

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

Members: Chairman Castellano, Legislators Gross & Nacerino

Thursday **6:30pm** **October 22, 2015**

The meeting was called to order at 6:33 P.M. by Chairman Castellano who requested Legislator Gross lead in the Pledge of Allegiance. Upon roll call Legislators Gross & Nacerino and Chairman Castellano were present.

Item #3 - Approval of Minutes – September 28, 2015

The minutes were approved as submitted.

Item #4 - Correspondence/ County Auditor

- a. **Sales Tax Report** – Duly Noted
- b. **Board In Revenue Report**

Undersheriff Peter Convery stated the Sheriff's Department is looking to extend this to next year. He stated there are currently 20 Board Ins. He stated the Sheriff's Department has a very good relationship with the Federal Marshal Service and there are 17 Federal Board Ins and three (3) County Board Ins in the Putnam County jail. He stated they are trying to get the Federal Board Ins up to 20.

- c. **OTB Report** – Duly Noted
- d. **Transfer/Revenue Report** – Duly Noted
- e. **Contingency/Sub-Contingency Report** – Duly Noted

Item #5 - Correspondence/ Commissioner of Finance

- a. **Overtime/Temporary Report** – Duly Noted
- b. **Approval/ Budgetary Amendment 15A073/ Sheriff's Dept./ Use Federal Forfeited Asset Reserve to Purchase Polygraph Equipment (Tabled from September Audit)**

Chairman Castellano stated it is great that the Sheriff's Department is utilizing funds from the Forfeited Asset Reserve. He requested information about the polygraph equipment.

Undersheriff Convery stated currently, the Putnam County Sheriff's Department uses Dutchess County's polygraph equipment. He stated a polygraph is utilized in the hiring process of all prospective employees of the Sheriff's Department to ensure the best

person is being hired. He stated several people in Dutchess County have retired and they are no longer able to provide this service to the Putnam County Sheriff's Department. He stated the State Police are facing the same issue with people retiring. He stated the major reason this equipment is needed is for the hiring process, however it can also be used in an investigation. He stated the County would also be able to utilize the equipment in their hiring process, if needed. He stated sometimes those who pass the civil service tests are not fit to be a police officer. He stated by Civil Service Law, one (1) out of three (3) candidates must be chosen. He stated utilization of the polygraph equipment during the hiring process heightens the Sheriff's Department's ability to hire the best candidate. He stated a candidate can be excluded through utilization of the polygraph because it is documented.

Chairman Castellano questioned who would be trained the use the equipment.

Undersheriff Convery stated Investigator John Alfano would be sent to training.

Legislator Nacerino stated she is in support of the purchase of this equipment. She stated the screening process of prospective employees is very tedious and thorough. She stated it is vital to have the right people in these positions and it can be surprising what comes up when the person is vetted as much as possible.

Undersheriff Convery stated there have been candidates who were very good and ready to be hired, but through the intense screening process, aspects of that person were uncovered that made them unfit for the position. He stated the Sheriff's Department must be very careful about who is hired because the ability given to these people is very serious. He stated the process is in place to ensure the County and its citizens are protected.

Legislator Nacerino stated it is certainly an important aspect because people may look right for the job on paper, but once they are screened more carefully they may not be the right fit.

Undersheriff Convery restated that the County would be able to utilize the equipment as well for their hiring process.

Legislator Gross questioned if Dutchess County would request Putnam County to help them.

Undersheriff Convery stated Dutchess County had seven (7) operators but are now down to two (2). He stated he believes Putnam County's equipment would only be utilized inside the County. He reiterated that this equipment would give the Sheriff's Department the capability to better vet each candidate in order to have the very best person in the position.

Legislator Albano questioned if the results of the polygraph would give the Sheriff's Department legal criteria to make a decision on the person.

Undersheriff Convery stated yes, the result would provide the legal right to exclude a candidate. He stated it provides documented evidence that the person is not fit for the position.

Legislator Albano questioned if using this equipment is common during the hiring process.

Undersheriff Convery stated it is common. He stated it has given the Sheriff's Department the capability to be brought up to a higher standard.

