



# GOVERNMENTAL OPERATIONS & IMPROVED METHODS COMMITTEE

## AGENDA

**Municipal Building  
Economic Development Conference Room  
Tuesday, May 24, 2016 @ 4:00 p.m.**

- **Adopt minutes of the April 12, 2016 and May 12, 2016 meetings**
  
- **Compliance** **Brian Young**
  - **“Resolution to Appoint Members to the Ontario County Compliance Committee”**
  
- **RAIMS** **Rosemary Switzer**
  - **“Resolution 2016 Records Conservation Services Records, Archives & Information Management Services and Kofile Technologies, Inc.”**
  - **“Approval of Submission of a Grant Proposal to the National Historical Publications and Records Commission (NHPRC)”**
  - **Capital Improvement Project-Book Scanner**
  
- **Information Services** **Sean Barry**
  - **Capital Improvement Project-IT-Preschool Services Program Software**

## **COMMITTEE INTERESTS**

**Future Agenda Items  
Adjournment**

**For assistance w/agenda call:**

**Cte Chair-Greg Bendzlowicz  
Cte Liaison-R. Johnson**

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**RESOLUTION NO.**  
**RESOLUTION TO APPOINT MEMBERS TO THE**  
**ONTARIO COUNTY COMPLIANCE COMMITTEE**

WHEREAS, the Ontario County Compliance Plan states that the Governmental Operations and Improved Methods Committee recommends members to serve on the County's Compliance Committee; and

WHEREAS, in addition to the representative of the Committee named by the Committee Chairman to serve on the Compliance Committee, the Committee recommends the following appointments to the Board of Supervisors; now, therefore, be it

RESOLVED, That the Board of Supervisors hereby appoints the following persons to serve on the Ontario County Compliance Committee effective June 2, 2016 as recommended by the Governmental Operations and Improved Methods Committee; and further

Sean Barry, Chief Information Officer  
Mary Beer, Director of Community Public Health  
Mary Burnett, Manager of Audit and Financial Projects  
Julie Hoffman, Director of Employee Relations  
Arthur James III, Assistant County Attorney  
Diane Johnston, Director of Community Mental Health Services  
Robert Kramer, Deputy Commissioner of Social Services  
Denise Morley, Director of Human Resources  
Emily Phillips, Human Resource Analyst  
Lorrie Scarrott, Manager of Financial Operations  
Dominic Vedora, GO Committee Representative  
Brian Young, Deputy County Administrator and Compliance Officer

RESOLVED, That certified copies of this resolution be sent by the Clerk to the Board to each person named above.

2016 RECORDS CONSERVATION SERVICES  
RECORDS, ARCHIVES & INFORMATION MANAGEMENT SERVICES AND  
KOFI FILE TECHNOLOGIES, INC.

WHEREAS, The Department of Records, Archives & Information Management Services needs to conserve, repair, de-acidify, encapsulate and rebind several manuscript volumes important to the County of Ontario; and

WHEREAS, The records Management Officer believes that Kofile Technologies, Inc., is the best available document conservation firm for this purpose; and

WHEREAS, The quoted costs are as follows:

Common Pleas	1820-1823	\$1,120.00
Common Pleas	1829-1832	\$1,360.00
State of NY Records of Commitments & Discharge of Prisoners	1937-1949	\$1,536.00
Total		\$4,016.00

WHEREAS, The Department of Records, Archives & Information Management Services has sufficient funds in accounts A1460-4167; now, therefore, be it

RESOLVED, That the quote of Kofile Technologies, Inc., for an amount not to exceed \$4016.00 be accepted and said firm be instructed to complete the conservation work on the above volumes and pages; and further

RESOLVED, That Kofile Technologies Inc., will repair, de-acidify, encapsulate in Mylar and rebind the above mentioned documents; and further

RESOLVED, That certified copies of this resolution be sent by the Clerk of the Board to the Finance Department, and Kofile Technologies, Inc., 6300 Cedar Springs Road Dallas, TX 75235

APPROVAL OF SUBMISSION OF A GRANT PROPOSAL TO  
THE NATIONAL HISTORICAL PUBLICATIONS AND RECORDS  
COMMISSION (NHPRC)

WHEREAS, The Ontario County Department of Records, Archives and Information Management Services (RAIMS) proposes to submit a grant application to the National Historical Publications and Records Commission; and

WHEREAS, RAIMS continues to work to increase efficiency and provide better service and has been successful in securing significant funds in the past for grant funded projects for the County; and

WHEREAS, The grant proposal is specifically for the digitization of 140 oversized volumes of fragile, handwritten early Ontario County Court records; and

WHEREAS, The amount that will be requested is \$24,450 which includes all services and external hard drive;

WHEREAS, There is no County cost required to supplement any part of the services; and

WHEREAS, The Governmental Operations Committee recommends approval; now therefore be it

RESOLVED, That RAIMS submit this grant proposal on behalf of the County prior to the upcoming early October deadline; and further

RESOLVED, That copies of this resolution be sent to RAIMS and to the County Finance Department by the Clerk of this Board.