

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES  
APRIL 18, 2016

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

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Hicks, Fedler, Moore, Idleman, LaPointe, Shay

Debra Prehoda, Clerk of the Board

Chris DeBolt, County Administrator

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Harrison Steves, Supt. Bldgs. & Grnds

Stephanie Lemery, County Clerk

Laura Chadwick, Real Property Director  
Public

Karen Pratt, IT Director

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – March 21, 2016
- 3) Department Requests/Reports:
  - A. County Clerk - Conference
  - B. Buildings & Grounds – Monthly Updates
  - C. Real Property – Tax Sale Auction Update
  - D. County Administration
    1. Capital Financial – County Health Insurance Renewal 2016-2017 Plan Year
    2. Kendal & Associates Proposal for Staff Development
    3. Americade at the Parks
    4. Jared Humiston, Adk. Technical Solution (Committee Room Technology)
  - E. Information Technology – Retirement Position – Backfill/Modify Staffing Pattern
- 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 March 21, 2016 meeting was moved by Mr. Gang, seconded by Mr. Shaw and adopted.

**DEPARTMENT REQUESTS/REPORTS:**

**COUNTY CLERK** – Stephanie Lemery, County Clerk, addressed the following item with the committee:

- Travel Request – Provided information on County Clerk's Summer Conference to be held in Poughkeepsie, NY on June 5 – 8, 2016, handout attached. The Chairman of the Board authorized approval of this travel and the cost was included in her 2016 budget.

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

- Monthly Updates, handout on file:
  - Working at Parks preparing for their season opening. Both parks have been rekeyed. New locks installed at both parks using one key instead of numerous keys simplifying the process.
  - Working on file storage at Annex I.
  - Started servicing lawn mowers
  - Sewer problems at Head Start Buildings located at St. Paul's, Granville and Whitehall becoming plugged up and recommended changing the toilet paper used to avoid paper towels being flushed down the toilet.
  - Installed acoustical boards in Dispatch due to Dispatchers concerns with echoes when talking on the radios and situation has improved.

- Eastern Heating and Cooling has run into a problem with boilers. They cannot get 180° degree water all through the system. They feel the existing piping in place is too small. He stated we have been heating the building for twenty-five years with no problems and is going to discuss this concern with the engineer and not take any action at this time. He stated there may be a difference in how Eastern runs the system verses prior TBS System.
- Installing program to run cooling towers every (4) days. The Governor signed into law that the cooling towers have to be registered and cleaned. He has to put chemicals in to stop Legionella. If it is down longer than 5 days it needs to be drained, re-cleaned and start all over. It takes a couple of days to fill the cooling towers. He has talked to Eastern Heating and Cooling about installing a program that will automatically circulate the water and chemicals and will satisfy the State requirements. Estimated cost of program \$3300.
- Village of Hudson Falls is paving road into Earl Towers. They want Buildings and Grounds to pave the parking lot at St. Paul's Head Start school so the projects can be done together. The village will also be doing some drainage work to make it better for everyone. Steve Haskins, Superintendent of Public Works, viewed the site and estimates about \$10,000 for DPW forces to do the work. Harrison will fund out of his 2016 budget.
- The County Administrator thanked Buildings and Grounds for sound proofing the ceiling between the County Attorney and County Administrator Offices. It made a big difference.

REAL PROPERTY – Laura Chadwick, Director, addressed the following items with the committee:

- Tax Sale Auction Update – The contract with the Auctioneer has been signed and returned. Signs will be going up on the properties on May 16<sup>th</sup> and 17<sup>th</sup> and she will accompany the auctioneer's staff who is putting the signs up to take a look at the property first hand. Chairman O'Brien recommends Real Property and the Treasurer get together and detail out who is responsible for what in this complicated tax sale auction process. The Treasurer stated the tax parcels count is currently at 175.
- STAR Webinar – STAR program as we know it is going away for any new homeowners. Anyone who purchased property between March 1, 2015 and forward are not entitled to star exemption on the assessment roll/school tax bill and will now be receiving a STAR rebate check. These people can register for a STAR check up until July 1 with the anticipated date of September 1 for checks to be released. This is all new.
- Tax Map Technician – A new Tax Map Technician is starting work on Thursday April 21<sup>st</sup>, Bill LaPan.
- Received new printer/scanner and IT is working on setting it up for them. The old printer is going back for a credit on the bill. An even older copier is going to DPW because they have a use for it.
- Board of Assessment review training is schedule for this Wednesday at SUNY Adirondack.

