

## MINUTES

### FINANCE COMMITTEE

**Tuesday, January 12, 2021 8:30 a.m.**

Present: Supervisors Leonard, Bender, Groat, Verkey, Robusto, Jacobs, Egnor and Miller, County Administrator Rick House, Fiscal Assistance Ken Blake, Insurance Specialist Brian Sams, Information Technology Director Matt Ury, County Attorney Dan Connors, Auditor Kristen Scott, Real Property Tax Director Karen Ambroz and Treasurer Patrick Schmitt.

Minutes from the December Committee meeting were approved as written.

The Committee addressed the following pass-thru transmittals:

--Authorization for the Emergency Management Office to apply for Public Safety Grant Programs. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Emergency Management Office and Hexagon for the provision of 911 Dispatch and law enforcement mobile data terminal software for a cost of \$143,793. Approved 5-0.

--Authorization for the Emergency Management Office to accept \$121,714 in 2020 State Homeland Security Program Grant funding and amend the budget. Approved 5-0.

--Authorization for the Sheriff to sign a memorandum of understanding with the Wayne County Youth Advocate Program for a Disciplinary Education Offender Program at the Jail for a price of \$10,000. Approved 5-0.

--Authorization for the Chairman of the Board and Sheriff to sign an agreement with the Town of Lyons to provide Justice Court security for a price of \$12,000. Approved 5-0.

--Authorization to change the title of Major to Chief Deputy in the Sheriff's Office and set the salary to \$93,679. Approved 5-0.

--Authorization to enter into an agreement between the Sheriff's Office and Power DMS for access to Sheriff's rules, policies, procedures and General Orders to conform to Governor Cuomo's Executive Order regarding Police Reform. Approved 5-0.

--Authorization for the Sheriff's Office to collaborate with the National Child Safety Council to provide child safety materials. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Sheriff's Office and New York State Public Safety Emergency Lighting for the provision of radio and emergency vehicle accessories, maintenance, repair and installation through April 31<sup>st</sup> 2021. Approved 5-0.

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--Authorization to establish 2021 building maintenance charges. A list of employee titles and hourly costs were included in the request. Approved 5-0.

--Authorization to establish hourly wages for 2021 seasonal positions in the Public Works Department. Approved 5-0.

--Authorization to declare three vehicles and two pieces of equipment in the Public Works Department surplus and sell through public auction. Approved 5-0.

--Authorization for the Chairman of the Board to sign an indemnification agreement between the Public Works Department and the New York State Department of Transportation for special hauling permits, divisible load overweight permits and/or restricted vehicle permits. Approved 5-0.

--Authorization to create highway projects for 2021. The request includes \$250,000 for road surface treatment. Approved 5-0.

--Authorization to sell surplus County property to an adjacent landowner in the Town of Palmyra. Approved 5-0

--Authorization for the Public Works Department to accept the low bid for tree removal from Split Rite for \$1,199. Approved 5-0.

--Authorization to declare the Crescent Beach REDI Project a Type 1 Action that will not have a significant adverse impact on the environment. Approved 5-0.

--Authorization to amend the 2021 Economic Development/Planning Department budget for receipt of Environmental Protection Agency Brownfield Assessment Grant funding in the amount of \$600,000. Approved 5-0.

--Authorization for the Chairman of the Board to sign agreements with the Wayne County Industrial Development Agency for payment of their 2021 appropriation of \$337,897. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Mental Health Department and Patricia McKinny for the provision of clinical record auditing and utilization review services at a price not to exceed \$12,000. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Mental Health Department and The Association for the Blind and Visually Impaired for the provision of mental hygiene related services for a price not to exceed \$19,616. Approved 5-0.

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--Authorization for the Chairman of the Board to sign a renewal contract between the Mental Health Department and Aspire Hope NY for the provision of mental hygiene related services for a price not to exceed \$24,844. Approved 5-0.

--Authorization for Wayne Behavioral Health Network to renew a participating provider agreement between the Mental Health Department and Integrity Partners to continue participation in the New York State Behavioral Health Care Collaborative Value Based Readiness Program and amend the 2021 budget. Approved 5-0.

--Authorization for the Chairman of the Board to sign a user access agreement between the Mental Health Department and Rochester Regional Health for the provision of remote access to patient electronic health records. Approved 5-0.

--Authorization to abolish the full-time position of Account Clerk, create and fill the full-time position of Activity Aide at the Nursing Home. Approved 5-0.

