

APPROVED

CENTRAL SERVICES COMMITTEE

January 10, 1990

JAN 16 1990

Present: Gallman; Miess; Palmiter; Reuning; Nielsen;
Cross;

The minutes of the December 13, 1989 meeting of the committee were approved on a motion by Palmiter, seconded by Reuning and carried.

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

Mr. Gallman introduced Frank Duserick, our computer consultant and requested him, for the benefit of the new legislators, to give a brief background of his involvement with the county computer system.

Discussion was held on the bulk purchase of typewriters for 1990 and the Clerk was requested to send out a survey to all departments. Mr. Duserick recommended that any department which is planning to purchase computer hardware and/or software during 1990 should be directed to have a preliminary meeting with him early in the year to begin the process in a timely manner. A convenient date for these meetings will be worked out between the Clerk and Mr. Duserick and department heads notified.

Also discussed at some length was the cost effectiveness of computer maintenance agreements. Mr. Gallman noted that the County Treasurer had been in contact with Unisys to obtain information as to how many service calls we had over the past 3-4 years, what parts may have been replaced and what costs would have been incurred had we not had maintenance agreements. Department heads are to be notified by the Clerk to hold payment on any invoice for computer maintenance until the outcome of this is known.

Further discussion was held on the need for a full-time computer position. No action taken by the committee at this time.

Linda Canfield gave a brief background on the county's telephone system for the benefit of the new members. It was noted that the Fire Dispatch Center began handling all calls on the switchboard on January 8, 1990.

Meeting adjourned.

J. Margeson

CENTRAL SERVICES COMMITTEE

February 14, 1990

FEB 14 1990

Present: Gallman; Reuning; Miess; Palmiter; Cross;

The minutes of the December 26, 1989 and January 10, 1990 meetings of the committee were approved on a motion by Palmiter, seconded by Reuning and carried.

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

It was noted by Chairman Gallman that a request had been forwarded from the Social Services Department and approved by the Social Services Committee, requesting approval to purchase a modem and related communications software, required by the State Dept. of Social Services for use with the Epson II+ microcomputer purchased in December. Cost would be in the \$400-\$500 range. The Clerk was requested to forward this information to Frank Duserick for review and request that he contact Joan Sinclair.

The Clerk reported on the memo sent to all department heads regarding the bulk purchase of typewriters, a preliminary meeting with Frank Duserick for anyone planning to purchase computer hardware and/or software, and to withhold payment of any computer maintenance agreement until the outcome is known of the cost-effectiveness of our present maintenance agreements on computer equipment.

The committee also discussed briefly why the county did not have central purchasing. It was thought savings could be realized if central purchasing was implemented. No action was taken.

Mr. Gallman said he would like to take a few minutes at each committee meeting to visit a department and familiarize the committee members with that department's computer equipment and operations. He thought that today the committee could tour the Clerk of the Board's office. Next month the committee will visit the Department of Public Works, with the Treasurer, Health and other departments scheduled for other meetings during the year. The Clerk will notify the Superintendent of Public Works in advance of the committee's visit.

John Margeson presented information regarding office space allocations for the Planner, Director of Development and secretary. It is proposed that the present central copier room and former Public Works photographic darkroom be remodeled to accommodate all these functions and a proposed floor plan was distributed to the members. After touring the area in question, a motion was made by Palmiter, seconded by Reuning and carried, to approve the proposed alterations.

Mr. Gallman also noted he intended to request Records Management Officer Craig Braack to report to the committee at next month's meeting the result of his investigation into the current situation regarding county records storage.

Meeting adjourned

MAR 14 1990

J. Mergeson

CENTRAL SERVICES COMMITTEE

March 14, 1990

APPROVED

Present: Gallman; Palmiter; Miess; Nielsen; Cross;

The minutes of the February 14, 1990 meeting were approved on a motion by Miess, seconded by Palmiter and carried.

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

Craig Braack, Records Management Officer met with the committee and presented the results of a survey he conducted of county departments as to the records storage situation. The major storage problems lie with three departments, i.e. Social Services, Sheriff and District Attorney. Present needs for storage total 618 boxes at 1.8 cubic feet per box, with a projected 1,490 boxes needing storage in six years. Options to be explored were microfilming or a separate facility for continued storage. Mr. Braack was directed to check with Steuben County, which has an extensive records management program, and obtain information as to state's structural, atmospheric, security, fireproofing and the physical location requirements for records storage. He will report to the committee at the April meeting.

Frank Duserick reported that the Social Services Dept. obtained three quotes for the purchase of a modem for use with the Epson II microcomputer for the Services Division which is required by the State Department of Social Services. Blumenthal's quote was \$320., Parker was \$275. and Jeremy Rase was \$250. Mr. Duserick recommended the Rase quote. Motion was made by Nielsen, seconded by Miess and carried to approve the purchase of the modem from Jeremy Rase at \$250.

Mr. Duserick also recommended to the committee the purchase by the Health Dept. of DBase 3 Plus multi-user version software at a cost of \$500. for use with computer equipment purchased at the end of 1989 for the Physically Handicapped and Education of Handicapped Programs. This was approved on a motion by Nielsen, seconded by Miess and carried.

Due to the change in personnel in the Public Works Dept., the tour of their computer operations was postponed until the next meeting. Mr. Young will be notified by the Clerk of the Board.

Mr. Duserick also recommended that the committee should look into standardizing the software which is used throughout the county complex, and also standardizing the spread-sheet program. He also indicated he would like to use some of his students to assist in setting up the data base for the Physically Handicapped and Education of Handicapped computer programs. The committee was in favor of this approach which would be of benefit to all.

The Clerk noted that within the next two to three weeks it would be necessary to arrange for installation of three telephones in the new office space being prepared for the Planner, Development

Director and Secretary. Approval to go ahead when necessary was given on a motion by Nielsen, seconded by Palmiter and carried.

With regard to covering switchboard operations when the fire dispatch center is handling emergency calls, the Clerk of the Board will contact RONCo to ascertain if there is some indicator light or other device which might be available to be installed on the main telephone in the Clerk's office which would activate when the switchboard is diverted to the Clerk's office. The staff would then be made aware that they would be handling incoming calls through the switchboard.

The Clerk distributed quotes received from the IBM authorized dealer, Norton & Jochum and the Xerox authorized dealer, Copy Connection for the bulk purchase of typewriters for 1990. A total of 5 machines have been requested and quotes were requested with and without trade-in prices. The lowest quotation was submitted by Norton & Jochum, which was accepted by the committee on a motion by Nielsen, seconded by Palmiter and carried.

The Clerk also distributed quotes received from four area suppliers for the bulk purchase of typewriter and printer ribbons for 1990. The lowest quotation was submitted by Sentry Business Products at \$2,141.52 for mostly Sentry brand products, with the substitution of genuine NEC brand printer ribbons at \$495.00 in place of the Sentry brand printer ribbons at \$150.60. This was approved on a motion by Nielsen, seconded by Miess and carried.

Meeting adjourned.

NOT J. Margison

CENTRAL SERVICES COMMITTEE

APPROVED

April 11, 1990

APR 12 1990

Present: Palmiter; Miess; Reuning; Cross;

The minutes of the March 14, 1990 meeting of the committee were approved on a motion by Miess, seconded by Reuning and carried.

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

Linda Canfield reported that approval was needed for the installation of cable and a telephone in the Museum. Also some programming due to the switching of the Youth Coordinator's office to the Clerk of the Board's department and retention of the Coordinator's existing extension number. The cost for this will be \$334.00. Approved on a motion by Reuning, seconded by Miess and carried.

A memo from Craig Braack, Records Management Officer, was read concerning the latest Records Retention and Disposition Schedule CO-2, which supercedes Schedule CO-1. Before any records listed on the new Schedule may be disposed of the Board of Legislators must adopt the Schedule by resolution for use by all county officers. A model resolution for this purpose has been provided by the State Archives and Records Administration. A motion was made by Miess, seconded by Reuning and carried, that the County Attorney be requested to prepare a resolution to adopt Schedule CO-2 based on the model resolution provided.

A request was considered from the Health Department to purchase a new telephone and bridge this telephone to an existing extension in that department. This is needed to replace the extension taken by the fax machine recently installed. Motion was made by Reuning, seconded by Miess and carried, to approve this request.

Another request from the Health Department was considered, to install an additional telephone line for the Children with Special Needs Division. They currently have three telephones on the same line. Motion was made by Miess, seconded by Reuning and carried, to approve this request.

Another request from the Health Department was considered for the purchase of computer equipment consisting of an 8-port board to be used with their Unisys 850 (which is the main system for billing and treatment planning), to enable them to add the two new Unisys terminals, which will bring them to a total of 4 current users with the ability to expand to 8 users. The equipment requested is an Infomed ARNET 8 Port Multi-Port Board at a cost of \$845.75. Frank Duserick was present and concurs with the need for this purchase. Motion was made by Reuning, seconded by Miess and carried, to approve the request.

