREMENT CARD

NUMBER OF TRANSACTIONS	1,696
DOLLAR VALUE	\$499,328
ADMINISTRATIVE SAVINGS (\$29 PER TRANSACTION)	\$49,184

REVENUE

SUNY ULSTER CONSULTING SERVICES	\$37,500
VENDING MACHINES	\$3,465
POSTAGE – COURTS	\$5,788
POSTAGE – REIMBURSABLE DEPTS	<u>\$53,919</u>
	\$100,672

MAIL ROOM STATISTICS

	<u>QTY</u>
OUTGOING MAIL	212.406
INCOMING MAIL (est)	125,000
INTER-OFFICE MAIL (est)	60,000
UPS PACKAGES	275
FOLDING/INSERTING	148,966
PROPERTY TAX BILLS (est) – DECEMBER	85,000
PRINT/COPY WORK	105,375

2023 BUDGET: DEPARTMENT 1345 PURCHASING/DIVISION 1101 PURCHASING

EXPENSES

<u>Account</u>			
1300 – Regular Pay	613,762	(605,578)	
1410 – Overtime Pay	3,500	(3,500)	
1440 – Contractual Pays	4,500	(7,500)	
4000 – Supplies	8,000	(7,000)	
Fuel/Van	3,000		
Office Supplies	5,000		
4300 – Professional Services	3,000	(3,000)	
Legal Notices Ads	3,000		
4570 – Leases/Rental	36,600	(36,600)	
Pitney Bowes Postage	15,195	(15,195)	
Quadient Fold/Insert	21,405	(21, 405)	
4580 – Conference Expenses	5,000	(4,000)	
4600 – Misc Contractual Expenses	312,500	(311,440)	
Postage	310,000	(309,000)	
Memberships	1,000	(940)	
Printing	1,500	(1,500)	
8000 – Retirement	84,681		
8010 – Social Security/FICA	47,565		
8030 – Health Insurance	<u>191,165</u>		
Department Expense Total	1,310,273		

REVENUES

<u>Account</u>		
3120 – Departmental Income	25,000	
Vending	5,000	
Chargebacks	20,000	
3200 – Intergovernmental Charges	50,000	
3600 – Intra-Fund Revenues	100,000	
Department Revenue Total	175,000	

