

**FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES
DECEMBER 10, 2009**

FINANCE & PERSONNEL COMMITTEE MEMBERS PRESENT: G. Hall, Brown, LaPointe, Trinkle, Scribner, Rymph, Shay, Lindsay, Henke, Hurley, Campbell

FINANCE & PERSONNEL COMMITTEE MEMBERS ABSENT: None

SUPERVISORS: Wilbur, Suprenant, Alexander

Debra Prehoda, Clerk of the Board

Kevin Hayes, County Administrator

Phyllis Cooper, Treasurer

Bill McCarty, Director RPTS

Roger Wickes, County Attorney

Nick Reisman, Post Star

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Approval of Minutes – November 12, 2009 & November 18, 2009
- 3) Department Reports/Requests:
 - A. Discuss Donation of Property – Town of Fort Edward
 - B. County Administrator
 - a. Various Year End Budget Amendments
 - C. Policies
 - a. Furlough
 - b. Compensated Time
 - D. Continued RFP Discussion – Pleasant Valley/CHHA/Hospice/Long Term
 - E. Discuss Parameters of Nursing Negotiations
- 4) Other Business
- 5) Adjournment

Chair G. Hall called the meeting to order at 9:41A.M.

A motion to approve the minutes of the November 12th and November 18th meetings was moved by Mr. Banks, seconded by Mr. Scribner and adopted.

TREASURER –

- Donation of Property – Town of Fort Edward – Roger Wickes, County Attorney, stated that someone that purchased a landlocked 12 x 61 vacant parcel on Parry Street in the Fort Edward would like to donate it back to the County. The committee viewed the tax map of this parcel. Mrs. Trinkle suggested providing the property owner with a list of the neighboring parcel owners for her to contact. The Treasurer stated if the Board accepts this, she feels they are setting a precedent. A motion that notify her in writing that the county rejects her offer and provide her with the names of the adjoining property owners if she would like to donate it to them was moved by Mrs. Trinkle, seconded by Mr. Lindsay and adopted.
- Shortfall Report, handout on file – The Treasurer stated we have gone over the \$2M budgeted however we have not received a true up for September through November or the last payment from the Trustee. Kevin Hayes, County Administrator, stated there is around \$200,000 in contractual remaining in the budget and we are projected to be about \$70,000 to the good in personnel. He feels we will be close with the shortfall. The true up with Wheelabrator still needs to be done and he believes the county will get money back. He stated the personnel monies could be moved to contractual to make sure there are adequate funds. A motion to amend budget, transfer funds between line items in the amount of \$70,000, personal services to contractual, was moved by Mr. Lindsay, seconded by Mr. LaPointe and adopted. Mr. Brown opposed.

Medicare Eligible Retirees – Chair G. Hall stated the county normally does a renewal as of June 1st. Washington County retirees are on a Medicare advantage program and if we change our renewal date to January 1 - December 31, the county can save \$130,000. The only disadvantage is that this group cannot get the ninety-day supply for generics at the pharmacy and will need to go mail order. The change in the ninety-day supply is going to change in June anyway due to the policy of the Blue Shield insurance company. This change will be communicated to the Medicare eligible retirees. A motion to approve change in renewal date of Medicare eligible retirees to January 1st was moved by Mr. Henke, seconded by Messrs. Scribner and Campbell and adopted. Mr. Henke stated perhaps a letter of protest to our insurance carrier regarding opposition to not being allowed to purchase the ninety-day generic drug supply at the local pharmacy. Chair G. Hall reported that during the month of November, Washington County residents saved over \$4,500 using the ProAct cards. A motion to have one of the officers, Chairman of this Committee or Chairman of the Board, write a letter to our insurance carrier expressing our concern with the negative impact the mandatory mail in on generics will have on our local pharmacies was moved by Mr. Henke, seconded by Mr. Brown and adopted.

COUNTY ADMINISTRATOR – Kevin Hayes, County Administrator, addressed the following budget amendments:

