

**ADMINISTRATION COMMITTEE**  
**KENNEDY, OBERACKER, MARIETTA, MCCARTY, FRAZIER, MARTINI**  
**January 24, 2020**

**Also Present: Board Chair Bliss and Deputy Treasurer Crisman**

**PUBLIC DEFENDER—REBEKAH TALBOT on behalf of ATTORNEY TROSSET**

Rebekah Talbot, Grants Administrator, requested approval to contract with the Office of Indigent Legal Services (OILS) for Distribution #9 to fund a Paralegal position. Representative Oberacker motioned to approve contracting with OILS for Distribution #9. Seconded, Martini. Total: 2,721. Ayes: 1,892. Absent: 829—Marietta, Frazier. Motion carried.

**911 COMMUNICATIONS—ROB O'BRIEN**

Rob O'Brien, Director of 911 Communications, distributed copies of and reviewed the consent agenda, presented as follows:

- Permission requested to purchase off of NYS Contract, microwave radio maintenance in an amount not to exceed \$77,000, Communications & Maintenance line 3020-4810.
- Permission requested to purchase off of NYS Contract, CAD maintenance in an amount not to exceed \$39,000, Communications & Maintenance line 3020-4810.
- Permission requested to purchase AVTEC (radio console) labor and support in an amount not to exceed \$31,000, Communications & Maintenance line 3020-4810.
- Permission requested to purchase AVTEC Scout Care (program support) off of NYS Contract in an amount not to exceed \$37,000, Communications & Maintenance line 3020-4810.
- Permission requested to purchase off of NYS Contract, Priority Dispatch service and support in an amount not to exceed \$32,400, Communications & Maintenance line 3020-4810.
- Permission requested to purchase Tait Radio support and maintenance in an amount not to exceed \$200,000, Communications & Maintenance line 3020-4810.

- Permission requested to purchase DPS Alarm System maintenance and support in an amount not to exceed \$20,000, Communications and Maintenance line 3020-4810.
- Permission requested to upgrade hard drive/servers for the Meadows security camera storage in an amount not to exceed \$28,000, Communications & Maintenance line 3020-4810.
- Permission requested to purchase three handheld portable radios off of NYS contract in an amount not to exceed \$17,700, SICG grant line 3020-4905.
- Permission requested to purchase Motorola telephone system maintenance and support in an amount not to exceed \$50,000, Communications & Maintenance line 3020-4810.
- Permission requested to purchase console furniture off of NYS contract in an amount not to exceed \$22,000, 2019 PSAP grant line 3020-4901.

Representative Oberacker motioned to approve the consent agenda as presented. Seconded, Martini. Total: 2,721. Ayes: 1,892. Absent: 829—Marietta, Frazier. Motion carried.

Representatives Marietta and Frazier entered during the above discussion.

### **OTSEGO COUNTY SOIL & WATER CONSERVATION DISTRICT—JORDAN CLEMENTS**

Jordan Clements, District Manager, requested a resolution in support the 2020 County allocation to the Otsego County Soil & Water Conservation District in the amount of \$173,250. Representative Oberacker motioned to support a resolution supporting the County allocation to the Soil & Water Conservation District. Seconded, Marietta. Total: 2,721. Ayes: 2,721. Motion carried.

### **SOLID WASTE—LORRY O'BRIEN-DUBOIS**

Lorry O'Brien-DuBois, Administrative Aide, presented and requested approval to accept the current draft copy of a letter expressing the Solid Waste & Environmental Concerns Committee's concerns to the NYS legislature regarding the option for counties to implement a 5 ¢ user fee on paper bags and approval to send the letter to NYS. Representative Marietta motioned to

accept the draft letter and send it to NYS. Seconded, McCarty. Total: 2,721. Ayes: 2,282. Absent: 439—Frazier. Motion carried.

