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J. Margison

NOT APPROVED

JAN 6 1987

CENTRAL SERVICES COMMITTEE

January 4, 1988

Present: Gallman; Raptis; Sylor;

This meeting was held immediately following the regular session of the Board.

The Clerk of the Board reported that Doug Peters had not completed the cleaning of all the IBM typewriters under our contract with him. These remaining 24 machines were to have been cleaned by December 31, 1987. Mrs. Canfield has contacted Mr. Peters several times in the past three weeks, but he has not completed the work. He has now proposed that he reimburse the county in the amount of $5.00 for each of the machines remaining uncleaned.

The committee discussed this and on a motion by Sylor, seconded by Raptis and carried, recommended accepting reimbursement from Mr. Peters in the amount of $10.00 per machine in full satisfaction of the terms of the contract.

If this proposal is agreeable to Mr. Peters, the committee directed the Clerk to request the County Attorney's office to prepare a letter of understanding containing these terms and conditions to be signed by Mr. Peters.

Meeting adjourned.

JAN 21 1988

NOT APPROVED J. Marguson

CENTRAL SERVICES COMMITTEE

January 13, 1988

Present: Gallman; Frair; Shine; Sylor; Watson;

The bills were reviewed and the audit approved for payment on a motion by Frair, seconded by Shine and carried.

The minutes of the December 9, December 14, 1987 and January 4, 1988 meetings were approved on a motion by Shine, seconded by Frair and carried.

Mr. Gallman reported that Frank Duserick had met with representatives of the Health Department, regarding their problems with the software program used for medicare and medicaid billings. He is continuing to work on this. In addition, Mr. Duserick has investigated the requests from the Office for the Aging and Community Services Agency for purchase of computers, and in both cases, agreees there is a definite need and recommends the purchases requested by each department.

Mrs. Canfield reported that Doug Peters has agreed to reimburse the county in the amount of $10.00 for each of the 24 typewriters which were not cleaned under the 1987 maintenance contract. The County Attorney's office prepared a letter of understanding and it has been sent to Mr. Peters for signature.

The need for some type of window covering for the new computer office in the Sheriff's Department was discussed. It has been recommended by Mrs. Cross that vertical blinds be considered instead of curtains or draperies. The committee felt the purchase of blinds would incur greater expense and upon consultation with the Undersheriff, it was his opinion that curtains would be acceptable. Mrs. Canfield was asked to follow-up on this.

County Clerk Joe Presutti met with the committee to request the purchase of a Xerox 1048 Marathon copier and five Xerox 6016 electronic typewriters. The copier is on state contract at $7,030. and the cost for the five typewriters, taking into account a trade-in allowance of $450.00 for three old IBM machines as well as 24 months free service on the copier, would make a net of $1,014.28. See copy of proposal attached. After discussion with Mr. Presutti, a motion was made by Sylor, seconded by Frair and carried, that these purchases be approved.

Mrs. Canfield reported that due to the lower rates for long distance telephone calls that we are paying to R.C.I., discrepancies exist on the call detail recording reports, which are programed at the former AT & T rates. If we are to implement a system using the data generated by this equipment to bill the various state and federally reimbursed departments, it would seem necessary to update the programmed rates to coincide with RCI charges. Mrs. Canfield reported she had checked this with RONCO and it would cost approximately $700. The committee was reluctant to incur this further expense, but at the same time wished to implement new billing procedures utilizing this equipment. It was suggested to Mrs. Canfield that a method could be

formulated using a ratio of charges allocated by the call detail recording equipment to the total actual charges as they appear on the telephone bills. Mrs. Canfield agreed to formulate a new method and to implement this as soon as possible.

Meeting adjourned.

XEROX 1048 COPIER PROPOSAL

State Contract Price	$7,680.00	
Promo Trade of Rental Xerox 4000	-650.00	
Net price	7,030.00	
LEASE PLAN:		
60 months	142.14	(Total: $8,528.40)
Monthly Service	98.65	
Monthly cost	240.79	(Current Xerox 4000 rental is $358 monthl

(NOTE: If copier is purchased in conjunction with the typewriters proposed below, this $240.79 monthly cost would drop back to $142.14 for 24 months, providing free service for two years).

