

Legislator Nacerino stated she was not aware of this service being offered through NY-Alert. She stated she would like the County to take more effective measures to communicate with employees.

Director Lannon stated an email was sent to all employees in February 2017 that outlined how employees would be contacted in the event of a closing and mentions NY-Alert. He stated there is also an employee hotline that employees can call in to at any time where they will hear a recording of any updated information.

Legislator Nacerino questioned if text messages are sent out.

Deputy Legislative Clerk Diane Trabulsy stated she is signed up for NY-Alert but only receives road closings and missing individuals.

Director Lannon stated there employees need to be put on a private list to receive Putnam County Government specific notifications.

Legislator Nacerino stated she would like to see a mechanism in place that is run in-house and is for the specific purpose of notifying employees of any pertinent information. She stated she was never made aware that text messaging was utilized to convey messages to employees. She stated currently, an email is sent out from the County Executive's Office and the Legislative Office then contacts the Legislators to notify them of any closings or delayed openings. She stated when she was Chair of the Legislature, she would receive this information and text her colleagues to make sure they were aware. She stated she believes this is an antiquated way to disseminate this information. She stated if the County is not utilizing the NY-Alert system to its fullest extent, she believes a concerted effort should be made to make this an effective form of communication. She stated for the welfare of County employees this should not be an optional service. She stated these messages need to be received in a timely fashion. She stated the system used in the school district required employees to fill out forms, which were transferred into a database and exported into the system.

Director Lannon stated NY-Alert works in a similar way. He stated NY-Alert is a global New York model, but within the service, the County has control over its private lists. He stated within those private lists any information, unrelated to NY-Alert, can be sent out. He stated the system has the ability to make phone calls, send text messages, emails, or faxes.

Legislator Nacerino stated that is the same premise that she is advocating for. She questioned how this can be effectively implemented so all employees are on board.

Legislator Sullivan questioned if there is a policy describing how and when NY-Alert is used. He stated perhaps a starting point would be to build guidelines around when communication through NY-Alert would be utilized.

Director Lannon stated there is currently no policy. He stated it is used to notify employees of closings or delays; general information is not disseminated through NY-Alert, although it could be.

Chairman Castellano stated there is a system in place, however it is being underused. He questioned how many employees utilize NY-Alert.

Director Lannon stated there are about 170 employees using NY-Alert, less than half.

Chairman Castellano questioned if this is on the County website.

Director Lannon stated it is on the County website. He stated the NY-Alert interface is very confusing, which may deter some employees from using it. He stated once on the NY-Alert site, the user can decide what type of alerts they would like to receive. He stated there is an instructional video on how to sign up as well.

Legislator Albano questioned if there is something specific the employees would need to do to receive the Putnam County Government notifications.

Director Lannon stated if the directions are followed, it should take the user where they need to be. He stated employees can also contact the IT Department and request to be added to the list. He stated the Town of Southeast was using a different service and actually switched over to NY-Alert.

Chairman Castellano questioned what the cost of utilizing NY-Alert in this manner.

Director Lannon stated it is free.

Legislator Albano requested that the email with this information be resent to the employees.

Director Lannon stated it is typically sent out before a large storm to notify employees that it is an option. He stated it should be sent on a more regular basis.

Chairman Castellano questioned when the last message was sent out.

Director Lannon stated in January when we had a storm. He stated he is the one who sends the messages out through NY-Alert. He stated in regards to Legislator Nacerino's conversation with County Executive Odell, the County Executive may not know exactly how the messages go out because it is handled by the IT Department. He stated he sends the message, changes the website to reflect the closing or delay, and he sends the email to all employees.

Chairman Castellano questioned what other information is sent out through NY-Alert aside from weather related closings or delays.

Legislator Nacerino questioned if NY-Alert and Blackboard Connect are fundamentally the same thing.

Director Lannon stated yes, they are about the same. He stated Blackboard Connect and their municipal equivalent are probably easier to deal with than NY-Alert. He stated he will be receiving training in March because NY-Alert sold their service to a large company who will be changing and simplifying the interface. He stated with this change, Putnam County will still be maintaining its private list.

Legislator Nacerino stated this service has been underutilized and she would like to see it used more throughout the County. She stated she would like to move forward more aggressively with this service.

Director Lannon agreed. He stated many employees like to call the County hotline as well. He stated the NY-Alert is always sent out and an email is sent to all County employees. He stated in addition, the County has a very good inclement weather policy where employees who decide not to come to work if the weather is bad can make up their time rather than being charged for it.

Chairman Castellano clarified that he can choose where to be notified.

Director Lannon stated yes.

Chairman Castellano requested that the email be sent out again.

Director Lannon stated employees can go through the portal and sign up themselves, or they can contact the IT Department and be added to the list that way.

Chairman Castellano stated he likes the fact that the employee can access the account themselves.

Director Lannon stated hopefully with the update, the portal will be easier to utilize.