The approval at last month's meeting for the Health Department to purchase DBase III+ multi-user software was discussed. This software is for use by the Children with Special Needs Division and was estimated to cost \$500. It has now been ascertained that the price for the

network version with unlimited users is more in the \$800 to \$1,000 range, and not \$500. This was discussed with Mr. Duserick who recommended that a maximum of \$1,000 be put on this, to include setting up. Motion was made by Miess, seconded by Reuning and carried to approve the purchase at a maximum of \$1,000.

The need for an in-house computer technician was discussed. It was decided that this committee should not delay much longer in coming to some decisions on this matter and because two members were absent, it was agreed that a special meeting be held on April 23, 1990 at 9:00 a.m. to discuss this with Mr. Duserick and Mr. Mulholland. It was also decided that the matter of maintenance contracts on our personal computers should also be discussed at the April 23 meeting.

Delores Cross and Linda Canfield reported to the committee on a recent recommendation resulting from a department head meeting on the issue of the central mail-out located in the Social Services Department. Due to the ever-increasing volume of mail, more and more demands are being placed on the Social Services staff. It was the consensus of the department heads that the hiring of a person, part-time (less than 17 hours per week) be considered for this work. After considerable discussion, followed by a visit to the present central mail operation and to the lobby of the Courthouse, the committee was of the opinion that this matter should be referred back to the Social Services Committee to consider creating a part-time position and to locate the mailing equipment in the former reception/switchboard area in the Courthouse lobby. It was also considered by the committee that if this position was created in the Social Services Dept. a percentage of the salary could be reimbursed with the possibility that other state-aided departments could be charged back for a share of the salary.

The matter of discontinuing the use of the call detail recording telephone equipment and implementing account coding through R.C.I. was discussed. Linda Canfield reported that she had discussed this with department heads and because certain features would not be available from R.C.I., such as detailed information as to calls made within the local calling area, department heads would prefer to continue with the use of the equipment now in place. The committee was agreeable to this course of action.

The committee then proceeded to the Department of Public Works to observe the computer operations of that department.

Meeting adjourned.

J. MARGESON
APR 26 1990

CENTRAL SERVICES COMMITTEE

April 23, 1990

NOT
APPROVED

Present: Palmiter; Miess; Reuning;

This special meeting of the committee was called to discuss with Frank Duserick and Jim Mulholland, the need for a new computer position. An earlier memorandum dated September 18, 1989 from Mr. Duserick and Mr. Mulholland to the committee was distributed and reviewed. (See attached). The need for this position has become more acute in view of the termination at the end of 1991 of the contract with Alfred University for the real property tax assessment rolls, etc. It will take many months for education and building files and it was felt that the first step would be to hire an individual to be trained on the new computer hardware and software and then be ready to start when the equipment arrives to build files, etc. Eventually this person will also be involved with the county's microcomputer systems to provide training and assistance.

A motion was made by Reuning, seconded by Miess and carried, that the position of Systems Analyst Programmer be created to be under the supervision of the County Treasurer and that this matter be referred to the Ways and Means Committee for funding and to the Personnel Committee to create the title and slot the position in the Non-Unit Salary Plan. County Attorney is requested to prepare a resolution.

The committee also discussed microcomputer maintenance agreements and their cost effectiveness. At the January meeting of the committee it was decided to hold payment of any invoice for renewal until further investigation. Under the terms of our maintenance contracts, Mr. Mulholland reported that we must give Unisys sixty days prior notice of our intent to cancel and that these outstanding bills should be paid. In view of the fact we have no one on board at this time who could trouble shoot computer problems, a motion was made by Miess, seconded by Reuning and carried, that all computer maintenance bills be paid at this time. Mr. Mulholland noted that there are alternative forms of maintenance which would be less costly than the 24-hour service we currently have and these options will be looked into.

Meeting adjourned.

To: James Gallman
Chairman, Central Services Committee
Allegany County

September 18, 1989

From: Jim Mulholland & Frank Duserick

Subj: New Computer Position

Jim, as a result of last Wednesday's discussion with your committee, we met to discuss the various responsibilities of an additional person hired to service the county's growing computer needs. Our discussion eventually focused on three potential job descriptions described in Exhibit I.

Our recommendation is to hire a General Systems Analyst whose primary responsibility will be to service the personal computer needs of the county. Initially these needs will probably occupy a significant portion of his/her time. In the event that slack time does occur for these services, we feel that the job description should also include an additional responsibility of developing competence with the mainframe. Not only would this provide us with a qualified backup for our mainframe computer operations but also it may help us attract better candidates for the position since it will involve all aspects of computer applications. Attached is a job description (Exhibit II).

In addition, this individual may grow into the position of Director of Computer Operations. Within five years Allegany County will probably need a full time dedicated Director, distinct and separate from the County Treasurer's office. If we hire the correct person now we may alleviate substantial problems in the future. Also, there is a distinct possibility that all or most county departments may be linked with one another through the mainframe via the personal computers on their desks. We should be preparing now for this information transfer by attracting and hiring the best qualified individual within the funds available.

Indications are that new graduates from two year technical schools may be appropriate candidates if they have a degree in Computer Information Systems or Computer Science. Attached are copies of the curricula for Alfred Tech for these majors (Exhibits III, IV & V). These new graduates will probably expect to start at an annual salary of \$21,000-\$25,000.

Jim Mulholland prefers a Computer Science graduate (Exhibit V) because of its emphasis on conventional programming, data structures and systems programming. Frank Duserick prefers the Computer Information Systems with Micro Option graduate (Exhibit IV) because of the focus on systems analysis & design and on microcomputer based spreadsheets and data bases.

We would be pleased to discuss these thoughts with you.

Exhibit I

Director of Computer Operations

The Director of Computer Operations will be responsible for managing all aspects of computer operations within Allegany County. This position should be filled by an individual who has a breadth of experience with both mainframe and personal computer applications. In addition, he/she would have substantial prior experience managing the resources of a computer based environment including significant supervisory responsibility of computer center personnel. All computer applications and development, both mainframe and personal computer, will be under the auspices of the Director of Computer Operations.

Personal Computer Specialist

The only responsibility of this person will be to service the personal computer needs of all departments within the county. This position necessitates hiring an individual well versed in all aspects of personal computers. He/she not only will be very knowledgeable with the hardware and software components of personal computers but also will have the ability to conduct analysis of user needs in order to help them meet their operational requirements.

General Systems Analyst

The General Systems Analyst will have two responsibilities. First and foremost, he/she will be responsible for meeting the personal computer needs of all departments within the county. The job description provided in section two above is appropriate for this aspect of the position. Second, this individual will be expected to become competent with current and future mainframe applications in order to provide qualified backup to the current computer personnel.

SYSTEMS ANALYST-PROGRAMMER

INGUISHING FEATURES OF THE CLASS: The work involves the review, definition and analysis of existing manual office methods or problems and the formulation of improved manual or electronic data processing systems or procedures within the County. An incumbent also prepares programs for computer use. General supervision is received from the County Treasurer with wide latitude and responsibility for the exercise of independent judgement in improving departmental systems. Supervision may be exercised over the work of data entry and clerical employees. A System Analyst-Programmer does related work as required for both mainframe and personal computer based systems.

TYPICAL WORK ACTIVITIES:

Confers with department personnel to investigate office procedures to collect information for analysis and study;
 Analyzes directives, bulletins and informational material issued by the State in order to develop efficient production, work flow and electronic data processing application;
 Formulates statements of problems with solutions by manual and/or electronic data processing methods;
 Specifies, in detail, logical and/or mathematical operations to be performed by various equipment units and/or comprehensive computer programs and operations to be performed by personnel in the system;
 Plans and prepares technical reports, memoranda and instructional manuals relative to the establishment and function of complete operational systems;
 Oversees trial program runs in an evaluation and follow-up for optimizing systems;
 Evaluates equipment requirements and analyzes capabilities in relation to department needs;
 Confers with other county, municipal, and state personnel involved in systems analysis and programming in order to integrate and coordinate systems;
 Keeps abreast of new developments in the field in order to maintain a current knowledge of available applications and alternatives;
 Trains employees as to their role in implemented systems;
 Represents the agency in interagency activities related to electronic data processing and systems use.

ALL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of electronic computer programming principles, techniques and concepts; good knowledge of the application of electronic data processing equipment to accounting, statistical and informational problems in a governmental setting; good knowledge of available electronic computer and related peripheral data processing equipment, and the equipment's capabilities and suitability for applications within the departments; good knowledge of methods of analysis; skill in programming; ability to recognize the cost-benefit relationship of proposed EDP solution within the context of the total organization; ability to communicate ideas clearly both orally and in writing; tact and diplomacy in investigating requirements for machine conversion of manual procedures; accuracy; resourcefulness; sound judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

years of full time paid experience or its part time equivalent in computer programming for business and accounting applications, with emphasis in personal computer.*

Successful completion of a least fifteen (15) semester credit hours in

(cont)

SYSTEMS ANALYST-PROGRAMMER

2

Electronic data processing at a regionally accredited or NYS registered college or university or successful completion of a certified course in computer programming offered by a NYS approved business school or training institute may be substituted for no more than one year of the required experience.