Lease includes all service calls, parts and labor. 5,000 monthly copies, with excess at .0116 per copy.

Options at end of lease:

1. Purchase at 10% of price ($703.00)
2. Renew Lease
3. Return Unit

XEROX MEMORYWRITER 6016 TYPEWRITER PROPOSAL

5 Xerox Memorywriters List Price each $715. x 5	$3,575.00
Less Trade-in of 3 IBM II's	450.00
	3,125.00

LEASE PLAN:

24 months at $135.56 per month
0% buyout at end of lease
180 day warranty

Total cost of 5 Memorywriters for 24 months x $135.56	3,253.44
Total value of 24 months free service on 1048 Copier	2,367.60
Net cost of 5 Memorywriters	885.84
Add interest cost on lease purchase of typewriters	128.44
Actual cost of 5 memorywriters ($202.86 each)	$ 1,014.28

If the interest costs for lease purchase of Xerox 1048 Copier are factored into the cost of the typewriters, i.e. $1,498.40, added to bottom line of $1,014.28, = $2,512.68, this would indicate a price per typewriter of $502.54 each.

If the County was to purchase outright the copier and the typewriters, the cost per typewriter would drop to $151.48 each (or $757.40 total for the five). This is arrived at by taking the list price, less the trade in, i.e. $3,125.00, deducting the 24 months free service amounting to $2,367.60, leaving a total of $757.40.

FEB 16 1988

NOT APPROVED J. Margeson

CENTRAL SERVICES COMMITTEE

February 10, 1988

Present: Gallman; Raptis; Frair; Sylor; Watson;

The bills were reviewed and the audit approved for payment on a motion by Raptis, seconded by Frair and carried.

The minutes of the January 13 and January 22, 1988 meetings were approved on a motion by Frair, seconded by Sylor and carried.

Mr. Gallman reported that he had consulted with the Undersheriff as to the type of curtains for the computer office. A flame-resistant open-weave, unlined drapery was chosen from samples supplied by Patricia Jung of Wellsville, a professional in this field. Ms. Jung will provide the draperies and rods, as well as installation, for a total of $371.70. Mr. Gallman gave approval to her to proceed and the fabric has been ordered.

Discussion was held on a proposal by UNISYS Corp. (formerly Burroughs) made last September through Frank Duserick, our consultant, that Unisys would conduct a formal systems analysis for Allegany County to discern computer based needs and applications to help improve the productivity of individual departments and to provide the county with a basis for planning future needs, at no cost to the county. Mr. Watson has spoken with County Treasurer Mulholland and he believes contact should be made with Unisys, preferably by Mr. Duserick, although Mr. Mulholland does want to be on hand when the analysis information is gathered later. The committee agreed to request Mr. Duserick to make the initial contact with Unisys, and Mrs. Canfield was asked to call Mr. Duserick to set this up.

A request from Social Services to purchase three SL-1 telephones, with headsets, for a message center at a cost of $1,052.60 per RONCO estimate. This was approved on a motion by Frair, seconded by Sylor and carried.

A speaker phone for the Chairman of the Board's office was discussed by the committee and the purchase approved, at an estimated cost of $180.00 plus changing cable to modular, on a motion by Sylor, seconded by Raptis and carried.

Mrs. Canfield reported that Doug Peters had reimbursed the county $240.00, representing $10.00 per machine for the 24 typewriters he did not clean under the maintenance contract which provided for all machines to be cleaned at least once during the year.

Mrs. Canfield distributed a memo to committee members explaining the new formula to implement a billing procedure for telephone charges utilizing the data generated by the call detail recording equipment. This will provide more accurate charges, for reimbursement purposes, being based on calls actually made, rather than on the number of telephones in a department, as has been the case in the past.

Meeting adjourned.

J. Morgan

NOT APPROVED

MAR 10 1988

CENTRAL SERVICES COMMITTEE

March 9, 1988

Present: Gallman; Raptis; Sylor; Shine; Frair; Watson;

The minutes of the February 10, 1988 meeting of the committee were approved upon a moiton by Raptis, seconded by Sylor and carried.