Legislator Nacerino made a motion to approve Budgetary Amendment 15A073; Seconded by Legislator Gross. All in favor.

Item #6 - Approval/ Fund Transfer 15T216/ Probation/ Temporary/ Cover Family Leave

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

Item #7 - Approval/ Refund of Taxes/ County of Putnam

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

Item #8 - Consumer Affairs/ Fines & Revenue Report/ FYI

Legislator Gross questioned if there have been any more issues with service stations putting water in the gasoline.

Director of Consumer Affairs Jean Noel stated there have not been any recent issues. She stated the service stations have now switched over from the summer blend to the winter blend. She stated the County fleet has been tested.

Chairman Castellano made a motion to waive the rules and accept the additional; Seconded by Legislator Nacerino. All in favor.

Item #9 - Other Business

a. Approval/ Fund Transfer 15T219/ Sheriff's Dept./ Purchase Door Breaching Training Tool

Legislator Gouldman questioned what a door breaching training tool was.

Undersheriff Convery stated it is a tool that can be used in a situation to quickly get into a structure or room.

Legislator Nacerino questioned if this was a tool the County previously had.

Undersheriff Convery stated the County has never had this tool.

Legislator Nacerino questioned if there has been a need for the tool.

Undersheriff Convery stated the concern with home-grown terrorism, especially ISIS has risen. He stated this tool gives the Emergency Response Team better capability of getting into a structure quickly.

Chairman Castellano questioned what the difference between this tool and tools that are seen on television.

Undersheriff Convery stated what is commonly seen on television is a battering ram. He stated a battering ram does not work well on a steel reinforced door. He stated this tool can pop the hinges off of a door. He stated this is a non-lethal weapon. He stated homeland security funding will be used to purchase the tool.

Legislator Nacerino made a motion to approve Fund Transfer 15T219; Seconded by Legislator Gross. All in favor.

b. Approval/ Grant Award/ Sheriff's Dept./ FY2016 Senate Initiative Program

Undersheriff Convery stated Senator Sue Serino was able to get a grant for the Sheriff's Department. He stated Sergeant Bill Myer was also instrumental in getting the grant. He stated the funds will be used to update the LiveScan, which is the digital fingerprint scanner. He stated the current technology is ten (10) years old and the new machine will give the Sheriff's Department better capability. He stated there is one (1) in the jail and one (1) in the lobby of the Sheriff's Department.

Legislator Gross questioned if ink is utilized anymore.

Undersheriff Convery stated no, fingerprints are taken electronically now. He stated the fingerprints are immediately sent to the State Police and the FBI.

Legislator Gouldman questioned if this technology is the most advanced.

Undersheriff Convery stated it is an upgrade to what the Sheriff's Department currently has. He stated the machine is almost to the point of needing to be replaced, so having the grant will help a great deal.

Legislator Gouldman stated he held a Child Safety ID event recently and over 30 children participated and had their fingerprints scanned in. He stated this is a needed service throughout the County.

Undersheriff Convery stated this weekend the Sheriff's Department will be at two (2) events in the Town of Carmel where children's fingerprints will be scanned. He stated in the event that a child is missing, their fingerprints will be broadcast out to all law enforcement agencies.

Commissioner Carlin questioned if a budgetary amendment was needed for this grant. He stated if the grant is to be approved, he can have a budgetary amendment ready to be voted at the Full Meeting.

Legislator Nacerino made a motion to pre-file the necessary resolution, pending the Budgetary Amendment be submitted to the Legislature prior to the November 4, 2015 Full Legislative Meeting; Seconded by Chairman Castellano. All in favor.

c. Approval/ Fund Transfer 15T233/ Dept. of Social Services/ Purchase Computers and Software

Legislator Gross made a motion to approve Fund Transfer 15T233; Seconded by Legislator Nacerino. All in favor.

Item #10 – Adjournment

There being no further business, at 6:52 P.M., Chairman Castellano made a motion to adjourn; Seconded by Legislator Nacerino. All in favor.

Respectfully submitted by Administrative Assistant Beth Green.