

**AUDIT & ADMINISTRATION COMMITTEE MEETING
TO BE HELD IN
ROOM #318 OF THE COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Members: Chairman Gouldman, Legislators Castellano & Sayegh

**Thursday May 23, 2019
(Immediately following Personnel Mtg. beginning at 6:00pm)**

The meeting was called to order at 7:20 p.m. by Chairman Gouldman who led in the Pledge of Allegiance. Upon roll call Legislators Castellano, Sayegh, and Chairman Gouldman were present.

Item #3 - Approval of Minutes – April 29, 2019

The minutes were approved as submitted.

Item #4 - Correspondence/County Auditor

- a. **Sales Tax Report** – Duly Noted
- b. **Board In Revenue Report** – Duly Noted
- c. **OTB Report** – Duly Noted
- d. **Transfer/Revenue Report** – Duly Noted
- e. **Contingency/Sub-Contingency Report** – Duly Noted

Item #5 - Correspondence/Commissioner of Finance

- a. **Overtime/Temporary Report** – Duly Noted

This item was addressed again at the end of the agenda.

- b. **Approval/ Budgetary Amendment 19A029/ Sheriff's Dept./ Cover Overtime Expenses to be Reimbursed through Drug Enforcement Agency Tactical Diversion Squad Task Force (Also Reviewed in Protective)**

Chairman Gouldman made a motion to approve Budgetary Amendment 19A029; Seconded by Legislator Castellano. All in favor.

- c. **Approval/ Budgetary Amendment 19A030/ Finance/ Revenues & Expenditures for Homestyle Caterers at Putnam Golf Course to Adhere to Safe Harbour Procedures (Also reviewed in Physical)**

Commissioner of Finance William Carlin stated the catering operation being run by Homestyle is being segregated from the golf operation, which will make it easier to review and will adhere to Safe Harbour procedures. He stated once the Legislature approves the resolution, the money will be put in the proper account and it will be

journalized. He stated the IRS law changed, which affected how the Putnam County Golf Course is accounted for and how the caterer is paid for.

Chairman Gouldman made a motion to pre-file the necessary resolution; Seconded by Legislator Sayegh. All in favor.

d. Approval/ Bond Resolution/ Authorizing Rehabilitation of Portions of Peekskill Hollow Road & Related Bridge Improvements and/or Rehabilitations/ \$1,801,000 (Also reviewed in Physical)

Legislator Albano requested an explanation of this item.

Commissioner Carlin stated the estimated cost increase for this project is \$1.8 million, bringing the total amount up to \$9,006,000. He stated the exact number will not be known until the bids come back.

Chairman Gouldman made a motion to pre-file the necessary resolution; Seconded by Legislator Castellano. All in favor.

e. Approval/ Budgetary Amendment 19A031/ Highways & Facilities/ Peekskill Hollow Road Project PIN 8757.48 (Also reviewed in Physical)

Commissioner Carlin stated the additional submitted to the meeting corrects the budgetary amendment, which had an incorrect account number.

Chairman Gouldman made a motion to waive the rules and accept the additional; Seconded by Legislator Castellano. All in favor.

Chairman Gouldman made a motion to pre-file the necessary resolution; Seconded by Legislator Sayegh. All in favor.

f. Approval/ Budgetary Amendment 19A032/ Finance/ Amend 2019 CHIPS County Capital Project Budget to Equal the Adopted NYS Budget (Also reviewed in Physical)

Chairman Gouldman made a motion to pre-file the necessary resolution; Seconded by Legislator Castellano. All in favor.

Item #6 - Approval/ Fund Transfer 19T081/ Sheriff's Dept./ Corrections/ Cover Overtime Expenses due to 4 Vacancies and 1 on 207C (Also reviewed in Personnel & Protective)

Chairman Gouldman made a motion to pre-file the necessary resolution; Seconded by Legislator Castellano. All in favor.

Item #7 - Approval/ Fund Transfer 19T085/ Sheriff's Dept./ Cover Overtime Expenses due to Vacancy (Also reviewed in Personnel & Protective)

Chairman Gouldman made a motion to pre-file the necessary resolution; Seconded by Legislator Sayegh. All in favor.

Item #8 - Approval/ Fund Transfer 19T090/ Sheriff's Dept./ Corrections/ Cover Overtime Expenses due to 4 Vacancies and 1 on 207C (Also reviewed in Personnel & Protective)

Chairman Gouldman made a motion to pre-file the necessary resolution; Seconded by Legislator Castellano. All in favor.