- Amend Budget – Medicaid – A motion to adjust funds in the 2009 budget to cover an expected shortfall in the funding allocated toward payment of the weekly Medicaid share, decrease Contingency and increase Medicaid contractual in the amount of \$167,365 was moved by Mr. Henke, seconded by Mr. Campbell and adopted. Mr. Lindsay opposed. Kevin stated the association is still pursuing the reconciliation.
- Amend Budget – Homelessness Prevention and Rapid Re-Housing Funding – A motion to recognize funding for homelessness prevention and repaid re-housing provided under the American Recovery and Reinvestment Act of 2009 in the amount of \$10,000 was moved by Mr. Scribner, seconded by Messrs. Shay and LaPointe and adopted. Mr. Henke opposed.
- Amend Budget – Mental Health – A motion to recognize funding pass-through of state aid from the New York State Office of Mental Retardation and Developmental Disabilities to United Cerebral Palsy, Inc. in the amount of \$1,033 was moved by Mr. LaPointe, seconded by Mr. Lindsay and adopted.
- Amend Budget – DSS for Additional Stimulus Funding – A motion to recognize \$34,877 in additional food stamp funding under the Stimulus Program was moved by Mr. LaPointe, seconded by Messrs. Campbell and Scribner and adopted.
- Amend 2009 Budget – DSS for Daycare – A motion to transfer funds of \$25,000 to cover anticipated expenses with the Daycare Program was moved by Mr. LaPointe, seconded by Mr. Campbell and adopted.
- To Authorize the County Treasurer to Set Up a Prepayment for Live Scan with the New York State Division of Criminal Justice Services as DCJS will be requiring a deposit to handle fingerprint records for pistol permits or background checks and the Sheriff will be charging for the service plus overhead and the County Treasurer will send to DCJS a deposit of \$5,655 which will cover 60 investigations upon receipt of the contract with DCJS was moved by Mr. Lindsay and seconded by Mr. Henke. Discussion. This will require a budget amendment next year. The motion to authorize the County Treasurer to Set Up a Prepayment for Live Scan with the New York State Division of Criminal Justice Services as DCJS will be requiring a deposit to handle fingerprint records for pistol permits or background checks and the Sheriff will be charging for the service plus overhead and the County Treasurer will send to DCJS a deposit of

\$5,655, which will cover 60 investigations upon receipt of the contract with DCJS, was moved by Mr. Lindsay, seconded by Mr. Henke and adopted. Mrs. Trinkle and Messrs. Shay and Brown opposed.

- To Amend Budget – Sewer District No. 2 – Purchase Used Truck – A motion to amend budget Sewer District No. 2 for purchase of a used 1991 dump truck from the Village of Lake George for the Sewer District in the amount of \$30,000 was moved by Mr. LaPointe, seconded by Mr. Brown and adopted.
- To Amend Capital Project #106 – Sewer District No. 2 Long Term Control Plan – A motion to amend Capital Project No. 106 Long Term Control Plan in the amount of \$155,772 was moved by Mr. Lindsay, seconded by Mr. LaPointe and adopted.
- To Transfer Funds – 2009 Budget – Board of Elections – A motion to transfer funds in the 2009 budget in the amount of \$81,000 into the HAVA Capital Project to purchase necessary equipment and software and \$7,500 to be transferred to the Clerk of the Board and the County Treasurer's office to purchase new copiers was moved by Mr. LaPointe, seconded by Mr. Lindsay and adopted.
- To Transfer Funds Within Public Health Budget – A motion to transfer funds within Public Health budget due to a buyout due to an employee resigning and an increase of Long Term Care contractual expenses due to higher caseloads within the Long Term Program in the amount of \$12,000 was moved by Mr. Scribner, seconded by Mr. Shay and adopted.
- Amend Budget – Capital Project No. 69 – County Payroll System – A motion to transfer funds with Capital Project No. 69 County Payroll System in the amount of \$10,200 was moved by Mr. Lindsay, seconded by Messrs. Shay and LaPointe and adopted.
- Amend Budget – Jail – A motion to amend the Jail budget transferring \$6,350 from the jail equipment line and \$30,000 from the personal services line to ensure that the contractual line will have adequate funding was moved by Mr. Lindsay, seconded by Mr. Scribner and adopted.
- Amend Budget – Department of Public Works – A motion to amend budget transferring \$55,000 between line items within County Road and \$4,000 between line items within the Road Machinery fund was moved by Mr. Lindsay, seconded by Mr. Campbell and adopted.
- Amend Budget – Public Health – Preparedness Grant – A motion to recognize the preparedness grant in the 2009 budget in the amount of \$62,242 was moved by Mr. Scribner, seconded by Mr. Shay and adopted.

STAFFING PATTERN – Kevin Hayes, County Administrator, distributed a draft copy of the Washington County Staffing Pattern, on file. He would like the Board to consider adopting this Staffing Pattern for 2010. A motion to adopt the 2010 Staffing Pattern was moved by Mr. Rymph, and seconded by Mr. Campbell, Mrs. Trinkle and Mr. Scribner. Discussion. Mr. Hurley requested information on the number of people employed by the county and the number of people in the county from a sampling of a few rural counties. He would like this information by the February 15th Finance and Personnel Committee meeting. The motion to adopt the 2010 Staffing Pattern was moved by Mr. Rymph, seconded by Mr. Campbell, Mrs. Trinkle and Mr. Scribner and adopted.

SUPERVISOR MILEAGE REIMBURSEMENT – Mr. Hurley stated he has a concern about the Board's decision to reimburse Mr. Banks for mileage in lieu of taking health insurance. A motion to rescind resolution allowing Supervisor Banks' mileage reimbursement was moved by Mr. Hurley and seconded by Mr. Scribner. Discussion. This appears to be a swap and that is the issue. Chairman Wilbur stated this is a buyout. Mr. Henke felt Mr. Banks was just complying with the Budget Officer's request that if you want to add something to the budget then find the corresponding revenue. Chair G. Hall stated the county has looked at a buyout in the past and will look at that again. Chairman Wilbur

stated there is no county policy to address buyouts. The motion to rescind resolution allowing Supervisor Banks' mileage reimbursement was moved by Mr. Hurley, seconded by Mr. Scribner and adopted. Mrs. Trinkle, Messrs. Henke, Lindsay and Brown opposed.

