

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

**NAME OF COMMITTEE:** Administrative Services Committee

**DATE:** May 19, 2009

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

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

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

**LEGISLATORS ABSENT:** All Present

**OTHERS ATTENDING:** Legislative Chairman David Donaldson (attended briefly), Comptroller Elliott Auerbach, Legislative Employee Nettie Tomshaw

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

A motion by Legislator Hansut was made to accept the April 14, 2009 Committee Meeting Minutes, seconded by Legislator Ronk, all were in favor, Carried.

**Elliot Auerbach, Comptroller Office - Update:**

Elliot Auerbach asked if he could take a moment of the committee's time and ask for their assistance as well as update the committee as to how his office is progressing.

Elliot is asking for the committee's help to make sure his office is part of the abstract flow process before voting on such matters - sighting concerns over a \$900+K line item on May's abstract report that his office should have had the opportunity to review the payment terms and conditions of all contracts and the questionable ability to meet the terms. This particular contract was amended 6 times and had an escalating clause. The comptroller's office would require 3 business days to review abstracts/contracts as a check and balance measure. Chairman Donaldson, Elliot Auerbach and Mike Hein will meet to discuss Elliot's request. Chairman Provenzano asked Legislator Lomita to also attend and please convey that our committee unanimously agrees with Elliot and then report back to the committee.

Claim Certification for County Vouchers: The comptroller's office met with Purchasing and Art Smith yesterday to discuss their new vendor payment process. Anytime a claim is submitted for payment the vendor will need to certify that they've met the following requirements:

- a. They delivered the goods and services
- b. Have not already been paid
- c. Attest it's true and accurate
- d. Have them sign off on it.

This procedure will take approx. 90-120 days to implement and allow all vendors to become comfortable with the process. A form will be available on line for vendors to down load, sign and submit with their invoice. Elliott will report back in early fall to advise how successful the process is.

All audit results will be made available on line.

Elliott will include Chairman Provenzano on all future emails.

County Financial System - Elliot's Press Release - Quarterly Audit: Several vendors have met the criteria but Elliot is unsure how the county can afford a new system at this time in today's climate. Chairman Provenzano felt the funds were already approved in the budget. Elliot will look and see if the budget allocated funding.

The Comptroller's office just finished an audit of UCAT on May 15<sup>th</sup>. Elliot's office sited issues, made some recommendations, and responses from both parties are available on line.

The Comptroller's office took a look to see if the UCCC is implementing the state audit recommendations. It's been 6 months since the audit was completed. Since 9 of the 15 problems had to do with finances, Elliot's office took a pro-active approach and offered to help institute - implement a claims internal control process with the college. However, Elliot stated they can't do anything to help with their internet issues.

Currently the Comptroller's office is auditing one specific area of DSS that they feel may have some risk associated with. They plan to wrap up the DSS internal audit work by the third week in June and complete the audit by the second week of July. Elliot will keep this committee up to date as they progress. His office also conducts performance audits.

In conclusion, Elliot offered an open invitation to committee members to come down and visit his office any time - with any questions. Recommend they talk to the examiners, claims people and see what's going on.

Fleet Manager Update: Chairman Provenzano reported on behalf of Marshall Beckman - basically they are working on the fleet manager hardware first. They are now having a conversation whether they should put the employee in place first or implement the system first. Progressing - forth coming - should happen soon.

Foreclosure Property - Fees: General Discussion - Legislator Lomita had called a foreclosure property meeting on behalf of a couple of towns recently and Chairman Provenzano attended. At that meeting an extra fee was being discussed - Sullivan County for example, instituted an additional fee on top of what was already owed prior to being auctioned off by the county, thus to help deter parties from "using or working the system". Chairman Provenzano felt it was the wrong thing to do with today's economic climate. Thus, the committee discussed the pros and cons of an additional foreclosure fee just in general terms - no action taken.

Adjournment:

The meeting was respectfully adjourned at 5:25 PM with a motion offered by Legislator Lomita and seconded by Legislator Ronk, with all in favor, carried.

Respectfully Submitted,

Jeanette Provenzano, Chairman  
Administrative Services Committee