

MINUTES

FINANCE COMMITTEE

Tuesday, May 11, 2021 8:30 a.m.

Present: Supervisors Leonard, Bender, Groat, Verkey, Robusto, Jacobs and Miller, County Administrator Rick House, Fiscal Assistant Ken Blake, Self-Insurance Specialist Brian Sams, 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 April 13th Committee meeting were approved as written.

The Committee addressed the following pass-thru transmittals:

--Authorization to make appointments to the Wayne County Criminal Justice Council. Approved 5-0.

--Authorization to remove two members from the County's Technical Decon Team. Approved 5-0.

--Authorization for the Chairman of the Board to sign an affiliation agreement between the Public Defender's Office and Roberts Wesleyan College for the provision of a student intern at the Public Defender's Office. Approved 5-0.

--Authorization to amend the Public Defender's budget to add an intern position per the second year plan amendment to the NYS Office of Indigent Legal Service's contract for statewide expansion of Hurrell-Harring Reform. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Emergency Services Department and the Williamson Volunteer Ambulance for the housing of County ALS equipment at their facility. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Public Works Department and the Town of Palmyra for roadside mowing services. Approved 5-0.

--Authorization to amend the County Roads budget due to the receipt of \$1,578,197 in Consolidated Local Street and Highway Improvement Program (CHIPS) funds. Approved 5-0.

--Authorization to amend the Highway budget and purchase a plotter/scanner for the Engineering Department for a cost of \$4,000. Approved 5-0.

--Authorization to amend the Highway budget and purchase equipment with CHIPS funds. Approved 5-0.

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--Authorization for the Soil and Water Conservation District to utilize the Wayne County logo for promotion and advertising of the County's Fishing Derby. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Public Works Department and Deckman Oil for vehicle and equipment lubricants. Approved 5-0.

--Authorization to amend Board Resolution No. 202-21 regarding the expenditure of Community Development Block Grant funds through the Planning/Economic Development Department. Approved 5-0.

--Authorization for the Planning/Economic Development Department to accept Community Development Block Grant funding for \$200,000 and for the Chairman of the Board to sign appropriate documents for receipt of this funding. Approved 5-0.

--Authorization to set the date for a public hearing in regarding a Local Law for the County to participate in a pilot youth deer hunting program. Approved 5-0.

--Authorization to designate a Certifying Officer at the Planning/Economic Development Department and make a determination under the National Environmental Policy Act and State Environmental Quality Review Act for receipt of \$200,000 in Community Block Grant Funds and the need to make sure certain requirements for utilization of the funds are followed. Approved 5-0.

--Authorization to amend the Public Defender's budget to add a Law Intern position at a price of \$4,000 with State Indigent Legal Service funds. Approved 5-0.

--Authorization to amend the 2021 Human Resource Department budget for legal expenses for negotiations and arbitrations with an increase of \$80,000. Approved 5-0.

--Authorization to adopt County management and confidential position wage and salary ranges for 2021. The document reflects a 2.5% increase, which aligns with other County Union contracts. Approved 5-0.

--Authorization to declare County support to have the County's early voting poll site at the Wayne County Board of Elections Office in Lyons. Mr. Miller said he talked with both Senator Helming and Assembly Manktelow regarding this issue; as the polling site the State requires is only one-tenth of a mile from the Board of Elections Office, where it would be much easier and less costly to hold early voting. Approved 5-0.

--Authorization to create a Senior Personnel Clerk position in the Human Resource Department and abolish the position of Insurance Specialist. Approved 5-0.

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--Authorization for the Human Resource Department to accept a claim settlement proposal from the New York State Compensation Board totaling \$3,207,124. Approved 5-0.

--Authorization to amend the care management agency provider agreement contract between the Mental Health Department and New York Coordination Program, Inc. to allow for revised compensation and billing procedures. Approved 5-0.

--Authorization to award the bid for food and nutrition, housekeeping and maintenance services to Sodexo Operations for \$2.2 million for July 2021 – June 2022. This contract is for a five-year period with price increases each year. Approved 5-0.

--Authorization for the Chairman of the Board to sign contracts between the Public Health Department and providers of approved special education services or programs for the Pre-School Age Children with Handicapping Conditions Program. Approved 5-0.

--Authorization for the Chairman of the Board to sign contracts between the Public Health Department and providers of related services for Pre-School Children with Handicapping Conditions. Approved 5-0.