#### **TREASURER—DEPUTY TREASURER ANDREW CRISMAN**

Deputy Treasurer Crisman requested approval to renew the inmate medical insurance through Gerber Life Insurance Company/ Rose & Kiernan, Inc. in the amount of \$6,004.25. Representative Oberacker motioned to renew the inmate medical insurance. Seconded, Frazier. Total: 2,721. Ayes: 2,331. Absent: 390-- Marietta. Motion carried.

Deputy Treasurer Crisman requested approval to pay Buttice Abstract and Research in the amount of \$3,385, and requested approval to pay Otsego Abstract Company in the amount of \$4,050. Representative Oberacker motioned to approve the payments. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

#### **CORNELL COOPERATIVE EXTENSION (CCE)—DON SMYERS**

Don Smyers, Executive Director of CCE Schoharie-Otsego, distributed copies of the Quarterly Report to the Otsego County Board of Representatives.

Mr. Smyers requested a resolution in support of the 2020 County allocation to Cornell Cooperative Extension and the Ag Implementation Specialist position in the total amount of \$199,980. Representative Oberacker motioned in support of the 2020 County appropriation to CCE. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Mr. Smyers requested support of a resolution to increase state support for Cornell Cooperative Extension County Associations in the State of New York. Representative Oberacker motioned in support of a resolution to increase state support for Cornell Cooperative Extension County Associations in the State of New York. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

#### **BOARD OF ELECTIONS—COMMISSIONER LEHENBAUER and COMMISSIONER HENRICI**

Commissioners Lehenbauer and Henrici requested approval to purchase on-demand printers from Tenex in the amount of \$60,000. The Committee and the Commissioners discussed funding sources for the request, including but not limited to budget transfers from different accounts. Representative Oberacker motioned to approve purchasing the on-demand printers. Seconded, Frazier. Total: 2,721. Ayes: 2,721. Motion carried.

## **TREASURER (cont'd)—DEPUTY TREASURER ANDREW CRISMAN**

Deputy Treasurer Crisman requested approval to contract with Vertical Solutions for accounting software in the amount of \$38,317.75. This is the software currently being replaced by Munis. Mr. Crisman said the County needs to contract for one final year until payroll implementation is complete (scheduled for 2020). Representative Martini motioned to approve continuing to contract with Vertical Solutions as presented. Seconded, Oberacker. Total: 2,721. Ayes: 2,721. Motion carried.

Deputy Treasurer Crisman requested approval to contract with Venesky & Co. for the 2019 Cost Allocation Plan Services (to be completed in 2020) in the amount of \$13,500. Mr. Crisman requested approval under the best value provision. Mr. Crisman said the vendor works with various departments to find revenue opportunities by preparing a Cost Allocation Plan used for state reimbursement. Representative Oberacker motioned to approve contracting with Venesky & Co. for the 2019 Cost Allocation Plan. Seconded, Frazier. Total: 2,721. Ayes: 2,721. Motion carried.

## **DEPARTMENT OF HEALTH—CHERYL STRONG and KIM SCHLOSSER**

Cheryl Strong, Business Manager, requested approval for a blanket/ annual purchase order to purchase vaccine for 2020, not to exceed \$23,000. Representative Oberacker motioned to approve the blanket purchase order for vaccines not to exceed \$23,000. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Ms. Strong requested approval for one (1) staff member to attend the Preparedness Summit on March 31 – April 3, 2020 in Dallas, TX. 100% reimbursed by BT Grant. Representative Martini motioned to approve one (1) staff member to attend the training. Seconded, Marietta. Total: 2,721. Ayes: 2,721. Motion carried.

Ms. Strong requested authorization to contract for the Department of Health's Preschool Program contract services for the 2020 year. Ms. Strong said the total approximate amount of the contracts is \$2,875,000, for services including but not limited to speech therapy, occupational therapy, physical therapy, special education, and transportation services. Representative McCarty motioned to approve the contracts for the Department of Health's

Preschool Program services. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

### **COUNTY ATTORNEY—ATTORNEY COCCOMA**

County Attorney Ellen Coccoma requested approval extend the contract with Bassett Medical Center for physical examinations through May 31, 2020. Representative Oberacker motioned to approve extending the contract. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Attorney Coccoma and the Committee discussed creating a resolution designating the Technology & Strategic Planning Committee a Special Committee, which would report to the Administration Committee.

