

## MINUTES

### FINANCE COMMITTEE

**Tuesday, May 10, 2022 9:00 a.m.**

Present: Supervisors Leonard, Bender, Groat, Robusto, VanLaeken and Eygnor, County Administrator Rick House, Director of Information Technology Matt Ury, Purchasing Agent Kaleigh Flynn, Real Property Tax Director Karen Ambroz, County Auditor Kristen Scott, Land Bank Director Mark Humbert, Treasurer Patrick Schmitt and Economic Development Fiscal Assistant Jamie Corteville. Via ZOOM Fiscal Assistant Brian Sams.

Minutes from the April 12<sup>th</sup> Committee meeting were approved as written.

The following transmittals were referred to the Finance Committee:

--Authorization to release Requests for Proposals soliciting a partner to provide correction health care services to the County Jail. Approved 5-0.

--Authorization for the Chairman of the Board to sign an affiliation agreement between the Sheriff's Office and Gannon University for a student intern. Approved 5-0.

--Authorization to amend the 2022 Sheriff's budget to pay for unanticipated travel expenses. Approved 5-0.

--Authorization to establish an Emergency Medical Services Oversight Committee. Approved 5-0.

--Authorization for the Chairman of the Board to sign an amended frequency use and tower space agreement between the Emergency Management Services Department and Mobiletech Communications to secure the use of a third needed frequency for utilization by fire departments or other public safety agencies. Approved 5-0.

--Authorization to declare three vehicles and other items in the Public Works Department surplus and sell through public auction. Approved 5-0.

--Authorization to create highway projects for 2022 totaling \$345,000; these projects will be paid in total with CHIPS funds. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Public Works Department and JEMCO Water Treatment Services for County HVAC equipment for a price not to exceed \$5,100. Approved 5-0.

--Authorization to amend the Buildings and Grounds budget for the purchase of a pick-up truck with plow for a cost of \$49,123. Approved 5-0.

## PAGE 2

--Authorization for the Chairman of the Board to sign a five-year renewal lease between the Public Works Department and Wayne County Soil and Water Conservation District for office and shop space. Approved 5-0.

--Authorization to award the bid for the Court House turret restoration project. Approved 5-0.

--Authorization to modify Agricultural District No. 1 to include land in the Town of Butler. Approved 5-0.

--Authorization to designate Agricultural Development Specialist Ora Rothfuss as the County's Environmental Certifying Officer for the Community Development Block Grant Farmworker Mobile Home Replacement Grant. Approved 5-0.

--Authorization for the Economic Development/Planning Department to accept \$40,000 in matching grant funds from the New York State Department of Ag and Markets, authorize the release of Request for Proposals (RFP) and authorize the Chairman of the Board to sign necessary documents for acceptance of the funds to complete and update the County's Farmland Protection Plan. Approved 5-0.

--Authorization for the Economic Development/Planning Department to accept funding and authorize the Chairman of the Board to sign related documents to accept Community Development Block Grant Farmland Mobile Home Replacement Grant Funding in the amount of \$1 million. Approved 5-0.

--Authorization for the Board of Elections to hire a temporary full-time Deputy Elections Commissioner due to an upcoming retirement and the need to train staff. Approved 5-0.

--Authorization for the County to adopt the management and confidential position wage and salary ranges for 2023. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Nursing Home and St. John Fisher College for the provision of an educational nursing program at no cost to the County. Approved 5-0.

--Authorization to allow out of title pay to a Registered Professional Nurse at the Nursing Home while performing the duties of the Coordinator of Nurse Training. Approved 5-0.

--Authorization for the Nursing Home to expend Advanced Training Initiative Funds from the NYS Department of Health in the amount of \$16,280. Approved 5-0.

--Authorization for the Chairman of the Board to sign an affiliation agreement between the Nursing Home and Wayne Finger Lakes BOCES for student interns. Approved 5-0.

**PAGE 3**

--Authorization for the Public Health Department to purchase N95 respirator fitting equipment for a cost of \$15,625. Approved 5-0.

--Authorization for the Chairman of the Board to sign a master services agreement between the Public Health Department and iClaim Systems for the provision of an electronic medical record and billing platform for the Early Intervention Program for a cost of \$15,000 annually. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Public Health Department and Marion Central School District for the provision of special education and/or programs for the Pre-school Children with Handicapping Conditions Program. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Mental Health Department and Aetena Services LLC for the provision of insurance reimbursements for behavioral health services offered to policy holders. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Social Services and Catholic Charities of the Finger Lakes for the provision of Early/Crisis Intervention Services to TANF eligible families at a cost not to exceed \$59,165. Approved 5-0.