--Authorization for the Chairman of the Board to sign this and future amendments between the Public Health Department and Health Research Inc. through December 2021. Approved 5-0.

--Authorization for the Chairman of the Board to sign an ancillary provider agreement between the Public Health Department and MVP to allow for billing of COVID-19 vaccines administered by the local Public Health Office. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Public Health Department and ISALUS Healthcare for the electronic transfer of medical records for a cost of \$400 a month. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Public Health Department and iCentral for the provision of electronic record keeping services at a price of \$14,214. Approved 5-0.

--Authorization to amend the 2021 Department of Aging and Youth budget due to receipt of \$40,952 in Federal Stimulus funding through the State Office of Aging. Approved 5-0.

--Authorization for the Commissioner of Social Services to sign an agreement with the Wayne County Sheriff's Office for Welfare Investigation Services at a cost of \$175,000. Approved 5-0.

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--Authorization for the Chairman of the Board to sign a contract between the Department of Social Services and a community provider for administration of an emergency rental assistance program and to accept \$120,000 from the State Office of Temporary and Disability Assistance. Approved 5-0.

--Authorization for the Department of Social Services to accept \$40,000 from the NYS Office of Children and Family Services to develop a system response to commercial sexually exploited children, trafficked, and at-risk youth in the County. Approved 5-0.

--Authorization for the Chairman of the Board to sign a lease agreement between the Department of Social Services and the Wayne County Land Bank for property located at 22 Lawrence Street in Lyons to be utilized for housing of a Child Advocacy Center. Approved 5-0.

--Authorization for the Chairman of the Board to sign a memorandum of understanding between the Department of Social Services and US Citizenship and Immigration Services to provide background checks on individuals, that are not Social Service employees, who have potential access to confidential information and will be working in the Social Services building. Approved 5-0.

The monthly activities report for the Information Technology Office was distributed with the agenda. During April the Department received 503 requests for support, installed 12 new computers and installed a new interview room camera system in the Sheriff's Office. Mr. Ury said the Department was extremely busy in April. Multiple power issues caused significant damage to both County data centers and the systems; all systems are now fully functional. Work continues on the new County website, work requested by external auditors is complete and multifactor authentication is being implemented in the Treasurer's Office. One of the two summer intern positions have been filled. Staff are working to install equipment at the Nursing Home, as much work was stopped during the pandemic. The report listed several projects staff are working on.

Mr. Ury reviewed expenditures for the Information Technology Department in the County's Capital Plan and the need to replace aging computer equipment throughout the County. The County server is filling up faster than anticipated, as more individuals are using the County system. The 2022 Plan includes \$200,000 for the upgrade the County's computer storage system, in 2023 there is \$50,000 included for a server upgrade and in 2025 there is \$200,000 included for the upgrade of Countywide switches.

Ms. Scott reported the Audit Department reviewed 1,721 invoices during April; reasons for certain changes and the denial of one payment were reviewed. Staff concluded the following audits since the last meeting:

- Emergency Management Services: This audit was performed at the request of Mr. House noting a violation of the County's Purchasing Policy. Over 500 claims paid by the

Department were reviewed totaling over \$1.2 million. Recommendations made were for the Office to competitively procure all future purchases of medical supplies, or explore alternative procurement methods with the Purchasing Agent. The Emergency Management Services Offices must competitively procure all future purchases of uniforms, or explore alternative procurement methods with the Purchasing Agent. The Emergency Management Services Department must competitively procure medical billing services following the County's Purchasing Policy. The Emergency Management Services Department must competitively procure patient care services web based software as the Purchasing Policy requires. The Emergency Management Services Department must obtain a purchase order for the acquisition of materials, supplies, equipment, and services that have a total cost in excess of a \$5,000 threshold aggregately in a twelve-month period, as the County's Purchasing Policy states. Purchase orders must document three quotes or the alternative procurement method used to procure goods or services. The Emergency Management Services Department responded to the audit stating they would work with the County's Purchase Agent to resolve noted issues. Ms. Scott stated this problem is not only in this Department. The Audit Department is making efforts to work with all County Department on follow purchasing rules regarding the aggregate threshold for purchases without bidding.