NOTE: The work will necessitate extensive interaction with county departments interested in or involved in personal computer applications. Consequently, this position will require substantial background in personal computer hardware and software application, using spreadsheets and data base packages. In addition, the candidate is expected to become competent in a mainframe environment.

ALLEGANY COUNTY CIVIL SERVICE COMMISSION

ADOPTED:

ACCOUNTING/COMPUTER INFORMATION SYSTEMS DEPARTMENT
 State University of New York
 College of Technology at Alfred
 Alfred, NY 14802

Name _____ Advisor _____

Curriculum 230--Computer Information Systems

<u>First Year</u>		<u>Second Year</u>	
<u>First Semester</u>	<u>Grade</u>	<u>Third Semester</u>	<u>Grade</u>
ACCT 1123	Financial Account. _____	ACCT 3433	Cost Accounting I _____
BUS 1023	Bus. Orgn. & Mgmt. _____	DATA _____	(Data Elective) _____
DATA 1003	Int. Bus. Sy. Micro. _____	DATA 4004	On-Line Sy. Prog. _____
DATA 1013	Intro. to Pascal Pr. _____	MATH 1123	Statistics I _____
COMP 1303	Freshman Comp. I _____	ECON 1013	Prin. of Econ. I _____
OR			
COMP 1503	Freshman Comp. II _____		
HPE	Physical Education _____		

Second Semester

ACCT 2223	Managerial Account. _____
DATA 2033	Adv. Pascal Prog. _____
DATA 3004	COBOL Lang. Prog. _____
COMP 1503	Freshman Comp. II _____
OR	
LIT 2603	Intro. to Lit. _____
MATH 1023	Math. of Finance _____

Fourth Semester

_____	_____	(Business Elective) _____
DATA 4063	Sy. Anal. & Design _____	
DATA _____	(Data Elective) _____	
_____	_____	(Soc. Sci. Elective) _____
Speech 1083	Effective Speaking _____	

SEMESTER RECORD:

	<u>Hours</u>	<u>Hours</u>	<u>Semester</u>	<u>Cumulative</u>
	<u>Passed</u>	<u>Taken</u>	<u>Index</u>	<u>Index</u>
First	_____	_____	_____	_____
Second	_____	_____	_____	_____
Third	_____	_____	_____	_____
Fourth	_____	_____	_____	_____

Transfer Credit: _____ hours.

From: _____

Expected Graduation Date: _____

ADDITIONAL REQUIREMENTS:

1. Must take and pass 26-27 hours of required Data (CS/CIS) courses with a 2.0 cumulative index in such courses.
2. A minimum cumulative index of 2.0, along with other requirements stated in the College Academic Regulations and herein, must be met by candidates for the A.A.S. Degree in Computer Information Systems.
3. Social Science elective may include any course in Economics, History, Political Science, Psychology or Sociology.
4. Business elective may include Human Behavior in Organizations, Supervisory Management, Cost Accounting II, Accounting Systems & Computer Applications.

I have read and understand the requirements for graduation at Alfred State College as listed on this form and further understand that it is my responsibility to meet these requirements in a timely fashion; I hereby acknowledge with my signature.

Signed: _____

Date: _____

ACCOUNTING/COMPUTER INFORMATION SYSTEMS DEPARTMENT
 State University of New York
 College of Technology at Alfred
 Alfred, NY 14802

Name _____ Advisor _____

Curriculum 230--Computer Information Systems--Micro Option

<u>First Year</u>			<u>Second Year</u>		
<u>First Semester</u>			<u>Third Semester</u>		
		<u>Grade</u>			<u>Grade</u>
ACCT	1123	Financial Account.	BUS	3123	Office Procedures
BUS	1023	Bus. Orgn. & Mgmt.		<u>OR</u>	
DATA	1003	Int. Bus. Sy. Micro.	MKT	1063	Salesmanship
DATA	1013	Intro. to Pascal Pr.	BUS		
COMP	1303	Freshman Comp. I			(Business Elective)
	<u>OR</u>		DATA	3023	Adv. Micro. Sprd.Sh.
COMP	1503	Freshman Comp. II	MATH	1123	Statistics I
HPE		Physical Education	ECON	1013	Prin. of Econ. I

<u>Second Semester</u>			<u>Fourth Semester</u>		
ACCT	2223	Managerial Account.	DATA	2063	Adv. Micro. Databases
DATA	2043	Micro. Con. & Prog.	DATA	4024	Info. Center Tech.
DATA	3004	COBOL Lang. Prog.	DATA	4063	Sy. Anal. & Design
COMP	1503	Freshman Comp. II			(Soc. Sci. Elec.)
	<u>OR</u>		Speech	1083	Effective Speaking
LIT	2603	Intro. to Lit.			
MATH	1023	Math. of Finance			

SEMESTER RECORD:

	<u>Hours</u> <u>Passed</u>	<u>Hours</u> <u>Taken</u>	<u>Semester</u> <u>Index</u>	<u>Cumulative</u> <u>Index</u>
First	_____	_____	_____	_____
Second	_____	_____	_____	_____
Third	_____	_____	_____	_____
Fourth	_____	_____	_____	_____

Transfer Credit: _____ hours.

From: _____

Expected Graduation Date: _____

ADDITIONAL REQUIREMENTS:

1. Must take and pass 26 hours of required Data (CS/CIS) courses with a 2.0 cumulative index in such courses.
2. A minimum cumulative index of 2.0 along with other requirements stated in the College Academic Regulations and herein must be met by candidates for the A.A.S. Degree in Computer Information Systems.
3. Social Science elective may include any course in Economics, History, Political Science, Psychology or Sociology.
4. Business Elective may include Human Behavior in Organization, Supervisory Management, Cost Accounting I, Accounting Systems & Computer Applications.

I have read and understand the requirements for graduation at Alfred State College as listed on this form and further understand that it is my responsibility to meet these requirements in a timely fashion; I hereby acknowledge with my signature.

Signed: _____

Date: _____

ACCOUNTING/COMPUTER INFORMATION SYSTEMS DEPARTMENT
State University of New York
College of Technology at Alfred
Alfred, NY 14802

Name _____ Advisor _____

Curriculum 231--Computer Science

<u>First Year</u>			<u>Second Year</u>		
<u>First Semester</u>			<u>Third Semester</u>		
		<u>Grade</u>			<u>Grade</u>
ACCT	1123	Financial Account.	DATA	4003	Data Structures
DATA	1013	Intro. to Pascal Pg.	DATA	4004	On-Line Sy. Prog.
COMP	1303	Freshman Comp. I	MATH	1123	Statistics I
	<u>OR</u>		PHY	2054	Un. Physics II
COMP	1503	Freshman Comp. II	SPEECH	1083	Effective Speaking
MATH	1084	Calculus I			
ECON	1013	Prin. of Econ. I			
HPE		Physical Education			

<u>Second Semester</u>			<u>Fourth Semester</u>		
DATA	2033	Adv. Pascal Prog.	DATA	2004	Assembly Lang. Prog.
DATA	3004	COBOL Lang. Prog.	DATA	3014	Scient. FORTRAN Prog.
COMP	1503	Freshman Comp. II			(3hr. Open Elec.)
	<u>OR</u>				(Soc. Sci. Elec.)
LIT	2603	Intro. to Lit.			(Scientific Elec.)
MATH	2094	Calculus II			
PHY	1054	Un. Physics I			

SEMESTER RECORD:

	<u>Hours Passed</u>	<u>Hours Taken</u>	<u>Semester Index</u>	<u>Cumulative Index</u>
First	_____	_____	_____	_____
Second	_____	_____	_____	_____
Third	_____	_____	_____	_____
Fourth	_____	_____	_____	_____

Transfer Credit: _____ hours.
From: _____

Expected Graduation Date: _____

ADDITIONAL REQUIREMENTS:

1. Must take and pass 25 hours of required Data (CS/CIS) courses with a 2.0 cumulative index in such courses.
2. A minimum cumulative index of 2.0, along with other requirements stated in the College Academic Regulations and herein, must be met by candidates for the A.S. Degree in Computer Science.
3. Social Science elective may include any course in Economics, History, Political Science, Psychology, or Sociology.
4. Scientific elective may include courses in Astronomy, Biology, Chemistry, Data (CS/CIS), Mathematics, or Physical Science.

I have read and understand the requirements for graduation at Alfred State College as listed on this form and further understand that it is my responsibility to meet these requirements in a timely fashion; I hereby acknowledge with my signature.

