

**WAYS & MEANS COMMITTEE MEETING MINUTES
MONDAY, JANUARY 8, 2018
1:30 P.M.**

PRESENT: D. Pangrazio, D. Knapp, E. Gott, D. LeFeber, D. Mahus, G. Deming, M. Falk, B. Donohue, I. Coyle, H. Grant, S. Hillier
ABSENT: D. Fanaro, W. Wadsworth,

PERSONNEL ISSUES

**1. DEPARTMENT OF HEALTH – JAMES PERAINO
AMENDING THE 2018 SALARY SCHEDULE: DEPARTMENT OF HEALTH**

RESOLVED, that the 2018 Salary Schedule is amended as follows:

Department of Health:

- Convert one 3/5 Supervising Public Health Nurse position to a 4/5 position effective 1/7/18.
- Convert one part-time Mental Health Clinical Therapist position to a full-time position at a wage grade 16 effective 1/7/18.

Mr. Peraino reviewed the positions for approval. We are able to see more clients with the open access clinic so volume is also increasing. Along with Noyes, we are the only clinical providers in the county. There was discussion on the reason for the increase in intake.

Motion: Mr. Gott moved and Mr. Mahus seconded to approve the foregoing resolution..... Carried.

The MH clinic was just recertified for another three years by the state. The credit card payment system is going great.

**2. COUNTY ADMINISTRATOR – IAN COYLE
AMENDING THE 2018 SALARY SCHEDULE: COUNTY ADMINISTRATOR**

RESOLVED, that the 2018 Salary Schedule is amended as follows:

County Administrator:

- Create one full-time Deputy County Administrator position.

Mr. Coyle reviewed his plan for repurposing/reclassifying a management position overseeing Central Services and adding other supervisory responsibilities. This is a budget neutral proposition. Mr. Coyle is recommending a pay range of \$75,000-\$85,000 with a regular presence on the Mt. Morris Campus.

Motion: Mr. LeFeber moved and Mr. Gott seconded to approve the foregoing resolution..... Carried.

**3. SHERIFF’S OFFICE – TOM DOUGHERTY & MATT BURGESS
AMENDING THE 2018 SALARY SCHEDULE: SHERIFF’S OFFICE**

RESOLVED, that the 2018 Salary Schedule is amended as follows:

Sheriff’s Office:

- Create one full-time Corrections Officer salary grade 12.

Sheriff Dougherty reviewed the increase in federal transports. They need 5.5 deputies for these transports daily. If the population goes down and there is no longer a need, the position would be eliminated.

Motion: Mr. Knapp moved and Mr. Mahus seconded to approve the foregoing resolution..... Carried.

**SHERIFF’S OFFICE - TOM DOUGHERTY
AUTHORIZING THE PURCHASE OF SIX (6) 2018 FORD INTERCEPTOR UTILITIES FOR THE
LIVINGSTON COUNTY SHERIFF’S OFFICE – VAN BORTEL FORD**

RESOLVED, that the Livingston County Sheriff’s Office is authorized to purchase through mini-bid #17120011 from Van Bortel Ford of 71 Marsh Rd. East Rochester, NY 14445 six (6) new 2018 Ford Interceptor Utilities at a cost of \$28,530.72 each, for a total cost not to exceed \$171,184.32.

CD Burgess reviewed the vehicle need. Seven vehicles were requested originally but they decided six will meet their needs. There are 10 vehicles with 180,000+ miles. The highest mileage on a Ford right now is Car 1019 is 184,053. The Sheriff’s Office will still need some Tahoe’s for off road use and tech use. Highway is doing a great job keeping these vehicles on the road longer.

Motion: Mr. Gott moved and Mr. Mahus seconded to approve the foregoing resolution..... Carried.

COUNTY ATTORNEY – SHANNON HILLIER

Pre-approved Informational Item(s) To Be Reported

1. AMENDING RULES OF ORDER OF THE BOARD OF SUPERVISORS

WHEREAS, the following changes were made to the Rules of Order:

- Clarification on the Chairman of the Board election method and term of office; and
- Grants & Public Information has been added under the Ways and Means Committee; and
- Conflict Defender Office has been added under the Public Services Committee; now therefore be it.