The bills were reviewed and the audit approved for payment on a motion by Shine, seconded by Sylor and carried.

Under old business, it was noted that the County Treasurer had arranged with Unisys to conduct a formal systems analysis of our computer needs, and Frank Duserick will be involved when a report is received from Unisys.

It was noted that the new draperies in the Sheriff's computer office have been installed.

A request from the District Attorney was discussed. It is proposed to purchase a Xerox 2600 copier and model 6040 typewriter at a cost of $117.00 per month for thirty six months. This price includes $200. trade-in on an IBM Selectric II typewriter in the D.A.'s office. The District Attorney is currently paying $127.00 per month rental for an old Xerox copier. This purchase was approved on a motion by Sylor, seconded by Raptis and carried.

A request from the Probation Department was considered to move two telephones, to allow for a more efficient, practical operation of the work flow in the front office, at an estimated cost provided by RONCO of $100.00. This was approved on a motion by Raptis, seconded by Frair and carried.

A request from the Health Department was discussed. A new phone is required for the Offiee Manager. Also re-assignment of extension numbers 248, 265 and another phone bridged to extension 264. This was approved on a motion by Frair, seconded by Shine and carried.

A brief discussion was held on record storage and County Historian Craig Braack's duties in that area. It was decided to inspect the storage area in the basement of the Support Collection Unit after the meeting was adjourned, and to discuss it further at the next meeting.

The Clerk presented a tabulation of seven quotations received from area typewriter ribbon suppliers. The lowest quotation was received from Sentry Business Products in the amount of $1,164.90, which is their quote for genuine IBM, Xerox, NEC etc. brands, and substituting the IBM brand lift-off tape for Sentry brand lift off tape. This brand has been used by the county in the past and has proven satisfactory. This was approved on a motion by Raptis, seconded by Sylor and carried.

Meeting adjourned.

NOT APPROVED J. Margeson APR 13 1988

CENTRAL SERVICES COMMITTEE

April 13, 1988

Present: Gallman; Shine; Hitchcock; Watson;

The minutes of the March 9, 1988 meeting were approved on a motion by Hitchcock, seconded by Shine and carried.

The bills were reviewed and the audit approved for payment on a motion by Shine, seconded by Hitchcock and carried.

A request from the County Historian to the County Attorney to ascertain if it was legally possible to donate some old and dilapidated metal file cabinets to a volunteer worker at the county museum was discussed. The County Attorney provided a copy of an Opinion of the State Comptroller indicating disposition to a private party for nominal or no consideration would be in violation of the law, although a gift to a private not-for-profit organization would be permitted. After discussion, it was determined this matter more properly comes under the jurisdiction of the Public Works Dept. and it was referred to that department with the advice that these filing cabinets be relocated elsewhere, such as the records storage area in the basement of the Support Collection Unit, or to the Public Defender's office in the County Office Building.

A referral from the Personnel Committee was considered regarding the maintenance cost and usage of the off-set printing machine and stencil maker located in the Board of Elections. The maintenance costs for this equipment are very high, although Cooperative Extension, which uses the equipment on a regular basis, pays one half of the maintenance. Mrs. Canfield was requested to contact Elections and Extension and obtain detailed information as to samples of the work produced, volume and other costs incurred so that some comparison can be obtained if this work was to be contracted to an outside printer.

It was noted for the record that the committee has not yet received from the County Historian a report on the contents of the records stored in the north-west area of the Support Collection Unit basement.

Mrs. Canfield distributed a comparison of telephone costs based on the former procedure of billing by the number of telephones in a department compared to the current procedure of billing based on the reports obtained from the call detail recording equipment.

Mrs. Canfield presented quotations she had received for the purchase of 160 cartons of 8½ x 11 paper for use in the Xerox copiers. The lowest quote was submitted by Amity Press at $23.50 per carton. It was noted that all the area suppliers have warned there is a paper shortage and prices are up. Following a review of the quotations, a motion was made by Shine, seconded by Hitchcock and carried, to accept the quotation from Amity Press at $23.50 per carton.

