

Technology Committee Minutes
July 9, 2012 – 2:00 p.m.

Present: Chairman Veitch; Supervisors Raymond, Barrett, Southworth, Hargrave, Lewza, and Wood; Ryan Moore, Mgmt. Analyst; Spencer Hellwig, Administrator; Robert Kingsbury, Data Processing; Brian O'Connor, Auditor; George Martin, Treasurer; Wes Carr, Lesley Monaco, Youth Bureau; James McGinnis, Tim Frament, James McGuinness & Associates Inc.

Chairman Veitch called the meeting to order and welcomed all in attendance.

On a motion made by Mrs. Southworth, seconded by Mr. Kingsbury the minutes of the May 3, 2012 meeting were approved unanimously.

Mr. Veitch said the Youth Bureau came to the committee requesting some software that would help with timeliness and more State Aid Grant applications. He introduced Mr. McGinnis and Mr. Frament from James McGuinness & Associates, Inc.

Mr. Frament said the process is that the county pays money for the services they provide to children with special needs. These could be physical therapists, speech therapists and schools such as BOCES or Beginnings Preschool, as well as, the transporters that transport the children. The county is eligible for funds reimbursed at up to 59 1/2% of the money that is spent out, and they are also eligible for Medicaid funds for Medicaid eligible children for certain services. The volume spent out for Saratoga County is \$11 - \$12 million. Mr. Frament said currently the Medicaid part for Saratoga County is zero. He said the clerical part of this task is so huge that in order to get everything done there just isn't enough time left to try to get the Medicaid money. There are approximately 700 children in Saratoga County that go through this process. In order to receive the 59 1/2% for every child, you will need to log onto their system and data enter how much was paid for that child and each check date. For Saratoga County, in a year to get the biggest part of it, it is approximately a month's worth of work (150 hours), for \$11-\$12 million. If you contrast that time wise for what is done for Suffolk, Westchester and Nassau where their volume is approximately \$100 million, it takes less than a day.

Mr. Frament said the money that is paid out cannot be changed. What can be done is to increase the amount, as well as shorten the wait.

Mr. Hellwig asked if the State determined that you were overpaid, how does the system undo that. Mr. Frament said what is supposed to happen is the County gets money back from the provider, but you have to know that SED took the money back, which is the hard part in tracking that. Mr. Hellwig asked if you would then you would go back to the vendor and say give this back. Mr. Carr said yes, that is part of the reconciliation process.

Mr. Frament said for this school year the county will start paying for July services and you won't be able to claim any of the money that is paid until April 2013. There is a three year window to claim all your money, he said.

Mr. Hellwig said presumably the reconciliation eventually will be made. Is it just a matter of finding it quicker or are they saying that we are missing opportunities because of the fact that they are adjusting it during current payment for prior period adjustments. Mr. Carr said it would be done quicker, and with the stack of forms there may be a child that is overlooked. Mr. Hellwig asked what the number would be in a given year. Mr. Carr said when he closes the books at the end of the year what he puts in for reconciliations can be \$300,000 or up to as much as \$500,000.

Mr. Veitch said the annual contract would be approximately \$50,000. Mr. Carr said the software is a one-time \$50,000 cost with an annual support plan.

Mr. Hellwig asked when the county would begin to collect the new revenue to offset the costs. Mr. Frament said there are two revenue streams. The one from the State won't be collected until April 2013; however, with Medicaid, once it is paid out you can begin collecting Medicaid with the cycle being approximately 45 days for payments. Mr. Hellwig said that would allow the county to offset this year's expenses with additional Medicaid revenue. Mr. McGinnis said they would not charge the county for any installation that would occur this year until January 2013.

Ms. Raymond asked how many children were Medicaid eligible. Mr. Martin said that it is estimated that 10% may be on Medicaid. Mr. Carr said he thought a conservative estimate for Medicaid revenue would be \$50,000 annually.

Mr. McGuinness said there would be unlimited maintenance at an annual cost of \$25,000.

Ms. Raymond said since there are a number of other counties that are already successfully using this software, she suggested moving this forward to the Social Programs Committee with a recommendation that it appears worthy of extended review with some of the other counties already using the software.

Mr. Veitch introduced Mr. Eaton from CCB Group. Mr. Eaton gave a brief presentation on Board Governance Software. He explained that the model is to give information to an organization such as a committee or Board prior to a meeting that would potentially have discussion, in terms of clarification, prior to meetings. He said you could take all the reading material from the Agenda, discussion and minutes and put them into a searchable system.

Ms. Raymond asked if the site for clarification was accessible with a password only. She said she would be very uncomfortable in having a chat room that was secure to have clarification of agenda items that the public did not have the password to.

Mr. Veitch said this would provide us with a way to get the Agendas into a centralized place, and provide a centralized location for other departments to send their information. He said the cost for the software is \$800/yr. for a hosted version. He suggested having a couple of trial months with the software before making a full commitment.

Ms. Raymond said trying the Governance Software through a committee is a good idea, but she would first like to have a written statement from the County Attorney as to what can and cannot go on a secure site.

Mr. Veitch said an E-mail RFP was sent out and due back on June 7th. The subcommittee has reviewed the RFP's and has established a list of three vendors that will be invited back for a second ask to see their product.

Mr. Kingsbury gave a brief update on the wireless internet for the Board of Supervisors. He said it was noticed that there was no firewall in the building to protect the connection. He said he has received a quote of \$3,000, which would include the firewall protection and wireless internet for the Board Committee Rooms. He said without the wireless the cost would be approximately \$1,500. Mr. Kingsbury said the funding would be coming from the Data Users account.

Mr. Hellwig asked if this was a one-time cost. Mr. Kingsbury said yes, but there would be ongoing hardware maintenance of approximately \$200/yr.

A motion was made by Ms. Raymond, seconded by Mr. O'Connor to move forward with wireless internet in the Board Committee Rooms and firewall protection. Unanimous.

Mr. Veitch announced the next website subcommittee will meet on July 24th at 3:00 p.m.

Mr. Veitch said earlier this year a report was received from ADP with regard to an analysis of the county's time and attendance process. He said after they did the ADP review the subcommittee went to CMA with the same process, receiving a recommendation very similar to ADP's recommendation. Electronic copies of all the reports are available and will be distributed to all committee members for their review, he said.

Mr. Barrett said Clifton Park changed to an automated time and attendance system a while ago with a company called GTM. He suggested that the committee consider looking at what they have to offer.

On a motion made by Mrs. Southworth, seconded by Mr. Kingsbury the meeting was adjourned.

Respectfully submitted,
Chris Sansom