Item #9 - Approval/ Fund Transfer 19T096/ Finance/ Increase District Attorney's Salary per New York State Mandate (Also reviewed in Personnel)

Legislator Castellano stated this salary increase is per New York State mandate.

Commissioner Carlin stated this mandate affects all district attorneys within New York State, even in counties where the cost of living is much lower.

Legislator Sayegh questioned if the increase is based on county population or if it is a flat increase.

Commissioner Carlin stated it is based on the State Supreme Court Judge salary; therefore it is a flat increase across all counties.

Legislative Counsel Robert Firriolo stated the salaries of county court judges are about 95% of the State Supreme Court Judge salary, and the district attorney's salary is based on that number.

Chairman Gouldman made a motion to pre-file the necessary resolution; Seconded by Legislator Castellano. All in favor.

Item #10 - Approval/ Fund Transfer 19T102/ Bureau of Emergency Services/ Purchase SCBA Carbon Cylinder Bottles for Training Center (Also reviewed in Protective)

Chairman Gouldman made a motion to pre-file the necessary resolution; Seconded by Legislator Castellano. All in favor.

Item #11 - Approval/ Fund Transfer 19T105/ IT/GIS/ Fund Increase in Microsoft Licensing Software Costs

Director of IT/GIS Thomas Lannon stated the Microsoft licensing is always increasing, and there was recently a large increase in the bill. He stated the County still uses the

old licensing, however Microsoft is switching everyone to the cloud, which has improved. He stated this fund transfer is requesting \$50,000 but he does not believe it will all be spent because they have to go through and figure out how many employees fit into each category as there are many employees who do not use the Office Suite. He stated there are now two (2) levels available; having Office Suite on the computer and having Office Suite on the cloud, which is the cheaper option. He stated once approved, employees will be put in at the lower level and moved up if necessary. He stated once an employee is committed to the higher level, they are unable to go back to cloud only. He stated he believes they have a good idea of which employees will be in need of the higher level Suite. He stated the contract runs from July-June and it is a three (3) year commitment. He stated many surrounding municipalities are already utilizing Office 365.

Legislator Nacerino stated Brewster Schools, where she used to work, changed from using Microsoft Office to Google Docs, which was not as user friendly, although it was economically efficient.

Director Lannon stated many people that transition to Google Docs end up switching back to Microsoft. He stated Microsoft is expensive, but it is a good product and the County has not had major problems with it.

Sergeant Meyer questioned if Windows 10 would be implemented.

Director Lannon stated this contract gives the County a perpetual license, which means users can switch right from their current Windows 7 to Windows 10 and then to new versions that come out. He stated Windows 7 is coming to an end this year; therefore employees are being transitioned to Windows 10 little by little.

Legislator Albano questioned if there is a backup feature with the cloud usage.

Director Lannon stated Microsoft guarantees all files. He stated the County has the ability to back up their files, but the issue is that there is so much data. He stated Microsoft is providing space for all employees and the County will identify employees who require the most storage.

Commissioner Carlin stated unfortunately the Office Suite is not customizable, therefore although he primarily uses Excel; he must purchase the entire Office Suite. He stated many employees do not need the higher level and probably will not even notice that they are on the lower level.

Legislator Sullivan questioned if the County is able to eliminate servers to save money since this contract is providing software and cloud storage.

Director Lannon stated there is savings, but he does not have a number at this time. He stated the County also pays a lot of money for virus protection and an archiver, both of

which are provided in the Microsoft package, however for better protection the price increases. He stated the County spends about \$15,000 per year on protection alone.

Legislator Sullivan stated once the files are moved to the cloud, the responsibility of protection is shifted to Microsoft.

Director Lannon stated the vulnerability still lies with the employees, for example if employees have a weak password or they tell others their password. He stated the new program will allow multifactor authentication which requires multiple steps to sign in, which would also allow some employees to access their files from outside of the office. He stated he is wary when it comes to employees accessing their work from home because viruses can get in, which happened recently. He stated when the virus got in, the County was running Microsoft's antivirus software. He stated the County has since switched to different antivirus software, although there is no guarantee that a virus will not get through. He stated he wants to make sure we are well protected before moving to the cloud and believes it will be an advantage for the County.

Chairman Gouldman stated there have been situations in the news where companies or municipalities are hijacked and forced to pay a fee.