The committee discussed the huge volume of used paper which is discarded in the county buildings. It was recommended that Chairman Watson and Administrative Assistant John Margeson look into source separation of paper and where it can be disposed of in a more practical manner.

Meeting adjourned.

NOT MAY 13 1988
APPROVED
J. Marguson

CENTRAL SERVICES COMMITTEE

May 11, 1988

Present: Gallman; Snider; Watson; Hitchcock; Raptis;

The minutes of the April 13, 1988 meeting were approved on a motion by Hitchcock, seconded by Raptis and carried.

The bills were reviewed and the audit approved for payment on a motion by Raptis, seconded by Snider and carried.

Under old business, it was noted that information was being gathered on the type and volume of printing done on the off-set printing press located in the Board of Elections, and a report will be made to the committee at a later date.

Also under old business, it was reported that the Chairman of the Board and the County Historian have been working on storage of records located in the basement of the Support Collection Unit building. Mr. Raptis suggested that before any shelving is built or purchased, a sketch be prepared for review by the committee.

Mr. Watson noted that he had spoken to a concern in Arkport regarding the recycling of paper. Only certain types of paper are acceptable and it would have to be sorted. A large volume of used computer paper is generated by the county, and Joan Habberfield, Commissioner of Social Services, will be contacted as to the amount discarded by her department. Mr. Watson will continue to work on this matter.

A request from the Social Services Department to make several telephone changes in the Support Collection building was approved on a motion by Snider, seconded by Raptis and carried.

A request from the Personnel Office to purchase a Xerox 6016 Typewriter at a cost of $715.00 less $150. trade-in of old IBM machine, was approved on a motion by Raptis, seconded by Snider and carried.

Mrs. Canfield reported that a survey of departments indicated that there are currently 18 Xerox electronic typewriters and 10 IBM electronic typewriters in use, with only six covered by any type of maintenance contract. The committee was given details of the cost of maintenance contracts and "per call basis" service, which is not as cost-effective as an all-inclusive service agreement. Although most of these electronic machines are relatively new, and repairs would be unlikely in the early years, the Committee was concerned that they should be cleaned at least once a year, and that comprehensive records be kept in the Clerk of the Board's office as to when each machine is cleaned. It was suggested that Dept. Heads be notified by Mrs. Canfield as to the cost of the maintenance contracts and that she work out some procedure to enable a centralized record of maintenance to be maintained in her office. A report was requested for the next meeting of the committee.

John Margeson distributed copies of a memorandum from the State Education Department relative to the new Local Government Records Law. The committee was directed to review it for discussion at the next meeting.

Meeting adjourned.

J. Margeson

MAY 24 1988

NOT APPROVED

CENTRAL SERVICES COMMITTEE

May 23, 1988

Present: Gallman; Raptis; Snider; Shine; Hitchcock;

This meeting was held immediately following the regular board meeting.

It was reported that a small desk-top copier was needed at the landfill building, following the recent transfer of an account-clerk typist to that facility. The approximately volume is 100 copies per day, and time is being wasted making several trips to the county office building to make copies. It was requested by Mr. Roeske that an Adler-Royal copier, on state contract, for $1,018. be purchased. This was approved on a motion by Raptis, seconded by Shine and carried.

Meeting adjourned.

J. Morgan
JUN 20 1988

NOT APPROVED

CENTRAL SERVICES COMMITTEE

June 8, 1988

Present: Raptis; Snider; Hitchcock; Shine; Watson;

The minutes of the May 11, 1988 and May 23, 1988 meetings were approved on a motion by Snider, seconded by Hitchcock and carried, with a correction noted that Mr. Shine was present at the May 11 meeting.

The bills were reviewed and the audit approved for payment on a motion by Snider, seconded by Hitchcock and carried.

A belated request from the Workers Compensation Self-Insurance Plan office for approval of a lease of a Canon copier at $49.00 per month was considered. This copier was approved by the Workers Compensation and Insurance Committee at its January, 1988 meeting but was not forwarded to Central Services Committee for its approval. It was noted the lease was for a two year period, and that Education of Handicapped Children Office contributes to the cost for its use of the machine. A motion was made by Snider, seconded by Hitchcock and carried, that this lease be approved.

