

**ADMINISTRATION COMMITTEE
KENNEDY, OBERACKER, FRAZIER, KOUTNIK, STAMMEL, MCCARTY
August 22, 2019**

Also Present: Chairman Bliss and Andrew Crisman

Absent: Representatives Frazier, Stammel

COMMUNITY SERVICES- SUE MATT

Sue Matt requested the following budget modification:

Increase:	LEAF 0000-3496-A	\$212,583
Decrease:	LEAF 0000-4485-A	\$212,583

This is due to the funding being reclassified between the state and the federal government.

Representative Oberacker moved to approve the modification. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

Sue Matt requested approval to pay NYS Office of Mental Health for Criminal Actions in the amount of \$23,288.47 for forensic mental health care services. Representative Oberacker moved to pay the Criminal Actions charges. Seconded, McCarty. Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

Chairman Bliss entered during the above discussion.

DEPARTMENT OF SOCIAL SERVICES (DSS)- EVE BOUBOULIS, KIM FIRENZE, AND JEANNIE SCHNEIDER

Eve Bouboulis requested approval to create, fund, and fill one temporary Maintenance Worker position Grade 8D \$16.1390 per hour for up to 90 days upon hire in line Building Services Personal Service 1625-1000 (funding to be transferred from DSS Personal Service 6010-1000 to Building Services Personal Service 1625-1000 at a future date).

Andrew Crisman entered during the above discussion. Kim Firenze exited the meeting.

Eve Bouboulis requested approval to renew the contract with the Office for the Aging for HEAP application processing of non-TA/SNAP applicants age 60 and older for the term September 1, 2019-August 31, 2020 in an amount not to

exceed \$31,545. Representative Koutnik moved to renew the contract. Seconded, Oberacker. Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

Eve Bouboulis requested approval for 3 staff persons to attend the 2019 Affordable Housing & Community Development Conference on September 9-11, 2019 in Syracuse, NY, in an amount not to exceed \$2,059.50. Representative Oberacker moved to approve the conference expenses. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

Eve Bouboulis requested approval for 7 staff persons to attend the Stand Against Child Abuse Conference on September 17, 2019 in Syracuse, NY in an amount not to exceed \$1,399.44. Representative Oberacker moved to approve the conference expenses. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

Eve Bouboulis and Jeannie Schneider discussed the DSS credit card purchasing policy. Ms. Bouboulis and Ms. Schneider expressed a consideration that the policy as currently written is very specific, the department researches the products they would like to purchase however the Purchasing Agent doesn't always supply the specified item, and/or in some cases the Purchasing Agent may purchase an item that is more expensive than the price the DSS accounting department has found. Ms. Bouboulis requested the DSS credit card policy be amended to include broader language. The Committee recommended Ms. Bouboulis bring this issue to next month's Administration Committee meeting so that any amendments to the DSS credit card purchasing policy could be made after discussion with the Purchasing Agent.

BOARD OF ELECTIONS- MICHAEL HENRICI AND CHRISTINA MORRISON

Michael Henrici distributed copies of equipment purchasing plans and copies of salary schedules. Michael Henrici, Christina Morrison and the Committee discussed early voting, purchasing electronic poll books, and purchasing on-demand printers.

Michael Henrici requested approval for 2 staff persons to attend the Election Commissioner's Association Conference on September 3-5, 2019. Representative Oberacker moved to approve the conference expenses. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

Michael Henrici requested approval to purchase electronic poll books for the whole County and on-demand printers for early voting. Representative

Oberacker moved to approve purchasing the items. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

Michael Henrici and the Committee discussed salary schedules.

SHERIFF- SHERIFF DEVLIN

Sheriff Devlin requested approval to purchase a cargo trailer for the STOP-DWI, traffic safety, and car seat program in an amount not to exceed \$7,500. Representative McCarty moved to approve the cargo trailer purchase. Seconded, Oberacker, Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

Sheriff Devlin discussed the 2020 Enterprise contract with regards to surplus vehicles and turn-in options.

Sheriff Devlin noted that the renovations of the County Jail continue, a projected end date of the renovation is December 2019, the department is boarding out inmates to accommodate the renovations, and costs associated with boarding the inmates will need to be funded.

Sheriff Devlin requested the Committee consider the long-term future of the Public Safety complex.

TRANSPORTATION- TAMMIE HARRIS

Tammie Harris requested approval to purchase two Lot G buses off OGS contract for Otsego Express, not to exceed \$175,300. Representative Oberacker moved to approve the purchase. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

Tammie Harris requested approval to amend the contract with Leatherstocking Trolley to include bus monitors for Baseball Hall of Fame Induction Weekend. Representative Oberacker moved to amend the contract. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

Tammie Harris requested a second Public Hearing at the September 4, 2019 Board of Representatives meeting for the agency housing Tiny Home project. Representative Oberacker moved to approve the Public Hearing. Seconded, McCarty. Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

Representative Kennedy declared a break.

The Committee reconvened.

EMERGENCY SERVICES- ART KLINGLER

Art Klingler requested the following budget transfer:

Transfer from:	Equipment	3641-2000-A	\$9,000
Transfer to:	Subscription/Dues	3641-4650-A	\$9,000

Representative Oberacker moved to transfer the funds. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

PERSONNEL- PENNEY GENTILE

Penney Gentile distributed copies of the Otsego County Sexual Harassment Prevention Policy and the Policy and Complaint Procedure Regarding Discrimination and Harassment, Otsego County, NY.