Director Lannon stated the County has been hit with the encrypto-virus where the files get encrypted and the hackers demand money to fix it, however the County has 30 days' worth of back-ups so the files can be restored. He stated there were a few places that were hit with a new type of virus that affects the actual hardware; locking the computers. He stated in this situation, the company or municipality must decide whether to purchase all new computers or to pay the fee.

Chairman Gouldman made a motion to pre-file the necessary resolution; Seconded by Legislator Castellano. All in favor.

Item #12 - Approval/ Fund Transfer 19T106/ Sheriff's Dept./ Pay City of White Plains for Reimbursement of Training Expenses (Also reviewed in Personnel)

Legislator Castellano requested clarification on the law surrounding the reimbursement of training expenses.

Commissioner Carlin stated there is a high cost associated with training a new officer, therefore if the officer accepts a position in another police department within their first three (3) years of employment, the new department must reimburse that officer's training expenses to the previous department. He stated in this situation, the advantage for Putnam County is that the officer does not need to be trained and can begin their work right away. He stated the reimbursement is prorated.

Sergeant Meyer stated in the case of this officer, the County saved about \$6,000 through the reimbursement versus the cost of hiring him right out of the academy.

Legislator Nacerino stated hiring an officer who is already trained also saves the overtime costs associated with the officer being in training.

Chairman Gouldman made a motion to pre-file the necessary resolution; Seconded by Legislator Sayegh. All in favor.

Item #13 - Other Business

Chairman Gouldman made a motion to waive the rules and accept Other Business Items #13a, #13b, & #13c; Seconded by Legislator Sayegh. All in favor.

a. Approval/ Fund Transfer 19T111/ Office for Senior Resources/ Title Change to Account Clerk

Chairman Gouldman made a motion to pre-file the necessary resolution; Seconded by Legislator Sayegh. All in favor.

b. Approval/ Fund Transfer 19T112/ Sheriff's Dept./ Cover Meal Reimbursement for Deputies who Attended Training

Chairman Gouldman made a motion to approve Fund Transfer 19T112; Seconded by Legislator Castellano.

Legislator Jonke stated the backup material lacks specific information explaining the \$1,000 requested amount for meal reimbursement.

Chairman Gouldman requested that Sergeant Meyer speak to this item.

Sergeant Meyer stated he does not have information on this fund transfer.

Legislator Jonke suggested tabling this item until more specific information is obtained.

Commissioner Carlin stated the fund transfer can be approved by Committee and then tabled at the Full Legislative Meeting if information is not received by then.

County Auditor Michele Sharkey stated this fund transfer is just for signature and does not require approval at the Full Legislative Meeting.

Sergeant Meyer stated accident reconstruction training is a six (6) week training, therefore the officers that attended were in training for an extended period of time. He stated the money in this line was probably depleted, and this fund transfer is replenishing some of it.

Legislator Nacerino stated no documentation was sent with the fund transfer indicating that.

Legislator Jonke questioned why this fund transfer is for \$1,000.

County Auditor Sharkey stated she can request the vouchers.

Commissioner Carlin stated there is some money budgeted in that line already, and the request for \$1,000 is probably to cover the overage.

Sergeant Meyer stated the line was depleted and they are now looking to replenish funds back into that line.

Legislator Nacerino stated she would like to see more detailed information pertaining to this request.

Legislator Jonke questioned if Sergeant Meyer knows how many deputies attended the training.

Legislator Castellano questioned how much money was originally in this line for the year.

County Auditor Sharkey stated she can check.

Legislator Sullivan stated it would be helpful to have an explanation with the fund transfer.

Legislator Nacerino stated the fund transfer lacks specific information such as the dates of the training and number of deputies who attended. She stated this request is sloppy and she is not comfortable blindly approving a request with no backup material.

Legislator Montgomery questioned if this process would be easier by providing a per diem to those in training.

Sergeant Meyer stated the reimbursement for each meal is spelled out by the County. He stated more individuals attended the training than anticipated.

Legislator Jonke questioned how the \$1,000 was calculated and stated he would like to see the math included.

Legislator Castellano stated County Auditor Sharkey will check the original amount.

Chairman Gouldman stated he will address the next item on the agenda and revisit this item once County Auditor Sharkey comes back with the requested information.

c. Approval/ Fund Transfer 19T115/ Probation/ Purchase New Computers

Chairman Gouldman stated this fund transfer is for the purchase of new computers, which became a time sensitive purchase when one of their computers caught fire.