Ulster County Information Services

2023
Budget Presentation

Prepared for:
Ulster County Legislature
Ways and Means Committee

November 16th, 2022



Agenda

Mission Statement

Department Organizational Structure

UCIS Priorities

2023 Goals and Objectives

Overview of Department's 2022 Budget



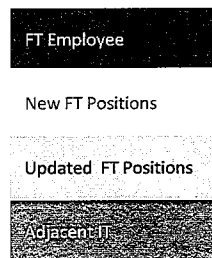
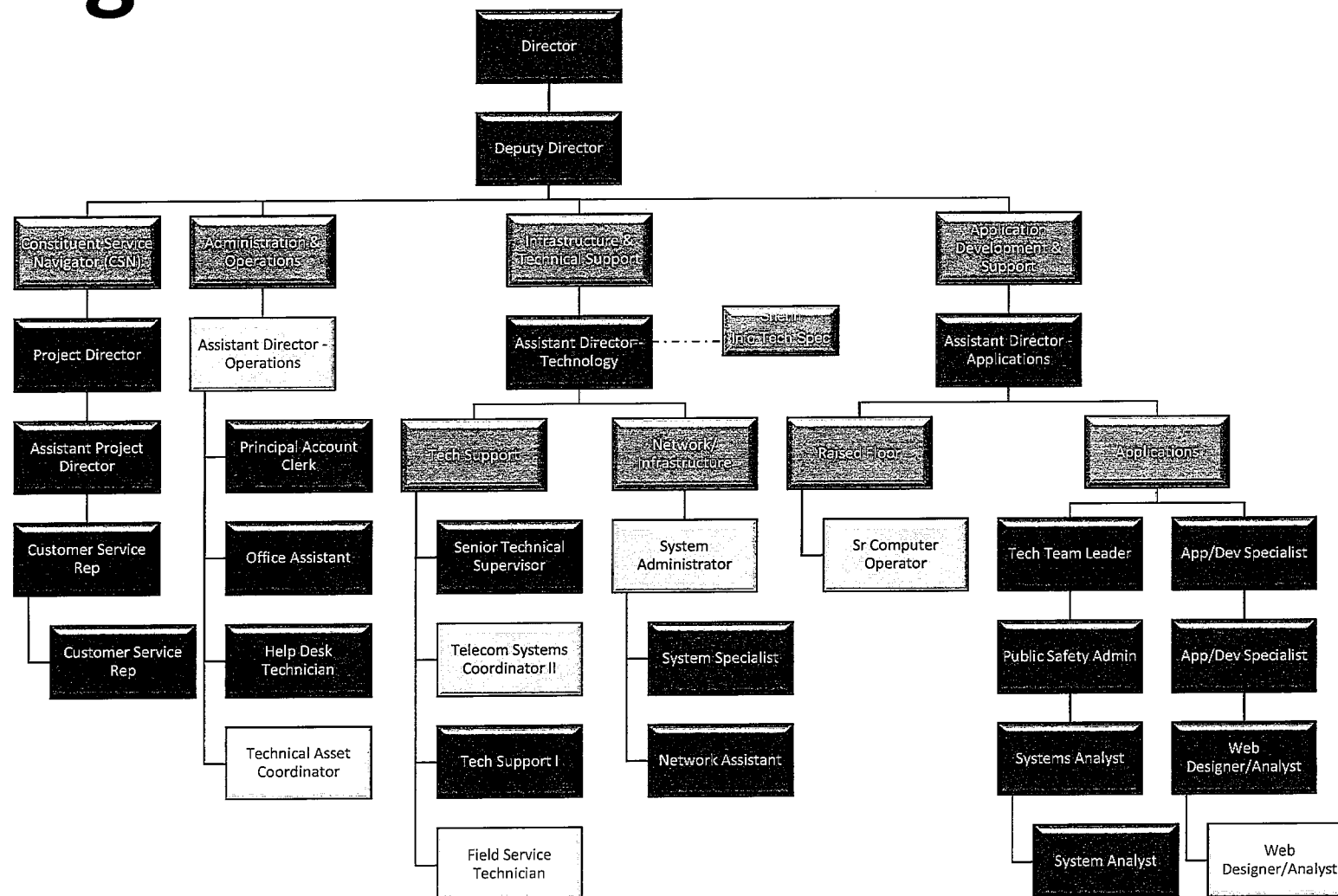
Mission

The Primary Mission of Ulster County Information Services (UCIS) is to provide a dependable information infrastructure, services and products to allow Ulster County Government to be responsive and responsible to internal and external customers, partners and constituents.

By adhering to the department's 4 core principals - Customer Service, Collaboration, Communication and Commitment - UCIS strives to develop, deploy and maintain information technology systems; provide secure, agile and sustainable technology infrastructure; and deliver responsive and effective customer service in support of Ulster County Government.



Organizational Structure



UCIS Priorities

- Bolster our ranks with the right skilled personnel or consultants
- Maintain contemporary training and career building opportunities
- Develop a robust Cyber Security practice
- Greater involvement in County-wide planning
- Create and institutionalize SOPs for:
 - Risk, data and network management; change management; continuity of operations and disaster recovery.