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

- Capital Financial – John Weber and Kristy Laney provided an overview of the County Health Insurance Renewal 2016-2017 Plan Year, renewal process attached. Health insurance is due to renew on June 1<sup>st</sup>. They go out for a full RFP with all the carriers. The contracts match up with the other contracts to comply with the unions. If the unions approved some copay changes then other providers would be more interested and would reduce the premium by about 5%. County contributes \$10 towards monthly dental coverage. The County is at the minimum premium level and it allows for a stoploss which ensures our claims will not go over that amount to protect the budget. Recommendation to increase stoploss from \$100,000 to

\$150,000. Plan increases as follows: 6% increase on debit card plan and 9% increase on EPO and PPO plans for an overall 6.5% budget increase but hopeful it will come in closer to 3% to 4%. Capital Financial is responsible for the County's compliance with ACA, Affordable Care Act. A motion to authorize Chairman's signature on Health/Dental Insurance Plans indicating changing stoploss from \$100,000 to \$150,000 and note premium increases was moved by Mr. Gang, seconded by Mr. Campbell and adopted. The carrier pays Capital and there was no change.

- Kendal & Associates Proposal for Staff Development for Department Heads, handout attached. He is requesting approval to move forward with this training. The feedback from the committee is to make this training mandatory for Department Heads. The cost for the training is \$3850. A motion to approve Kendal & Associates proposal for Staff Development for Department Heads was moved by Mr. Armstrong and seconded by Messrs. Campbell and Hogan. Discussion. Ms. Idleman asked if professional development for the Supervisors has ever been considered. The County Administrator is more than willing to facilitate that if the Board is interested. Mr. O'Brien recommends Supervisor training separate from the Department Head training. The County Administrator will explore tailoring a program for the Supervisor training and what it would cover needs to be defined more. The motion to approve Kendal & Associates proposal for Staff Development for Department Heads was moved by Mr. Armstrong, seconded by Messrs. Campbell and Hogan and adopted. Forwarded to Finance Committee for funding.
- Americade at the Parks – A motion to approve opening the County Parks during Americade was moved by Mr. Campbell and seconded by Mr. Armstrong. Discussion. The County Administrator stated the parks were opened up last year during Americade and maps with trails from Lake George to our two parks. The motion to approve opening the County Parks during Americade was moved by Mr. Campbell, seconded by Mr. Armstrong and adopted.
- Jared Humiston, Adirondack Technical Solution (Committee Room Technology) – The former County Administrator asked Chris last fall to contact Jared, Adirondack Technical Solutions, because some Supervisors had expressed interest in some technology in the committee room. Jared came in and submitted a proposal for what could be done. The room has been rearranged and after discussions with the Clerk of the Board it was felt that it was time to entertain the technology for the committee room. Jared Humiston, Adirondack Technical Solutions, provided an overview of his company and presented and discussed his proposal, attached. The Clerk of the Board asked if the Board also wanted to consider technology for the conference room on the second floor also because it does accommodate more people. The County Administrator noted the County has a credit at Davies Office Equipment if different tables or chairs were needed. The County Administrator stated he is looking for input on whether the technology should go in one or both rooms or move the committee meetings to the larger conference room. He stated we have been in the building for twenty five years and things have changed and changes have been made and maybe it is time for an Architect to come in and take a look at the whole thing. Mr. Humiston stated his guidance was to quote technology for the committee room within a \$5000 budget. The proposal is to put a 60" and (2) 43" televisions on the committee room walls and display information through a laptop/tablet on them and they could do a similar set up in the other conference room. Discussed compliance with open meeting requirements and how information will be accessed. The process of how data will be presented and stored needs to be developed. Mr. Campbell would like to talk about going paperless. The County Administrator stated ultimately that is where this is headed if that is what the Board wants. The County Administrator stated especially with the budget process, he sees this as a communications tool, a way to make things easier. If the Board

wants to move forward to devices for all Supervisors then that can be discussed. Mr. Humiston stated the technology allows for the enhancement of the information being presented. Mr. O'Brien stated start small and then move forward. The County Administrator stated there are funds that could be put towards this project from an established technology capital project. A motion to keep talking about this and discuss further at next month's meeting was moved by Mr. Shaw, but did not receive a second. Mr. Hogan stated what we are looking to do is to establish a formalized plan and suggested a smaller working group of the stakeholders involved (County Administrator, IT Director, Clerk of the Board, County Treasurer) participating and he volunteered to participate in the small group discussion. The County Administrator stated the Supervisors are involved in how to finance the project and the staff in how we do it. A motion to have staff and Supervisor Hogan meet and discuss how to move forward with technology and bring back to committee next month was moved by Mr. Hogan and seconded by Messrs. Shaw and Mr. Campbell. Discussion. Mr. O'Brien asked Mr. Campbell to participate and also Jared Humiston, Adirondack Technical Solutions. Mr. O'Brien would like to see various options to choose from rather than just one. The motion to have staff and Supervisor Hogan meet and discuss how to move forward with technology and bring back to committee next month was moved by Mr. Hogan, seconded by Messrs. Shaw and Campbell and adopted.