Penney Gentile requested approval to adopt changes to the Otsego County Sexual Harassment Prevention Policy to comply with NYS law. Representative Oberacker moved to adopt the changes. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

Penney Gentile and the Committee discussed changes to the Policy and Complaint Procedure Regarding Discrimination and Harassment. Ms. Gentile said she will continue a further review of the policy and bring any amendments to the September Administration Committee meeting for review.

Representative Oberacker moved 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. Seconded, McCarty. Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

The Committee reconvened.

Representative Koutnik moved to reappoint Eve Bouboulis as the Commissioner of Social Services, Department of Social Services Group I, for the term of September 3, 2019-September 2, 2024 at an annual salary of \$84,161. Seconded, Oberacker. Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

Penney Gentile requested approval to award a stipend to the Building Services Office Specialist in the amount of \$122 per week to act as business office manager. Representative Oberacker moved to award the stipend. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

Representative Oberacker moved to reappoint Hank Schecher as the Director of Real Property Tax Services, for the term of October 1, 2019- September 30, 2025 at an annual salary of \$64,905. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

REAL PROPERTY- HANK SCHECHER

Hank Schecher and the Committee discussed Mr. Schecher's reappointment and succession planning goals for the department.

Hank Schecher noted NYS is piloting new tax software V5, which will replace V4.

Hank Schecher distributed a New York State Association of Counties (NYSAC) article regarding population decline in NYS.

Hank Schecher noted he included funding for a new position, Administrative Aide, in the department's proposed 2020 budget. Mr. Schecher and the Committee discussed specific budget items.

CLERK OF THE BOARD OF REPRESENTATIVES- CAROL MCGOVERN

Carol McGovern requested approval of the following conference expenses:

- Representative Martini to attend the NYSAC fall conference at a cost not to exceed \$500
- Representative Kennedy to attend the NYSAC fall conference at a cost not to exceed \$325 (registration and meals paid by the Association)
- Representative Farwell to attend the full NYSAC fall conference in the approximate amount of \$717

Representative McCarty moved to approve the conference expenses. Seconded, Oberacker. Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

Carol McGovern updated the Committee regarding the office supply contract, which expires this year. Ms. McGovern and the Committee discussed

options including but not limited to rebidding the contract, using an existing municipal contract, and vendor options. Representative McCarty moved to rebid the office supply contract. Seconded, Oberacker. Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

Carol McGovern emailed the Auditor/ Clerk of the Board of Representatives proposed 2020 budget prior to the meeting. Ms. McGovern and the Committee discussed specific budget items.

IT- BRIAN POKORNY AND CAROL MCGOVERN

Brian Pokorny updated the Committee that the draft video conferencing policy is still in development.

Brian Pokorny and Carol McGovern briefed the Committee on proposed upgrades to the Central Telephone system and options with regard to budgeting for the new system.

COUNTY ATTORNEY- ELLEN COCCOMA

Ellen Coccoma emailed the Committee prior to the meeting information regarding the centralized off-hours arraignment proposal. Ms. Coccoma and the Committee discussed NYS legislation regarding counsel-at-first-arraignment (CAFA) requirements. Ms. Coccoma and the Committee discussed specific changes that will need to be made to accommodate the program.

Representative McCarty moved in support of the Otsego County Centralized Off-Hours Arraignment Plan: Proposal for Review by the Office of Court Administration. Seconded, Oberacker. Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

CHILD ADVOCACY CENTER- DENISE OLIVER

Denise Oliver requested approval for the County to cover up to \$750 in fringe benefit costs for the Forensic Interviewer position through the end of 2019, budget account code as recommended by the Treasurer. This was approved by the Public Safety & Legal Affairs Committee. Representative Oberacker moved to pay the fringe. Seconded, McCarty. Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

Denise Oliver requested approval for one staff person to attend Darkness to Light facilitator training in the approximate amount of \$1,086.60. Representative McCarty moved to approve the training. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

Denise Oliver requested approval to enter into contract OVS01-C11036GG-1080200 with New York State Office of Victim Services for a grant of \$41,267 per year for three and possibly extend to five years. Fiscal year: October 1, 2019 – September 30, 2020 for a part-time Forensic Interviewer position salary, fringe benefits (up to 62.48%), and training. Representative Oberacker moved to enter into the contract. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

Denise Oliver requested approval to enter into contract 2018-NZ-NX-Koo4 with National Children's Alliance for a full-time Advocate position. Advocate started employment on May 29, 2019. Contract ends on December 31, 2019. Amount of grant \$31,388.16, covers salary, fringe benefits, a computer, and training. Representative Oberacker moved to enter into the contract. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

Denise Oliver requested approval to enter into contract CO27699 with New York State Office of Children and Family Services. The amount for fiscal year October 1, 2019 – September 30, 2020 is \$118,972. This covers the following expenses for the Otsego County Child Advocacy Center: CAC Coordinator salary, fringe benefits, training and supplies. Expenses for the CAC include mental health consultant services, forensic phone services, recording equipment services, program and office supplies, training for MDT members, Central Services Cost Allocation, gas cards (for families transportation), refreshments for families, phone charges, postage, interpretation services, peer review, and memberships and dues. Representative McCarty moved to enter into the contract. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

OTHER

The Committee discussed the following, including but not limited to:

- the Land Bank and a policy for conveying properties
- the purchasing policy agreement with Onondaga County
- Rose Avenue, Oneonta property
- Zoom video conferencing with regards to remote staff persons or meetings

The Committee set the next meeting date for Tuesday, September 24, 2019 at 11:00am in the County Office Building.

COUNTY ATTORNEY- ELLEN COCCOMA

Representative Oberacker moved 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. Seconded, Koutnik. Total: 2,846. Ayes: 1,884. Absent: 962- Frazier, Stammel. Motion carried.

The Committee adjourned while in executive session.