Commissioner Carlin stated the Probation Department is overdue for new computers.

Chairman Gouldman made a motion to approve Fund Transfer 19T115; Seconded by Legislator Sayegh. All in favor.

b. Approval/ Fund Transfer 19T112/ Sheriff's Dept./ Cover Meal Reimbursement for Deputies who Attended Training – Continued

County Auditor Sharkey stated the line originally had \$1,500 and \$9,900 was transferred in for this class. She stated there is \$157 left in that account.

Legislator Jonke questioned if the \$9,900 included tuition.

County Auditor Sharkey stated yes, it included tuition, travel, lodging, and meals. She stated she printed one (1) travel request form for two (2) people and the reimbursements for lunch and dinner is \$680. She stated they attended the class from May 6th to May 17th.

Legislator Jonke questioned if this is the same class Sergeant Meyer referenced.

Sergeant Meyer stated that is one phase of the class.

County Auditor Sharkey stated she has more requisitions, but she printed this one quickly to provide to the Committee.

Legislator Nacerino questioned if there is a cap on the allowances.

Commissioner Carlin stated yes, the meal reimbursement follows County policy.

Legislator Nacerino questioned how many deputies attended the training.

County Auditor Sharkey stated the information she pulled was for two (2) officers but she believes there is another.

Chairman Gouldman questioned if the Committee was in favor of passing this fund transfer and requesting more specific information in the future.

Legislator Jonke stated this can be addressed again next month once the information has been received.

Commissioner Carlin stated that would hold up the officers' reimbursement for a month.

Legislator Sayegh stated she would like to see the documentation; it is helpful when considering these requests.

Commissioner Carlin stated since this fund transfer request is for signature only, it does not need to come back to a meeting to give Chairman Gouldman permission to sign it.

County Auditor Sharkey stated she can submit the information to the Legislature and then Chairman Gouldman can sign it once everyone has a chance to review it.

Legislator Castellano clarified that this fund transfer can be approved pending the information being submitted to the Legislature, and then Chairman Gouldman can sign it afterwards.

Commissioner Carlin stated that is correct.

Legislator Castellano clarified that \$1,500 was originally budgeted for this line and the training exceeded that amount.

County Auditor Sharkey stated that is correct; \$9,900 was transferred into the line to cover the training and there is currently \$157 remaining in the line.

Legislator Castellano questioned if the \$9,900 transfer come before the Legislature.

County Auditor Sharkey stated the Chair of the Audit & Administration Committee has the authority to sign transfers under \$10,000 which was the case with the \$9,900 transfer.

Legislator Nacerino stated the whole scope of this training was over \$10,000.

Sergeant Meyer stated this expense was approved by the Sheriff and the County Executive.

Legislator Nacerino stated the information attached to the fund transfer does not explain the specifics related to this training expense. She stated she is not questioning the training; she would just like to see the related information.

Legislator Sullivan the transfer of \$9,900 is a weird number, especially since the threshold is \$10,000.

Legislator Castellano asked Legislative Counsel Firriolo if the Committee could make a motion to approve this fund transfer pending the information being received from the Sheriff's Department, and allow Chairman Gouldman to sign it next week. He questioned how the Committee would move forward in the event that the information is not sent as requested.

Legislative Counsel Firriolo stated the Committee can authorize Chairman Gouldman to sign the fund transfer at his discretion once the information is received. He stated if Chairman Gouldman is not comfortable signing, it can be placed back on an agenda for future action.

Legislator Castellano made a motion to approve Fund Transfer 19T112 pending receipt of the requested information; Seconded by Legislator Sayegh. All in favor.

Chairman Gouldman requested that moving forward, all fund transfers be sent with all appropriate information.

Item #5 - Correspondence/Commissioner of Finance
a. Overtime/Temporary Report - Continued

Legislator Montgomery requested clarification of the overtime percentage, 424.56%, used by Highways & Facilities. She questioned what the overtime was used for.

Commissioner Carlin stated he would provide a breakdown of that overtime usage.

Legislator Montgomery clarified that all the overtime has been used.

Commissioner Carlin stated the temporary has been used. He stated a budgetary resolution will be sent to the Legislature next month for that.

Item #14 - Adjournment

There being no further business, at 8:08 p.m. Chairman Gouldman made a motion to adjourn; Seconded by Legislator Castellano. All in favor.

Respectfully submitted by Administrative Assistant Beth Green.