

MINUTES

FINANCE COMMITTEE

Tuesday, April 13, 2021 8:30 a.m.

Present: Supervisors Leonard and Verkey, County Administrator Rick House, Fiscal Assistant Ken Blake, Self-Insurance Specialist Brian Sams, via ZOOM: Supervisors Bender, Groat, Verkey, Robusto, Jacobs and Eygnor, Information Technology Director Matt Ury, Auditor Kristen Scott, Real Property Tax Director Karen Ambroz, Purchasing Clerk Kaleigh Flynn, Treasurer Patrick Schmitt and Land Bank Director Mark Humbert.

Minutes from the February 9th Committee meeting were approved as written.

The Committee addressed the following pass-thru transmittals:

--Authorization to fill the position of part-time Motor Vehicle Operator in the Veterans Service Office. Approved 5-0.

--Authorization for the Commissioner of Social Services to sign an agreement with the Wayne County Probation Department for the provision of an intensive school-based oversight plan for youth in the Persons In Need of Supervision (PINS) program. Approved 5-0.

--Authorization for the Commissioner of Social Services to sign an agreement with the County's Department of Aging and Youth for administration of the Families And Communities Together (FACT) program for a cost of \$40,000. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Social Services and the New York State Office of Temporary and Disability Assistance for Code Blue Funding. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Department of Social Services and Self-Direct Inc. for the provision of personal emergency response systems. Approved 5-0.

--Authorization for the Department of Social Services to accept \$383,957 from the State Office of Temporary and Disability Assistance to address local housing and homeless needs. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Social Services and the State Office of Temporary and Disability Assistance for the purpose of funding local programs that comply with responses to the pandemic. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Social Services and Wayne County Action Program for the provision of supporting local County

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response to the pandemic through assisting with homelessness and housing problems. Approved 5-0.

--Authorization to abolish the position of full-time Senior Caseworker and create and fill the position of full-time Caseworker at the Department of Social Services. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Social Services and Finger Lakes Area Counseling and Recovery Agency for co-located alcohol and other drug services. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract renewal between the Department of Aging and Youth and Genesee Region Home Care of Ontario County for the provision of personal care services for a price of \$130,454. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Department of Aging and Youth and Newark Emmanuel United Methodist Church for the provision of housing the Senior Congregate Meal Program for a cost of \$5,000. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Mental Health Department and DePaul Community Mental Health for the provision of crisis/transitional housing services for a cost not to exceed \$123,416. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract renewal between the Mental Health Department and Unity House of Cayuga for the provision of mental hygiene related services for a cost not to exceed \$89,457. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal rental lease agreement between the Mental Health Department and Unity House of Cayuga. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Mental Health Department and Catholic Family Center for the provision of mental hygiene related services for a price of \$707,789. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract renewal between the Mental Health Department and the University of Rochester to set forth conditions to allow University fellows to participate in a collaborative educational forensic training program. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Mental Health Department and Lakeview Health Services for the provision of mental hygiene services for a cost not to exceed \$209,528. Approved 5-0.

--Authorization to purchase two SUV vehicles for utilization by the Mental Health Department's Mobile Crisis Intervention Team for a cost of \$65,000. Approved 5-0.

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--Authorization for the Chairman of the Board to sign an agreement between the Mental Health Department and Omnicor for the provision of preventive maintenance services and medical equipment repair to ensure resident safety. Approved 5-0.

--Authorization for the Mental Health Department to expend \$13,320 and schedule employee training and education with Advanced Training Initiative funds. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Mental Health Department and Frist Light for the provision of wireless internet services for Nursing Home residents. Approved 5-0.

--Authorization to create and fill 10 temporary positions at the Public Health Department consisting of Registered Nurses, Licensed Practical Nurses, Paramedics and EMTs to be utilized during the COVID pandemic. Approved 5-0.

--Authorization for the Chairman of the Board to sign a memorandum of agreement between the Board of Elections and the Town of Ontario for election services concerning a special election scheduled for April 21st 2021. Approved 5-0.

--Authorization for the Chairman of the Board, on behalf of the Board of Elections, to sign a request for extension of the expenditure of remaining funds from the Shoebox Grant. Approved 5-0.