Signed: _____

Date: _____

MAY 11 1990

J. Margeson

CENTRAL SERVICES COMMITTEE

APPROVED

May 9, 1990

Present: Gallman; Miess; Palmiter; Nielsen; Cross;

The minutes of the April 11, 1990 and April 23, 1990 meetings of the committee were approved on a motion by Palmiter, seconded by Miess and carried.

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

A request from Gretchen Gary, Recycling Coordinator, for the purchase of computer equipment, was discussed with Frank Duserick. Three quotations were obtained: \$4,550 from CompuEd, Alfred; \$4,800 from I.B.M and \$5,300 from Blumenthals, Olean. If approved, the purchase would be made using grant moneys from the State with a 25% county share. Gretchen Gary met with the committee and confirmed the availability of grant moneys and that this equipment would be compatible with and can communicate with the computer equipment located at the landfill. A motion was made by Nielsen, seconded by Miess and carried, to purchase the computer hardware and software from CompuEd at a cost of \$4,550.

Also discussed was a request from Joan Sinclair, Social Services Commissioner, regarding the relocation of existing telephone lines, and a dedicated line for the computer. Also included in the request was for the consideration of another dedicated line for a lap-top computer Mrs. Sinclair will purchase at her expense for use both at home and in the office. Ronco has visited the department and will provide an estimate for this work shortly. The Central Services Committee concurs with the concern expressed by the Social Services Committee relating to the security of data with this type of installation. No decision was made by the committee until costs have been provided.

Considerable discussion was given to the situation regarding central mail. It was noted that the Social Services Committee did not favor hiring a part-time person to handle this work and proposes to maintain central mailing in the Social Services Dept. with staff assigned from other departments to assist in handling the duties. The Central Services Committee did not feel this was the most efficient manner to handle the mail, particularly in view of the very limited space where the mailing equipment is located. It was decided that Jim Gallman will speak with John Margeson to look into other options we might have to improve the current system.

Meeting adjourned.

RECEIVED

JUN 14 1990

CENTRAL SERVICES COMMITTEE

June 13, 1990

Present: Gallman; Palmiter; Reuning; Miess; Cross;

The minutes of the May 9, 1990 meeting of the committee were approved on a motion by Reuning, seconded by Palmiter and carried.

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

Joan Sinclair met with the committee to discuss her request for telephone relocation in her department and installation of a dedicated line to allow the Commissioner to access information by way of a computer for use at home. It will also allow for a link with regional and state computers and for transmission of reports, notices, etc. With regard to the concerns expressed for security of data, Mrs. Sinclair explained that several security levels would be implemented by way of passwords to protect the data. An estimate has been obtained from Ronco in the amount of \$1,827.00 to do the relocation work, cross-connect computer line and installation of two additional single line telephones. This has already received Social Services Committee approval. A motion was made by Palmiter, seconded by Reuning, and carried to approve this request.

Jerry Garmong, Deputy Director, Employment and Training Center, discussed his request to add one SL-1 touch tone telephone at \$280.00 plus premise visit, programming changes and removal of one phone from the system for an additional \$207.00. This has been approved by the Planning and Development Committee. A motion was made by Reuning, seconded by Miess and carried, to approve this request.

Jim Mulholland met with the committee and noted that the new Systems Analyst Programmer began working for the county on June 11th and he will introduce her to all the departments. She will prepare a complete inventory of all hardware and software located throughout various departments and will sit down with each operator and assist in clearing out each system. Mr. Mulholland also noted that there was the possibility of obtaining a grant through P.I.C. to provide a school for county employees for computer literacy. Also discussed by Mr. Mulholland was the continuing work with the Tax Department and the need to purchase a mainframe computer. An approximate cost would be in the region of \$115,000 plus about \$35,000 for software, etc. Mr. Mulholland noted that with regard to maintenance on micros, these must be paid but he will send 60 day notice and list to Unisys for cancellation. He would recommend that port-to-port maintenance be obtained for computers in Public Works and Health, with a full-service maintenance contract for his department's equipment. He hopes to set up for the 1991 budget a central computer maintenance account and revenue account, so that costs can be charged back. He will try to have figures available for the next meeting of the committee.

A letter from Jim Euken was read concerning the acute shortage of records storage in his office. The letter has been forwarded to Craig Braack, Records Maintenance Officer.

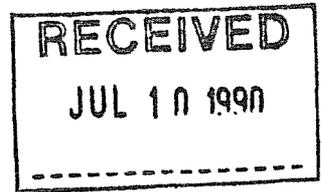
Mr. Palmiter noted that the Public Safety Committee recently discussed with John Tucker the leased lines between here and the Corbin Hill tower. There are fourteen lines which cost \$9,400 per year. There is always the possibility of disruption of service. Mr. Tucker has looked into the purchasing of a microwave system which would cost in the region of \$40,000. This would accommodate another 12 or so lines, with dependability being a major factor. The committee thought that Mr. Tucker should discuss this with Fred Wood, our communications consultant. Mrs. Canfield was directed to make arrangements.

Mrs. Canfield and Mrs. Cross discussed with the committee the central switchboard operations. The matter of having an "automatic attendant" system was reviewed with the committee. Basically, this system would answer all calls by way of recorded messages which instruct the callers how to reach specific extension numbers and/or persons by dialing certain one digit numbers. Costs run in the region of \$15,000. Although the committee was not certain this was the route they wished to go, Mrs. Canfield was given authority to discuss this in more detail with Mr. Wood and obtain some guidance and recommendations from him.

Meeting adjourned.

CENTRAL SERVICES COMMITTEE

June 25, 1990



J. Margeson

Present: Gallman; Miess; Palmiter; Reuning;

The County Treasurer presented a request to purchase an IBM-compatible micro-computer for use by the Systems Analyst-Programmer to assist various departments with programming. Three quotes had been obtained: Databranch - \$3,214.00; Blumenthal's - \$3,445.00; Unisys - \$3,675.00; Mr. Mulholland would like to accept the Databranch low bid.

A motion was made by Gallman, seconded by Miess and carried, that this purchase be approved and the Databranch bid be accepted. Referred to Ways and Means Committee for funding.

Meeting adjourned.

NOT
APPROVED

Databranch:

AST Bravo/386SX	32,195.00
80386SX 16MHz processor, 2MB RAM, 40MB hard disk, 5.25" floppy disk drive. VGA Plus graphics adapter, MS-DOS 3.3 GW Basic	

Mitsubishi XC149C VGA Color Monitor	199.00
-------------------------------------	--------

Okidata Microline 391 Plus	775.00
24-pin printhead, 132 column version of ML390+, six resident fonts, integrated push tractor feed, paper parking, 270 CPS utility, 90 CPS letter quality	

EPI DPI153 Surge Protector	45.00
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45.00
<hr/>
3,214.00

Plumenthal's

386 Model	2,195.00
2000K of memory 40MB hard disk	
Color Monitor	400.00
Epson Equity LQ1050 Printer	850.00
132 column, 24 pin	
	<hr/>
	3,445.00

Unisys

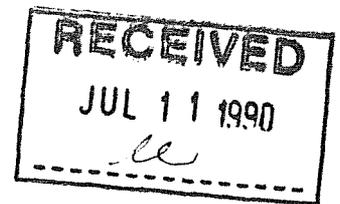
PW2 500/16A	2,900.00
80386SX Processor, 16 MHz, 1MB Memory, 40 MB Hard Drive	
Color monitor	
Printer	775.00
132 Column AT1329	
	<hr/>
	3,675.00

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NOT
APPROVED

CENTRAL SERVICES COMMITTEE

July 11, 1990



J. Margeson

Present: Gallman; Palmiter; Miess; Reuning; Nielsen;
Cross;

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

The minutes of the June 13, 1990 meeting of the committee were approved on a motion by Palmiter, seconded by Reuning and carried.

Mike Kear, County Planner, discussed a referral from the Planning and Development Committee regarding the purchase of a micro-computer for use in his office as well as Economic Development. He was directed to contact Frank Duserick, also the Systems Analyst-Programmer, Debbie Button and obtain three quotes for the type of equipment needed.

Jim Mulholland requested approval for the transfer of \$1,000 from Central Services Computer Account A1680.417 to A1680.405 Conference Expense, \$300 from A1680.429 Central Computer Consultant to A1680.405 Confernece Expense and \$200. from A1680.429 Central Computer Consultant to A1680.402 Mileage. Approved on a motion by Palmiter, seconded by Reuning and carried.

Mr. Mulholland gave a brief report on the activities of the Systems Analyst-Programmer as well as on the cancellation of the maintenance contracts on the B-25 micro-computers. These will be cancelled as of August 1st, with the exception of Public Health and Public Works, for which port-to-port maintenance is being obtained. He will report to the committee next month with a complete inventory of computer equipment.

John Margeson discussed space availability for the relocation of the central mailing operation presently in the Social Services Dept. It was decided by the committee that space would be available in the central copying room located on the second floor of the new county office building.

