

**ULSTER COUNTY LEGISLATURE
COMMITTEE MEETING MINUTES**

NAME OF COMMITTEE: Administrative Services Committee

DATE: August 18, 2009

TIME: 5:00 P.M.

PLACE: UCOB, 6th Legislative Chambers

LEGISLATORS PRESENT: Chairman Jeanette Provenzano, Legislators Alan Lomita, Roy Hochberg, Phil Terpening, Laura Petit, Ken Ronk

LEGISLATOR EXCUSED: Deputy Chairman Paul Hansut

OTHERS ATTENDING: Counsel to Legislature Dan Heppner, Comptroller Elliott Auerbach, Deputy Co. Executive Bob Sudlow, Director Information Services Sylvia Wohlfahrt, LWV Lee Cane, Legislative Employee Nettie Tomshaw

The meeting was called to order by Chairman Provenzano at 5:00 PM.

A motion by Legislator Lomita was made to accept the July 14, 2009 Committee Meeting Minutes, seconded by Legislator Terpening, all were in favor, Carried.

Draft Resolution August 18, 2009: Adopting A Whistleblower Employee / Agent Protection Policy For Ulster County Employees / Agents.

Discussion: Committee reviewed and compared county attorney's enhancements, #3 vs. the current revision, #2. Committee and Counsel approved updates and moved the Resolution noted as #3. Chairman Provenzano thanked Dan Heppner for his work drafting this Resolution. The Human Development and Personnel Committee will review and vote at their meeting, Monday 8/24/09 - then on to the Laws and Rules Committee. Chairman Provenzano would like to see this Resolution brought forward at the September Session.

Motion offered to move Resolution (noted as #3) forward by Legislator Lomita, Seconded by Legislator Ronk, Unanimously in Favor, Carried.

Sylvia Wohlfahrt, and Bob Sudlow discuss Comptroller Wireless Telecommunication Device (WDT) Report findings dated July 30, 2009 :

- Cost for Cell Phone and BlackBerry device usage was erroneously inflated by \$60K. The report included wireless air card usage which was not part of this particular audit.
- Audit timeframe was same timeframe county was transitioning from Cell One contract (no longer available & also was best pricing) to AT&T plans.
- Ulster County utilizes New York State's wireless contract pricing.
- Current pricing competitive and implemented - justified using 3 different vendors, Sprint, Verizon, AT&T - different department requirements, different service areas - dead zones - emergency service.
- 1997 usage to present would show an increase due to technology growth in the work place- however still comparable to industry standards.
- How do managers quantify savings / productivity by using electronic devices - one example, dual purpose blackberry - phone and modem for laptops in probation department. Valued added device.
- Need to update security policy and procedures as SOP.
- Actual inventory of product is comprehensive - well documented and tracked however improvement is needed by attaching actual user name to each device - not just signed out to a department.
- Every month each Dept. Head currently receives their bill, however future sign off by Dept. Head is recommended.
- Clearer formalized communication of user responsibility and department head will be included in the SOP policy - will need County Executive backing to implement.
- Generate better reports such as "exception reporting" internal and vendor.
- Provide monthly trend report to Dept. Heads as tool to evaluate usage.
- Projects future savings - however discontinued Cell One Plan will impact number.
- Annual inventory check off list and periodic audit reports recommended.
- Taxable issue concern (to be determined) - personal phone calls treated as a perk when using county phones on a personal level and may require a 1099.
- Usage policy, personal vs. business, tracking, time, cost etc.
- Turn in policy - check off list of electronics etc. when no longer a county employee.
- Sylvia Wohlfahrt will respond to the County Executive Office with her findings and planned updates. Exec. Office in turn will respond back to the Comptroller's Office.
- Legislative Committee members request SOP policy update when completed for review and resolution.

Comptroller Auerbach summed it up by saying there was a concerted effort - both Sylvia's department and his office to get this report going. The underlying issue is a need to create a strong county policy that covers the who, what, when, where and why's. We need a higher level of accountability for everyone.

Draft Resolution August 18, 2009: Authorizing The Chairman To Execute An Agreement With The NYS Office of Cyber Security And Critical Infrastructure Coordination Allowing Ulster County To Provide Funding The Statewide Digital Orthoimagery Program.

Sylvia Wohlfahrt stated this was a budgeted agreement upgrade made in December 2008 for the county to be included in the Spring 2009 state program where the county would receive an enhanced, enlarged - clearer up-to-date aerial imagery of Ulster County as part of a statewide Digital Orthoimagery Program. This imagery will be made available on the county server for use by the Emergency Personnel, Sherriff, Planning Office, Environment and Municipalities.

Motion offered to move Resolution forward by Legislator Terpening, Seconded by Legislator Petit, Unanimously in Favor, Carried.

Adjournment:

The meeting was respectfully adjourned at 6:00 PM with a motion offered by Legislator Terpening and seconded by Legislator Petit, with all in favor, carried.

Note, Legislator Lomita had another commitment - left meeting at 5:30 PM.

Respectfully Submitted,

**Jeanette Provenzano, Chairman
Administrative Services Committee**