Comments: The County Attorney discussed this with the County Administrator prior to the December meeting and we decided to keep it under the County Administrator (similar to Purchasing), however it is listed as an operating department on the Committee Schedule and should be corrected for consistency.

Mrs. Hillier reviewed the need to put into writing the process we are using for the annual Chair appointment. The second change was to add the Conflict Defender office under Public Services. Grants & Public Information has been reporting to the Ways and Means Committee but this was never added on the Rules.

Motion: Mr. Gott moved and Mr. Knapp seconded to approve the foregoing resolution..... Carried.

REAL PROPERTY TAX SERVICES – BILL FULLER

Action Item(s) To Be Reported

1. CORRECTING TAX ROLL – TOWNS OF AVON, MT. MORRIS AND YORK

WHEREAS, the Director of Real Property Tax Services has transmitted a written report of his investigation and recommendation with regard to eighteen (18 parcels) applications for correction of the tax rolls, pursuant to the Real Property Tax Law, as prepared for the Towns of Avon, Mt. Morris and York on the tax rolls for the years hereinafter set forth, and

WHEREAS, said parcel(s) were incorrectly assessed and/or taxed for reasons set forth in the applications for correction requested from the Director of Real Property Tax Services attached hereto, now, therefore, be it

RESOLVED, that the Director of Real Property Tax Services is authorized and directed to forward a copy of this resolution to the officer(s) having jurisdiction of the tax rolls so that the rolls can be corrected; and a notice of approval to the applicant(s), and be it further

RESOLVED, that the County Treasurer and/or Town Tax Collector is hereby authorized to make the tax roll corrections and forward the corrected tax bill. The County Treasurer is authorized to issue refunds and/or make the appropriate chargebacks as hereinafter set forth for the application(s).

Year, Municipality Owner(s) Parcel	Taxing Jurisdiction	Original Tax Bill	Corrected Tax Bill	Refund to Owner	Chargebacks to Taxing Jurisdictions
1. 2018 Avon	Livingston County	\$ 45.35	\$45.35	\$0.00	\$ 0.00
Mack, Lisa L.	Avon Town Tax	\$ 23.14	\$23.14	\$0.00	\$ 0.00
Tax Map Number	Avon School Relevy	\$162.99	\$ 0.00	\$0.00	\$162.99
25.-1-13.12	Avon Fire 1	<u>\$ 10.09</u>	<u>\$10.09</u>	\$0.00	<u>\$ 0.00</u>
	Total	<u>\$241.57</u>	<u>\$78.58</u>	<u>\$0.00</u>	<u>\$162.99</u>
2. 2018 Avon	Livingston County	\$1,409.81	\$1,409.81	\$0.00	\$ 0.00
Witherow, Matthew Edward	Avon Town Tax	\$ 410.72	\$ 410.72	\$0.00	\$ 0.00
Tax Map Number	Avon School Relevy	<u>\$4,000.25</u>	<u>\$ 0.00</u>	\$0.00	<u>\$4,000.25</u>
34.6-2-40	Total	<u>\$5,820.78</u>	<u>\$1,820.53</u>	<u>\$0.00</u>	<u>\$4,000.25</u>
3. 2018 Avon	Livingston County	\$ 548.01	\$548.01	\$0.00	\$ 0.00
Flora, Richard A., II	Avon Town Tax	\$ 279.60	\$279.60	\$0.00	\$ 0.00
Flora, Suzanne M.	Avon School Relevy	\$1,969.76	\$ 0.00	\$0.00	\$1,969.76
Tax Map Number	Avon Fire 1	<u>\$ 121.88</u>	<u>\$121.88</u>	\$0.00	<u>\$ 0.00</u>
54.-1-6.114	Total	<u>\$2,919.25</u>	<u>\$949.49</u>	<u>\$0.00</u>	<u>\$1,969.76</u>
4. 2018 Avon	Livingston County	\$ 731.71	\$ 731.71	\$0.00	\$ 0.00