2023 Goals and Objectives

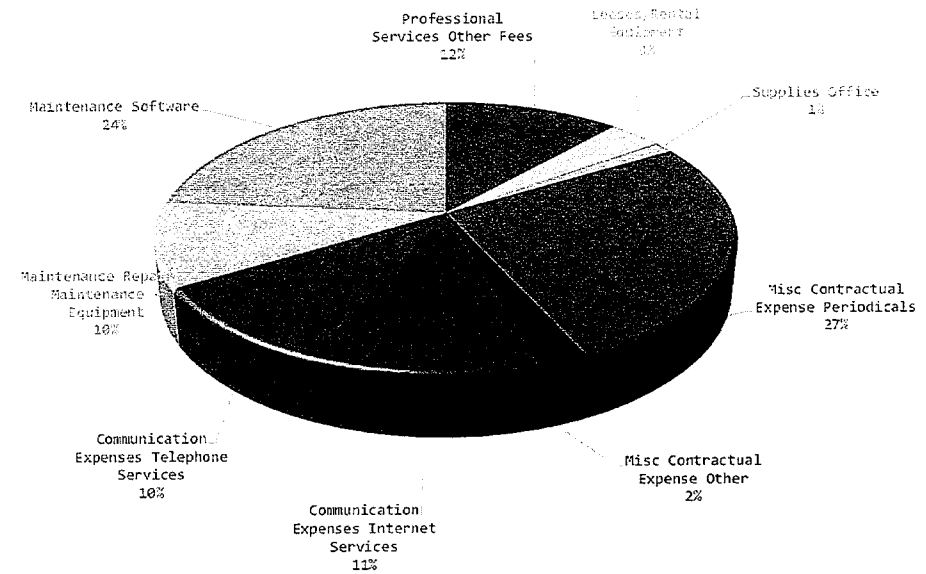
- Embrace changes recommended by internal Strategic Planning initiative
- Resource the department with right skilled personnel based on county goals and emerging cultural and technological trends
- Improve network management and cyber security capabilities including advanced monitoring tools and improved formalized documented processes and procedures
- Redevelop the main County website with a focus on constituent services and ease of access
- Onboard IT assets on NYSITS/DHSES JSOC EDR shared services
- Expand cybersecurity and HR training platform
- Collaborate with UCDES to develop Incident Response framework, documentation and capabilities
- Continue refresh of end-of-life PCs and critical network assets
- Develop UCSC outreach to include municipalities
- Expand UCSC program to include live chat, mobile app, SMS capabilities



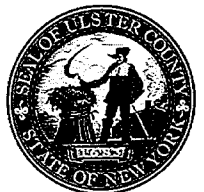
UCIS Budget Overview

2023

Appropriations (Expenses)	2022 Budget	%	2023 Budget	%
Professional Services	\$0.00	0.00%	\$0.00	0.00%
Professional Services Other Fees	\$426,628.00	10.61%	\$518,367.00	11.69%
Leases/Rental Equipment	\$197,913.00	4.92%	\$157,000.00	3.54%
Supplies Auto Fuel	\$1,500.00	0.04%	\$2,500.00	0.06%
Supplies Office	\$37,650.00	0.94%	\$39,500.00	0.89%
Conference Expenses Con Exp	\$17,650.00	0.44%	\$14,650.00	0.33%
Travel Trvl	\$0.00	0.00%	\$0.00	0.00%
Misc Contractual Expense Memberships	\$125.00	0.00%	\$130.00	0.00%
Misc Contractual Expense Periodicals	\$902,628.00	22.44%	\$1,185,737.00	26.74%
Misc Contractual Expense Other	\$43,877.00	1.09%	\$104,820.00	2.36%
Communication Expenses Internet	\$449,549.00	11.18%	\$480,531.00	10.84%
Communication Expenses Telephone	\$434,340.00	10.80%	\$444,270.00	10.02%
Maintenance Repair & Maintenance -	\$483,046.00	12.01%	\$439,310.00	9.91%
Maintenance Software	\$1,027,385.00	25.54%	\$1,046,767.00	23.61%
	\$4,022,291.00	100.00%	\$4,433,582.00	100.00%