--Authorization for the Chairman of the Board to Supervisors to sign an amended agreement between the Department of Social Services and Hillside Children's Center to reflect modifications in the Federal Family First Prevention Services Act and State Law. Approved 5-0.

--Authorization for the Chairman of the Board of Supervisors to sign an amended agreement between the Department of Social Services and the William George Agency to reflect modifications in the Federal Family First Prevention Services Act and State Law. Approved 5-0.

--Authorization for the Chairman of the Board to sign a seven-month contract extension between the Department of Social Services and Youth Advocate Program, Inc. to allow for rebidding of this preventive, support and rehabilitation contract for services to children and families. Approved 5-0.

--Authorization for the Chairman of the Board to sign an eight-month contract extension between the Department of Social Services and Wayne County Action Program contract to allow for rebidding of this parental educational service program to prevent child neglect for a cost of \$29,750. Approved 5-0.

--Authorization to create and fill the position of Social Welfare Examiner at the Department of Social Services. Approved 5-0

--Authorization for the Chairman of the Board to sign a contract renewal between the Department of Social Services and Family Counseling Services of the Finger Lakes for operation of the County's Child Advocacy Center for a price of \$64,575. Approved 5-0.

**PAGE 4**

--Authorization for the Department of Social Services to issue an advance payment in the amount of \$81,120 to Lucas Dobbins for the remodeling of space to accommodate the Department's long term housing program. This project is being paid for with ARPA funds. Approved 5-0.

Mr. Ury reviewed the monthly activities report for the County's IT Department. The Help Desk received 674 requests during April, staff installed six computers and upgrades continued on the new phone system. The Security project continues and plans are underway to restructure the Department to improve efficiency and security. The report included a list of projects staff continue to work on. Summer help will begin in the next few weeks; both workers are returning after being employed by the Department last year. Mr. Ury stated he is working on a complete succession plan for the IT Department; as about half of the staff will be of retirement age in the next five years.

Mr. Connors presented a transmittal to pay \$9,672 for repair to the Public Defender's Investigator's vehicle. The fault of this accident has yet to be agreed upon; however, Mr. Connors would like the Committee to approve payment of repairs so the vehicle can be placed back into the fleet. Mr. Connors said this case will initially be defended in house. Approved 5-0.

The Audit Department's monthly report was included with the agenda. During April staff audited 1,926 invoices, denying payment on three. Ms. Scott continues to provide documentation to external auditors to completed their 2021 County audit. She has worked with Nursing Home staff on concerns related to vendor/departments relations within the Facility. Those specific concerns were discussed during a meeting in March. Staff are working to draft the STOP DWI audit report for submission later this month. Ms. Scott documented a purchasing policy violation that occurred at the Board of Elections.

The report included a list of activities staff will be working on until the next Finance Committee meeting. Ms. Scott will be attending the NYSAC Finance School later this month.

The following transmittals were presented by the Purchasing Agent:

--Authorization to amend the budget to increase funding for training and certifications. The \$3,000 request will come from the County's General Fund. Ms. Flynn said she and the Purchasing Clerk would both like to attend the schooling needed to obtain their Public Buyer Certifications. Approved 5-0.

--Authorization to amend the budget to add funds for office supplies. Ms. Flynn said when her budget was prepared it was a one-person Department; with two people now in the Department there is a need to purchase additional office supplies. The \$700 request will come from the County's General Fund. Approved 5-0.

Ms. Ambroz reviewed the monthly activities report for the Real Property Tax Department. The report included a list of meetings Ms. Ambroz attended during April. Assessment back-ups were

due back by April 20<sup>th</sup> from municipal assessors for processing the tentative assessment rolls. Staff corrected issue with figuring of charge backs by assessors, local sales information was forwarded to the State and preparation for village tax bills began during the month. Tax Map Technicians have worked with several survey companies completing projects in the County, tax maps were updated on the County's website and property shape files were prepared for the Genesee Land Trust. Ms. Ambroz prepared a power point presentation for the Board of Assessors Review Training scheduled for May 19<sup>th</sup>. Staff processed 249 deeds during April.

