I. CALL TO ORDER

Mr. Schu called the meeting to order at 9:00 a.m. and asked Ms. Fitzpatrick to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE FEBRUARY 9, 2021, MEETING MADE BY MS. FITZPATRICK. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Swackhamer stated I would like to thank Mr. Wheeler and all of the people at the vaccine clinic last night. It was amazing how quickly you can go through the process. Good job everyone! Mr. Wheeler stated that was with staff from Public Health, Emergency Management and the volunteers. Yesterday we had 338 people go through the clinic and today we have 640 scheduled. Mr. Van Etten stated I brought my parents and it was efficient and well organized. I was also impressed with the number of retirees who were volunteering. Mr. Wheeler stated we had seven staff and the rest were all volunteers and we would not be able to do it without them.

III. DEPARTMENTAL REQUESTS

A. Commissioner of Finance

1. Review and Approval of Enterprise Resource Planning (ERP) Software – Mrs. Hurd-Harvey stated she is seeking approval to award the RFP for Enterprise Resource Planning (ERP) Software to Tyler Technologies Products for the Munis software. This will be SaaS (Software as a Service) cloud service instead of installed software. We started the research for a new product in 2019 and that was put on hold due to COVID. We will need to be live with payroll at some point in 2022. The installation will be over the course of two years. She commented that she had sent out the financial comparison for the committee to review.

Mr. Swackhamer commented I like that this is not a brand new company and that people are already working with this software so if we have any questions we can go to those people. Mrs. Hurd-Harvey stated we determined that 30 percent of counties are using Munis. One-third of counties are using another program. Mr. Swackhamer asked
how long have some of these counties been using this program? Mrs. Hurd-Harvey replied we have talked with people that have recently converted as well as people who have been using this software since the 1990’s.

Mr. Van Etten commented Munis has been out there for a while; I talked with Mrs. Hurd-Harvey and the biggest concern we had with OpenGov is that we did not want to be the guinea pig.

Ms. Fitzpatrick stated SaaS is the direction that many things are going and it is good to jump on sooner rather than later. E-Finance is not offering installed versions anymore and they are no longer supporting installed versions.

Mr. Wheeler stated remote work has shown us that accessibility to the application for function is important. Information Technology does a great job, but if there is a problem with the VPN, we have to troubleshoot. With SaaS, any of us at home can access it and we will not have to call Information Technology to troubleshoot.

Mr. Swackhamer asked what is the cost? Mrs. Hurd-Harvey replied I am asking for approval to appropriate funds from the Fund Balance to the IT Capital Project. The total gross five-year cost with the options we have elected is $1.9 million. She is requesting authorization for $2 million which will give us a little buffer. The net cost will be slightly less than that. We have to continue to pay for E-Finance support until we are off that system. We will use OpenGov for at least one year overlap, possibly two years depending on installation.

Ms. Fitzpatrick stated so you are proposing we finance this full cost for the next five years out of the capital project? Mrs. Hurd-Harvey replied yes. Ms. Fitzpatrick stated so we will slowly work toward a General Fund takeover of the regular fee for the year? Mrs. Hurd-Harvey replied yes.

Mr. Malter asked so that is all being paid up front? We are paying $300,000 per year over five years? Mrs. Hurd-Harvey replied the initial cost over 18 – 24 months will be $764,000. There will be benchmarks for installations and testing, along with approval of the software and we will make payments at those points. Mr. Malter asked so the total cost over five years is $2 million? Mrs. Hurd-Harvey replied yes. Mr. Malter stated we also recently just did a modification to the payroll system; is the new system going to be able to handle that? Mrs. Hurd-Harvey replied yes. They already have integrations with NovaTime.

MOTION: AWARDING THE RFP FOR ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE TO TYLER TECHNOLOGIES PRODUCTS FOR THEIR MUNIS SOFTWARE FOR A TOTAL COST OF $1.9 MILLION TO BE PAID OVER THE COURSE OF FIVE YEARS MADE BY MR. SWACKHAMER. SECONDED BY MS. FITZPATRICK FOR DISCUSSION.

Ms. Fitzpatrick asked the contract Accountant, is that someone from their company that helps us? Mrs. Hurd-Harvey replied no, we are looking to hire a contract Accountant for our office. This will be part-time, two or three days a week to do some of the day-to-day work to allow our Accountant, Stacey Hayes, to be able to work on the new software implementation.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROPRIATING $2 MILLION FROM THE GENERAL FUND INTO THE INFORMATION TECHNOLOGY CAPITAL PROJECT FOR THE PURCHASE OF THE TYLER TECHNOLOGIES PRODUCTS MUNIS SAAS SOFTWARE MADE BY MR. SWACKHAMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

III. OTHER BUSINESS

A. Goals – Ms. Fitzpatrick asked if it would be appropriate to discuss setting up a capital project for the new shops that Mr. Spagnoletti brought up at the Public Works Committee? He will need funding to upgrade and replace the public works buildings, so maybe now is the time to set up the capital project as well. I didn’t know if it was too early in the process, but I would like that to be one of our committee goals.
Mr. Wheeler stated we do have capital projects for a few of the shops. We can run that list and I think we also have a roof replacement project. Ms. Fitzpatrick stated in conjunction with that, could we also look at all the capital projects and see if any need to be removed or combined? Mr. Wheeler stated Mrs. Hurd-Harvey and I were working on that prior to COVID. We had cleaned up some of the old ones and there are some others that need to be cleaned up.

