

**ULSTER COUNTY LEGISLATURE**  
**COMMITTEE MEETING MINUTES (Draft Until Adopted by Committee)**

**NAME OF COMMITTEE:** Administrative Services Committee

**DATE:** June 16, 2009

**TIME:** 5:00 P.M.

**PLACE:** UCOB, 6<sup>th</sup> Legislative Chambers

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

**LEGISLATORS EXCUSED:** Deputy Chairman Paul Hansut, Alan Lomita

**OTHERS ATTENDING:** Comptroller Elliott Auerbach, Lee Cane LWV, Legislative Employee Nettie Tomshaw

The meeting was called to order by Chairman Provenzano at 5:03 PM.

A motion by Chairman Provenzano was made to accept the May 19, 2009 Committee Meeting Minutes, seconded by Legislator Petit, all were in favor, Carried.

Discussion:

- Whistle Blower Law: Comptroller Auerbach sent a letter to Chairman Donaldson proposing a whistle blower law along with a copy of the Erie County's law. Chairman Provenzano wants to research the Whistle Blower Law to see if it falls within the Administrative Services Committee's scope. The Chairman will discuss with other committee chairs and possibly NYSAC before developing a policy. Comptroller Auerbach noted the goal is to protect people who come forward by giving them some sort of legal protection. Legislator Ronk suggested this may fall under the Human Development & Personnel Committee.

- Comptroller Auerbach conveyed his office is extremely busy - may be understaffed or possibly re-allocate personnel more effectively. Three audits going on right now - etc., two payrolls being certified, reconciling bank accounts - as well as reviewing every contract. His office created a couple of exception reports that will red flag out of the ordinary payments.

- County Computer System: Legislator Hochberg asked the Controller where we stand on the RFP for a new county computer system. Legislator Hochberg concerned that the DOS system is antiquated - 1985 technology. Comptroller Auerbach stated it's out of his hands - unsure how we are going to pay for it, however feels we can't afford not to have it - estimating probably \$500K for the new system. He feels it will be a 12 - 18 month process to implement. The RFP yielded two systems that could meet the county's needs. May need to re-visit the RFP process as it's been 9 months. Comptroller Auerbach also stated there is a contract management program being put into place within the year that will aid his office, purchasing and the finance department. Legislator Provenzano will request Bob Sudlow / Information Services to attend our next meeting to discuss further. Legislator Ronk stated this was reviewed last fall and felt it probably fell between the cracks during the transition. Legislator Hochberg feels the cost is minimal in the overall scope of the budget to manage the county business. Legislator Terpening asked if it was part of the budget. Legislator Petit asked if it was part of the monies from the cut backs from the last resolution. Chairman Provenzano will follow up with the Executive office for the next meeting.

- Fleet Management: Chairman Provenzano stated a letter went out on June 1<sup>st</sup> to each department asking to put their request in writing. In progress - pretty well on its way - last step and then they hire which will be by appointment. Legislator Petit asked if they are also creating a capital improvement plan for equipment replacement along with maintenance and if it will be part of the budget vs. bonding? Legislator Ronk had a discussion with the County Executive in length and feels the Exec. prefers bonding for capital purchases.

- Budget comes out early October this year. Chairman Provenzano and Legislator Ronk briefly talked about the independent company to be hired to review the upcoming budget.

- Chairman Provenzano suggested if the committee members have any questions on a specific issue and you make an effort to call the County Exec. or his deputy's and don't get an answer, please let her know.

Adjournment:

The meeting was respectfully adjourned at 5:35 PM with a motion offered by Legislator Ronk and seconded by Legislator Hochberg, with all in favor, carried.

**Respectfully Submitted,**

**Jeanette Provenzano, Chairman  
Administrative Services Committee**