Briefly discussed was the central switchboard operation. It was agreed that it is the committee's intent that the central switchboard number, i.e. 268-7612 will be retained permanently and this information will be relayed to the Public Safety Committee by Mr. Palmiter.

Corinne Collins, Health Dept. Office Manager, requested approval to purchase a dedicated line to accommodate a modem sent by the New York State Dept. of Health. This line will enable them to improve communications between the County Health Dept. and the State Health Dept. Mrs. Collins reported that it will cost \$287.69 to put in the line, \$158.64 to bring the line to the building plus Ronco charges to connect. This was approved on a motion by Nielsen, seconded by Miess and carried.

The Clerk of the Board presented and discussed with the committee the following budgets for 1991:

Central Service Telephone: A motion was made by Nielsen, seconded by Miess and carried, to approve as submitted in the amount of \$107,000 for 1991. This is a decrease of \$6,200 from 1990 budget.

Central Service Typewriter Maintenance: A motion was made by Miess, seconded by Reuning and carried, to approve as submitted in the amount of \$9,200. for 1991. This is an increase of \$200 over the 1990 budget.

Central Service Printing: A motion was made by Reuning, seconded by Palmiter and carried, to approve as submitted in the amount of \$13,600 for 1991. This is an increase of \$100 over 1990 budget.

Central Service U.P.S.: A motion was made by Miess, seconded by Palmiter and carried, to approve as submitted in the amount of \$1,500. for 1991. No change from 1990 budget.

The request from the Rules Committee to consider changing the current system of auditing bills by committees was discussed briefly. It was felt that if the change would result in an added cost to the county, this committee would not be in favor of doing so.

Meeting adjourned.

NOT
APPROVED

CENTRAL SERVICES COMMITTEE

August 15, 1990

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J. Margeson

Present: Gallman; Palmiter; Miess; Reuning; Nielsen;
Faulkner; Boyce; Allen; Loucks;

The minutes of the June 25 and July 11, 1990 meetings of the committee were approved on a motion by Miess, seconded by Nielsen and carried.

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

Carl Peterson, Director, Employment and Training, requested approval for purchase of a stand-alone phone system for their new training facility on Schuyler Street, Belmont. This would consist of one 3-line telephone, 3 single-line phones, cable and jacks from Ronco totalling \$1,340., plus New York Telephone charges of \$279.30 for service order charge, premise visit charge and per line charge. This was approved on a motion by Palmiter, seconded by Miess and carried.

Mr. Peterson also presented a request for the purchase of micro-computer with monitor, printer, etc. from CompuAdd of Rochester for \$4,160.43. This is IBM-compatible equipment. Quotes were also obtained from Databranch, Olean: \$7,184. and IBM - State Contract \$4,730. Approved on a motion by Palmiter, seconded by Reuning and carried.

David Bloom, Director of Development, presented a request for one Companion Speaker Phone at an approximate cost of \$180.00. This was approved on a motion by Miess, seconded by Nielsen and carried.

Michael Kear, County Planner, presented a request for the purchase of a micro-computer to be used by both Planning and Development. This would be a CompuAdd 325 System at a total cost of \$3,421.35. Two other quotes were obtained, i.e. Databranch, Olean: \$3,615.00 and IBM - State Contract price: \$4,730.00. Frank Duserick, our computer consultant, recommends the CompuAdd equipment. Mr. Mulholland recommended that a modem be purchased to access the R.A.I.N. and G.I.S. networks. Funds were encumbered in 1989 to purchase a computer from another source and therefore, those funds must be released back to the General Fund. A transfer from Contingent will be required to purchase. A motion was made by Nielsen, seconded by Palmiter and carried, to approve the purchase and refer the request for funding to the Ways and Means Committee.

The County Treasurer submitted a request for the installation of a telephone in his department for use by the Systems Analyst-Programmer. This was approved on a motion by Palmiter, seconded by Nielsen and carried.

Mr. Mulholland introduced Debbie Button, the new Systems Analyst-Programmer and distributed a report of her activities since she began work. He recommended the committee members review this at their leisure and he would be available to discuss this at the next month's meeting of the committee if desired.

Mr. Mulholland also noted that all maintenance agreements on micro-computers had been cancelled, with approximate savings of \$9,800 per year. Exceptions are those located in the Public Works and Health Department for which a port-to-port maintenance coverage has been obtained.

The committee next met in a joint session with the Social Services Committee to discuss the central mailing situation with Joan Sinclair and her secretary, Marge Perkins, whose duties include the central mail-out. Mrs. Perkins explained the duties involved and noted that the volume of mail has increased considerably over the past two years. She would like to be relieved of these duties and another option found. The daily average number of pieces of mail is 800, and when Social Services checks and food stamps are mailed, this increases to 4,000 per day. Mail must be pre-sorted by zip code to take advantage of the bulk first-class postage rate of 21¢. A minimum of 500 pieces per day is required to obtain this lower rate. The mail is run through the meter, a daily report for the Post Office is prepared and tapes are run for each department sending mail for billing purposes. The mail is then taken to the Sheriff's Department for transport to the Belmont Post Office. There are two other people in the department who assist Mrs. Perkins, one every day and the other as a fill-in for vacation and sick days. Mrs. Perkins estimated this whole procedure takes approximately 2 man-hours per day, plus whatever U.P.S. packages there might be.

A problem also exists with the space currently provided for the mailing equipment. This is located in Mrs. Perkins' office which is reached by walking through the interview room area. There is constant traffic back and forth. The Central Services Committee had previously requested John Margeson to find another area to which this equipment could be relocated and two places were found. The first, which was favored by the Central Services Committee, is in the central copying room. The second is to remodel the large open closet adjacent to the Legislative Chambers.

The committee then turned to the question of how to staff this work. Mrs. Sinclair noted that Social Services would be willing to do oversight and training, as well as to participate in the mail-out on certain days each month when checks and food stamps are sent. It was also noted that if a part-time position was created, without fringe benefits, a percentage of the cost could be charged back to Social Services, and possibly to other departments for state-aid reimbursement. Another alternative would be to set up a rotation schedule for staff from all county departments to provide assistance to perform this work. This might prove to be impractical to implement, particularly for those small offices with two or three people.

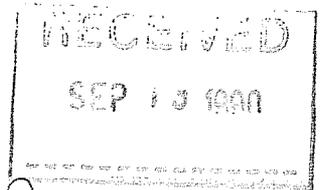
After further discussion, John Margeson was requested to analyze the entire situation and report to a meeting of the Committee of the Whole with his recommendations on a solution to the problem.

Meeting adjourned.

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APPROVED

CENTRAL SERVICES COMMITTEE

September 12, 1990



Present: Gallman; Nielsen; Reuning; Palmiter; Miess;

The minutes of the August 15, 1990 meeting of the committee were approved on a motion by Reuning, seconded by Nielsen and carried.

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

Betty Embser-Wattenberg met with the committee and requested the installation of a new telephone for use in the HEAP Program at an approximate cost of \$250. Due to the schedule of committees, she has not yet taken this to the Health Services Committee. Approval was given on a motion by Reuning, seconded by Palmiter and carried, subject to Health Services Committee agreement.

Debbie Button, Systems-Analyst/Programmer, requested permission to attend a two-day seminar in Rochester, November 14 and 15, for training and troubleshooting IBM personal computers. The cost is \$895. plus hotel, meals and mileage. Motion was made by Nielsen, seconded by Reuning and carried, to approve this request.

Discussion was held on the request from the Public Works Department to purchase an additional computer for the Engineering division. The computer presently being used is at memory capacity and is used by five engineers. The request was discussed with Debbie Button and Jim Mulholland. A motion was made by Nielsen, seconded by Reuning and carried, that the concept of purchasing another unit with two megabytes of RAM and 80 megabyte hard drive be approved, subject to the preparation of specifications and bidding procedures. It was noted that the county should be putting all computer purchases out for bid to be in compliance with Audit and Control regulations.

It was also confirmed that we should continue our relationship with Frank Duserick our computer consultant, and that he should be kept posted on what we are doing, so that he is familiar with new purchases, etc.

Mr. Mulholland also indicated that he will put out a memo to all department heads stressing that all purchases of software and hardware must be routed through Debbie Button and the committee. The possibility of charging back Mrs. Button's time to some departments is being investigated by Mr. Mulholland.

A letter from John Tucker was read concerning the need for a written diagram or blue print to clearly identify the older portions of the telephone system which are located in another area of the county office building. Mr. Tucker indicated he would be developing a draft diagram to label what he is familiar with and noted that he would need help possibly from New York Telephone or RONCO to complete the project.

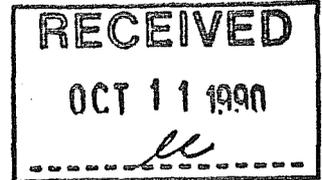
Mrs. Canfield reported that the telephone system for the Employment and Training facility on Schuyler Street, approved at the August meeting of the committee had to be changed due to the unavailability of certain New York Telephone equipment in their Belmont central office. Another system at a cost of \$2,551.99 was necessary. All costs will be paid directly by Employment and Training. Motion was made by Miess, seconded by Nielsen and carried to approve this new installation.