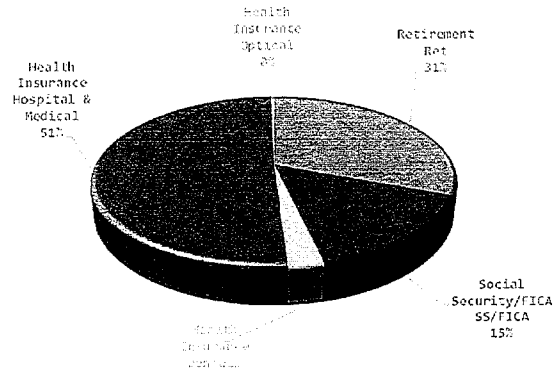
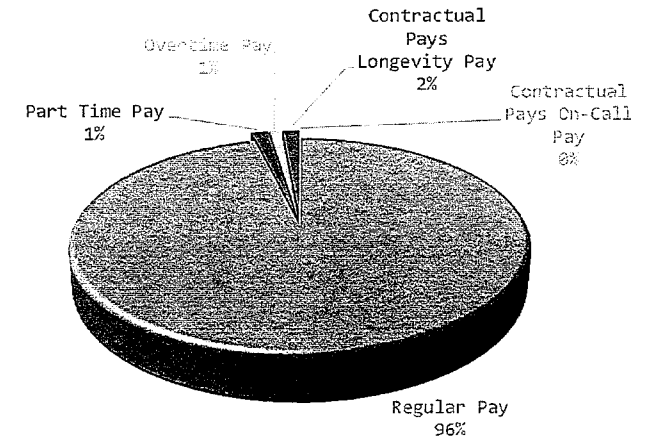


Appropriations (Expenses)	2022 Budget	%	2023 Budget	%
Computer Equipment Computer Equipment	\$521,803.00	86.37%	\$427,187.00	71.57%
Computer Equipment Software	\$82,355.00	13.63%	\$169,730.00	28.43%
	\$604,158.00	100.00%	\$596,917.00	100.00%



UCIS Budget Overview

	Appropriations (Expenses)	2022 Budget	%	2023 Budget	%
1300.1300	Regular Pay	\$1,734,197.00	95.89%	\$2,013,883.00	96.17%
1400.1400	Part Time Pay	\$30,000.00	1.66%	\$30,000.00	1.43%
1410.1410	Overtime Pay	\$20,000.00	1.11%	\$20,000.00	0.96%
1420.1440	Contractual Pays Longevity Pay	\$24,250.00	1.34%	\$30,125.00	1.44%
1420.1445	Contractual Pays On-Call Pay	\$0.00	0.00%	\$0.00	0.00%
		\$1,808,447.00	100%	\$2,094,008.00	100%



Employee

8000.8
8010.801
8020.802
8020.8035
8020.8055

	Appropriations (Expenses)	2022 Budget	%	2023 Budget	%
8000.8	Retirement Ret	\$278,624.00	29.97%	\$318,713.00	30.84%
8010.801	Social Security/FICA SS/FICA	\$138,347.00	14.88%	\$160,192.00	15.50%
8020.802	Health Insurance Dental	\$25,446.00	2.74%	\$27,391.00	2.65%
8020.8035	Health Insurance Hospital & Medical	\$483,720.00	52.03%	\$523,193.00	50.63%
8020.8055	Health Insurance Optical	\$3,563.00	0.38%	\$3,796.00	0.37%
		\$929,700.00	100.00%	\$1,033,285.00	100.00%



UCIS - IT Services Overview

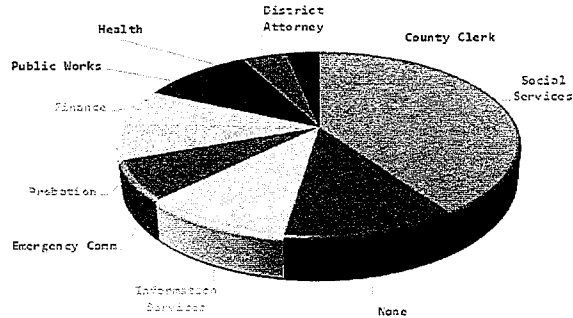
01/01/22 - 11/14/22

Top Ten Incident by Dept	
Social Services	791
None	233
Information Services	202
Emergency Comm	134
Probation	123
Finance	121
Public Works	102
Health	102
District Attorney	86
County Clerk	63