Bayliss, Jessica D.	Avon Town Tax	\$ 373.33	\$ 373.33	\$0.00	\$ 0.00
Tax Map Number	Avon School Relevy	\$1,826.06	\$ 0.00	\$0.00	\$1,826.06
45.-1-50.41	Avon Fire 1	\$ 162.74	\$ 162.74	\$0.00	\$ 0.00
	Total	<u>\$3,093.84</u>	<u>\$1,267.78</u>	<u>\$0.00</u>	<u>\$1,826.06</u>
5. 2018 Avon	Livingston County	\$ 2,398.03	\$2,398.03	\$0.00	\$ 0.00
Doudt, Richard R.	Avon Town Tax	\$ 1,223.51	\$1,223.51	\$0.00	\$ 0.00
Tax Map Number	Avon School Relevy	\$ 7,815.43	\$ 0.00	\$0.00	\$7,815.43
45.-1-24.22	Avon Fire 1	\$ 533.34	\$ 533.34	\$0.00	\$ 0.00
	Total	<u>\$11,970.31</u>	<u>\$4,154.88</u>	<u>\$0.00</u>	<u>\$7,815.43</u>
6. 2018 Avon	Livingston County	\$ 865.44	\$ 865.44	\$0.00	\$ 0.00
Sinclair, Charlene V.	Avon Town Tax	\$ 441.56	\$ 441.56	\$0.00	\$ 0.00
Tax Map Number	Avon School Relevy	\$2,306.75	\$ 0.00	\$0.00	\$2,306.75
45.-1-16	Avon Fire 1	\$ 192.48	\$ 192.48	\$0.00	\$ 0.00
	Total	<u>\$3,806.23</u>	<u>\$1,499.48</u>	<u>\$0.00</u>	<u>\$2,306.75</u>
7. 2018 Avon	Livingston County	\$1,686.25	\$1,686.25	\$0.00	\$ 0.00
Doudt Brothers Mgmt, Inc	Avon Town Tax	\$ 491.26	\$ 491.26	\$0.00	\$ 0.00
Tax Map Number	Avon School Relevy	<u>\$5,746.27</u>	\$ 0.00	\$0.00	<u>\$5,746.27</u>
34.11-1-57	Total	<u>\$7,923.78</u>	<u>\$2,177.51</u>	<u>\$0.00</u>	<u>\$5,746.27</u>
8. 2018 Avon	Livingston County	\$ 952.57	\$ 952.57	\$0.00	\$ 0.00
Tirrell, Ian & Peggy Ann	Avon Town Tax	\$ 277.52	\$ 277.52	\$0.00	\$ 0.00
Tax Map Number	Avon School Relevy	<u>\$2,442.14</u>	\$ 0.00	\$0.00	<u>\$2,442.14</u>
34.10-3-37	Total	<u>\$3,672.23</u>	<u>\$1,230.09</u>	<u>\$0.00</u>	<u>\$2,442.14</u>
9. 2018 Avon	Livingston County	\$1,190.92	\$1,190.92	\$0.00	\$ 0.00
Surdick, Todd & Kimberly	Avon Town Tax	\$ 346.95	\$ 346.95	\$0.00	\$ 0.00
Tax Map Number	Avon School Relevy	<u>\$3,254.34</u>	\$ 0.00	\$0.00	<u>\$3,254.34</u>
34.10-2-70	Total	<u>\$4,792.21</u>	<u>\$1,537.87</u>	<u>\$0.00</u>	<u>\$3,254.34</u>
10. 2018 Avon	Livingston County	\$ 247.26	\$247.26	\$0.00	\$ 0.00
Mehta, Nasreen	Avon Town Tax	\$ 72.04	\$ 72.04	\$0.00	\$ 0.00
Tax Map Number	Avon School Relevy	<u>\$ 842.60</u>	\$ 0.00	\$0.00	<u>\$842.60</u>
34.10-2-88	Total	<u>\$1,161.90</u>	<u>\$319.30</u>	<u>\$0.00</u>	<u>\$842.60</u>
11. 2018 Avon	Livingston County	\$1,078.23	\$1,078.23	\$0.00	\$ 0.00
Mehta, Nasreen	Avon Town Tax	\$ 314.12	\$ 314.12	\$0.00	\$ 0.00
Tax Map Number	Avon School Relevy	<u>\$3,674.29</u>	\$ 0.00	\$0.00	<u>\$3,674.29</u>
34.10-2-12	Total	<u>\$5,066.64</u>	<u>\$1,392.35</u>	<u>\$0.00</u>	<u>\$3,674.29</u>
12. 2018 Avon	Livingston County	\$ 729.63	\$729.63	\$0.00	\$ 0.00
Savage, Mary Kay	Avon Town Tax	\$ 212.56	\$212.56	\$0.00	\$ 0.00
Tax Map Number	Avon School Relevy	<u>\$2,486.37</u>	\$ 0.00	\$0.00	<u>\$2,486.37</u>
34.6-2-8	Total	<u>\$3,428.56</u>	<u>\$942.19</u>	<u>\$0.00</u>	<u>\$2,486.37</u>
13. 2018 Avon	Livingston County	\$1,316.61	\$1,316.61	\$0.00	\$ 0.00
Clark, Bruce E.	Avon Town Tax	\$ 671.75	\$ 671.75	\$0.00	\$ 0.00
Wadsworth, Jessica	Avon School Relevy	\$3,928.41	\$ 0.00	\$0.00	\$3,928.41
Tax Map Number	Avon Fire 1	<u>\$ 292.83</u>	<u>\$ 292.83</u>	\$0.00	<u>\$ 0.00</u>
34.-1-21	Total	<u>\$6,209.60</u>	<u>\$2,281.19</u>	<u>\$0.00</u>	<u>\$3,928.41</u>
14. 2018 Avon	Livingston County	\$ 270.20	\$270.20	\$0.00	\$ 0.00
Kurtz, Bernard & Sonia J.	Avon Town Tax	\$ 137.86	\$137.86	\$0.00	\$ 0.00
Tax Map Number	Avon School Relevy	\$ 971.21	\$ 0.00	\$0.00	\$971.21
34.-1-18.1	Avon Fire 1	<u>\$ 182.57</u>	<u>\$182.57</u>	\$0.00	<u>\$ 0.00</u>
	Total	<u>\$1,561.84</u>	<u>\$590.63</u>	<u>\$0.00</u>	<u>\$971.21</u>
15. 2018 Avon	Livingston County	\$384.49	\$384.49	\$0.00	\$ 0.00
Kurtz, Bernard & Sonia J.	Avon Town Tax	\$196.17	\$196.17	\$0.00	\$ 0.00
Tax Map Number	Avon School Relevy	\$ 14.03	\$ 0.00	\$0.00	\$14.03
34.-1-18.2	Avon Fire 1	<u>\$114.02</u>	<u>\$114.02</u>	\$0.00	<u>\$ 0.00</u>
	Total	<u>\$708.71</u>	<u>\$694.68</u>	<u>\$0.00</u>	<u>\$14.03</u>