Discussion was held on the location of the central mail system. It has been proposed that if the copying room is used for the mailing equipment, that it be partitioned off. The committee decided to take no further action until the question of who will do the mail has been resolved.

Meeting adjourned.

CENTRAL SERVICES COMMITTEE

October 10, 1990



Present: Gallman; Reuning; Miess; Palmiter;

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

The minutes of the September 12, 1990 meeting of the committee were approved on a motion by Reuning, seconded by Miess and carried.

Debbie Button, System Analyst/Programmer, presented a report, giving a breakdown of her involvements with each county department. This was discussed with the committee.

Also briefly discussed was the automatic attendant feature which can be purchased for the central telephone system. Mrs. Canfield reported that she had discussed this with Fred Wood, our telecommunications consultant. Mr. Wood is of the opinion this would help the efficiency of our system, but cautioned that because a touch-tone phone would be required to access it, many households in the county who do not have touch-tone service, would be unable to take advantage of it. No action taken by the committee.

Meeting adjourned.

CENTRAL SERVICES COMMITTEE

November 14, 1990

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Present: Gallman; Reuning; Miess; Palmiter; Faulkner;

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

The minutes of the October 10, 1990 meeting of the committee were approved on a motion by Reuning, seconded by Miess and carried.

Jim Mulholland presented and discussed with the committee (see attached), various options and recommendations for the purchase of computer equipment which is needed because first, Unisys Corp. will no longer support the operating software on the Unisys XE-500 which is more than 12 years old, and secondly; to handle, in-house, the preparation of tax rolls and bills, which will no longer be done by Alfred University.

Mr. Mulholland noted that of the various options presented, he and Mr. Wilkins, Real Property Tax Director, prefer the I.B.M. AS-400 equipment, which has many advantages over the other systems available. Also, the IBM AS-400 is available on state contract at a total for the entire system of \$140,246 plus \$10,900 for annual maintenance and support, compared to a similar system from Unisys at a total of \$281,837 plus \$23,110 for maintenance and support. Mr. Mulholland also suggested that consideration be given to also purchasing a voter registration program at a cost of \$6,500 and two displays for the Board of Elections, so that their operations could be handled in-house. If the purchase of the IBM AS-400 is approved, there are funds available in the debt service account which will more than cover the cost. It was also noted that Frank Duserick, our computer consultant had been sent a copy of the proposal for review.

Following further discussion, a motion was made by Miess, seconded by Reuning and carried, that the purchase of the IBM AS-400 be approved and referred to Ways and Means Committee for funding.

The monthly report of activities from Debbie Button, Director of Computer Systems was distributed to each committee member and reviewed briefly.

Records maintenance and storage was also briefly discussed, and it was decided to have Craig Braack, Records Maintenance Officer, attend the December meeting of the committee and give an end-of-the-year report on his activities in this area.

Meeting adjourned.



ALLEGANY COUNTY TREASURER

COURTHOUSE, BELMONT, NEW YORK 14813

Telephone 716 268-7612

JAMES F. MULHOLLAND
County Treasurer
Ext. 290

Accounting
Ext. 283

TERRI L. ROSS
Deputy Treasurer
Ext. 289

October 30, 1990

James Gallman, Chairman
Central Service Committee
County Office Building
Belmont, NY 14813

Dear Jim:

As you are aware, for the past few months I have been examining the County's computer needs in light of the fact that the firm that has been doing our Real Property Tax rolls will only continue to do so for one (1) more year. Also there is a required need to update the existing operating software and program software on the Unisys XE-500 computer due to the fact that Unisys Corp. will no longer support our operating software which is more than 12 years old.

When reviewing the Real Property Tax situation we have found that the R.P.S. program is only qualified by New York State Dept. of Equalization and Assessment to operate on the following computer systems: Unisys A-1, Unisys Micro-A, I.B.M. 9000, and Sperry 80 (this system is old and beyond its time). However, we have also learned that there is an effort being made to have the I.B.M. AS400 qualified for the R.P.S. program. The R.P.S. program consists of ten modules of which the city of Niagara Falls has already converted two modules to operate on the I.B.M. AS400. It should be noted that should we purchase this system we could load the necessary information and have the State Dept. of Equalization and Assessment prepare our tax rolls and bills for \$13,000 per year until the AS400 becomes qualified. We are lead to believe that this may take place in the near future.

As mentioned above, Unisys Corp. will no longer support the existing operating software being used on the XE-500 computer in the Treasurer's office. The original operating software was called C.M.S. This is the same software used on the B-800 back in 1980. When we changed from the B-800 to the B-920 then to the XE-500, we carried over our original operating software because of budgetary restraints. Our program software was also carried over to operated under the C.M.S. software. Should we experience a major problem with this operating software or the program software, we would not be able to meet the necessary deadlines required by law, as there isn't anywhere for us to go for back-up support. Therefore, regardless of which direction this county goes, it is necessary for us to make major changes in both our operating and program software. This change was going to be done a year ago; however, once we became aware of the problems with the Tax Department, we put this on hold until the Board determines what direction they wished to go in handling these problems.

After a full review of these problems, I have worked up two plans which I feel are cost effective and workable, for your review. Plan A is in two parts dependent upon what equipment is purchased.

The general advantages of Plan A are as follows:

1. Allows for one operating system to manage and maintain.
2. Replaces the existing XE-500 including non-supported operating and program software.
3. Requires no major changes to the computer room which is already environmentally controlled.
4. Provides the county with the ability to expand on its future computer needs.

Listed below are the advantages and disadvantages depending on the type of equipment that is purchased under Plan A. (see Exhibit 1)

UNISYS A-1 EQUIPMENT

Advantages

1. Is already approved by N.Y.S. Dept. of Equalization and Assessment for the R.P.S. software.

Disadvantages

1. The operating software does not give you a friendly environment in which to operate.
2. You're limited on the availability of third party software firms for the purchase of programs.
3. Travel distance for education in operation of hardware is excessive.
4. Annual maintenance cost is high.
5. Total systems purchase price is greater.

I.B.M. AS-400 EQUIPMENT

Advantages

1. The operating software provides a friendly environment in which to operate.
2. Availability of third party software firms for the purchase of programs is greater.
3. Travel distance for education in operation of hardware is reasonable.
4. Annual maintenance cost is less.

Disadvantages

1. Not yet qualified by N.Y.S. Dept. of Equalization and Assessment for the R.P.S. software.

Listed below are the advantages and disadvantages of Plan B.

Advantages

1. Reduced cost for systems purchased.
2. Qualified by N.Y.S. Dept. of Equalization and Assessment.

Disadvantages

1. No system expansion is expected to be available as computer memory would be dedicated to the R.P.S. software.
2. Create another system to maintain and operate.
3. Printing speed would not be desirable.
4. Still requires large investment in software upgrade for the XE-500.
5. Limits access to larger market for purchase of software programs.
6. Purchase of combination of hardware and software for both departments is greater than going with Plan A I.B.M. AS-400 system.

There is yet another approach that could be taken which neither the tax director nor myself feel is feasible. This approach would be to contract the R.P.S. program to be done by the N.Y.S. Dept. of Equalization and Assessment. (see Exhibit 2)
Listed below are the advantages and disadvantages to this approach.

Advantages

1. Management of the system is the responsibility of the State.

Disadvantages

1. Does not change method of operation in the Tax Department. Therefore, duplication will continue in reviewing input material.
2. Inconvenience in having one person out of the office four hours per week traveling back and forth to Batavia.
3. Still requires large investment in software upgrade for the XE-500.
4. Doesn't allow us to take advantage of the revenue offset as proposed by the Tax Director in having our own system. (see Exhibit 2, Page 40F4)

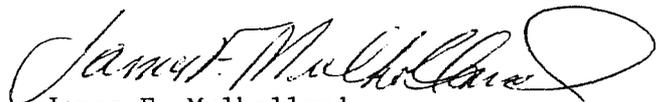
10/30/90
J. Gallman
page 4

Regardless of which way the Board decides to go, there is yet another problem to be resolved. This problem deals with the Sheriff's Execution and Income Execution software program. This tailored program was written in 1980 for the Sheriff's civil work and was designed to operate with the C.M.S. operating system which as I said is no longer being supported by Unisys. There are two approaches to handling this problem. First, depending upon the operating system you select, we could have the software rewritten to match the operating system. There is a possibility that this could be handled in house or with a combination of outside assistance. Second, there is a complete hardware/software micro-system on the market which would cost approx. \$20,000. The problem with this is that you would be supporting and maintaining another system which is dedicated for just one purpose. I would recommend a rewrite of this software to resolve this problem.