The following transmittals were presented for the Real Property Tax Department:

--Authorization for the Chairman of the Board to sign a contract with VHB in the amount of \$227,900 for the County's AutoCAD Conversion Project. This vendor submitted an RfP for this service. Mrs. Ambroz noted she was part of the interview process for the AutoCAD conversion vendor. Mr. Groat stated there did not appear to be that great of a difference in scores issued to the vendors who were interviewed, but there was a substantial difference in price. Mrs. Ambroz noted scoring was done by five County staff members and the VHB proposal offered many options that would be helpful to local assessors. Approved 5-0.

--Authorization to hold the Wayne County sale of real property acquired for delinquent taxes on June 30<sup>th</sup> at 10:00 a.m. Registration and preview of properties on-line will be held June 1<sup>st</sup> through June 29<sup>th</sup>. The only change in the terms and conditions of sale is the time of the event on the 30<sup>th</sup> from 11:00 a.m. to 10:00 a.m. There are 41 properties that will be having their taxes foreclosed by the County; however, only 28 are going to the County's tax foreclosure auction. Approved 5-0.

--Authorization for the County to share in defense costs for real property tax assessment review proceedings, Article 7 litigation with the Town of Palmyra and the Palmyra-Macedon School District. Mr. Connors noted there is a resolution that cost share will only go into effect from the date the request is approved by the Board. Litigation is for properties owned by Willow Landing Associates. Approved 5-0.

--Authorization for the Chairman of the Board to sign a one-year contract with Applied Business Solutions with stipulation for additional one-year contracts in the next two years. The contract is for the printing of tax bills. Ms. Ambroz thanked Ms. Flynn for her assistance with the preparation of the documents for the proposal for these services. Town and County tax bills will be the first ones done under this contract. The County's IT Department will print the 2022-23 school tax bills. Ms. Ambroz noted the availability for other municipalities to piggy-back off of this contract. Approved 5-0.

Mr. Schmitt reported there remain seven County employees (two have resigned their positions) that have not responded to the request to payback the double payroll they received in February. He questioned if this Committee would want legal action pursued against these individuals. Mr. Connors said initial legal action would take place in-house and he would argue these employees were given funds by the County that they were not entitled to and notified immediately upon

the discovery there was an error; however, funds were already removed from their bank accounts and could not be retrieved by the County. Supervisors agreed to have a hand written transmittal approved at the meeting, with Mr. Schmitt preparing a formal request. Approved 5-0.

Mr. Schmitt distributed this month's interest earnings report. He then presented a transmittal requesting authorization to transfer two properties in the Town of Butler, one in Galen, one in Rose, two in Savannah, one in Sodus, and four in Wolcott to the Wayne County Regional Land Bank Corporation. These properties are all being redeemed by the County through tax foreclosure. Mr. Humbert said he spoke to each Town Supervisor regarding the properties being removed from the tax foreclosure sale, with the exception of Supervisor Mettler from Wolcott; he spoke to that Town's Code Enforcement Officer. Approved 5-0.

Mr. House brought to Mr. Humbert's attention a request from RTS/WATS for a larger footprint for their County busing services than they now have next to the Lyons Highway Barn. Mr. Humbert said he was not immediately aware of a space; however, would review available properties more closely when he returned to his office and had more information on the size lot needed.

The monthly activities report for the Treasurer's Office was reviewed. Mr. Schmitt reported the Chief Administrative Judge for New York has left one stipulation in place around tax foreclosure proceedings—a settlement conference must occur between the Judge, County and taxpayer before a judgment of foreclosure can be issued. As of April 29<sup>th</sup> there were 41 parcels from 2020 being added to the tax foreclosure sale.

Mr. Schmitt said the County's American Rescue Plan Act Committee would hold a short meeting following today's Finance Committee meeting to be updated on projects. At this time there are four projects that have yet to come before the Board for approval. This group will report to the Finance Committee in June with a project and funding update.

Brett Zielasko, Adam Niebanck and Karrisa McDonough, Representatives from Community Bank, attended the meeting via ZOOM to review how they assist the County with funds that are placed in their care. A graph showing fixed income holdings and the interest these accounts earn was reviewed. Community Bank has a full-time Investment Professional on staff that manages all portfolios, stating they have tailored the County's portfolio to our needs. Mr. Zielasko commented that Wayne County has a good investment policy statement. Dates when fixed assets will be released and potentially available for other investment opportunities were reviewed. At this time the funds are earning a decent rate of returned through Treasury Bonds.