--Authorization to amend Board Resolution No. 287-17 to allow for the hiring of a part-time Attorney due to a maternity leave in the County Attorney's Office. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Economic Development/Planning Department and Lamar Advertising to design six billboards and have them installed for a price not to exceed \$85,000. Approved 5-0.

--Authorization to submit a Community Development Block Grant application through the Economic Development and Planning Department to the New York Housing Trust Fund Corporation for improvements to the HVAC system in the County's Public Health Building and for funding to support small business to address costs associated with COVID recovery. Approved 5-0.

--Authorization for the County to support the Finger Lakes National Heritage Area and work with the designated administrator of the National Heritage Area to recognize Wayne County attributes within the Finger Lakes Region. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Public Works Department and DBI Services for roadside spraying for a price not to exceed \$8,166. Approved 5-0.

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--Authorization to declare two Sheriff's vehicles surplus and sell at auction. Approved 5-0.

--Authorization to create 2021 highway projects totaling \$705,000. Approved 5-0.

--Authorization for the Chairman of the Board to sign agreements between the Public Works Department and the Towns of Marion, Savannah and Williamson for roadside mowing. Approved 5-0.

--Authorization to award the generator project bid for the Social Services Building to Joe Tavano Electric for \$181,500. Approved 5-0.

--Authorization to accept the proposal for operation of a food concession stand at Sodus Point Park submitted by Wayne County Action Program. Approved 5-0.

--Authorization for the Chairman of the Board to sign a second extension agreement between the Public Defender's Office and the State Office of Indigent Legal Services for Distribution #7. Approved 5-0.

--Authorization for the Chairman of the Board to sign an extension to the agreement between the Public Defender's Office and the State Office of Indigent Legal Services for Distribution #8. Approved 5-0.

--Authorization for the Chairman of the Board to sign a second extension agreement between the Public Defender's Office and the State Office of Indigent Legal Services for Contract CAF A254. Approved 5-0.

--Authorization to declare a sole source vendor and purchase parts for Lifepak 15 monitor/defibrulators for the Emergency Services Department. Approved 5-0.

--Authorization to declare a single source supplier and pay in advance for the Verint Recorder maintenance contract in the amount of \$11,470 for the Emergency Services Department. Approved 5-0.

--Authorization for the Chairman of the Board to sign a memorandum of agreement between the Emergency Services Department and CSEA to allow Wayne County ALS Technicians to administer the additional duties as Quality Assurance /Quality Improvement Coordinator and receive a shift differential in wages and salary according to the existing CSEA contract for all hours worked while serving as the QA/QI Coordinator. Approved 5-0.

--Authorization for the Sheriff's Office to accept 2020 Operation Stronegraden Grant funding of \$56,000, amend the County budget and expend funds. Approved 5-0.

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--Authorization to amend the Sheriff's Office budget due to receipt of State Law Enforcement Terrorism Prevention Program funds of \$40,571. Approved 5-0.

--Authorization for the Sheriff to sign an agreement with Krenser Marine for boat space rental for a cost of \$1,075. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement extension between the Sheriff's Office and Black Creek Integrated Systems for annual maintenance of the sally port jail management software and security system for a price of \$71, 567. Approved 5-0.

--Authorization to award the bid for cleaning supplies for the Sheriff's Office to The Cleaning Solution Inc., for \$60,000. Approved 5-0.

--Authorization to fill the position of Chief Deputy at the Sheriff's Office and set the salary at \$93,712. Approved 5-0.

--Authorization to award a bid to New York State Public Safety Emergency Lighting and sign an agreement with the Sheriff's Office for emergency vehicle equipment/accessories, maintenance, repair and installation of equipment. Approved 5-0.

The monthly activities report for Information Technology was distributed with the agenda. During March rollout continued on the new phone system in the Social Services Building. The Department received 493 support request tickets, installed 10 computers and relocated County Clerk's Office computer equipment to a temporary location. Body camera and taser network configuration for the Sheriff's Office was completed; this was a time consuming job. Staff added security to the Board of Elections system, tax collection options were evaluated and assistance was provided to the Department of Social Services for new background check requirements. Mr. Ury said he has worked with the Treasurer's Office and vendors on check printing redesign.