Since starting this review, another situation has come to light, dealing with the Board of Elections. The Board of Elections is currently being serviced by Alfred Ag. Tech. Computer Center at no cost. While this is very nice of Alfred Ag. Tech. to do, there have been many problems occurring during this year with the current system. The current system has been cumbersome to operate and there have been many delays caused. There also have been times when we have had to bring in part-time help to cover the office so that the Board of Elections staff could travel to Alfred to update necessary data into the system. In order to handle this situation I would recommend, providing you go with Plan A I.B.M. AS-400, that you purchase a voter registration program at a cost of \$6,500 and place two displays in the Board of Elections office at a cost of approx. \$3,000.

Having completed this review the Tax Director and myself would recommend that the Board go the the Plan A I.B.M. AS-400 System. This decision is based not only on the financial aspects but also on the versatility of the system in handling a variety of county needs.

Very truly yours,

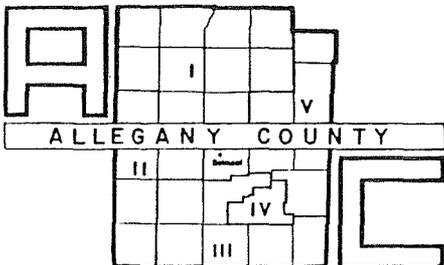


James F. Mulholland
Allegany County Treasurer

JFM:tlr

EXHIBIT 1

	1	2	3	4
	PLAN "A"			PLAN "B"
	UNISYS A-1	I.B.M. AS-400	COST DIFFERENCE	
<u>MICR EQUIPMENT</u>				
HARDWARE	88,726	65,349		52,900
OPERATING SOFTWARE	39,911	12,877		6,100
EDUCATION/SYSTEMS OPERATOR	10,000	10,000		5,000 (Est)
TOTAL SYSTEMS PURCHASE	138,637	88,246	50,391	64,000
<u>PROGRAM SOFTWARE</u>				
STATE TAX PROGRAM (R.P.S.)	FREE	FREE		FREE
FINANCIAL MGT. PROGRAM	44,000	32,000		35,000
PAYROLL PROGRAM	44,000	9,500		35,000
EDUCATION/INSTALLATION	55,000	15,000		25,000
OPTION/DEMO SITE		< 4,500 >		
TOTAL SOFTWARE PROGRAM PURCHASE	143,000	52,000	91,000	95,000
GRAND TOTAL FOR NEW SYSTEM	281,637	140,246	141,391	159,000
OWNERS SYSTEM 5 YR REVENUE (SEE EXHIBIT 2 PAGE 4 OF 4)	183,910	183,910		183,910
COUNTY GAIN OR LOSS	< 97,727 >	43,664		24,888
<u>ANNUAL MAINTENANCE & SUPPORT</u>				
EQUIPMENT	6824	5400	1464	14161
OPERATING SOFTWARE	3046	-0-	3046	615
PROGRAM SOFTWARE	13,200	5500	7700	
TOTAL ANNUAL MAINT. & SUPPORT	23,110	10,900	12,210	14,776



REAL PROPERTY TAX SERVICE

Courthouse • Belmont, New York 14813
Telephone 716-268-9381

Robert M. Wilkins
Director

April 27, 1990



James F. Mulholland
Allegany County Treasurer
Courthouse Building
Belmont, New York 14813

RE: Computer Charges vs Revenues

Dear Jim:

We are currently charging back \$37,977 to Towns and Schools for computer services and supplies. With the RPS either doing it in-house or contracting with E & A in Batavia, we would charge back \$56,524. This program contains a lot more information for assessment purposes and, therefore, more keypunching.

Our current expenses are the same as our chargebacks, \$37,977. By contracting with E & A our expenses would be approximately \$55,684. If we had our own computer, our expenses would be \$20,742, which would leave \$36,782/yr. to pay for a computer technician and computer. We would also generate a little more revenue by charging for private computer work (labels, etc.).

Attached is a breakdown of our current budget, a projected budget with E & A and with our in-house computer. If you have any further questions, please let me know.

Sincerely yours,

Robert M. Wilkins
Robert M. Wilkins, Director
Real Property Tax Services

RMW/mat

Attach.

1990 CHARGEBACKSParcels

30,263	Towns pay 90¢/per parcel	=	\$27,236
29,275	Schools pay 35¢/per parcel	=	10,456
	19 Covers for schools @ \$15	=	<u>285</u>
			\$37,977

1990 EXPENSES

Alfred Contract	\$26,000
State RPS charge	5,000
School Bills \$41.27/thou	1,407
Town & County Bills	1,894
Envelopes T & C	503
Binders 180 X \$13/ea	2,368
Postage, misc.	<u>805</u>
	\$37,977

CONTRACTING WITH STATE (Batavia Office)

<u>Parcels</u>	<u>Chargebacks</u>	
30,263	Towns pay \$1.15/per parcel	\$34,802
29,875	Schools pay 50¢/per parcel	14,937
	School covers 19 x \$15 each	285
6,500	Villages pay \$1.00 per parcel	<u>6,500</u>
	Total Revenue	\$56,524

<u>Parcels</u>	<u>Expenses</u>	
30,263	State Contract \$1.30/per parcel	\$39,342
	State RPS Charge	5,000
	School Bills	1,407
	Town & County Bills	1,894
	Village Bills	270
	Envelopes	503
	Binders	2,368
	Postage & Misc.	800
	Mileage to Batavia (1 trip a week)	2,000
	1 Person's time to Batavia \$40/wk	<u>2,100</u>
	*	\$55,684

* Plus, inconvenience and 1 person out of the office 4 hours per week.

WITH OUR OWN COMPUTER

<u>Parcels</u>	<u>Chargebacks</u>	
30,263	Towns pay \$1.15/per parcel	\$34,802
29,875	Schools pay 50¢/per parcel	14,937
	School covers 19 x \$15 each	285
6,500	Villages pay \$1.00 per parcel	6,500
	Private Runs - Rolls, labels, etc.	<u>1,000</u>
	Total Revenue	\$57,524

<u>Expenses</u>		
State RPS Charge		5,000
School Bills		1,407
Town & County Bills		1,894
Village Bills		270
Envelopes	Town & County	503
Binders		2,368
Postage & Misc.		800
Paper, Ribbons, etc.		<u>8,500</u>
		\$20,742

Total Charges	\$57,524
Expenses	<u>-20,742</u>
Left for Computer	\$36,782

COMPUTER LIFE 5 YEARS

x 5
\$ 183,910

CENTRAL SERVICES COMMITTEE

December 12, 1990

RECEIVED

DEC 13 1990

Present: K. Palmiter; B. Reuning; R. Miess; F. Duserick;

J. Margeson

The minutes of the November 14, 1990 meeting of the committee were approved on a motion by Reuning, seconded by Miess and carried.

The bills were reviewed. Frank Duserick presented a bill covering various consulting services he had provided to the county over the past year. This was for a total of \$490. covering 24.5 hours at \$20.00 per hour. A motion was made by Reuning, seconded by Miess and carried, to approve the audit, including Mr. Duserick's voucher.

Debbie Button, Director of Computer Systems, distributed her report of activities for the period November 16 through December 12, 1990.

A referral was considered from the Public Safety Committee, requesting approval for the purchase by the Fire Service of a Macintosh SE Computer to run the Computer Aided Management of Emergency Operations software program for the county hazardous materials response needs. The program is known as CAMEO and was provided to the county at no cost, but it can only run on a Macintosh computer. (See attached overview prepared by Keith Barber). The Macintosh computer and printer would cost \$2,607. on state bid contract and funds are in the 1990 Fire Service equipment account.

At this point, Mr. Barber was contacted by telephone and the matter was discussed with the committee over the speakerphone. Mr. Duserick expressed concern at the lateness of the request and the fact that he and Debbie Button were not given enough time to review the proposal and consider options. Also questioned was the fact that Mr. Barber had not seen this program in operation in any other county, although he indicated that many counties in the state were using it. Ms. Button was concerned that another type of computer would be introduced into the county's computer operations if a Macintosh was purchased. Mr. Barber noted that if IBM compatible equipment was purchased, then another haz-mat software program would be required at a cost of \$1,500. He stated that the computer presently used by the Fire Service, which is IBM compatible, is owned by the County Fire Association, who could ask for its return at any time.

It was decided by the committee that Mr. Barber, along with Ms. Button, and possibly Mr. Duserick, should visit a neighboring county to observe this computer program in operation. Also, Ms. Button and Mr. Duserick would review the request as to other options available. The committee will meet again on December 21st at 10:00 a.m. to hear Ms. Button's and Mr. Duserick's recommendations.

Mr. Duserick recommended that perhaps Ms. Button should be requested to prepare, for the committee's approval, computer purchase guidelines, to be strictly followed by all departments requesting

the purchase of computer equipment. These guidelines should include a deadline, e.g. March 31st, by which all requests should be submitted. This would streamline the preparation of bids and keep the county in compliance with the rules and regulations of the Dept. of Audit and Control. The committee was in support of this idea and requested Ms. Button to begin preparation of computer purchase guidelines.

