

**ULSTER COUNTY LEGISLATURE
COMMITTEE MEETING MINUTES**

NAME OF COMMITTEE: Administrative Services Committee

DATE: September 16, 2008

TIME: 4:56 PM

PLACE: UCOB 6TH Floor Library

LEGISLATORS PRESENT: Deputy Chairman Frank Felicello, Legislators
Brian Cahill, Alan Lomita, Paul Hansut and Kenneth
Ronk

LEGISLATORS EXCUSED: Chairman Jeanette Provenzano

LEGISLATORS ABSENT: Legislator Peter Kraft

OTHERS ATTENDING: Deputy County Auditor Andrew Slater, Assistant
Director IS Operations Allen Panzer, County Purchasing Agent
Robin Hurley-Peruso, Real Property Director Dorothy Martin,
Safety Officer Diane Beiti, Insurance Officer Bonnie Szpulecki,
Deputy Insurance Officer Dorraine Whitney (attending to take
minutes of meeting)

The meeting was called to order by Deputy Chairman Frank Felicello. A change in the July minutes was called upon for vote. It was voted that the minutes will be changed and brought up again for motion to accept in the next meeting when the change is completed.

Deputy Auditor Andrew Slater gave a departmental update for the past month. The Auditing department maintains an up-to-date status with vendor payments and the efficiency level increased from 91% to 93% from August to September. Auditing has been working with each of the County departments individually to improve the processes of auditing vouchers and signing contracts. Leg. Cahill questioned whether the amount of bills coming in was the same and it was confirmed that it is the approximately the same amount as last month. The audit of UCAT cash receipts and deposits is still in progress. The 2 outside contractors which had been counting receipts previously are not yet able to be bonded as per Contract Management's recommendation. Per Insurance Officer Bonnie Szpulecki, Ulster County's blanket Employee Dishonesty Bond covers the 2 employees. Deputy Chairman Felicello recommended that the counting of cash receipts should be done "in-house", perhaps by the Treasurer's department and work will also be done to secure the bond on the outside contractors previously used.

The Insurance department update was by Insurance Officer Bonnie Szpulecki who began by thanking all the Legislators and everyone involved with the approval of the recent salary increase for managers. Bonnie reported that the Insurance department's payment efficiency report came in at 98% for August. She requested approval for herself and Deputy Insurance Officer Soni O'Bryan to attend the annual NYSASIC fall conference which provides much information and

ongoing education for managers working in self-insured programs to enable them to save money and time in the processing of claims for the Ulster County Self Insurance Plan. Leg. Hansut made a motion to move the approval and Leg. Ronk seconded the motion. It was carried by majority although Leg. Lomita voted against it.

Director IS Operations Allen Panzer brought 4 requests for equipment over \$3000:

1). Three (3) new laptop computers for the Health Department's Nursing Division Cost=\$ 7,714.68;
2). One (1) new Dell workstation for use by new staff person in the GIS division of IS. Cost = \$ 6,783.62; 3). Two (2) GIS Servers and associated software. Cost = \$ 25,218.65; 4). Two (2) Laptop computers for Probation Department staff Cost = \$ 4,015.04. These are all being requested to replace units that are out of warranty and off maintenance. Allen also had a conference request for IS Director Sylvia Wohlfahrt to attend the NYS Local Government IT Director Association Fall 2008 Conference. Leg. Lomita made a motion to approve the requests, seconded by Leg. Cahill and they were approved.

County Purchasing Agent Robin Hurley-Peruso had nothing new to bring to the floor. The issue of the take-home vehicles was brought up for discussion by Deputy Chairman Frank Felicello and resulted in a lengthy discussion with various motions being made as to what action to take regarding the fact that the DPW has not yet parked their take-home vehicles. (The Safety Building Examiner car has been turned in). Leg. Ronk asked for a memo to be drafted to enforce the order to turn in the vehicles. The 6 month cost for the vehicles is \$52,000. There is an Appeals board that has been set up to meet on October 9, 2008 for any department who can substantiate why it would be unjustified to have a vehicle taken away. Currently, Purchasing has control over which cars are being turned in, however Deputy Chairman Felicello said that he feels that it should be a committee decision to decide and expressed sympathy to Robin. Several motions were made by Leg. Ronk to have the Administrative Committee go to DPW to enforce the decisions already made since the deadline to turn in the vehicles was September 1. While some of the motions were seconded with different conditions being suggested by the other legislators, none of the motions were passed. Leg. Ronk will call the DPW Commissioner tomorrow to discuss the situation.

Real Property Director Dorothy Martin had nothing new to report. Deputy Chairman Felicello acknowledged and thanked Dorothy for her help with the increased tax situation in the Town of Marlborough.

Safety Officer Diane Beitel had nothing new to report. Deputy Chairman Felicello asked her about the justification of the 3rd take home vehicle for her department and she stated that it was used for accident investigations, as well as all other types of safety investigations by the 3 employees in the department--all of which are on call 24/7. Insurance Officer Bonnie Szpulecki did mention that there could possibly be a liability issue in the event of emergency where no vehicle was available.

A motion to adjourn was made by Leg. Cahill, seconded by Leg. Ronk at 5:57 PM.

Respectfully submitted,

Frank Felicello, Deputy Chairman
Administrative Services Committee