Linda Canfield discussed the procedure she would recommend for centralized records of maintenance and cleaning of electronic typewriters. Currently there are 28 electronic machines throughout the complex, with very few covered by maintenance. Mrs. Canfield recommended maintenance contracts be entered into, to be administered by her office and budgeted in the Central Typewriter Maintenance Account, beginning January 1, 1989. Those departments receiving state and federal aid would include funds in their budgets for maintenance, and would be billed by the Clerk's office on a quarterly basis. Mrs. Canfield distributed a draft memo incorporating this proposal for committee consideration. It was recommended, on a motion by Snider, seconded by Hitchcock and carried, that this procedure be implemented and the memorandum distributed to all department heads.

Mr. Watson presented a sketch of the basement of the support collection building, showing current and proposed shelving plans. On a motion by Shine, seconded by Hitchcock and carried, the committee approved this proposed plan and authorized the new shelving for Social Services to proceed.

Meeting adjourned.

J. Margeson

NOT APPROVED

JUN 28 1988

CENTRAL SERVICES COMMITTEE

June 27, 1988

This committee meeting was held immediately following the regular board meeting with all members present.

A request was considered from the Public Works Dept. to purchase three Xerox 6015 Memorywriter typewriters, for $545.00 each, state contract price. Three old IBM typewriters will be traded-in - total trade-in $200., making a final purchase price of $1,435. This was approved on a motion by Raptis, seconded by Hitchcock and carried.

A request was considered from Private Industry Council to purchase an Adler Royal TA 2025 Bond Copier with stand and an Automatic Document Feeder for a total cost of $3,740. This was approved on a motion by Snider, seconded by Shine and carried.

Meeting adjourned.

J. Morgan
JUL 19 1988
NOT APPROVED

CENTRAL SERVICES COMMITTEE

July 13, 1988

Present: Gallman; Hitchcock; Snider; Shine; Raptis; Watson;

The minutes of the June 8 and June 27, 1988 meetings were approved on a motion by Hitchcock, seconded by Snider and carried.

The bills were reviewed and the audit approved for payment on a motion by Raptis, seconded by Hitchcock, and carried.

A request from the Social Services Dept. for two telephones to be installed, one in the Accounting Division and the other in the Services Division, was approved on a motion by Snider, seconded by Raptis and carried.

Mr. Lucyszyn, Health Dept. Director, presented a request for approval to purchase certain equipment and software to bring the Dept.'s equipment up to IBM capability in order to handle medicare and medicaid billings, etc. Unisys Corp. has made a recommendation for this package, totaling $2,001. under state contract pricing. A motion was made by Raptis, seconded by Shine, and carried, to approve this purchase, contingent upon receiving a written, brief explanation from Frank Duserick, our consultant, stating he concurs with this proposed purchase. The committee also requested information from Mr. Mulholland as to whether Unisys has completed its proposed study of county computer operations and if a report has been filed.

Mrs. Canfield presented a written survey concerning the use of the off-set printing press, which is owned by the county, and located in the Board of Elections Office. (Copy attached to original minutes). This equipment is used solely by the Board of Elections and Cooperative Extension, with Extension using it 80% to 20% by Board of Elections. Based on the figures provided by Extension and Elections, it is definitely cost effective to continue to utilize this equipment. The higher the volume, the lower the cost per piece. The average cost per piece for Extension, based on 1987 figures, is .016, based on a volume of 204,500 pieces. The average cost per piece for Elections, based on a volume of 50,000 is .057. The committee, on a motion by Shine, seconded by Hitchcock and carried, made the following recommendations:

1. Keep this equipment under maintenance, as it appears to be cost effective.

2. Reallocate the shared maintenance costs, 80% to Extension, and 20% to Elections.

3. Chairman Watson to discuss with Department Heads if there would be any interest if the county hired someone, perhaps one day per week, to handle printing jobs from various county departments.

Meeting adjourned.

