



GOVERNMENTAL OPERATIONS & IMPROVED METHODS COMMITTEE

APPROVED MINUTES

Tuesday May 24, 2016

Committee Members

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

Others Present

County Administrator Mary Krause, Deputy County Administrator Brian Young, Records Management Officer Rosemary Switzer, Chief Information Officer Sean Barry, 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 Vedora, to adopt the minutes of the April 12, 2016 and May 12, 2016 meetings; motion carried.*

Deputy County Administrator Brian Young presented the resolution to appoint members to the Ontario County Compliance Committee. Deputy Young explained the purpose of the resolution is to remove Mary Gates from the Compliance Committee and add Brian Young. *Supervisor Hilton made a motion, seconded by Supervisor Vedora to approve the resolution "To Appoint Members to the Ontario County Compliance Committee" All in favor, motion carried.*

Records Management Officer Rosemary Switzer presented the resolution 2016 Records Conservation Services Records, Archives & Information Management Services and Kofile Technologies, Inc. RMO Switzer explained that this is an annual contract with Kofile Technologies. The contract cost of \$4016.00 has been set aside in the budget and will be used to preserve three historical volumes. *Supervisor Vedora made a motion, seconded by Supervisor Venuti to approve the resolution "2016 Records Conservation Services Records, Archives & Information Management Services and Kofile Technologies, Inc." All in favor, motion carried.*

Records Management Officer Rosemary Switzer presented the resolution for approval of submission of a grant proposal to the National Historical Publications and Records Commission. RMO Switzer explained the grant proposal is for the scanning of older, fragile volumes of Ontario County Court records with no additional cost to the County for these services. *Supervisor Vedora made a motion, seconded by Supervisor Hilton approve the resolution "Approval of Submission of a Grant Proposal to the National Historical Publications and Records Commission (NHPRC)" All in favor, motion carried.*

Records Management Officer Rosemary Switzer presented a Capital Improvement Project Request for the purchase of a book scanner to replace an outdated microfilm camera. RMO Switzer explained there have been requests from various departments within the County, along with requests from outside the County, to scan older documents. The cost of the book scanner is \$34,000.00 and will be included in the CIP for 2018 with approval from the committee. *Supervisor Hilton made a motion, seconded by Chairman Bendzlowicz to approve the Capital Improvement Project Request for the Purchase of Book Scanner. All in favor, motion carried.*

Chief Information Officer Sean Barry presented a Capital Improvement Project Request for the implementation of an Electronic Time & Attendance System. CIO Barry explained the request was already in CIP for 2015 and was postponed. As a result, \$350,000.00 was moved to a reserve fund for the year 2017. The project has been recreated and the cost of the system will be taken from the 2017 reserve fund.

Chief Information Officer Sean Barry presented a Capital Improvement Project Request for full replacement of the County's current finance and payroll system. He explained the current system is obsolete. A request for proposal for a financial, payroll, and attendance system will be out this year with assistance from Pro-Nexus (Bonadio). CIO Barry estimates the project will take two to three years, starting early 2017, at the cost of \$1,500,000.00.

Supervisor Hilton made a motion, seconded by Supervisor Vedora, to approve as a block the Capital Improvement Project Request for the implementation of an Electronic Time & Attendance System and Replacement of County's current finance and payroll system. All in favor, motion carried.

Real Property Tax Director Robin Johnson explained that the GO Committee is responsible for setting exemption limits for the County. The committee has not reviewed exemption limits in several years. The committee was asked if it was interested in discussing the limits. The committee declined citing it would like to review exemption information before a decision was made. Director Johnson will compile information and present it at the June 14th GO committee meeting.

County Administrator Mary Krause reminded the committee that a Management Retreat will be held June 10, 2016. CA Krause explained that any information obtained from discussions will be incorporated into the County Culture.

County Administrator Mary Krause discussed the Legislative Committee Review to adopt the Rules & Order for 2017. The Legislative Review Process and Committee Structure will be discussed at the June 14th GO Committee meeting

Being no further business to come before the committee, *Supervisor Hilton made a motion, seconded by Supervisor Vedora to adjourn, motion carried. Meeting adjourned at 4:34p.m.*

Respectfully Submitted,
Tammy Jahna
Real Property Tax Services Aide