INFORMATION TECHNOLOGY - Retirement – Backfill/Modify Staffing Pattern – A Computer Programmer (Grade 18) retired March 11<sup>th</sup> and she is requesting to backfill with a Micro Computer Specialist (Grade 13) which would require amending the Staffing Pattern. She stated the department's need is for a Micro Computer Specialist position. A motion to move request to backfill a Computer Programmer with a Micro Computer Specialist and forward to the Personnel Committee for consideration was moved by Mr. Gang, seconded by Mr. Armstrong and adopted.

OTHER BUSINESS: None.

The meeting adjourned at 12:21 P.M.

Respectfully submitted,

*Debra Prehoda, Clerk  
Washington County Board of Supervisors*



Washington County Office of the County Clerk

Washington County Municipal Center  
383 Broadway, Fort Edward, NY 12828  
Tel: (518) 746-2170, Fax: (518) 746-2177, TDD: (518) 746-2146

Stephanie C. Lemery, County Clerk

Vanita Z. Willey, Deputy Clerk

\*\*\*\*\*MEMO\*\*\*\*\*

DATE: APRIL 18, 2016

TO: GOVERNMENT OPERATIONS COMMITTEE

FROM: STEPHANIE C LEMERY, COUNTY CLERK *SAP*

SUBJECT: SUMMER CONFERENCE

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WE FINALLY RECEIVED THE INFORMATION FOR OUR SUMMER CONFERENCE FOR THE COUNTY CLERKS ASSOCIATION. THERE IS MONEY IN THE BUDGET FOR TRAVEL EXPENSES ALREADY BUT WERE NOT AVAILABLE TO GIVE THE SPECIFICS OF THE WEEK AND DESTINATION AT BUDGET TIME. THE DATES THAT I WILL BE GONE ARE JUNE 5- JUNE 8, 2016. THE CONFERENCE IS BEING HELD IN POUGHKEEPSIE, NY WITH THE TOTAL EXPENSES ADDING UP TO \$356 WHICH INCLUDES A \$50 CONFERENCE CHARGE.

## Renewal Process

### Complete RFP with all competitive Health Insurance Carriers:

- Blue Shield (current)
- Empire (received quote- no additional savings)
- MVP (declined quote)
- CDPHP (received quote- not competitive with price or product)
- Emblem (declined quote)
- Aetna (declined to quote)

### Complete RFP with all competitive Dental Insurance Carriers:

- Metlife (current)
- Empire (received quote)
- Blue Shield (declined)
- Delta (received quote)
- Guardian (declined)

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### Steps:

- 1.) Collect all Benefit and claims data (High claimants, Enrollment, Detailed Medical & RX History)
  - 2.) Produce census off our database to supply to all carriers
  - 3.) RFP all available Health, Dental and Medicare providers (Have long discussions with all regarding benefits, plan designs, claims, history, etc.)
  - 4.) Analyze all claims data and note key hot points for all RFP discussions
  - 5.) Negotiate rates, benefits and plan designs with all carriers
  - 6.) Meet with Board and Unions to finalize plans
  - 7.) Set up Open Enrollment meetings (Rooms, Carriers, do all mailings for Active, Retired and MA eligible's)
  - 8.) Send out all COBRA and Retiree mailings and notifications
  - 9.) Staff all meetings and answer all questions via phone and meetings
  - 10.) Process all applications through carriers and Capital's database
  - 11.) Make sure cards go out and transition is smooth for employees.
  - 12.) Continue to answer questions related to benefits, claims, etc.
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### Timeline:

**February:** RFP process started and claims and reporting received.

**March:** Renewal received from Blue Shield and final negotiations. Meet with Board and/or unions to finalize plan design.

**April:** Finalize plans with Board, unions and carriers and set up open enrollment meetings.

**April-May:** Have all open enrollment meetings complete, applications in, system updated, coupons sent to all retirees and COBRA and payroll deductions complete.