J. Margison

NOT APPROVED

SEP 19 1988

CENTRAL SERVICES COMMITTEE

September 14, 1988

Present: Gallman; Hitchcock; Shine; Snider; Watson;

The minutes of the August 10, 1988 meeting of the committee were approved on a motion by Snider, seconded by Hitchcock and carried.

It was noted that the Social Services Dept. had recently received permission from the Social Services Committee to purchase two Xerox typewriters, but that the required form had not been submitted to this committee as of today.

The Health Dept. requested permission to add a telephone with bridging to Extension 247 for use in the Physically Handicapped Children Program. This was approved on a motion by Hitchcock, seconded by Snider and carried.

Mr. Lucyszyn, Health Dept. Director, reported additional information regarding their computer operation. He noted that this year, the bid for providing the software package for Medicare billing was awarded to Blue Cross/Blue Shield of Wisconsin. The software is totally IBM. The rental this year on the software package will be $275. per month. A decision will have to be made whether the county updates the Health Dept.'s Burroughs computer to be IBM compatible, or to purchase new IBM equipment. Frank Duserick's recommendations were discussed. He favors buying IBM rather than update the Burroughs equipment. Even with the update, 100% IBM compatibility cannot be guaranteed. After further discussion, it was the committee's recommendation that Mr. Lucyszyn look into purchasing IBM or compatible equipment (preferably IBM), instead of updating the Burroughs computer. Mr. Lucyszyn was directed to obtain information of the proposed new equipment, and to provide Mr. Duserick with a detailed breakdown (with a copy to the committee), so that he can give us written approval.

Mr. Lucyszyn also reported that his present computer operator has submitted her resignation, and her replacement will need to attend a one day training session.

Discussion was held on the new Local Government Records Law, which requires the county to promote and support a records management program and to designate one official as records management officer to coordinate the development of, and oversee the program. It was decided to designate Craig Braack, County Historian, as the Records Management Officer for the County, and on a motion by Hitchcock, seconded by Shine and carried, the County Attorney is requested to prepare a resolution to that effect.

Mrs. Canfield briefly discussed the survey she distributed to all department heads regarding the fax machine and off-set printing press. Not all of the departments have yet responded, and Mrs. Canfield will give a complete report at the next meeting of the Committee.

Mrs. Canfield also brought to the attention of the committee that a telephone terminal board in the basement of the Office for the Aging has been malfunctioning due to corrosion caused by dampness on the concrete block wall where it is mounted. Ronco has visited the site and is looking into the matter. They have indicated that at this point the replacement of the terminal board may not be covered under our maintenance agreement. As Ronco made the decision to mount the terminal in its present location, it was the committee's opinion that Ronco should be responsible for its replacement and relocation.

The bills were reviewed and the audit approved for payment on a motion by Shine, seconded by Snider and carried.

Meeting adjourned.

J. Mangan

NOT APPROVED

OCT 5 1988

CENTRAL SERVICES COMMITTEE

September 26, 1988

Present: Gallman; Hitchcock; Snider;

A motion was made by Hitchcock, seconded by Snider and carried, to approve a request from the Department of Public Works for the installation of three new telephones - these are for the accountant, recycling coordinator and new account-clerk typist.

Meeting adjourned.

J. Margeson
OCT 28 1988

NOT APPROVED

CENTRAL SERVICES COMMITTEE

October 28, 1988

Present: Gallman; Raptis; Snider; Shine; Hitchcock; Watson;

The minutes of the September 14 and September 26 meetings of the committee were approved on a motion by Snider, seconded by Hitchcock and carried.

The bills were approved on a motion by Raptis, seconded by Snider and carried.

The committee discussed with Frank Duserick, computer consultant, and Corinne Collins, Office Manager, Health Department, the needs of that department with regard to computer hardware and software. Mr. Duserick recommended that the Health Department should first make a decision as to the software package they want, and then determine the hardware which would be required to work with that software. He further recommended that representatives of the Health Dept. should see in operation all the various software programs they are considering, before making a decision. The volume on the software should be researched to keep in mind future expansion. As to whether the Burroughs computer should be upgraded to be IBM compatible or whether an IBM or compatible computer should be purchased, Mr. Mulholland indicated that the Health Dept.'s Burroughs computer could be utilized elsewhere in the county complex, i.e. the Personnel Dept. and Clerk of the Board's office, and another computer, IBM or compatible, could be purchased for the Health Dept. Mr. Duserick agreed that he would be in favor of IBM or compatible, so as to be sure any software package would be 100% useable.