Mr. Schu stated I think this would be more appropriate for Finance. Ms. Fitzpatrick stated both committees as we were discussing capital projects. Mr. Van Etten stated it is good to have the capital projects for the highway shops, but it is a little early. Ms. Fitzpatrick stated I thought we might have something as a direction by the end of the year.

Mr. Swackhamer stated there are about four highway shop capital projects out there. Mr. Schu asked you suggesting that we review capital projects that are already out there along with new capital projects for Public Works? Ms. Fitzpatrick replied yes.

IV. DEPARTMENT REQUESTS (CONT.)
B. County Manager
   1. RFP – Employee Survey Platform – Mr. Wheeler stated last month we had a conversation about an employee survey/state of the workforce and you tasked us to start researching. I had a conversation and spoke with representatives from two companies. There are a number of products out there that can help with this. Mr. Wheeler requested authorization to issue an RFP for an employee survey service or software. It could be a combination of software and consulting service. This will allow us to set up a survey and analyze the data. We would bring the proposal back to committee.

   MOTION: AUTHORIZING THE COUNTY MANAGER, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSAL FOR EMPLOYEE SURVEY SOFTWARE AND/OR CONSULTING SERVICE MADE BY MS. LATTIMER. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

   2. Census – Mrs. Ferratella stated there was an article in the NACO Newsletter talking about the 2020 census and there were two key takeaways. The first is they are delaying redistricting until September 2021, but local governments have a shorter timeframe to their redistricting draw maps and they have to be completed by the election cycle of 2022. Will we be able to use the maps we created last time? Mr. Wheeler replied yes. My expectation and hope is that the landscape, in terms of population shifts, will not have changed so much. We did 60 different versions and I have the spreadsheets where I modeled everything out. I am hoping we will be able to plug in the new population data with some adjustments.

   Mr. Swackhamer stated my district needs to be looked at as we have been under weighted for many, many years. Mr. Malter asked this is to determine weighted voting? Mr. Wheeler replied this was the issue we had last time and the Legislature decided not to change the districts. The question is at what point is the weighted vote substantial enough to change. Last time the Legislature determined that it was close enough. If you look at a population shift, the districts have not been redrawn in almost 40 years. Our intention as staff is to present you with a number of options.

   Mr. Van Etten commented process was laborious. We were looking at changing the number of Legislators on the Board; everything. No matter the scenario, someone was pinched, or their feelings were hurt. Erwin is too big and the issue is how to spread that out. The other issue is Hornell.

   Mr. Swackhamer stated we are down and that is just something for me to bring up as a representative of the City of Hornell. Mr. Wheeler stated the data will guide a lot of the discussion and we can model different scenarios. We ended up that 17 was a good number. You could also go up to 23 or down to 13. Some districts last time didn’t change at all. Mr. Van Etten stated it will be interesting once all the data is available. There may be a decrease in population that could be spread across everyone. Mr. Swackhamer stated that is no problem, but it is my duty to mention it.
Mr. Wheeler stated we will get the data around as soon as it is available. The first decision for you to make is how you want to do it in terms of adding or removing Legislators or keeping 17 and juggling the districts. That is the major decision point that affects everything else.

3. **Raise the Age Facility** – Mr. Van Etten asked has there been any additional work or discussion on the youth detention facility for Raise the Age? Mr. Wheeler stated COVID and the budget pressure have put that discussion on hold. The LDC received a letter in May/June stating that the State was postponing discussion for now. Mr. Van Etten stated when Raise the Age was implemented we were led to believe that this was a huge issue and a huge cost. Yet it is another year later and we have not seen the costs for when they are putting the youth elsewhere. Mr. Wheeler stated I wouldn’t say there is a substantial cost. Going back to the discussion of a few months ago, finding appropriate placements for some of this youth population is exceedingly difficult.

Ms. Prossick stated my office prosecutes these cases and at most last year we had one placement. The issue is with OMH and OPWDD youth; that is where we have the problems. That doesn’t mean that Raise the Age won’t become an issue. Mr. Van Etten asked will this facility handle that? Mr. Wheeler replied no. That is a completely separate project under a different State agency. Unless we could get creative and the State worked with us for funding.

V. **OTHER BUSINESS (CONT.)**
Ms. Fitzpatrick stated I would like to establish as a goal, getting County facilities open to the public. Perhaps set a date as schools are reopening and we are vaccinating. We need to show full faith in the process and the vaccine. Mr. Schu stated we can put that on next month’s agenda for discussion.

Mr. Van Etten stated I don’t think the fact that we are partially closed is a County decision. That would be the State and it would be nice to express our intent to be back open and normal. Ms. Fitzpatrick stated it is time to push back and get open. Ms. Prossick stated a resolution urging the reopening of the courts will be presented at the end of this month.

**MOTION:  TO ADJOURN MADE BY MR. SWACKHAMER.  SECONDED BY MS. FITZPATRICK.  ALL BEING IN FAVOR.  MOTION CARRIES 5-0.**

Respectfully Submitted by

Amanda L Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR**
Tuesday, April 13, 2021
9:00 a.m.

Please send agenda items to the Clerk of the Legislature’s Office
NO LATER THAN NOON
Wednesday, April 7, 2021