### **SHERIFF—SHERIFF DEVLIN and UNDERSHERIFF ALLISON**

Sheriff Devlin requested approval to purchase the software and annual support agreement for an addition to the Sallyport program for inmate monitoring in an amount not to exceed \$23,125. Representative Oberacker motioned to approve purchasing the Sallyport software addition. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Sheriff Devlin requested approval to purchase a camera system for the Jail in the amount of \$5,000. Representative Oberacker motioned to approve purchasing the camera system. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Sheriff Devlin requested approval to fund and fill a new Deputy Sheriff position. Representative McCarty motioned to approve funding and filling the position. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Sheriff Devlin requested approval to purchase a mobile application featuring emergency messaging and notifications for smart phones and social media in an amount not to exceed \$16,540. Representative Oberacker motioned to purchase the mobile application. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Sheriff Devlin requested approval to purchase portable radios off NYS Contract in an amount not to exceed \$38,000. Purchase to be completed by 911 Communications, budget line 3020-4905-A. Representative Frazier motioned to approve the radio purchase. Seconded, Oberacker. Total: 2,721. Ayes: 2,721. Motion carried.

Sheriff Devlin requested approval of a blanket purchase order for car seats for the STOP-DWI program in an amount not to exceed the grant amount of \$10,000. Representative McCarty motioned to approve the blanket purchase order for car seats not to exceed \$10,000. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Sheriff Devlin inquired about recent changes made to the County's Workplace Violence Policy as related to the section, "The Workplace Violence Assessment Team." Sheriff Devlin suggested the following edits to include (new material indicated by italics and underling): "Law enforcement which may include the Sheriff (or Sheriff's designee), and law enforcement with geographical jurisdiction, with law enforcement representatives to be determined by the Chair of the Board of Representatives."

Sheriff Devlin and Undersheriff Allison said that in planning for security needs at County owned properties, they have found that the NYS Division of Criminal Justice Services requires Special Patrol Officers to complete more additional training hours, which were not initially expected, and/or redundant trainings necessary for the position title. Sheriff Devlin said he will investigate further to verify the requirements for the position title and see if there are any necessary changes.

## **HIGHWAY—DEPUTY SUPERINTENDENT JIM DENEKAMP**

Deputy Superintendent Jim Denekamp distributed copies of and reviewed the consent agenda as presented below:

- Extend bid #8978 with Town and County Bridge & Rail for bridge and culvert repairs not to exceed the budgeted amounts in Local Bridge Repairs 5112-2020-D and CHIPS 5113
- Extend bid #8693 for liquid bituminous materials with Vestal Asphalt, Gorman Bros, and Suit-Kote, not to exceed the budgeted amounts in CHIPs D5113-522500, Asphalt, Stone, Gravel D5100-545700, and Stockpile Patch Material D5112-522250. Some Towns use this bid also.
- Extend bid #8948 with Town and County Bridge & Rail for shotcrete, not to exceed the budgeted amounts in Local Bridge Repairs D5112-522100, CHIPs D5113-522500

- Rebid #8696 for hot mix asphalt (HMA) FOB and equipment. This is the bid for hot mix asphalt related materials, supplies, and rental equipment. Some Towns use this bid as also.
- Approve this season's road striping off bid OTGOV-006-19 with O.H. Striping from budget line Centerline/Edgeline Painting D5112-522150, not to exceed the budgeted amount of \$190,000.
- Bid out all the materials and supplies for a box culvert installation on Co Hwy 14. Plans for this project include replacing a flagged bridge with a box culvert, working with DEC to size the box culvert structure, using County staff to complete the project, with total budget of approximately \$125,000.
- Bid out all materials and supplies for a box culvert installation on Co Hwy 17. Similar to the aforementioned Co Hwy 14 project, plans for this project include replacing a flagged bridge with a box culvert, working with DEC to size the box culvert structure, using County staff to complete the project, with total budget of approximately \$125,000.