The following transmittals were submitted by the County's Fiscal Assistant:

--Authorization to pay Eastern Shore Associates the balance of insurance policy renewals totaling \$65.17. Approved 5-0.

## PAGE 7

--Authorization to set the date for a public hearing on the 2023-27 Wayne County Capital Plan. A copy of the Plan was distributed. Approved 5-0. Mr. Sams will give a power point presentation to the Committee later in the meeting detailing the Plan.

--Authorization to adopt the mortgage tax report and authorize the County Treasurer to make payment to Towns and Villages for a total of \$1,091,100. Approved 5-0.

Mr. House presented a transmittal to amend the 2022 Human Resource Department budget for unanticipated legal expenses for negotiations and arbitrations. The matter was discussed at last week's Government Operations Committee. The \$80,000 request will come from the County's General Fund. Approved 5-0.

District Attorney Mike Calarco reviewed a request to amend a previous resolution to pay outside attorneys to prepare and complete criminal appeal cases. That resolution set the hourly rate for attorneys at \$80; however, did not stipulate funding any additional appeal related expenses, i.e. copies, mileage, filing fees. Mr. Calarco said this was an oversight in the resolution and in the past contracted attorneys have always received reimbursement for these expenses. Mr. Connors stated the need for this contract to specify what is to be paid, or expenses will not be approved through the County's audit system. Mrs. Leonard questioned why this request was coming before the Finance Committee prior to review by the Public Safety Committee. Mr. Calarco said he was only made aware that a voucher submitted by an attorney for these expenses would not be paid after the Public Safety Committee was held. She then questioned if a contractor can legally perform the functions of the DA's Office. Mrs. Leonard stated the need for County policies and procedures to be followed. Mr. House said it was brought before this Committee in the hopes of not having to appear, as Other Business or a Rule 14 at next week's Board meeting. Ms. Scott said the Audit Department would approve payment for whatever items are stated in the resolution. After additional discussion, it was agreed the former contract resolution would be amended to authorize the Chairman of the Board to sign a three-year contract for attorneys to perform and complete criminal appeals, which would include mileage, filing fees, and those fees association with criminal appeal court work. Approved 5-0.

A power point presentation was given on the 2023-2027 Wayne County Capital Plan. Mr. Sams stated this document was distributed to all Supervisors in April and has been reviewed in standing committee meetings that occurred earlier this month. This is not a budget document, but a budget mechanism that allows the County to anticipate for purchases in excess of \$100,000, so they can budget appropriately. All items in the Plan need to be approved by the Board to be included in the budget.

- 2023 total budget \$7.7 million with non-local funding of \$5.6 million: \$1 million for replacement of the Highway Savannah Patrol Barn, \$160,000 for E-911 Recorder Replacement Back-up, \$650,000 construction of a Macedon Communications Tower, \$475,000 for Highway equipment, \$4.65 million for road and bridges projects, and \$350,000 for Drill Tower conversion.