**May-June:** All cards distributed. Answer all employee questions, etc.

**KENDALL & ASSOCIATES  
ORGANIZATIONAL DEVELOPMENT  
CONSULTING and TRAINING**

**PROFESSIONAL DEVELOPMENT TRAINING PROPOSAL**

**March 30, 2016**

**WASHINGTON COUNTY ADMINISTRATOR  
Washington County Municipal Center  
338 Broadway, Fort Edward, NY 12828**

**KENDALL & ASSOCIATES ORGANIZATIONAL DEVELOPMENT  
P. O. Box 4141, Queensbury, NY 12804      Tel (518) 636-9291  
Leslie@kendallandassociates.com      www.kendallandassociates.com**

# **Professional Development Training Proposal Washington County Administrator**

## **Project Overview**

The Washington County Administrator requested a professional development training proposal to include twenty-six Department Heads and the County Administrator. The primary purposes of consultations are (a) to assist the Administrator and senior managers in determining the nature and extent of professional development training appropriate for the department heads and subsequently their staff and (b) facilitate discussions of issues relevant to the county's mission. The primary purpose of delivering professional development training is to help staff maximize performance toward mission achievement.

Due to the fact that the Administrator and the Board of Supervisors Chairman are new to their respective positions, County personnel are experiencing a transitional period. To assist in the transition to (a) continue to provide quality services through optimal program delivery to county residents and (b) enhance work performance capacity of management and staff, Kendall & Associates is prepared to offer a wide range of professional development opportunities. Suggested topics to address in initial training sessions include the following:

- Vision/Mission Clarification
- Leadership Development and Team Building
- Performance Management and Supervision

## **Kendall & Associates – Company Description**

Kendall & Associates was established in 1990 by Leslie Kendall, owner and managing principal, to provide organizational development services for the corporate, government, non-profit and educational sectors. We offer analysis, consultation and training to assist organizations and individual clients in maximizing performance to reach their mission. Company expertise includes: Mission-Results Alignment; Strategic Analysis and Planning; Project Design, Management and Evaluation; Leadership Capacity and Team Development; Transition and Performance Enhancement Strategies; and Facilitation and Consensus Building. (Resume, Selected Projects List, and References attached)

**Proposal Description**

Kendall & Associates proposes to provide the following professional development consultations and training for approximately 26 Washington County Department Heads and the County Administrator. Adjustments to the proposal may be made during discussions with the Administrator. Time, materials and fees are subject to change, based on proposal adjustments from the client.

**Phase I: Scope of Work**

**Task** Conduct consultation(s) with the Administrator and designated senior management team members to assess professional development training needs for the department heads and their staff.

**Outcome** Determine the topics, general content, schedule, and time frame for training workshops.

**Time** One, one hour consultation

**Phase II: Scope of Work**

**Task** Conduct five professional development workshops of 1.5 hours each.

**Outcomes** **Workshop #1: Vision/Mission Clarification**  
Participants will come to consensus regarding their county-wide vision and revise/update the existing mission as needed to determine strategies for cascading the vision/mission throughout their respective departments.

**Workshops #2 - 3: Leadership Capacity and Team Building**  
Participants will enhance their leadership capacity and team building skills through discussion, an individual assessment, and a progress bench-marking process.

**Workshops #4 - 5: Performance Management**  
Participants will enhance their understanding of the concept of performance management and come to consensus about implementing a consistently-applied performance management system with employees in their departments.

**Time** Seven and one half hours (7.5) of on-site workshops delivery; and Thirty (30) hours (estimated) of preparation and follow-up work.

**Proposal Cost** for Phases I and II of 38.5 hours @ \$100.00 per hour = \$ 3,850.00.  
Materials are billed at actual cost and there is no local travel charge.

**Submitted by: Leslie Kendall, KENDALL & ASSOCIATES**



5457 State Route 40, Argyle, NY 12809  
t. (518) 638-2020

**Quoted To:**

**Washington County Administration**  
Chris Debolt  
383 Broadway  
Fort Edward, NY 12828  
United States

**Phone** (518) 746-2590  
**Fax**

**Prepared By:**

Jared Humiston  
*President*  
Jhumiston@adktechs.com  
(518) 638-2020



<b>Ship Via:</b>	<b>Terms:</b> NET 30
<b>Description</b>	<b>Unit Price Qty Ext. Price</b>

**Wireless HDMI Solution**

<input type="checkbox"/> Nyrius ARIES Prime Wireless HD Transmitter - 1 Input Device - 1 Output Device - 30 ft Range - 2 x USB - 1 x HDMI In - 1 x HDMI Out - Full HD - 1920 x 1080	\$285.70	1	\$285.70
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*Endless Entertainment at Your Fingertips The ARIES<sup>®</sup> Prime gives you complete control over what you want to watch by streaming from your PC to HDTV in razor sharp, uncompressed 1080p high definition with no reduction in picture quality. Now you can finally watch that collection of movies and TV shows already stored on your computer, along with content from services like YouTube<sup>®</sup>, Hulu<sup>®</sup>, Netflix<sup>®</sup>, or any other video streaming website to your widescreen HDTV. Revel in the independence of no longer being limited by software applications, TV schedules or your cable bill and watch all your favorite programming on your terms.*