Representative Oberacker motioned to approve the consent agenda as presented. Seconded, McCarty. Total: 2,721. Ayes: 2,721. Motion carried.

**PLANNING—ERIK SCRIVENER via video conference**

Erik Scrivener, Senior Planner, via video conference, requested approval to award RFP #19-OTS-009 to Climate Action Associates, LLC as the County's Energy Plan Consultant. Total contract agreement \$94,000. Funding includes \$50,000 from the CDBG Program Income account and \$50,000 for ESD grant. Representative Oberacker motioned to approve awarding the RFP #19-OTS-009 to Climate Action Associates. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Mr. Scrivener requested to amend resolution #226-20191106 to include two (2) change orders and increase contract award from \$71,700 to \$100,431 on the Agency Housing project. Representative Martini motioned to approve the change orders and increase the contract amount. Seconded, Frazier. Total: 2,721. Ayes: 2,721. Motion carried.

Mr. Scrivener requested the following budget modification:

- Increase Revenue title and code funds: 0000-3586 \$250,000
- Increase Appropriation 8020-4900 Contracts \$250,000

This is for \$50,000 for in State Grant Funding EDS for a Community Energy Plan and \$200,000 from Home and Community Renewal – CDBG for a micro-enterprise project. Representative Oberacker motioned to approve the budget modification as presented. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Mr. Scrivener requested the following budget modification:

- Increase Appropriation 8160-54900 Contracts by \$27,159
- Increase Revenue 0000-439100 by \$27,159

Representative McCarty motioned to approve the budget modification. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

**DEPARTMENT OF SOCIAL SERVICES— MJ WATERS (present) and COMMISSIONER BOUBOULIS via conference call**

MJ Waters, Director of Services, requested approval to amend Resolution No. 324-20191216 to read (new material indicated by italics and underling), "RESOLVED, that the funds for this contract are included in the 2020 Social Services Administration Budget line 6010.1000 Personal Service and are *estimated* at 62% Federal, 24 State and 14% school district funds." Representative Oberacker motioned to amend the Resolution with the new language. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

MJ Waters requested approval to amend Resolution No. 326-20191216 Contract with OFO for Building Healthy Families cost not to exceed \$35,000 (up from \$32,500). Representative Oberacker motioned to amend Resolution No. 326-20191216 in the new amount of \$35,000. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

MJ Waters requested approval to amend Resolution No. 332-20191216 to give permissions to the Commissioner of Social Services to accept CAPTA grant funds and contract with the Otsego Health Department. Representative McCarty motioned to accept the funds and to contract with the Health Department. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

MJ Waters requested approval to renew the contract with Catholic Charities for Child Day Care Registration not to exceed \$78,331 for term January 1, 2020 - December 31, 2020. Representative Oberacker motioned to renew the contract. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.



MJ Waters requested the following budget modification (2020):

- Revenue Social Services Administration 0000-4910 \$50,000
- Expenditure Contracts 6010-4900 \$50,000

Representative Oberacker motioned to approve the budget modification. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

MJ Waters requested approval to contract with Oneonta City Schools for three (3) Caseworkers for the term January 1, 2020--June 30, 2021, not to exceed CSEA labor contract salaries, and pending approval for vote passed in school budgets. Representative Oberacker motioned to approve contracting with Oneonta City Schools for the three (3) Caseworkers. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

MJ Waters requested approval to renew the contract with Otsego County Veterans Affairs' not to exceed \$123,972 for the term January 1, 2020 – December 31, 2020. Representative Oberacker motioned to approve renewing the contracts with Veteran's Affairs. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

MJ Waters requested approval to extend the contract with S&T Security for the term March 1, 2020 -- June 30, 2020, not to exceed \$20,000 for the four (4) month term. Representative Oberacker motioned to approve extending the contract with S&T Security for an additional four (4) month term not to exceed \$20,000. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

MJ Waters requested approval to re-fund the Caseworker #26 position – Grade 14X \$38,195 – \$45,205 [1402] (62/24/14). This position will be used at the Public Safety Building. Representative Martini motioned to approve re-funding the position. Seconded, Frazier. Total: 2,721. Ayes: 2,721. Motion carried.