The following transmittals were presented for Information Technology Department:

--Authorization for the Chairman of the Board to sign an agreement with Syracuse Time and Alarm for maintenance renewal of the Nursing Home wandering system for a price of \$4,950. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal agreement with Visual Computer Systems for maintenance of a shift scheduling and time sheet software program for the Sheriff's Office and 911 for a cost of \$6,832. Approved 5-0.

Mr. Ury said a survey will be sent to Departments Heads asking if and how they utilize the County's Geographic Information System (GIS). ESRI has told the County they could offer a more

robust and informative GIS system; however, the County would need to make a significant investment to make the improvements. This issue was discussed at last week's Economic Development/Planning Committee meeting. ESRI said they could meet with the entire Board to review the future of the County's GIS system. Mr. Groat questioned the amount of time an upgrade of the system would take. Mr. Ury said survey results will be gathered through the summer and a Committee of the Whole presentation to the Board will be suggested for this fall, to allow all members of the Board to be shown what the County's current GIS system provides, goals for the future and future costs. The project could take one to five years, depending on what the County wants. Mr. Groat said he believes the project would qualify for American Rescue Funding.

The monthly activities report for the Audit Department was included with the agenda. Since the last meeting the Department audited 1,596 vouchers. An audit on the Emergency Management Office purchasing system was complete and a report on the findings will be sent to the Director of Emergency Management for his response. Fieldwork was completed for the STOP DWI Program audit. Ms. Scott attended the quarterly Compliance Committee meeting and reviewed recommendations that arose from the 2020 Departmental Risk Assessment for the Compliance Committee to implement. Ms. Scott met with the Government Operations Committee to discuss potential modifications to the Board resolution that authorized the minimum insurance requirement held by vendors. Staff completed all required personnel training and the Internal Audit Clerk has started an audit of County vendor files; over 10,000 vendors are in the system.

Ms. Scott presented a transmittal requesting authorization for the Chairman of the Board to sign an agreement with Staples for their print and copy program through Sourcewell Cooperative for all Wayne County Departments. Both Ms. Scott and Ms. Flynn spent time with the Staple representative reviewing the agreement. The County's spends over \$20,000 annually on printing expenses, creating the need to bid this service. Staples printing is made available to municipalities through cooperative bid. Ms. Scott said this contract is in the best financial interest of the County. The County's current printing/copy agreement expires at the end of this month. Approved 5-0.

The monthly report for the Real Property Tax Office was presented with the agenda. During March, staff prepared exemption impact notices for schools and sent them to districts to assist in their budget preparation. Staff equalized special franchise values in preparation for the tentative roll. Checklist were e-mailed to all assessors outlining procedures that need to be complete prior to tentative roll backup. Tax Map Technicians completed the tax map printing run and prepared digital tax maps for the entire County for distribution; an updated paper map is available in the Real Property Tax Office. The Department processed 233 transfers of property in March.

Mrs. Ambroz presented a transmittal requesting authorization to hold a public auction sale of real property acquired by the County for delinquent taxes. Changes from the prior resolution were noted on the transmittal. The document lists all the payments the purchasers will pay,

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including interest and penalties, if applicable. This year's property tax auction sale will be held on-line. Properties will be available for review from July 7th-August 11th, the sale will be conducted August 11th. Mrs. Ambroz said booklets with the properties available will be provided to all Supervisors and available for the public to pick up in her Office. How purchasers will have to pre-register on-line with a secured credit card was reviewed. Mr. Robusto said he believes an on-line sale will be very successful, as more people should be bidding on the properties. Approved 5-0.

A brief discussion took place on sales tax that could be generated from the sale of marijuana products. Mr. Schmitt said according to the documents he has read, the County would receive 1% of the sales tax and the towns and villages where the product is sold 3%. The County will be responsible for dispensing all sales tax on a quarterly basis. Mr. Schmitt said there is very little information being made available since State legislation passed on the sale of this product.

