



GOVERNMENTAL OPERATIONS & IMPROVED METHODS COMMITTEE

APPROVED MINUTES

Tuesday January 19, 2016

Committee Members

*Greg Bendzlowicz, Chair
Tammy Hicks
Margaret Hilton
Dominick Vedora
Mark Venuti
Fred Wille*

Others Present

*Deputy County Administrator Mary Gates, Board of Supervisors Clerk
Karen DeMay, Chief Information Officer Sean Barry, County Clerk
Matthew Hoose, Director of Records and Archives Rosemary Switzer,
Real Property Tax Director Robin Johnson, Real Property Tax Aide
Tammy Jahna*

Chairman Bendzlowicz called the meeting to order at 4:00 p.m. *Supervisor Venuti made a motion, seconded by Supervisor Hilton, to adopt the minutes of the December 8, 2015 meeting; motion carried.*

Board of Supervisors Clerk Karen DeMay presented a Resolution Authorization: One –Year Appointments. Clerk DeMay explained there were no major changes with the appointments.

Board of Supervisors Clerk Karen DeMay presented a Resolution Authorization: Two-Year Appointments. *Supervisor Hilton made a motion to approve the resolutions as a block, seconded by Supervisor Vedora. All in favor, motion carried.*

Director of Records and Archives Rosemary Switzer presented a Resolution Renewal of Microfilm Service Contract Biel’s Information Technology Systems and Department of Records, Archives and Information Management Services. Director Switzer explained the pricing structure will stay the same as the current contract. The RAIMS budget has enough funds to cover the contract. *Supervisor Venuti made a motion, seconded by Supervisor Vedora to approve the “Renewal of Microfilm Service contract Biel’s Information Technology Systems and Department of Records, Archives and Information Management Services.” All in favor, motion carried.*

Director of Records and Archives Rosemary Switzer presented a Resolution Approval of Submission of Local Government Records Management Improvement Funds Grant Proposal to New York State Archives. Director Switzer explained the resolution is asking for permission to submit a grant proposal to have historical records scanned. The grant is specifically for the digitization of County Court Records 1847-1965 and Sheriff’s Criminal Records.1872-1917. The grant will cover all expenses with no additional cost to the County. *Supervisor Hilton made a motion, seconded by Supervisor Venuti to approve the “Resolution Approval of Submission of Local Government Records Management Improvement Funds Grant Proposal to New York State Archives.” All in favor, motion carried.*

County Clerk Matthew Hoose presented a Resolution County Clerk-Authorization of License Space-2016-2017. County Clerk Hoose explained that four Abstract/Title corporations currently license floor space located in the County Clerk’s office and have expressed interest in continuing to license floor space throughout 2016 and 2017. The licenses will be renewed at the current cost of \$20.00 per square foot for unfurnished space. *Supervisor Vedora made a motion, seconded by Supervisor Venuti to approve the “Resolution County Clerk-Authorization of License Space-2016-2017.” All in favor, motion carried.*

Real Property Tax Director Robin Johnson presented the Real Property Tax Services Agency 2015 Annual Report.

Chief Information Officer Sean Barry reported each Supervisor will be receiving a new iPad to replace the existing ones. The latest version iPads are now available and each Supervisor can pick them up at their convenience.

Deputy County Administrator Mary Gates reported that she will present a resolution to appoint representatives of the Compliance Committee at a future GO meeting.

County Clerk Matthew Hoose reported the standard New York State driver's license has been turned down for air travel due to NYS not being compliant with the Real ID Act of 2003. NYS has been given a two year extension to become compliant. Enhanced licenses are compliant.

Being no further business to come before the committee, *Supervisor Venuti, seconded by Supervisor Hilton made a motion to adjourn, motion carried. Meeting adjourned at 4:17p.m.*

Respectfully Submitted,
Tammy Jahna
Real Property Tax Services Aide