- 2024 total budget \$9.79 million, non-local funding \$7.26 million. \$150,000 for Jail fire alarm system upgrades, \$1 million Hall of Justice roof replacement, an unknown cost for the acquisition of the Health Services Building, \$250,000 for Boiler/HVAC replacement at the 159 Montezuma Street Building, \$250,000 for multiple locations of driving/parking lot improvements, \$650,000 for construction of a communications tower in the southeast section of the County, \$152,227 for radio interoperability with Monroe County, \$450,000 for Highway equipment, \$6.2 million for roads and bridge, \$120,000 for replacement of outdated security cameras, \$350,000 for replacement of the mobile cascade truck, and \$200,000 for window replacement at the north end of the Nursing Home. Mr. Sams noted the County cannot discuss the sale of the Health Services Building with the Lyons Health Initiatives Board until the lease expires. He wanted the County to be prepared for a potential cost for this during the year. Work done to the County property at 159 Montezuma Street will most likely be paid for by Wayne CAP, as they are the ones who utilize the structure.
- 2025 total budget \$11.8 million, non-local funding \$5.47 million. \$500,000 window replacement at the Court House, \$350,000 replacement of K-Building at Jail, \$600,000 building improvement at Health Services Building, \$1,250,000 HVAC replacement at Health Services Building, \$250,000 roof replacement at 159 Montezuma Street, \$250,000 driveway and parking lot improvements, \$3 million replace CAD/MDT/RMS at E-911, \$200,000 purchase fire service repeaters, \$136,800 add functionality to Radio Control System at Emergency Communications, \$210,000 for certified orthophotography, \$475,000 Highway equipment, \$4.8 million for road and bridge projects, \$120,000 to replace outdated security cameras, and \$200,000 to replace windows on south end of Nursing Home. Mr. Sams noted replacement of the K-Building at the Jail has been included in the Capital Plan for many years; however, the project has not occurred. The need at this time for additional jail space is not in question.
- 2026 total budget \$23 million, local funding \$5.6 million. \$500,000 repairs to ceilings and floors in Court House, \$15 million K-Building replacement at Jail, \$1.2 million roof replacement at Health Services Building, \$300,000 roof replacement at 159 Montezuma Street Building, \$250,000 parking lot and driveway improvements, \$300,000 update 911 Call Processing System, \$280,000 to add radio interoperability with Seneca and Cayuga Counties, \$200,000 to add fire ground operations channels, \$480,000 Highway equipment, and \$4.7 million for road and bridge projects. Mr. Sams noted with the age of the Health Services Building many repairs and replacements are needed over the next few years.
- 2027 total budget \$7.1 million, local funding \$5.6 million. \$175,000 windows, siding, and insulation at the County building leased by Soil and Water, \$500,000 new substation for the Sheriff at Sodus Point, \$125,000 improvements at Blue Cut Park, \$350,000 911 Radio System Hardware refresh, \$650,000 construction of a communications tower in Sodus, \$520,000 Highway Equipment, and \$4.79 million for road and bridge projects.

The Committee was informed external auditors for the County cannot complete their 2021 audit, as the Nursing Home has not received Medicaid funds since the end of November. Once informed of the issue Mr. Schmitt and Ms. Scott met with Nursing Home administration and financial staff. Nursing Home Administrator Jeffrey Stalker and Nursing Home Comptroller Barb



Keefe came into the meeting. It is projected at least \$2 million in Medicaid funding is owed the Facility. Ms. Keefe reviewed staff turnover at the end of November and the difficult Medicaid claims process, because of the time lag in receiving payments, remits, and denials. She also stated the other staff members that was involved in Medicaid reimbursement went out on Workers Comp. in February. Cross-training for this position is very difficult. It was noted Medicaid claims can be disqualified if not filed within 90 days. If all back claims will be paid is not known. Mr. Groat questioned the process for filing Medicaid claims for the Nursing Home. Ms. Keefe stated there have been recent issues with the software application the Facility is utilizing. Mr. House stated if the contract with the current billing software vendor is not working out, legal action should be pursued to end the contract. Mr. Groat then questioned how the Facility was unaware that millions of Medicaid dollars were not being received for the past six months. Ms. Keefe said she has been working with technical staff from the Nursing Home's software vendor, staff at the Medicaid Office, and the County's IT Department to resolve claim issues. A claim has been filed for past owed Medicaid reimbursements. Ms. Keefe believes she will hear the status of the claim by the end of the week. Mrs. Leonard noted the length of time it took for this error to be noticed. Mr. House noted the difficulty in filling vacancies in the County, and filling the position needed to make Medicaid claims is even more difficult. Ms. Keefe said she has been working with a staff member from a Fairport facility to review software concerns. This individual said they would come to Wayne County and assist with the billing system being utilized here. Ms. Scott stated the need for all County health information to be protected. Until it is determined how much can or cannot be collected from the old reimbursements, the external auditors will not issue an audit opinion on the Nursing Home section of the audit, which will hold-up the County audit issuance. Ms. Scott said she would talk to other auditors to see what system their facilities utilize for Medicaid reimbursement claims. The Committee will be kept up to date on the issue.

In other business, Ms. Flynn informed the Committee there was an official protest filed in March regarding the awarding of the AutoCAD Conversion Project RFP. Interviews were performed with all vendors that submitted a proposal and each was individually rated by five County staff members. Ms. Flynn said once all proposals and methodology for implementation were evaluated and reviewed, scores from each evaluator were compiled and then totaled. The company scoring the highest out of a total of 500 points is how recommendation for award was determined.

The meeting adjourned at 11:20 a.m. The next meeting of the Finance Committee is scheduled for Tuesday, June 14<sup>th</sup> at 9:00 a.m.