JAIL REVENUE – Mr. Brown stated a study should be done on the Jail revenue. He stated revenue should be increased where it can. How to market these vacant beds and the staff does not have to increase. Kevin stated the Sheriff has been working with Dutchess County.

WHEELABRATOR PURCHASE OPTIONS – Mr. Brown asked the County Attorney if he had any words of wisdom regarding the Wheelabrator purchase options. Roger Wickes, County Attorney, stated if you want to go for an outside opinion do it. Chair G. Hall stated she though they had decided to let the IDA take the lead. Mr. Henke stated he is always concerned with the cost of studies.

DISCUSS PARAMETERS OF NURSING NEGOTIATIONS - A motion to enter an executive session for collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law) was moved by Mr. Scribner, seconded by Mrs. Trinkle and Mr. Rymph and adopted. A motion to return to regular session was moved by Mr. Campbell, seconded by Mr. Scribner and adopted. No action was taken during the executive session.

POLICES:

- Furloughs – Chair G. Hall stated she needs to meet with the County Treasurer and Personnel Director to put this into correct terms.
- Compensated Time – With the reduction in hours of some departments, the concern is that departments might increase their compensated time. Non-union personnel according to the handbook can accumulate up to 40 hours. Roger Wickes, County Attorney, stated you are never required to offer compensated time; you can always pay the employee. If compensated time is offered then the employee has the choice which one to take, pay or compensated time. Chair G. Hall mentioned the following suggestions in relation to compensated time: compensated time should be discouraged by all department heads and employees, compensated time can accrue to the maximum of three days (21 for 35-hours or 24 for 40 hours) or no compensated time is allowed and if there is an issue as far as not having an overtime line or monies are not available in your budget then it should come back to the committee. Mr. Hurley stated the critical issue is that we have a policy. Discussion. Employees' schedules could be flexed to allow for working longer on one day and reduced on another. With compensated time that expense is not reflected in the budget. Roger Wickes, County Attorney, stated flextime and compensated time are the same idea. Mrs. G. Hall mentioned there were two employees in one department with substantial compensated time. Mr. Brown stated there should be a resolution not allowing County employees to read the county handbook during work hours. A motion to do away with compensated time effective January 1, 2010 was moved by Mr. Lindsay and seconded by Messrs. Brown and Hurley. Discussion. Kevin stated he would prefer to see this all in writing before the Board approves. Bill McCarty, Director of Real Property, stated any policy will also need to address the compensated time on the books currently. The motion to do away with compensated time effective January 1, 2010 was moved by Mr. Lindsay, seconded by Messrs. Brown and Hurley and defeated on the following roll call vote: (5) AYES – G. Hall, LaPointe, Lindsay, Hurley, Campbell, (6) NOES – Brown, Trinkle, Scribner, Rymph, Shay, Henke. Chair G. Hall stated a proposed resolution will go out in the resolution packet.

CONTINUED RFP DISCUSSION – Pleasant Valley/CHHA/Hospice/Long Term – A copy of a proposed RFP for Fulton County Nursing Home was distributed to all Board members last week. Kevin stated he viewed this report as a beginning talking point to determine how this Board wants to proceed. The recommendation was to send this document to the Health Committee for further discussion.

OTHER BUSINESS –

Brownfield – Roger Wickes, County Attorney, mentioned two county parcels that were submitted for Brownfield funding, one parcel across from Mabb Oil in Hudson Falls and Bray Oil in Fort Ann, were too far down the list and never received any funding. He received a call from NYS DEC stated monies are available and these parcels are back on the list and asked if we still wanted to participate. This is 100% funding for phase one – environmental study and soil testing and the clean up would be 90%10% county. The committee consensus was that we are still interested in funding options to remedy these two parcels.

New Regulations on Time Reporting/Pension – Kevin stated new regulations are forth coming at the beginning of the year requiring elected and appointed officials to keep a time log. More information will be forthcoming.

Cash Receipts Policy – This policy is should be ready for consideration by February 2010.

State Withholding Payments – The Treasurer stated the state is withholding funds because they do not have enough funds to meet their obligations. This may affect us really negatively. The General Fund cash balance as of the end of November is approximately \$8M and a \$2.3M retirement bill to pay next week. Kevin stated there is an option to not pay until February 1st if we are experiencing cash flow problems.

Governor's Reduction Package – Bill McCarty, Director of Real Property, reported on a 12.5% reduction in state aid. The NYS Office of Real Property Tax Services is required to further reduce state aid payments by an additional 12.5%. This means that any Annual Aid, Triennial Aid, Consolidated Incentive Aid and County Aid payments for the 2009 assessment rolls will be reduced by 2% and then another 12.5%.

The meeting adjourned at 1:15 P.M.