16. 2018 Mt. Morris	Livingston County	\$ 60.08	\$ 60.08	\$0.00	\$ 0.00
Mast, Jeffrey P.	Mt. Morris Twn Tax	\$ 49.15	\$ 49.15	\$0.00	\$ 0.00
Tax Map Number	Keshequa Sch. Rel.	\$157.91	\$147.58	\$0.00	\$10.33
132.-1-19.12	Mt. Morris Fire 1	<u>\$ 2.72</u>	<u>\$ 2.72</u>	<u>\$0.00</u>	<u>\$ 0.00</u>
	Total	<u>\$269.86</u>	<u>\$259.53</u>	<u>\$0.00</u>	<u>\$10.33</u>
17. 2018 Mt. Morris	Livingston County	\$1,096.16	\$1,096.16	\$0.00	\$ 0.00
Mast, Jeffrey P.	Mt. Morris Twn Tax	\$ 896.85	\$ 896.85	\$0.00	\$ 0.00
Tax Map Number	Keshequa Sch. Rel.	\$2,881.39	\$2,692.89	\$0.00	\$188.50
132.-1-19.111	Mt. Morris Fire 1	<u>\$ 49.67</u>	<u>\$ 49.67</u>	<u>\$0.00</u>	<u>\$ 0.00</u>
	Total	<u>\$4,924.07</u>	<u>\$4,735.57</u>	<u>\$0.00</u>	<u>\$188.50</u>
18. 2018 York	Livingston County	\$ 979.36	\$ 801.29	\$0.00	\$178.07
Stevens, Patrick M.	York Town Tax	\$ 455.58	\$ 372.75	\$0.00	\$ 82.83
Tax Map Number	York Fire 1	\$ 82.83	\$ 67.77	\$0.00	\$ 15.06
71.5-1-37	York Light 1	\$ 11.67	\$ 9.55	\$0.00	\$ 2.12
	York Swr Dist#2Occ	\$ 342.04	\$ 342.04	\$0.00	\$ 0.00
	Cons. Wtr Occ	<u>\$ 199.52</u>	<u>\$ 199.52</u>	<u>\$0.00</u>	<u>\$ 0.00</u>
	Total	<u>\$2,071.00</u>	<u>\$1,792.92</u>	<u>\$0.00</u>	<u>\$278.08</u>