Legislator Nacerino stated she will hopefully hear back from Blackboard Connect regarding her inquiry. She stated she would like to have a representative come in and give a presentation.

Item #5 - Correspondence/County Auditor

a. Sales Tax Report

Legislator Sullivan stated according to the report this is the best January there has been in 10 years.

Commissioner Carlin stated the numbers always change and are not final until the end of the quarter. He stated the last payment is the reconciled distribution and there have been

years that have shown great numbers until that last payment. He stated the numbers are only an estimate until the end of the quarter.

Legislator Sullivan questioned why the numbers are so precise if they are only an estimate.

Commissioner Carlin stated he is unaware of how they come up with the estimates.

- 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 #6 - Correspondence/Commissioner of Finance

a. Overtime/Temporary Report

Legislator Sullivan requested that a column be added to the Overtime/Temporary Report showing the 2017 Actual numbers.

Commissioner Carlin stated that could be added.

b. Approval/ Budgetary Amendment 17A079/ Finance/ Year End Journal Entry #2

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

c. Approval/ Budgetary Amendment 18A010/ Adjust Budget for Receipt of SAM Grant Award Pursuant to Resolution #186 of 2017 (Also reviewed in Physical)

Legislator Albano made a motion to pre-file the necessary resolution; Seconded by Legislator Jonke. All in favor.

d. Approval/ Budgetary Amendment 18A012/ Veteran's Peer to Peer Program Funding (Also reviewed in Rules)

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

Item #7 - Approval/ Fund Transfer 17T387/ IT/GIS/ Pay Yearly Microsoft Licensing Fees

Director Lannon stated Microsoft licensing is paid annually and last year, Dell did not send the renewal despite numerous contacts. He stated Microsoft had to get involved and it took a while but the billing was eventually sent in January. He stated the money

was held from 2017, however there was not enough to cover the bill. He stated this transfer is to cover the difference.

Chairman Castellano questioned if the increase was due to a higher number of users.

Director Lannon stated no, Microsoft increased the annual fee because they are trying to move everyone to the Cloud platform. He stated Putnam County does not use the Cloud, therefore the licensing increases each year. He stated they are not looking at whether the Cloud is more cost effective.

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

Item #8 - Approval/ Fund Transfer 18T008/ Health Dept./ Fund Environmental Health Services (EHS) Aide Temporary (Also reviewed in Health & Personnel)

Legislator Albano made a motion to pre-file the necessary resolution; Seconded by Legislator Jonke. All in favor.

Item #9 - Approval/ Fund Transfer 18T020/ County Attorney/ Provide Additional Funding to Tax Foreclosure Contract (Also reviewed in Rules)

Legislator Jonke stated this will relieve some of the burden that is on the County Attorney's Office.

Legislator Addonizio stated she spoke to First Deputy County Attorney Andrew Negro regarding the auction process related to foreclosed properties. She stated there were not enough good properties to be put up for auction, but hopefully this summer there will be.

Chairman Castellano stated selling the property to an adjacent property is always the best scenario.

Legislator Jonke made a motion to pre-file the necessary resolution; Seconded by Legislator Albano. All in favor.

Item #10 - Approval/ Fund Transfer 18T021/ Sheriff's Dept./ Cover Overtime for Officers out on Leave and 207C (Also reviewed in Protective & Personnel)

Legislator Jonke made a motion to pre-file the necessary resolution; Seconded by Legislator Albano. All in favor.

Item #11 - FYI/ County's Deposits & Investments/ Fourth Quarter Ended December 31, 2017

Chairman Castellano stated the interest income through December 31, 2017 is \$430,862.68, which is up from 2016 when it was \$309,600.46. He stated this is due to an increase in interest rates.

Commissioner Carlin stated when he first started this number was about \$1 million. He stated the way interest rates have gone down throughout the years has affected this number and it is beginning to increase again. He stated in this case, the increased rate has helped the County and if the trend continues the County will look into purchasing CDs (certificate of deposit).

Legislator Jonke questioned what the term of a CD would be if it were to be purchased.

Commissioner Carlin stated usually he would ladder them in six (6) month intervals.

Item #12 - Other Business

a. Approval/ Budgetary Amendment 18A020/ Office for Senior Resources/ Adjust Budget for Receipt of Increased EISEP (Enhanced In-Home Services for the Elderly Program) Funds

Chairman Castellano made a motion to waive the rules and accept the other business; Seconded by Legislator Jonke. All in favor.

Commissioner Carlin stated this funding must be spent by the end of the State's Fiscal Year, which ends on March 31st. He stated this funding pays for the in home services for seniors.

Legislator Jonke made a motion to pre-file the necessary resolution; Seconded by Legislator Albano. All in favor.

Item #13 – Adjournment

There being no further business, at 7:06pm Chairman Castellano made a motion to adjourn; Seconded by Legislator Jonke. All in favor.

Respectfully submitted by Administrative Assistant Beth Green.