It was decided that in view of the need to purchase the new equipment before the end of the year, that the Central Services Committee would meet with the Health Dept. representatives after the November 14th board meeting and report their findings as to software and hardware to the committee and a decision made at that time.

It was also decided that the November 9th meeting of the committee be cancelled and rescheduled for November 18th at 1:00 p.m. to allow Mr. Duserick to be present when Unisys makes its presentation on their recent study of computer operations in the county complex.

Betty Wattenberg presented a request to purchase a Hewlett-Packard DeskJet Printer at a cost of $1,000 which had received approval of the Health Services Committee. Mr. Duserick noted this was a good quality printer at an affordable price. Funds are available for this in the Office for the Aging budget. Motion to approve the purchase was made by Raptis, seconded by Snider and carried.

The Health Department submitted a request for a new telephone extension for the CASA Coordinator to be located in the office formerly occupied by the W.I.C. Program. The office will be shared with the Public Health Educator who is using the one existing telephone at that location. This was approved on a motion by Hitchcock, seconded by Raptis and carried.

The Social Services Department submitted a request to purchase two Xerox 6015 typewriters at a cost of $545. each, less trade-in of $150. each, making a final total cost for the two of $790. Purchase approved on a motion by Snider, seconded by Hitchcock and carried.

Under old business, the situation regarding the malfunctioning terminal board in the basement of the Office for the Aging was reported by Mrs. Canfield. The committee's opinion that it was RONCO's responsibility for replacement and relocation was relayed to RONCO but they deny responsibility stating that the recent reports of water can only be related to a situation that first started to occur this past year and cannot be considered as an error in their judgement in selection of the location to place the board five years ago. Mr. Gallman was informed of this response from RONCO and agreed that the County should proceed to have the repair and relocation work done as soon as possible and authorized Mrs. Canfield to notify RONCO to proceed. The total cost of this work was $494.00. The committee ratified Mr. Gallman's decision and authorized the payment for the work from the Central Telephone account.

The Clerk of the Board requested a transfer of funds in the amount of $700. from Account No. A1675.4 Typewriter Maintenance to Account No. A1672.4 U.P.S. This was approved on a motion by Snider, seconded by Raptis and carried. Referred to Ways, Means & Finance Committee for approval and resolution.

The Clerk also requested a transfer of funds in the amount of $500. from Account No. A1675.4 Typewriter Maintenance to Account No. A1670.4 Printing. This was approved on a motion by Raptis, seconded by Hitchcock and carried. Referred to Ways, Means & Finance Committee for approval and resolution.

Meeting adjourned.

J. Marzean

NOT APPROVED

CENTRAL SERVICES COMMITTEE

November 18, 1988

NOV 23 1988

Present: Gallman; Snider; Raptis; Shine;

Also: Frank Duserick; Jim Mulholland; Andrew Lucyszyn;

The committee met with representatives of Unisys Corp., Mr. Ken Engkvist, Senior Account Representative, and Mr. Bill Brooks, Marketing Support. Mr. Brooks reviewed with the committee his study of computer equipment and programs in the county complex. Mr. Brooks feels that the county has reached the point where it should seriously consider hiring a full or part-time computer "manager". Mr. Duserick agreed, and suggested that in order to determine just what level of expertise the county should look for, that a five year plan be drawn up, utilizing the expertise of Mr. Engkvist, Mr. Brooks, Mr. Mulholland and himself. It was also suggested making field trips to counties, such as St. Lawrence and Chenango to draw on their experience with expanded computer operations.

The continuing situation with regard to the Health Department computer was discussed. It was suggested by Mr. Mulholland and Mr. Duserick that before making a decision on the purchase of any new software and hardware, that it may be possible to "rework" the existing software. It was agreed this option would be investigated before proceeding any further with purchasing.