Mr. Fuller explained that the Avon Central School didn't check their lock box when the relevies were applied.
Motion: Mr. Knapp moved and Mr. Gott seconded to approve the foregoing resolution..... Carried.

Mr. Fuller reported that he sent letters to the towns, villages and schools sharing the wording for the Cold War exemption. Avon just did this exemption last summer so they will need to do it again.

Informational Item(s) Written Only

- 1) Town & County tax rolls and tax bills been processed, printed and picked up by Tax Collectors.
- 2) The Village assessment rolls will be available for the Assessors at their January meeting.
- 3) Memos have been mailed to the Town, Village and School taxing jurisdictions notifying them of the removal of the 10-year limitation for the Cold War property tax exemption.

COUNTY ADMINISTRATOR – IAN COYLE

Action Item(s) To Be Reported

1. APPROVING ABSTRACT OF CLAIMS #12B-DECEMBER 27, 2017

Motion: Mr. Gott moved and Mr. Knapp seconded to approve the foregoing resolution..... Carried.

2. APPROVING ABSTRACT OF CLAIMS #1A-JANUARY 10, 2018

Motion: Mr. LeFeber moved and Mr. Mahus seconded to approve the foregoing resolution Carried.

3. AMENDING 2018 LIVINGSTON COUNTY BUDGET - HIGHWAY

ESOLVED, that the Livingston County Treasurer is authorized and directed to make the requested Budget Amendments per the Budget Amendment entries, which have been approved by the Livingston County Administrator.

Mr. Coyle reviewed the amendment.

Motion: Mr. Gott moved and Mr. Knapp seconded to approve the foregoing resolution..... Carried.

4. ESTABLISHING AN ACCOUNT - DEPARTMENT OF HEALTH

RESOLVED, that the following account be established for the Department of Health:

Account	Dept.	Code	Description	Amount
Establish Revenue	A4116	2280	Health Services, other gov	\$26,500.00
			TOTAL	\$26,500.00
Establish Appropriation	A4116	1950	Temp Services	\$7,538.00
		4020	Training Development	\$1,126.00

		4060	Office Supplies	\$150.00
		4080	Professional Services	\$7,000.00
		4200	Print/Ads	\$8,500.00
		4340	Travel	\$728.00
		8100	FICA	\$576.00
		8200	Retirement	\$754.00
		8400	Worker's Comp	\$128.00
			TOTAL	\$26,500.00

This is the grant received by the Youth Bureau that DOH will be administering.