Year Incidents	2706
Closed Incidents	2636
% Closed	97.41%

Date Range YTD 11/14/22

TOP TEN INCIDENT BY DEPT

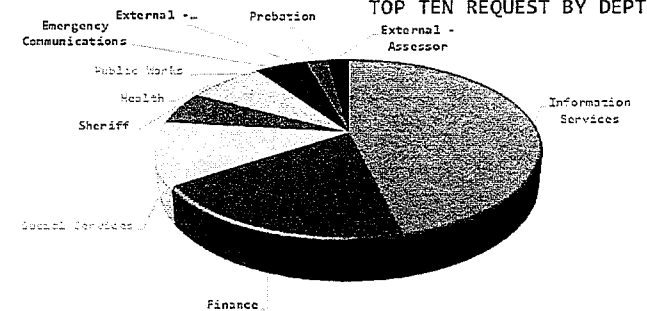


Top Ten Request by Dept	
Information Services	1731
Finance	733
Social Services	421
Sheriff	222
Health	167
Public Works	117
Emergency Communications	105
External - H&PS	90
Probation	83
External - Assessor	82

Year Request	4569
Closed Request	4386
% Closed	95.99%

Date Range YTD 11/14/22

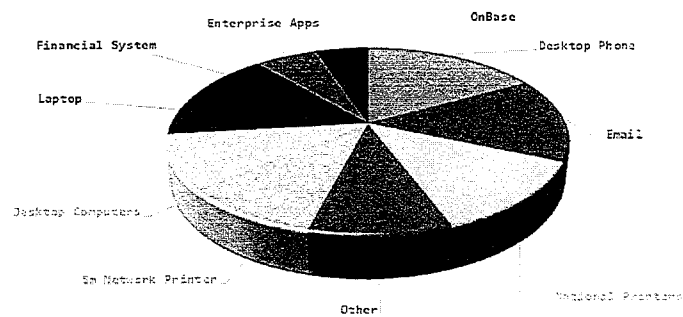
TOP TEN REQUEST BY DEPT



Top Ten Issue Categories	
Desktop Phone	170
Email	147
National Printers	127
Other	98
Sm Network Printer	98
Desktop Computers	96
Laptop	85
Financial System	70
Enterprise Apps	61
OnBase	51

Date Range YTD 11/14/22

TOP TEN ISSUE CATEGORIES

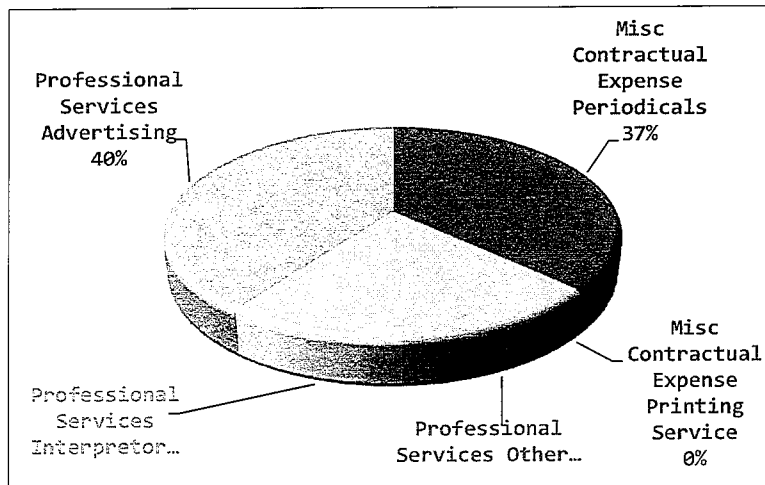


UCSC Budget Overview

2023 Ulster County Service Center

1300.1300	UCSC Appropriations (Expenses)	2022 ARP Funding	2023 Budget
	Regular Pay	\$270,725.00	\$296,133.00

Employee 8010.801	UCSC Appropriations (Expenses)	2022 ARP Funding	2023 Budget
	Social Security/FICA SS/FICA	\$20,710.00	\$22,654.00