A request for the purchase of an IBM Typewriter (Wheelwriter 30 Series II) at a cost of $824. on state contract was considered from the Health Dept. This was approved on a motion by Raptis, seconded by Snider and carried, contingent upon obtaining Health Services Committee approval also.

A request from the Fire Service to purchase an external disc drive, 5 1/4", for configuration for hazardous materials programs at a cost of $350.00 was approved on a motion by Snider, seconded by Raptis and carried.

A request from the Fire Service to purchase microOHMTADS and microCHRIS data bases for hazardous materials at a cost of $2,495. was approved on a motion by Raptis, seconded by Snider and carried.

A request from the Fire Service to purchase and install a telephone at the fire service dispatch center, for county-wide emergency use, starting January 1, 1989 at a cost of $415.60 was approved on a motion by Snider, seconded by Raptis and carried.

The minutes of the October 28, 1988 meeting were approved on a motion by Raptis, seconded by Snider and carried.

The bills were reviewed and approved for payment on a motion by Snider, seconded by Raptis and carried.

Meeting adjourned.

T. Marzen

NOT APPROVED

DEC 16 1988

CENTRAL SERVICES COMMITTEE

December 14, 1988

Present: Gallman; Raptis; Shine; Watson;

The minutes of the November 18, 1988 meeting were approved on a motion by Raptis, seconded by Shine and carried.

The bills were reviewed and approved for payment on a motion by Shine, seconded by Raptis and carried.

A request from the Sheriff's Dept. was considered to purchase a hardware package called PC Satellite, a compatible keyboard and 200 feet of computer cable, totaling $795.00. This will enable the department to utilize the main computer located in the ground floor office from the booking room in the Jail. This request was referred to Frank Duserick whose opinion was that the request was reasonable and a cost-effective way to spread the department's computer resources. A motion was made by Raptis, seconded by Shine and carried that the purchase be approved.

The Health Department Director and Office Manager met with the committee to discuss that department's computer needs. It was reported that it had been determined that it would not be feasible to "re-work" the old software package for medicaid billing and the department had chosen a new software package called "STAT". Wyoming, Orleans and Cattaraugus Counties are using this system. The Health Dept. had a thorough in-depth demonstration of the software and it is comprehensive and contains all necessary modules required by the department. The cost for this software package is $12,000 for a multi-user system. There is an additional $270. per month cost for maintenance. The hardware necessary to run the above software will cost $8,258. The department has chosen a Unisys PW2 850/16 computer which is 99.9% IBM compatible. Finally, the department requested the purchase of two Unisys PW2 300/10 personal computers at a total of $4,704, one to be used by administration for preparation of federal & state aid budgets, and the other for use by environmental health for word processing and data base management.

If the above requests are approved, it is proposed that the computer currently in use in the Health Dept. can be split up and moved to the Clerk of the Board and Personnel offices, with the Clerk of the Board's computer moved to the Education of Handicapped Children office.

After further discussion, a motion was made by Raptis, seconded by Gallman and carried, to approve all of the above, on the condition that the approval of the Health Services Committee and Mr. Duserick is also obtained. Mr. Lucyszyn agreed to contact Mr. Duserick in writing and also to bring this before the Health Services Committee at the next meeting scheduled for December 20, 1988.

A request from the Social Services Department to purchase audio equipment to permit controlled, supervised parent-child visitation when court ordered, at a total cost of $351. plus labor was approved

on a motion by Raptis, seconded by Gallman and carried.

The Clerk of the Board reported that several department heads had enquired if the county would be purchasing a "fax" machine. A survey taken in September indicated fourteen departments would use a fax, and the total number of times per month it would be used averaged over sixty. Mrs. Canfield reported that a demonstration was given in September of a Murata M1200 fax, which costs $895. She also noted that there would be over $5,000 balance remaining in the central telephone account by year-end, if the committee decided to purchase a machine. Following further discussion, a motion was made by Raptis, seconded by Watson and carried, that the Clerk, along with Chairman Gallman, review various brands and features available, and be authorized to purchase a fax machine up to $1,500.

Meeting adjourned.