- Stop DWI Program: This audit is performed annually at the request of the Sheriff. The following recommendations were made following the audit: Periodic review of all actual expenses in the STOP account detail must be completed to ensure all transactions are recorded and accurate. The general ledger of the STOP DWI program should be reviewed periodically to ensure all budgeted funds are expensed appropriately. The STOP DWI Program Coordinator should discuss the failure of the Council on Alcoholism to fulfill each of their contractual obligations to the Public Safety Committee and have the Committee determine whether the STOP DWI Program should seek reimbursement for the unfulfilled services. The educational component of the STOP DWI program must be competitively procured in the future as required by both the Wayne County Purchasing Policy and Section 103 of the General Municipal Law. The Sheriff's Office responded to the report noting activities in this program were extremely limited in 2020 due to the pandemic and the Sheriff's Account Clerk will perform a quarterly review of expenditures in the DWI Program. Ms. Scott voiced concern that the educational component of this Program is the major part of the budget. The vendor who was to provide the education component in 2020 did not do so for the majority of the year due to the pandemic; however, were paid their entire contract amount.

Ms. Scott said the Audit Department will look at purchasing issues at budget time and try to get all Departments on the same page when making their purchases and follow purchasing regulations.

Ms. Leonard congratulated Ms. Scott on receiving her Certified Fraud Investigator Certification.

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Ms. Flynn presented a transmittal requesting authorization to re-create and fill the full-time position of Purchasing Clerk in the Purchasing Department and transfer funds from the County's Contingent Fund for this expense. The cost for the remainder of 2021 for the position is \$34,915. Ms. Flynn detailed the day-to-day functions in her Department and the need for assistance so the office can save the County money in their purchases. Approved 5-0.

The monthly report for Real Property Tax was distributed with the agenda. The report listed meetings Mrs. Ambroz attended during April. Staff corrected issues with tentative roll backups including apportioning special franchise values, tentative roll printing was completed on April 27th with the exception of the Town of Ontario, and local sales information was sent to the State. Preparation for village tax bills is underway, cross references were prepared and printed for municipalities and a power point presentation was prepared for Assessment Review Training scheduled for May 13th and 14th. The Office processed over 200 transfers of real property in April. The on line Real Property Tax Auction is scheduled for August 12th. Information on tax foreclosure properties can be found at collarcityauction.com

The monthly activities report for the Treasurer's Office was reviewed. Ten new contracts with owners that have delinquent taxes were initiated. External audit work is wrapping up on the County's single audit; auditors will make a presentation to this Committee in June. The Office went to Court on May 3rd to have qualified County tax delinquent properties declared legal for the County to take ownership. All property owners included in the Court ruling will be notified that they must pay their property taxes within 30 days or their property will be taken over by the County and sold at public auction. Mr. Schmitt said all individuals who have not paid their property taxes for both 2018 and 2019 were sent a COVID hardship letter; only 23 property owners requested a hardship exemption from paying their taxes. These 23 properties will not be placed in the County's property tax foreclosure sale.

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

--Authorization to amend Board Resolution No. 113-21 to restore real property to the non-exempt portion of the tax roll. Mr. Schmitt noted an error in a tax map number on the original resolution. Approved 5-0.

--Authorization to adopt the mortgage tax report and authorize the County Treasurer to make payments to towns and villages totaling \$1,058,717. Mr. Schmitt said this amount is distributed proportionately. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract with Tyler Technologies Inc. to create an output file for exporting checks for a price of \$8,000. Mr. Schmitt said it would be a cost savings for the County to outsource check printing and Chase Bank has the ability to print and mail checks for the County, with the County's interest earnings offsetting the cost. In order to do this the County will need to have Tyler Technologies develop a custom export file that can send County files to Chase Bank. Approved 5-0.

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--Authorization to accept sealed bids and for the Chairman of the Board to sign a quit-claim deed for the sale of County property in the Town of Williamson. Mr. Schmitt stated this parcel was not sold at the last tax foreclosure auction as the property was under litigation through the Courts. The issue has since been settled and the Finance Committee agreed the property would be placed for sale with a minimum bid of \$30,000. Approved 5-0.

--Authorization to create the position of Grant Finance Coordinator and amend the budget to pay for this unbudgeted position. Mr. Schmitt said the position would provide financial support to all County Departments and County Administration with grant management, grant tracking and processing reimbursement requests. This position is part of County management team's reorganizational plan. The hourly rate for the position is \$26.36. Approved 5-0.

