

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES  
FEBRUARY 21, 2017

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: O'Brien, Armstrong, Campbell, Gang, Shaw, Hogan

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Skellie

SUPERVISORS: Moore, LaPointe

Debra Prehoda, Clerk of the Board

Chris DeBolt, County Administrator

Al Nolette, County Treasurer

Harrison Steves, Supt. Bldgs. & Grnds

Media & Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – January 23, 2017
- 3) Department Requests/Reports:
  - A. Buildings & Grounds
    1. Building Management Service Contract
    2. Reverse Caller ID
    3. Monthly Updates
  - B. Information Technology
    1. Department Update
    2. Training Budget
    3. Capital Project Budget
  - C. County Administrator
    1. IT Needs Analysis RFP Update
    2. ID Machine Replacement
- 4) Other Business
- 5) Adjournment

Chairman O'Brien called the meeting to order at 10:00 A.M.

A motion to accept the minutes of the January 23, 2017 meeting was moved by Mr. Gang, seconded by Mr. Campbell and adopted.

**BUILDINGS & GROUNDS** – Harrison Steves, Superintendent of Buildings and Grounds, addressed the following items with the committee:

- Monthly Updates:
  - Working on wall for County Clerk's office making it more secure.
  - Parking lot has been surveyed. GPI stated design and conception will begin in about 2 – 3 weeks. Mr. Campbell mentioned that the NYSERDA presentation at a recent meeting mentioned a charging station in the parking lot for electric vehicles and stated that was one of the criteria for the NYSERDA program and the County Administrator stated there is funding for it. Mr. Campbell suggested taking this into consideration regarding the parking lot project, designating three to five parking slots. The committee recommended he look into this for the parking lot project.
  - Snow removal.
  - Reverse Caller ID – First phase of installing reverse caller ID is complete. Twin State has done their installation but there is a problem between them and our carrier. He has found out that there is software available to allow Buildings and Grounds to do our own changes. Currently, if Buildings and Grounds needs to make a change, they have to call Twin State and are charged. He has inquired about the proper software and cards to allow Buildings and Grounds to make changes themselves and the cost.
  - Started working on Public Safety conference room
  - Schindler Elevator is suggesting that the County update the electric contacts for the motors and the hydraulic valves in complex elevators at a cost of \$41,000. He recommends that this should be done, has the funding in his budget and will have the work done.

- Building Management Service Contract - Going over building management system before warranty runs out making sure everything is working properly. July 1<sup>st</sup> the warranty is up and stated they offer three different levels of service agreements costing \$26,000, \$45,000 and \$62,300. He is in the process of reviewing these different service agreements to determine what the differences are. One difference is if you are on the \$45,000 or the \$62,300 service agreement, you are placed on a preferred list if you call in with a problem. This is a yearly contract and the original project cost was \$660,000. He did budget for a service agreement but agreement costs are more than he anticipated. He is still in the process of reviewing the contracts and will report out next month with a recommendation.
- Working on sound proofing ADRC – Supervisory staff offices.
- Lead testing for St. Paul's and Dix Avenue Head Start are back. Only two faucets at Dix Avenue needed to be replaced.
- Resumes for Superintendent of Buildings and Grounds are in and Chairman O'Brien asked Harrison to join him and the County Administrator tomorrow to go over the applicants. Chairman O'Brien would like a list of some questions to ask the candidates. Mr. Campbell suggested a walk around with the candidates. The Superintendent is responsible for in excess of fifty buildings; municipal center, Annex, Law Enforcement Center, highway barns, parks, Head Start buildings. Chairman O'Brien stated he would like to start the interviews in March. Harrison stated he would like to leave knowing that Buildings and Grounds is in good hands and that it is going to continue. He has started a list of generalized office procedures. Chairman O'Brien asked Harrison that once retired if needed was he willing to come back on a day to day basis and he responded yes and compensation would need to be worked out.

INFORMATION TECHNOLOGY – In the absence of Karen Pratt due to an unexpected family emergency, Chris DeBolt, County Administrator, addressed the following items with the committee:

- Requesting consideration of items included in her 2017 budget request that were better suited for a capital project. Requesting to move funding from the contingency line in the Capital Project 119 in the amount of \$335,000 to an appropriation line to fund the following items:
  - Data Protection Software Package/Suite – IT has been in a trial version of it since the end of last year and they do not want it to lapse and lose what they have already done. This is a way for them to manage the data to help them classify how secure data should be and give permissions to users to dovetail with what they should be looking at. The ID Director feels this is a very valuable tool, allows them to audit the system, and something they should move forward with. The software cost is \$59,000 and that includes bringing in a consultant to do a risk assessment with each department. This software package was not bid and the County Administrator did not have any information on a maintenance contract. Mr. Campbell asked if this should this be done prior to the IT study but the County Administrator stated that the IT Director does not want the trail period data to lapse; believes the trail period ends at the end of the month. The Treasurer suggested extending the trail period and asking the vendor if that would be possible. The County Administrator suggested extending possibly to the date of the Finance Committee meeting to allow him time to get more information. Chairman O'Brien stated doing this prior to the study is a concern. Hold off for more information at the Finance meeting and look into extending the contract or guarantee they can save the data.
  - Data Closet UPS (battery backup) – This is the main data closet in the IT

office and was included in the equipment request in the 2017 budget. The replacement cost is \$24,000. The current UPS is at end of life and scheduled for replacement. A motion to move forward with purchase of data closet UPS with capital project funds was moved by Mr. Armstrong, seconded by Mr. Gang and adopted.