--Authorization to abolish the position of full-time Medical Records Clerk, create and fill the full-time position of Finance Clerk at the Nursing Home. Approved 5-0.

--Authorization for the Chairman of the Board to sign a three-year contract between the Mental Health Department and Retirement Home TV Corporation for the provision of cable television services for an annual cost of \$16,062. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Nursing Home and Cross Country Staffing for the provision of professional licensed staffing. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Nursing Home and Bates Troy Healthcare Linen Services for January 1<sup>st</sup> 2021 thru March 31<sup>st</sup> 2021 for the provision of maintaining a laundry inventory, processing and delivery of laundry at the Nursing Home for a cost not to exceed \$72,000. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Nursing Home and Wayne ARC for the provision of linen services from April 1<sup>st</sup> 2021 through December 31<sup>st</sup> 2021 for a price of \$314,000. Approved 5-0.

--Authorization for the Chairman of the Board to sign a stipulation and order to pay a \$2,000 fine to the New York State Department of Health for failure of the Wayne County Nursing Home to comply with all COVID-19 regulations at the Facility. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Public Health Department and S2AY Rural Health Network for the provision of quality assurance and quality improvement services for a cost of \$17,500. Approved 5-0.

--Authorization for the Chairmen of the Board to sign an agreement between the Department of Social Services and Regional Transit Services for on-demand transportation services to Social Service clients for an amount not to exceed \$219,000. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Social Services and the Child Care Council, Inc. for the provision of registering and inspecting child day care programs for a price not to exceed \$120,149. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Department of Aging and Youth and ARC Wayne for bulk food preparation for the Department's five congregate Senior Centers at a per-meal cost of \$4.36. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Social Services and ARC Wayne for administration of the Home Delivered Meals Program for a cost not to exceed \$243,780. Approved 5-0.

--Authorization for the Chairman of the Board to sign a rental agreement between the Department of Aging and Youth and Eldda LLC for the Sodus Congregate Meal Site for an annual cost of \$7,000. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Aging and Youth and Seniors at Home, LLC for the provision of homemaker/chore services for a cost not to exceed \$55,000. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Department of Aging and Youth and Wayne County Pre-Trial Diversion Program for the provision of court ordered diversion services to youth ages 16-21 for a cost not to exceed \$60,000. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement with ARC for the purchase of freezers for a price of \$7,000. Approved 5-0.

The agenda included the monthly activities report for the Information Technology Office. The Office processed and printed town and County tax bills and printed a New York State mandate and DMV insert to accompany tax bills. The County's e-mail system was updated to the latest version, 375 support tickets were entered in December and five computers were installed. Due to some Social Service staff being out due to the Coronavirus, work in that Department was postponed. The phone system project continues, laptops and applications are being configured for remote access and work is finalized for the District Attorney's Office relocation. Mr. Ury said staff are working on year-end processing in the MUNIS financial system. Summer help is included in the 2021 IT budget that should assist with getting work up to date.

Mr. Verkey made a request members enter into Executive Session at 8:48 a.m. to discuss a matter of pending litigation with Mr. Connors and Mr. Schmitt present, Mrs. Bender second. The regular meeting resumed at 8:54 a.m.

Mr. Connors presented a transmittal requesting authorization for the County to engage outside counsel on a matter under the Child Victims Act. Approved 5-0.

The agenda included a copy of the monthly activities report for the Audit Department. In January, staff audited 1,627 invoices. The 2020 County's Risk Assessment was distributed to all Departments to assess the risk to County owned protected health information as required by HIPPA standards. Comments should be back to the Audit Office by the end of this week. Staff continue to update accounts payable procedures, invoice batch calendars and work on reconciliation payrolls. Ms. Scott worked with County Administration, the County Attorney and the Purchasing Agent on a purchasing policy violation and she attended MUNIS training about new IRS 1099 forms.

Ms. Scott reviewed details from an audit conducted at the request of the County's Compliance Officer that would ensure the security and protection of all County protected health information that is shared with vendors. The report concluded the completion of the audit fulfilled the annual requirement outlined in the Wayne County Compliance Plan.

The agenda included a copy of the results from the internal audit of the Sheriff's Office Property Room. The objective of the audit was to make certain proper controls are in place to reduce the risk of lost or stolen items and make sure the items place in the Property Room are properly tracked. The audit recommended each item in the Property Room be updated routinely to ensure the current list of items is as accurate as possible. Sheriff Virts responded to each item sited in the audit and requested a second computer in the Property Room so evidence status can be immediately entered.

