

**AUDIT & ADMINISTRATION COMMITTEE MEETING
HELD IN
ROOM #318 OF THE COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Members: Chairman Castellano, Legislators Albano & Gouldman

Tuesday 6:30pm July 25, 2016

The meeting was called to order at 6:31 p.m. by Chairman Castellano who requested that Legislator Gouldman lead in the Pledge of Allegiance. Upon roll call, Legislator Albano, Legislator Gouldman and Chairman Castellano were present.

Item #3 - Approval of Minutes – June 28, 2016

The minutes were approved as submitted.

Item #4 - Correspondence/County Auditor

- a. **Sales Tax Report** – Duly Noted
- 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 #8 - Discussion/ Inventory of IT Equipment throughout County

Chairman Castellano made a motion to move Item #8 to the top of the agenda; Seconded by Legislator Albano. All in favor.

Chairman Castellano requested that Director of IT/GIS Thomas Lannon come speak on the state of the IT equipment throughout the County.

Director Lannon stated that it is a case by case situation because different departments use different computers which are used for different tasks.

Chairman Castellano questioned how many computers are upgraded each year.

Director Lannon stated that it's about 30. He stated that most departments handle it on their own because they budget for it, though some go through the IT Department. He added that his Department changes about 10 a year. He stated that the computers that are replaced are recycled, but hard drives are always destroyed to get rid of any information on them.

Item #5 - Correspondence/Commissioner of Finance

a. Overtime/Temporary Report

Legislator Albano stated that the Sherriff's Department seems to have high percentages but the actual numbers are very small. He stated that the Sherriff's Department is moving in the right direction.

Commissioner of Finance William Carlin stated that they are almost completely full with their Correctional Officers and that there are only two (2) vacancies.

b. Approval/Budgetary Amendment 16A038/ Youth Bureau/ Runaway & Homeless Youth Funding – Arbor House (Also Reviewed in Health)

Chairman Castellano stated that the State has increased the allocation for Putnam County in the amount of \$10,575. He stated that this is a good thing for the County.

Chairman Castellano made a motion to approve Budgetary Amendment 16A038; Seconded by Legislator Gouldman. All in favor.

c. Approval/Budgetary Amendment 16A039/ Office for Senior Resources/ Reflect Planned Spending of the BIP Grant (Also Reviewed in Health)

Fiscal Manager of the Office for Senior Resources James Cuomo explained that this a re-budgeting of money into lines to put up monitors in different senior centers. He added that this will help direct people who are looking to speak with someone at the center. He stated that this is grant money from the Federal Government, through the State.

Chairman Castellano stated that it is incoming money from the Federal and State Government.

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

d. Approval/ Budgetary Transfer 16T163/ Bureau of Emergency Services/ Overtime (Also Reviewed in Protective Services)

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

Item #6 - Approval/ Fund Transfer 16T145/ Sheriff's Dept./ Corrections/ Overtime due to Open Personnel Line (Also Reviewed in Protective Services & Personnel)

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

Item #7 - Approval/ Fund Transfer 16T158/ Personnel Dept./ Temporary (Also Reviewed in Personnel)

Commissioner of Finance William Carlin explained that extra help is needed for an all-encompassing audit for the Department of Social Services.

Legislator Gouldman questioned if there was an approximate timetable for when the audit will be.

Commissioner Carlin stated that he is unaware, but Commissioner Piazza may know.

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

Item #9 - Other Business - None

Item #10 – Adjournment

There being no further business, at 6:44 P.M., Chairman Castellano made a motion to adjourn; Seconded by Legislator Albano. All in favor.

Respectfully submitted by Administrative Assistant Ed Gordon.