- Email Encryption – Gmail for government is our email client and a certain amount of encryption that comes with that basic package and she wants to add an additional encryption level at \$15,000 which would probably cover 1 to 2 years and then after that a smaller annual maintenance fee. The County Administrator had a conversation with a Microsoft vendor and feels there are some alternatives to Gmail worth pursuing. The ID Director stated even if the County migrated to a different system this encryption should be done now. Mr. O'Brien stated there are some advantages to Microsoft. The County Administrator does not understand the urgency to move forward with this without the IT Director present to explain. The committee deferred this item until next month's meeting.
- Lynda.com – training service/videos. We own thirty licenses to this service and the licenses are up for renewal. The County Administrator stated this is a way to get more training opportunities to department heads and supervisory staff that is more flexible and open. The cost to renew the thirty licenses is \$8,000 and had the opportunity to change those licenses and get 100 licenses for \$10,000, enterprise licenses. IT budgeted \$8,000 for the thirty licenses. The switch was made to 100 licenses but IT has a shortfall of \$2,137.30 from what was budgeted for this expense. Requesting to transfer \$2,137.30 from general fund contingency to the IT budget. Under the 100 license scenario, a person is assigned a license. The County Administrator will work on the roll out and can set up learning paths. A motion to move budget request to transfer \$2,137.30 from contingency to the IT budget and forward to the Finance Committee for consideration was moved by Mr. Campbell and seconded by Mr. Gang. Discussion. Mr. Shaw would like to know in a year if this is beneficial. Currently, the primary users are the IT staff. The least amount of enterprise licenses that he could purchase was 100. The motion to move budget request to transfer \$2,137.30 from general fund contingency to the IT budget and forward to the Finance Committee for consideration was moved by Mr. Campbell, seconded by Mr. Gang and adopted.

COUNTY ADMINISTRATOR – Chris DeBolt, County Administrator, addressed the following items with the committee:

- IT Needs Analysis RFP Update – Received a lot of questions from a number of firms. Great response so far. He just received the second completed submission. The responses are due March 1<sup>st</sup>. Chairman O'Brien stated the respondents were directed to give a separate price for the inventory of software, hardware and assets. They would like to analyze the inventory cost separately to see if it should be done differently.
- ID Machine Replacement – The current ID machine is in Public Safety and the camera is broken requiring the camera and related software to be replaced at a cost of \$1,326.00. He is requesting to transfer \$1,326 from general fund contingency to pay for this and put restrictions on the money to replace the ID machine with the restriction that the ID machine will be moved to Personnel to consolidate into one place new employee processing. This machine was purchased through grant funds but having to replace the camera and software should allow them to move this to a different location. There is no adopted ID policy and he would like to

start the discussion of an ID policy. The ID machine in Public Health cannot be removed because it was purchased with grant funds and due to NYS Department of Health restrictions. Fobs will also be issued through Personnel. The Treasurer suggested installing an extra or not in use time clock to Personnel to also enroll new employees. A motion to transfer \$1,326 from contingency to purchase camera/software for ID machine was moved by Mr. Armstrong, seconded by Mr. Gang and adopted.

OTHER BUSINESS:

County Clerk Annual Report – Mr. Campbell stated he reviewed the County Clerk's annual report which lists an increase of 1.16% that is not accurate and it should be a 16.45% increase for all monies taken in for New York State, County and Towns. He stated the County is up a little over 6.5% from last year noting that the County had been trending down. DMV is doing outreach to the towns and have visited car dealers encouraging them to come to Washington County for processing. Mr. Campbell praised Julie Hunt, DMV Supervisor, for her efforts.

Department Head Evaluations – Mr. Shaw asked how it gets determined how the department head evaluations are done. Chairman O'Brien stated the Personnel Committee went through a process to determine how the evaluations are conducted. Questions regarding the process should be addressed by the Personnel Committee and the next meeting date is Thursday, March 9, 2017 at 9 A.M.

A motion to adjourn was moved by Mr. Hogan, seconded by Mr. Campbell and adopted. The meeting adjourned at 11:18 A.M.

Respectfully submitted,  
*Debra Prehoda, Clerk*  
*Washington County Board of Supervisors*