Social Services Commissioner, Dr. Ellen Wayne, joined Mr. Schmitt in a discussion regarding indigent burials. These are not the burials paid for through the Veterans Service Office or through Social Services, these are the burial expenses for individuals that have no one claim their body. The County Treasurer, as the County's Public Administrator, is responsible to pay burial costs for these individuals. The number of burial requests being made of the Public Administrator is higher in the first quarter of 2021 than it was in all of 2020. Burials cost between \$5,000 and \$6,000; bodies cannot be cremated, they must be full body burials. The cost is for a casket, plot, digging the grave and burial vault, no headstone is purchased. Mr. Schmitt said he would like to have a budget created for Indigent Burials so the costs can be budgeted and tracked. If the County would save money by putting out Requests For Proposals for burial services was questioned. A transmittal will be prepared for next month's meeting to establish this new budget.

Mr. Schmitt reported 13 new tax payment contract were initiated to help individuals avoid tax foreclosure. External auditors work on County financial records is ongoing; they were on site for two weeks. The audit report should be available to bring before the Finance Committee in June. As of April 1st there were 54 properties on the 2018 and 140 properties listed on the 2019 tax foreclosure lists. These properties were posted at the end of March for legal reasons. At this time the court date for the process remains at May 1st.

Mr. Schmitt noted County tax bills included paperwork that would allow taxpayers the ability to claim a financial hardship in paying their taxes due to the COVID pandemic. The paperwork for this property tax delay is due by April 30th. To date, 10 residents have applied for the delay.

Mr. Schmitt noted the financial benefit the County has received during the pandemic due to the increase in sales tax revenue from internet sales. Estimates for sales tax revenue were exceeded in 2020 and are on course to exceed the 2021 budget projection.

Mr. Schmitt presented a transmittal requesting authorization to accept the tax collection and tax foreclosure software proposal from Systems East, Inc. and amend budget. This would allow a

customized system to be built for the County to meet the County's tax collection and foreclosure needs. The Real Property Tax Office, County's Information Technology Department and three local tax collectors have reviewed the proposed system. The system could bring all tax collecting municipalities into the County system; tax-collecting municipalities could use this system at no cost. The \$212,420 will be paid 50% this year and 50% in 2022. The expense was not budgeted. Approved 5-0.

Mr. Schmitt said he has been involved in meetings with Mr. House and Mr. Blake regarding the \$17 million the County is anticipating to receive through the Federal American Rescue Plan. According to documents obtained so far, there will be five allowed expenses for this money; final rules regarding the funding have not been received. Mr. Schmitt suggested a committee be formed that would review any request to expend these funds to allow for better tracking of the money. These funds will be placed in a separate bank account once they are received and need to be expended within three years. Mr. Schmitt will keep the Committee updated on this funding.

Mr. Blake stated he is preparing a year-end financial document for the Board. The report will provide a year-to-date summary of department expenditures and revenues, year-end transfers and budget timelines. The report will noted budget adjustments made during the year and accruals and encumbrances, an annual labor report, showing budgeted expenses versus actual expenses. The report will chart sales tax revenue over the past 10 years. It will also include the County's Capital Plan; showing what items were accomplished during the year and what will be accomplished over the next four years. Mr. Blake will review this report in detail with Mr. House and Finance Chair Leonard before providing a copy of the report to the Finance Committee.

Mr. Blake said he continues to work with Brian Sams as part of the Department's succession plan for his upcoming retirement. Department Heads have been requested for their input on the County's 2022-26 Capital Plan; once the plan is put together Supervisors will be sent a copy. Instructions for the 2022 County budget are now being developed; this year Mr. Sams will play a large role in the budget process. Instructions regarding the budget will be issued to Department Heads in June. Mr. Blake is working with Mr. House and Mr. Sams on a seamless budget process transfer before his retirement.

Mr. Blake reported Indigent Legal Services Grant claiming is being transferred to the Treasurer's Office for tracking; this is a tedious task he has been performing. He filed 2020 year-end reports for Indigent Legal Service Grants. Mr. House said he would like to see the County establish a Grants Department for formalize the process of grant management. The Office would prepare quarterly and annual reports needed for grants and/or grant extension requests. Supervisors agreed more discussion is needed on this request.

Mr. House noted how busy the County's Purchasing Agent is and that he would like to see the vacancy of Purchasing Clerk filled. He stated the importance of a succession plan for every office

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and the importance of the Purchasing Department. This issue will be discussed more thoroughly at next month's Government Operations Committee meeting.

The meeting adjourned at 9:55 a.m. The next meeting of the Finance Committee is scheduled for Tuesday, May 11th at 8:30 a.m.