MJ Waters requested approval to unfund a Legal Clerk #1 position - 6G \$26,939 – \$34,704 [953] (62/24/14); and to create a Paralegal #2 position – Grade 11R \$33,459 – \$39,509 [1210] (62/24/14). Representative Marietta motioned to unfund the Legal Clerk position and to create the Paralegal position. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

MJ Waters requested approval to create a Director of Income Maintenance #2 – M&C Grade 20D \$56,645 for the following time period: February 5, 2020 – March 30, 2020 (66/16/18). This position will be used for training purposes as the current Director of Income Maintenance transitions to retirement and the new Director assumes the position duties. Representative

Marietta motioned to approve creating the Director of Income Maintenance position. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

### **PROBATION—DAN NAUGHTON**

Dan Naughton, Probation Director, requested approval to extend the contract with Catholic Charities for the Alternatives to Incarceration (ATI) program for an additional year (through December 31, 2020) in the amount of \$29,000. Representative Frazier motioned to approve extending the contract with Catholic Charities for the ATI program for an additional year. Seconded, Marietta. Total: 2,721. Ayes: 1,831. Absent: 890—Marietta, Martini. Motion carried.

(Representatives Oberacker and Martini briefly exited and reentered the meeting during the above discussion.)

### **INFORMATION TECHNOLOGIES—BRIAN POKORNY**

Brian Pokorny, Director of Information Technologies, updated the Committee regarding generator testing scheduled for February 17, 2020.

Brian Pokorny updated the Committee regarding the recent transition from the previous financial software to MUNIS financial software, including but not limited to:

- the project kicked off in February 2019
- data migration and troubleshooting are still in progress
- staff trainings
- challenges during the implementation

Brian Pokorny requested a motion to enter into executive session to discuss the matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person at 11:55am. Representative Oberacker motioned to enter into executive session. Seconded, McCarty. Total: 2,721. Ayes: 2,721. Motion carried.

The Committee reconvened at 12:00pm.

### **REAL PROPERTY TAX SERVICES—HANK SCHECHER**

Hank Schecher, Director of Real Property Tax Services, requested a motion to enter into executive session to discuss the matters leading to the appointment, employment, promotion, demotion, discipline, suspension,

dismissal, or removal of a particular person at 12:04pm. Representative Oberacker motioned to enter into executive session. Seconded, Kennedy. Total: 2,721. Ayes: 2,721. Motion carried.

The Committee reconvened at 12:20pm.

### **CHILD ADVOCACY CENTER—SARAH PURDY and DENISE OLIVER**

Sarah Purdy, Coordinator of the Child Advocacy Center, and Denise Oliver, Forensic Interviewer, presented the following items as a consent agenda:

- Approval to pay the re-accreditation fee to the National Children's Alliance in the amount of \$3,000.
- Approval for four (4) multidisciplinary team members to attend the 36th International Symposium on Child Abuse on March 23—26, 2020 in Huntsville, AL. Approximate expenses to include:
  - Conference Fees: \$589 per staff member (total: \$2,356)
  - Airfare: \$600 per staff member (total: \$2,400)
  - Lodging: five (5) nights for four (4) staff members: \$1,920
  - Meals: five (5) days for four (4) staff members at \$55/ day (total: \$1,375)
  - Mileage and Parking: \$300
  - Total Approximate Expenses: \$8,351
- Approval for three (3) multidisciplinary team members to attend the National Child Advocacy Center Advanced Forensic Interviewing Training on April 22-24, 2020 in Fort Lauderdale, FL. Approximate expenses to include:
  - Conference Fees: \$1,049 per staff member (total: \$3,147)
  - Airfare: \$580 per staff member (total: \$1,740)
  - Lodging: four (4) nights for three (3) staff members: \$1,845
  - Meals: four (4) days for three (3) staff members at \$66/ day (total: \$792)
  - Mileage and Parking: \$250
  - Total Approximate Expenses: \$7,774
- Approval to purchase Cellebrite annual software agreement in an amount not to exceed \$4,000.

Representative Oberacker motioned to approve the consent agenda as presented. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

### **COUNTY CLERK—KATHY SINNOTT GARDNER**

Kathy Sinnott Gardner, County Clerk, requested approval to abolish a DMV Clerk position and to create a DMV Supervisor position. Representative Oberacker motioned to abolish a DMV Clerk position and to create a DMV Supervisor position. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Kathy Sinnott Gardner requested approval to increase the mortgage tax from 3/4% to 1%, with the additional 1/4% to be retained by Otsego County. Representative Oberacker motioned to increase the mortgage tax to 1%. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

### **BUILDING SERVICES—DOUG CZERKIES**

Doug Czerkies, Director of Building Services, requested approval to waive the competitive bidding process for local vendors up to \$5,000 for commodity code 450-41 items through June 30, 2020, as per the Purchasing Agent. Representative Oberacker motioned to approve waiving the competitive bidding process for local vendors per the Purchasing Agent. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

### **REAL PROPERTY TAX SERVICES (cont'd)—HANK SCHECHER**

Hank Schecher requested approval to fill an Assessment Manager position in an amount not to exceed \$38,299. Representative Oberacker motioned to fill the Assessment Manager position in an amount not to exceed \$38,299. Seconded, Martini. Total: 2,721. Ayes: 1,907. Noes: 814—McCarty, Frazier. Motion carried.

### **PERSONNEL—PENNEY GENTILE**

Penney Gentile, Personnel Officer, requested approval to create the position of County Administrator. Representative Marietta motioned to create the position of County Administrator. Seconded, Martini. The Committee discussed the creation of the County Administrator at length. The Committee voted on the creation of the County Administrator position. Total: 2,721. Ayes: 1,907. Noes: 814—McCarty, Frazier. Motion carried.

Penney Gentile requested a motion to enter into executive session to discuss the medical, financial, credit, or employment history of a particular

corporation or corporations at 1:39pm. Representative Oberacker motioned to enter into executive session, and invited Ms. Gentile to remain present for the discussion. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

The Committee reconvened at 2:07pm.

Penney Gentile requested to amend Resolution No. 125-20170301 (new material indicated by italics and underling): “[ . . . ] RESOLVED, that Department Heads may fill *recently* vacant funded positions *within 21 days* with Parent Committee *Chair or Board Chair (if Parent Committee Chair is unavailable)* approval only [ . . . ]” Representative Oberacker motioned to approve the amended language as presented. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

### **COUNTY ATTORNEY (cont'd)—ATTORNEY COCCOMA**

Representative Oberacker motioned to designate the Technology & Strategic Planning a Special Committee with committee charge as presented, and reporting to the Administration Committee. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Representative Kennedy motioned to designate the Parent Committee for the Performance Review & Goal Setting Committee and the Negotiations Committee as the Administration Committee. Seconded, Martini. Total: 2,721. Ayes: 2,721. Motion carried.

Attorney Coccoma and the Committee briefly discussed the proposed Otsego County Video Conference System Policy. Attorney Coccoma suggested further discussion before adopting the policy, including but not limited to defining reasonable parameters in the policy.

There being no further business to discuss, the Committee set their next regular meeting date for Friday, February 21, 2020 at 9:00am at the County Office Building and adjourned.