Motion: Mr. Gott moved and Mr. Mahus seconded to approve the foregoing resolution.....Carried.

5. AUTHORIZING BLANKET UNDERTAKING

WHEREAS, Section 11 of the Public Officers Law authorizes the governing body of a municipality to procure a blanket undertaking to cover officers, clerks and employees of the municipality who would otherwise be required to post an individual undertaking; and

WHEREAS, such blanket undertaking must indemnify against losses through the failure of officers, clerks or employees to faithfully perform their duties or account for moneys or property received by virtue of their position or employment and through fraudulent or dishonest acts committed by officials, clerks or employees covered thereunder, now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors consents and approves a blanket undertaking to cover all officers, clerks and employees required by law to post an undertaking which undertaking shall be provided by the following policies:

a) Public Officials Liability Policy, provided by New York Municipal Insurance Reciprocal, policy no. MPOLIVI001; and

b) Government Crime Policy provided by Fidelity Deposit Company of Maryland, policy no. CCP0058540 14.

This is an annual resolution.

Motion: Mr. Knapp moved and Mr. LeFeber seconded to approve the foregoing resolution Carried.

6. ESTABLISHING PETTY CASH AMOUNTS FOR VARIOUS DEPARTMENTS FOR THE YEAR 2018

RESOLVED, that the following petty cash amounts and designees be established for the year 2018:

<u>Department</u>	<u>Custodian</u>	<u>Amount</u>
Board of Sup./Cty. Adm.	Terrence Donegan	\$150.00
Center for Nursing & Rehabilitation	Frank Bassett	\$500.00
Central Services	Sally MacIntyre	\$150.00
Community Services	Sally Herrick	\$5,000.00
County Clerk	Mary Strickland	\$750.00
Geneseo DMV	Mary Strickland	\$400.00
Dansville DMV	Mary Strickland	\$400.00
County Treasurer	Amy Mann	\$2,000.00
Department of Health	Jennifer Rodriguez	\$150.00
Economic Development	William Bacon	\$150.00
Highway	Donald Higgins	\$1,000.00
Personnel	Tish Lynn	\$100.00
Planning	Angela Ellis	\$125.00
Probation	Lynne Mignemi	\$350.00
Sheriff's Dept.	Thomas Dougherty	\$2,500.00
Social Services	Diane Deane	\$2,000.00
Women's Health Center	Jennifer Rodriguez	\$500.00
Workforce Development	Ryan Snyder	\$300.00
Youth Bureau	Ryan Snyder	\$100.00

There were no changes in the amounts for 2018.

Motion: Mr. Gott moved and Mr. Mahus seconded to approve the foregoing resolution..... Carried.

Pre-approved Informational Item(s) To Be Reported

1. **ERP UPDATE** - Resolution No. 2017-307 authorized a contract with Owen Lewis Consulting for project discovery and contract negotiations. Owen Lewis Consulting is recommending **Tyler Technologies, Inc.**, 840 West Long Lake Road, Troy, MI 48098. The purpose is to purchase the Tyler New World ERP product software licenses, maintenance, support, and implementation services that will be used in all County Departments.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
CIP	100%	Yes X No

Director's Comments: The RFP for this project was released on 4/3/17 and closed on 5/3/17. We received proposals from Tyler Munis, Tyler New World ERP, Superion, Ciber, Brightpoint Infotech, and Navigator. After reviewing all proposals, the steering committee decided to request formal demonstrations from Tyler Munis and Tyler New World ERP. There was not a consensus on a preferred platform and a decision was made to work with a third-party consultant to help finalize a decision. We chose Owen Lewis for this purpose and they then held meetings with members of the steering committee to review each department's requirements. These meetings led to another shorter demonstration session with Tyler New World ERP to help clarify some areas of their software offering. After completing this demonstration, Owen Lewis helped conduct a steering committee vote that resulted in a consensus decision to move forward with New World ERP.