**SubTotal** **\$285.70**

TV Solution

Description	Unit Price	Qty	Ext. Price
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- VIZIO M M602I-B3 60" 1080p LED-LCD TV - 16:9 - 240 Hz - 176°; / 176°; - 1920 x 1080 - DTS Studio Sound, Virtual Surround, DTS TruVolume - 20 W RMS - Full Array LED - Smart TV - 4 x HDMI - USB - Ethernet - Wireless LAN - PC Streaming - Internet Access - Media Player \$1,110.00    1    \$1,110.00



*Beautifully Smart.*

*The streamlined design of the all-new M-Series puts the focus where it should be - pixel-perfect picture quality and an intuitive new Smart TV experience.*

*Premium Picture Performance.*

*Brilliance Redefined.*

*VIZIO's Full-Array LED backlighting with up to 32 Active LED Zones delivers superior light uniformity, deeper black levels and brighter, more vivid details. In addition, sports and fast action scenes are clearer than ever, thanks to 240Hz effective refresh rate with up to Clear Action 720 (available on most models). And Active Pixel Tuning enables intelligent pixel-level brightness adjustments to further increase contrast and picture detail accuracy.*

- Ready Set Mount A2660BPK Mounting Arm for Flat Panel Display - 26" to 60" Screen Support - 132 lb Load Capacity - Steel - Gloss Black \$90.56    3    \$271.68



- OmniMount ECSB Component Shelf \$82.84    1    \$82.84



- VIZIO E E43-C2 43" 1080p LED-LCD TV - 16:9 - 120 Hz - 178°; / 178°; - 1920 x 1080 - Dolby Digital Plus, DTS Studio Sound - Full Array LED - Smart TV - 3 x HDMI - USB - Ethernet - Wireless LAN - PC Streaming - Internet Access - Media Player \$541.06    2    \$1,082.12



Description	Unit Price	Qty	Ext. Price
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**SubTotal** **\$2,546.64**

**Wireless HDMI Solution**

<p>■ Iogear Long Range Wireless 5x2 HDMI Matrix PRO with 2 Additional Receivers - 1920 x 1080 - Full HD - 5 x 4 - 4 x HDMI Out - Component Video In</p>	\$1,195.96	1	\$1,195.96
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*Multicast Kit*The GWHDM52MBK3 is a Multicast kit which includes two (2) additional wireless HD receivers (Part# GWHDRX01) for support of three (3) wireless locations. IOGEAR's Long Range Wireless 5 x 2 HD Matrix PRO with Multicast is the first to send uncompressed HD 1080p up to an astonishing 200 feet, including the ability of multicasting up to a total of 4 wireless receivers!

*Wireless Matrix*The Wireless 5x2 HDMI Matrix PRO is setting a new standard in wireless connectivity, flexibility, convenience, and décor.

The wireless matrix feature is the biggest breakthrough in wireless A/V solutions today. This means you can watch cable TV in the living room while the bedroom independently selects a Blu-ray® movie to watch wirelessly at the same time. It's capable of streaming uncompressed Full HD 1080p with support for 3D content and digital audio up to 200 feet\* away within the home or desired set up.

<p>■ Professional Services</p> <ul style="list-style-type: none"> <li>- Setup Surface Pro 3</li> <li>- Install customer provided licensing for Office</li> <li>- After Building and Grounds installs TV Wall Mount             <ul style="list-style-type: none"> <li>- Hang TV's</li> <li>- Install Wi-Di Adapter</li> </ul> </li> <li>- Develop Documentation for Windows 7, 8.1 and 10             <ul style="list-style-type: none"> <li>- Show details on how to have users connect</li> <li>- Provide training to staff in a single session</li> </ul> </li> </ul>	\$120.00	8	\$960.00
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\*\*\* Hours are estimated, Actual hours will be billed. \*\*\*



	<b>Subtotal</b>	\$4,988.30
	<b>Tax</b>	\$0.00
	<b>Shipping</b>	\$55.95
	<b>Grand Total</b>	<b>\$5,044.25</b>
	<b>Deposit Required</b>	<b>\$2,522.13</b>

Interest Charges/Collection costs on past due accounts shall be subject to a monthly finance charge(2%). In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.