Ms. Scott presented a transmittal requesting authorization to transfer H Fund Project Account balances and close 2020 projects. The transfer is for \$1.2 million from the H Fund to the General Fund. The County's external auditors recommended this action as not all County project funds were in the correct budget lines. Approved 5-0.

The agenda included the monthly activities report for the Real Property Tax Office. Staff verified town levy and taxable information, keyed water/sewer and property maintenance relevy information and changed several special district unit charges because of inaccurate units submitted by towns. All tax bills were printed by December 21<sup>st</sup>. In January the Department processed 288 property transfers. The report included other projects being worked on by staff and a list of meetings Mrs. Ambroz attended.

Mrs. Ambroz presented a transmittal requesting authorization to approve applications for corrected tax rolls in the Towns of Huron, Arcadia and Walworth. There is no tax dollar difference to the County. Approved 5-0.

The Treasurer's monthly activities report included the following activities in December:

- The Office sent about 1,700 letters to property owners who have not paid their 2020 property taxes. Approximately 30 new tax payment contracts were created for delinquent taxpayers, the County rolled over \$511,346 more in unpaid taxes at the end of 2020 than when books closed in 2019; this reflects less people paying their property taxes. As of January 5<sup>th</sup> there were 56 parcels from 2018 facing foreclosure and 193 from 2019. Mr. Schmitt said he would like to have both years foreclosure sale at one auction.
- A property in Galen on State Department of Environment Conservation land adjacent to the Clyde River will be going through the tax foreclosure process. DEC informed the County they will be taking down the abandoned building on the property. Mr. Schmitt stated the County collects taxes on the building, not on the land, because it is exempt State land. This parcel will appear on the County's tax foreclosure list; however, will not be sold as the State has said they want it to remain part of the natural wide life in the area.
- The COVID-19 Emergency Eviction and Foreclosure Prevention Act of 2020 specifically prevents local governments from engaging in a tax lien sale or a tax foreclosure until at least May 1, 2021; tax payments are still due to localities. Mr. Schmitt said property owners cannot be foreclosed upon at this time, but can be charged fees and penalties for late payments. Both petitions are scheduled to go to court on May 1<sup>st</sup>.
- Mr. Schmitt was elected to the New York Cooperative Liquid Assets Securities System (NYCLASS) Board of Directors for a three-year term.

The following transmittals were presented for the Treasurer's Office:

--Authorization to change the definition of fixed asset equipment and repeal Board Resolution #260-17. The current policy states any piece of equipment with a value of \$1,000 or more and a useful life of one-year will be on the County's fixed asset list. The change would increase the value of the equipment listed in the fixed asset report to \$2,500. Approved 5-0.

--Authorization to transfer H Fund project funds from the 16 William Street Renovation Project account and close the project. The amount being transferred back to the General Fund is \$40,505. Approved 5-0.

--Authorization for the County Treasurer to create an Assigned Fund Balance for accrued absences. Mr. Schmitt noted the County allows individuals retiring from the County to capture their sick time benefit and utilize their remaining sick time hours for the purchase of health insurance or any other personnel accrued funds. This action would track the value of this benefit and ensure the County always has funds available to pay the benefit. Approved 5-0.

--Authorization to issue Requests For Proposals for tax collection and tax foreclosure software. Software the County has been utilizing through the MUNIS system since 2006 along with an internally developed database, do not fully meet the County's needs anymore. Mr. Schmitt said it would be in the best interest of the County to make this purchase. He and a

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representative from the IT Office, along with other interested parties will review what programs are available and select one for the use of the County. Mr. Schmitt will also work with the County Purchasing Agent on this request. He believes an improvement in the system could coordinate property tax issues throughout the County. Approved 5-0.

--Authorization to adopt a Capital Project Fund Policy. Mr. Schmitt stated the County's external auditors made a recommendation to adequately track and close projects in the Capital Project H Fund; a policy would ensure that all Capital Project Funds are properly maintained and used consistently by all County Departments. This would include projects with a value of at least \$100,000. Approved 5-0.

Mr. Schmitt said he has been in discussions with the County's Compliance Officer and Internal Auditor regarding a rather large payroll discrepancy that occurred in 2020. He has asked both departments to review the discrepancy and determine how it happened and what corrections are needed.

The meeting adjourned at 9:24 a.m. The next meeting of the Finance Committee is scheduled for Tuesday, February 9<sup>th</sup> at 8:30 a.m.