Contractual
Expenses
4600.4635
4600.465
4300.4505
4300.4505
4300.4325

UCSC (Expenses)	2022 ARP Funding	2023 Budget
Misc Contractual Expense Periodicals	\$6,950.00	\$8,000.00
Misc Contractual Expense Printing Service	\$0.00	\$1,000.00
Professional Services Other Fees	\$2,350.00	\$1,000.00
Professional Services Interpreter	\$2,000.00	\$4,000.00
Professional Services Advertising	\$7,500.00	\$5,000.00
	<u>\$18,800.00</u>	<u>\$19,000.00</u>

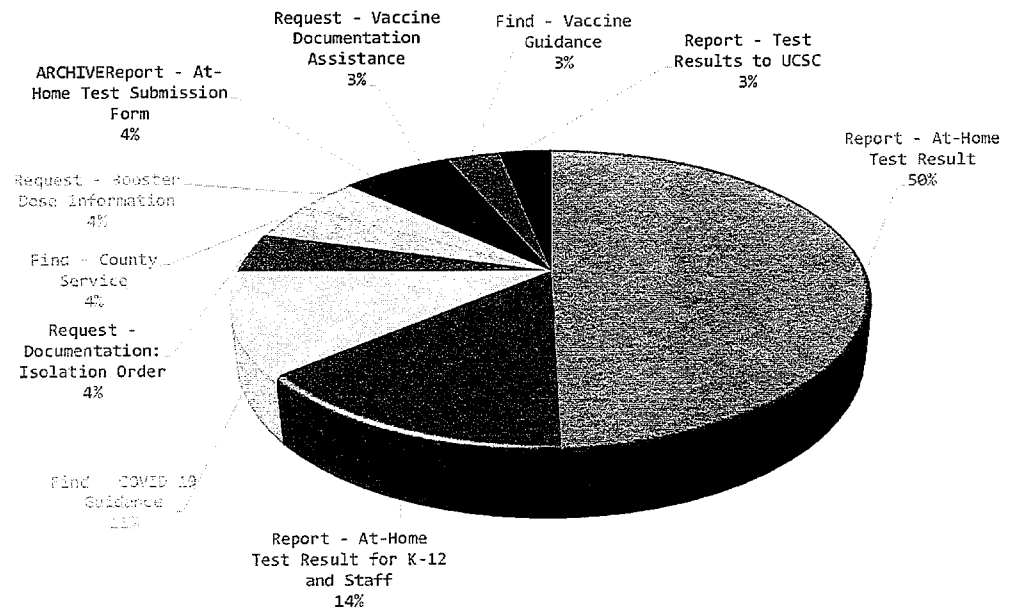


UCSC Overview

01/01/22 - 11/14/22

UCSC (Service Request)		
Report - At-Home Test Result	3918	49.59%
Report - At-Home Test Result for K-12 and Staff	1135	14.37%
Find - COVID-19 Guidance	881	11.15%
Request - Documentation: Isolation Order	339	4.29%
Find - County Service	319	4.04%
Request - Booster Dose Information	274	3.47%
ARCHIVEReport - At-Home Test Submission Form	270	3.42%
Request - Vaccine Documentation Assistance	259	3.28%
Find - Vaccine Guidance	256	3.24%
Report - Test Results to UCSC	250	3.16%
	7901	100.00%

UCSC (Request Type / Non COVID)		
Find - County Service	319	28.71%
Request - Central Hudson Complaint/Comment Form	175	15.75%
Request - Storm Support	170	15.30%
Other	137	12.33%
Report - Central Hudson Public Hearing	114	10.26%
Apply - Emergency Rental Assistance Program (ERAP)	78	7.02%
ARCHIVEReport - NYS Mask Requirement Enforcement Complaint	55	4.95%
Archive-Napanoch Point Fire 8.27.2022	23	2.07%
Request - Housing Assistance	22	1.98%
Report - County Service Complaint	18	1.62%
	1111	100.00%



Questions?

- Contact Alan Macaluso
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- 845.334.5564