Ms. Button also noted that she was under the impression the Support Collection Unit was requesting the purchase of a lap-top computer for use in the Courtroom, so that support collection information could be instantly retrievable during support proceedings. Ms. Button noted that she had heard the State of New York would be providing these lap-top computers, which would save the county considerable expense. Social Services had also intended to request the purchase of a monitor, but no formal requests have been submitted at this time.

Craig Braack asked for the committee's review of his purchase of a microfilm reader at a cost of \$1,118.95. He had presented this request to the Resource Management Committee who had approved it subject to review by this committee. Although it was felt this did not fall under the jurisdiction of Central Services, a motion was made by Miess, seconded by Reuning and carried, to approve the purchase.

Mr. Braack gave a review of his activities as Records Maintenance Office over the past year. He noted that last Spring he had completed a survey of all departments as to their current and projected storage needs. He had met with John Margeson and Marlon Casker, of Habiterria in relation to the study being undertaken for county space needs. The committee then accompanied Mr. Braack on a visit to the records storage area in the basement of the Support Collection Building.

Meeting adjourned.

CAMED

COMPUTER AIDED MANAGEMENT OF EMERGENCY OPERATIONS

This overview of cameo is to show how it works and the importance of having an Macintosh SE computer to run it on.

The requirements are a Macintosh SE computer with 40 meg HD and at least 1 Meg on the mother board. The need for a printer is great so information can be printed and passed out to the participants of a Haz-Mat incident.

The large hard drive is required because CAMED requires 11 meg of space to store and run. The remaining 29 Meg would be used to store information we would put into CAMED locally to fit our needs and the installation of some maps of the county and its different towns.

COST:

1. Macintosh SE computer with 40 Meg HD
2 Meg on Mother board
2. A Apple Imagewriter Printer

State bid price: \$2607.00

One often ask question is can CAMED available for the IBM (or compatible) computers?

The CAMED chemical database (CODEBREAKER) is availabel in the MS-DOS format, but the rest of the capabilities are only available for the Macintosh. CAMED II (the program now in use) is based on HyperCard, a software program available only for the Macintosh. Optional equipment will make a Macintosh SE or Macintosh II IBM-compatible to do IBM type work or read data from the MS-DOS format.

Another question asked is what sources of information are there so that I can keep up on computers in the fire service.

Besides articles that periodically appear in the firefighting publications a monthly newsletter is available that is dedicated to the subject of Cameo.

CAMEO AN OVERVIEW

Cameo is broken down into 5 basic sections which I will explain more fully.

1. CHEMICAL DATA BASE: 2629 hazardous chemicals

Search for chemicals by using Chemical Name, Trade Name, Code Number or combinations of information from the container. You can even identify a chemical from partial information.

2. FACILITIES DATA BASE: Graphic floor plans of buildings.

Have immediate access to drawing of building, including information about storage containers, stored materials inventory, personnel to contact, etc.

3. VULNERABILITY INFORMATION: based on EPA Standards

Calculate high risk areas and plan for emergencies. Use EPA standard calculations or use your own formulas, Quickly find detailed information about vulnerable sites such as nursing homes, schools, apartment complexes, etc.

4. RESPONSE INFORMATION: Quick info when you need it most!

CAMEO will let you quickly look up the chemical that is causing the problem, and get the information you need most.

Instantly get response information for emergencies. Get answers to your most immediate questions about firefighting, first aid, containing spills, protective clothing, and response resources (chemists, heavy equipment, waste removal)

5. THE AIR MODEL: What you see is what you've got!

The CAMEO Air Model asks you to select a chemical (of the 743 hazardous chemicals that are affected by wind or temperature,) type in some basic information about the weather conditions (wind direction, wind speed, temperature, etc.) The result is a plume model of the toxic cloud on your local map. This gives graphic information to all the responding agencies, indication areas to be evacuated, safe working areas, etc. This information can make it easy for a person untrained in emergency response, but responsible for the situation (mayor or county executive) to quickly understand the magnitude of the problem.

Then the air model will instantly calculate the zone that is in immediate danger to life and health (IDLH) as well as the safe zone for workers to be exposed for a long period of time (TLV-TWA)

CAMEO AS RELATED TO SARA, TITLE III

1. Identification of facilities, transportation routes

" identification of facilities, subject to the requirements of this subtitle that are within the emergency planning district, identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in section 302(a) and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subtitle, such as hospitals and natural gas facilities." (Title III, 303.c.1)

2. Response Procedures

"Methods and procedure to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of such substances." (section 303.c.2)

A foundation of identifying "Methods and Procedures" is supplied by the 2629 chemicals in the CAMEO chemical database. Fire and health hazards, fire fighting and first aid recommendations are among the topics included in the database. CAMEO is also capable of estimating downwind chemical concentrations resulting from an accident. The size and duration of a downwind plume from a chemical spill may be quickly derived by indication the chemical involved, the nature of the surrounding terrain, weather conditions, the size or nature of the spill, and other pertinent information. The 'footprint' of the chemical plume is then drawn by the computer as an overlay on the CAMEO street map.

3. Designation of Emergency Coordinators

"Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan"
(section 303.c.3)

The "community emergency coordinator", once designated, is entered in the Contacts stack of CAMEO and can be accessed through a search of that database. Each card in the Contacts stack contains information such as phone numbers, area of responsibility, and special expertise and can be amended by the user to add other fields of information. The facility emergency coordinator is likewise entered in the Contacts stack, in conjunction with the initial entering of the facility information. This procedure takes advantage of the CAMEO capability to "link" all related information, such as the facility name with the facility emergency coordinator, with a map of the facility, with the facility chemical inventory, etc.

4. Notification

"Procedures providing reliable, effective and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of section 304.c.4)

Notification procedures can be established by creating a list of people to be notified and "linking" those names to the appropriate cards in the Contact stack. Each contact card provides for automatic dialing of the telephone number on the card.

5. Releases

"Methods for determining the occurrence of a release, and the area or population likely to be affected by such release." (section 303.c.5

Screening-Vulnerability and Risk Analyses (two steps of the Hazards Analysis process) will identify key information on the area or population likely to be affected by the release. The Screening process discussed in EPA's Site-Specific Technical Guidance Document is automatically calculated in CAMEO program. The circle produced by this calculation can be overlain onto a map of the town that has been inputted into the computer or it can be printed onto a transparent overlay which might be used in connection with a printed map. The EPA calculation of the "vulnerable zone" is based on a specified "worst case" estimated of weather conditions at the time of the release. The calculation is also based on a "level of concern" of 10% of the concentration that would be designated by NIOSH as immediately dangerous to life and health (IDLH). The release is assumed to occur over 10 minute period and be equal to the amount of the chemical stored in a single container (or interconnected group of containers) at the facility. To evaluate other scenarios, a separate "scenarios" card in CAMEO can be used to change the meteorological conditions, the amount released, and the level of concern.

6. Equipment

"A description of emergency equipment and facilities in the community and at each facility in the community subject to the requirements of this subtitle, and an identification of the persons responsible for such equipment and facilities." (section 303.c.6)

The location of emergency facilities, their response capabilities, and equipment inventories can also be entered into CAMEO. Location information is designated on the town or facility map, and response capabilities and equipment can be entered in the "Resources" file or stack and subsequently searched on key words, as designated by the user.

7. Evacuation

"Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes." (section 303.c.7)

The CAMEO Air Model's graphic representation of the "footprint" of the potential downwind plume of a chemical release overlaid on a town or county map is a significant tool for the evacuation planner. Existing Federal Emergency Management Agency (FEMA), State, or local evacuation routes and traffic control points can be placed on the street map. Used in a similar fashion to emergency dispatch software, primary and secondary evacuation routes can be identified, and construction areas and other potential bottlenecks noted.

8. and 9. Training and Exercises

"Training programs, including schedules for training of local emergency response and medical personnel." (section 303.c.8)

"Methods and schedules for exercising the emergency plan." (section 303.c.9)

The training and exercises sections can be organized as text or on forms, created by the user in CAMEO. In addition, release scenarios can be stored in the computer for use in tabletop exercises.

10. Resource Evaluation

Each local emergency planning committee shall evaluate the need for resources necessary to develop, implement, and exercise the emergency plan, and shall make recommendations with respect to additional resources that may be required and the means of providing such additional resources. The checklist in the section titled "Capability Analysis" will help planners to identify and prioritize needed resources. Files in the "Resources" section mentioned above could be organized according to the types of resources that will be needed so that searches can be conducted for specific item, e.g. heavy equipment, etc.. The Response Information-Data Sheets file provides some information on the types of response materials that may be necessary, from protective clothing to fire fighting capabilities. However, it is only through careful thought, experience, and exercises and the types of resources that might be required for an incident be identified.