Mr. Schmitt stated the US Treasury released guidance on municipal spending of Federal Stimulus funds; these are not unrestricted funds. There will be two disbursements of the \$17.5 million Wayne County will receive, one this year and one next. The guidelines state funding can be used to support public health response, to replace public sector revenue loss, for water and/or sewer infrastructure, to address a negative economic impact due to the pandemic, to pay premium rates for essential workers and broadband infrastructure. Roads and bridges are not part of the expenditure plan.

Mr. Groat questioned what tax revenues are available for the sale of cannabis. Mr. Schmitt stated of the 8% sales tax, 4% goes to the state, 1% to the County and 3% to the municipality where the dispensary is located. If cannabis is sold in a village, there will need to be a revenue sharing agreement in place for sharing sales tax with the town. Cannabis farmers will need to contract with the State; there is no local tax revenue for growers, only for dispensaries.

Mr. House re-capped information he presented at last week's Government Operations Committee meeting regarding enhancement of the County's management team. The Fiscal Assistant in his Office will be retiring by February 2022. A transmittal is being presented this month to have the position of temporary Fiscal Assistant created and filed; the current Insurance Specialist position will be eliminated. The Human Resource Office is requesting the new position of Senior Personnel Clerk to handle case management of insurance. The Treasurer's Office is asking for a Grant Finance Officer that will take grant issues away from the Fiscal Assistants' duties.

The County's Insurance Specialist presented the following transmittals:

--Authorization to amend the County budget to allow for Correction Unit contract increases for a cost of \$331,890. The increases were included in 2021 budget contingencies. Approved 5-0.

--Authorization to amend the minimum insurance standards for contractual agreements. The request included a list of insurances that will be required by various vendors. The County's

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insurance carrier Eastern Shore suggested the changes. Changes were reviewed and approved by Mr. Sams, the County Attorney, Purchasing Agent and County Auditor. Approved 5-0.

Mr. Sams reviewed this year's budget calendar. The Capital Plan will be adopted following a Public Hearing at the June 15th Board meeting. The MUNIS system will be open for budget input beginning June 4th, budget review with Standing Committees will begin in late August through mid-September. A Public Hearing will be held at the beginning of December to adopt the tentative 2022 County budget.

Mr. Sams reviewed the 2022-2026 Capital Plan. In 2022 there are projects totaling \$9.74 million, with an estimated reimbursable cost of \$6,763,881. In 2023 there are project totaling \$7,023,200 with estimated reimbursable costs of \$5,064,233. In 2024 projects total \$7,436,800 with estimated reimbursements of \$5,086,000. In 2025 projects total \$25,605,000 and estimated reimbursements are \$5,340,000. In 2026 project costs total \$7,535,000 and reimbursable costs \$5,140,000. In 2024, the Health Services Building will convert to the Town of Lyons; what the County will pay for the building was questioned. Mr. Sams presented an available funding summary. A list of equipment purchases included in the Plan were highlighted; many 2021 purchases did not occur and were pushed into the 2022 Plan.

A transmittal was presented requesting authorization to set the date for a Public Hearing at the June 15th Board meeting for adoption of the 2022-2026 County Capital Plan. Approved 5-0.

Mr. Blake reviewed the current County budget, actual expenses and the amount available in fund balance. The County's 2021 budget is \$190,631,768; \$5.2 million from the General Fund Balance offset the 2021 budget.

Mr. Groat questioned if the County is financially prepared for the potential cost of early voting if the County does not obtain a waiver to have early voting polls at the Board of Elections. Mr. Blake said he was not made aware of this issue until last week's Government Operations Committee meeting.

Mr. Humbert stated he has been the County's Land Bank Director for two years. More projects have been done in this time that anticipated. He continues to seek funding opportunities that are available to remove blight properties. Mr. Groat thanked Mr. Humbert and acknowledged Karen Ambroz, Patrick Schmitt and Brian Pincelli for the work they have done to make this program a success.

Mr. Humbert said a meeting is scheduled for next week with all Code Enforcement Officers in the County to make sure they are aware of the Land Bank program and review how it can help them.

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The meeting adjourned at 10:29 a.m. The next meeting of the Finance Committee is scheduled for Tuesday, June 8th at 8:30 a.m.