Mr. Coyle reviewed the process used to determine the best ERP software program and explained that today they are seeking a motion of consent by the Committee to start negotiations with the vendor of choice. Tyler currently supplies the system at the Jail and the most widely used vendor in New York State. Mr. Parker reviewed the process on how Owen Lewis helped us evaluate multiple criteria needs and the staff involved on the steering committee. There was further discussion on the costs for this project, future annual costs and potential staffing.

2. Administration, Finance & Sales Tax Update-Mr. Coyle distributed sales tax information for 2015-to date. He has not seen any statewide trend information yet from NYSAC. The second Coffee with the County was today at the Coffee Cup in Dansville. The next one will be in Lima. Mr. Coyle reported on the water incident at the Government Center at 2:00 a.m. on Sunday. We are trying to accommodate staff and public needs. CS staff has done an excellent job since they came in on Sunday, along with the environmental restoration company that we have used in the past. All of the costs will be tabulated and submitted for insurance reimbursement as applicable. Elevators are down at this time for 2-3 weeks out. Records Management Director Kathy Montemarano will be recognized at the 1/24 Board meeting. Mr. Coyle is working on some ideas with the County Historian and ITS in relation to this position.

3. Energy Performance Contract Update-There is a meeting on 1/18 with Noyes for the dialysis unit at the CNR. If it is not with Noyes, we will still move forward. There are several other contractors wanting to work with the CNR for this service.

4. Mr. Coyle reviewed several legislative issues. We did have our first raise the age meeting last week. There was discussion on concerns with the federal tax changes.

ADJOURNMENT

Mr. Gott moved and Mr. Mahus seconded to adjourn the meeting at 2:20 p.m.

INFORMATION & TECHNOLOGY SERVICES – JASON PARKER

Informational Item(s) Written Only

Four Capital Project contracts were issued at the end of the year as follows:

- Presentation Source, Inc: Install two ceiling mount projectors and speakers in conference rooms 205 and 208 with wall plates to allow more efficient meeting set up.
- Annese & Associates, Inc: Install and configure two new redundant firewalls, one in Mt. Morris and one in Geneseo, that will provide better security for County information, centralized management of security policies, and replace existing equipment that is no longer supported by the manufacturer.

- Rel Comm, Inc: Upgrade of the Mitel telecommunications systems at the Highway Department and at the Center for Nursing and Rehabilitation. This includes the upgrade of some handsets and will allow us to replace equipment that has been discontinued by the manufacturer.
- Tele Data Com, Inc: Installation of new network cabling and removal of old network cabling on the first floor of the Government Center. This will allow computers to connect to the County network at speeds approximately 100 times faster than currently connected and the cabling will now match what is installed through most of the Government Center.

Laserfiche Project Update:

Below are the number of items processed through Laserfiche for 2017. These numbers reflect the increased utilization of the product as we progressed through the year

Quarter-to-Date

- 153 Budget Transfers
- 14 Veteran Intake Forms
- 215 Property Cards
- 56 ITS Invoices
- 27 Travel Requests
- 57 Request to Create/Fill/Convert/Delete Positions
- 133 Maternal/Infant Health Forms (MICHHC forms)
- 22 Conference Room Requests
- 40 Computer Use Policy Forms
- 10 PH Equipment Checkout Forms

727 total forms processed

Year-to-Date

- 288 Budget Transfers
- 23 Veteran Intake Forms
- 215 Property Cards
- 61 ITS Invoices
- 60 Travel Requests
- 156 Request to Create/Fill/Convert/Delete Positions
- 142 Maternal/Infant Health Forms (MICHHC forms)
- 22 Conference Room Requests
- 50 Computer Use Policy Forms
- 12 PH Equipment Checkout Forms

1029 total forms processed

Also, Records Management has scanned in 4 years of Town Tax Bills for each of the 17 Towns.

Respectfully submitted,

Michele R. Rees, IIMC-CMC
Clerk of the Board