

MINUTES

FINANCE COMMITTEE

Tuesday, June 8, 2021 8:30 a.m.

Present: Supervisors Leonard, Groat, Verkey, Robusto, Jacobs, Johnson and Miller, County Administrator Rick House, Fiscal Assistants Ken Blake and Brian Sams, Information Technology Director Matt Ury, Auditor Kristen Scott, Real Property Tax Director Karen Ambroz, Purchasing Agent Kaleigh Flynn, Treasurer Patrick Schmitt and Land Bank Director Mark Humbert. Supervisor Bender was not present for the meeting.

Minutes from the May 11 Committee meeting were approved as written.

The Committee addressed the following pass-thru transmittals:

--Authorization for the Department of Aging and Youth to accept Stimulus funds from the State Office for Aging for \$351,842 and amend the budget. Approved 4-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Aging and Youth and Jobs Done Right for cleaning services for senior citizens discharged home from a hospital or nursing home for a cost not to exceed \$12,000. Approved 4-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Aging and Youth and Wayne Arc for cleaning services for seniors discharged home from a hospital or nursing home for a cost not to exceed \$12,000. Approved 4-0.

--Authorization for the Chairman of the Board to sign a one-year contract between the Department of Aging and Youth and Trualta Inc. for a subscription to a web-based family caregiver-training program at a cost of \$56,862. Approved 4-0. This request was changed from a three-year to a one-year subscription by the Human Services Committee.

--Authorization for the Chairman of the Board to sign a modification agreement between the Department of Social Services and the New York State Office of Children and Family Services in relation to receipt of Childcare Development Block Grant Funds in the amount of \$123,662. Approved 4-0.

--Authorization for the Chairman of the Board to sign an agreement between the Department of Social Services and St. Anne Institute for the provision of childcare services for a price not to exceed \$1,095,000. Approved 4-0.

--Authorization for the Chairman of the Board to sign a Workforce Innovation Opportunity Act contract with the Social Services Department for receipt of \$135,574 for use in Adult and Dislocated Worker programs. Approved 4-0.

PAGE 2

--Authorization for the Chairman of the Board to sign a Workforce Innovation Opportunity Act contract for the Department of Social Services for funding of \$105,743 to administer youth programs. Approved 4-0.

--Authorization for the Chairman of the Board to sign an agreement between the Department of Social Services and Finger Lakes Community College for staff training at a cost of \$67,762. Approved 4-0.

--Authorization for the Chairman of the Board to sign an agreement between the Department of Social Services and Cayuga Home for Children for child caring services at a cost not to exceed \$2,190,000. Approved 4-0.

--Authorization for the Chairman of the Board to sign a contract renewal between the Mental Health Department and Wayne County Action Program for the provision of mental hygiene services for a cost not to exceed \$44,240. Approved 4-0.

--Authorization to transfer \$200,000 from the County's Unassigned Fund Balance to pay for unanticipated forensic hospitalization costs in the Mental Health Department. Approved 4-0.

--Authorization for the Nursing Home to write-off uncollectable accounts totaling \$116,083. This involves 25 accounts. Approved 4-0.

--Authorization for the Chairman of the Board to sign a contract extension between the Board of Elections and the State of New York for their grant concerning electronic poll books. Approved 4-0.

--Authorization for the Chairman of the Board to sign a contract extension between the Board of Elections and the State of New York State concerning the Early Voting Aid to Localities grant for \$37,773. Approved 4-0.

--Authorization for the Chairman of the Board to sign necessary documents for the submission and receipt of a 2021 Community Development Block Grant funds by the Economic Development/Planning Department to be utilized to compete a countywide comprehensive housing study. Approved 4-0.

--Authorization for the Chairman of the Board to sign agreement documents between the Economic Development/Planning Department and the State for submission of a Local Government Efficiency Program application for \$495,000. Approved 4-0.

--Authorization for the Chairman of the Board to sign any documents necessary for the Economic Development/Planning Department to receive Economic Development Council Grant funds from the Empire State Development Program. Approved 4-0.

PAGE 3

--Authorization for the Tourism Office to submit a New York State Tourism Matching Funds grant application. Approved 4-0.

--Authorization to transfer the title for the Erie Canal Cultural Center to Veterans on the Erie Inc. A public hearing was held in 2019 regarding the County sale of this property when the original property transfer was requested. Approved 4-0.

--Authorization to create highway projects totaling \$1,875,000, an amount that will be reimbursed once projects are complete. Approved 4-0.

--Authorization to set a fee schedule for Highway Department work permits. Approved 4-0.

--Authorization for the Chairman of the Board to extend a lease agreement with Wayne County Action Program for properties in the Towns of Sodus, Huron and Lyons through 2021. The County would like a six-month extension to review the leases for possible modifications. Approved 4-0.

--Authorization for the Chairman of the Board to sign a 10-year agreement between the Public Works Department and DG New York CS and Ampion Renewable Energy for the purchase of solar energy credits. Approved 4-0.

--Authorization to award a contract for the replacement of cable railing at 16 William Street to Ramar Steel Sales for a price of \$11,724. Approved 4-0.

--Authorization for the Public Defender's Office to accept a three-year NYS Indigent Legal Services grant for \$105,750 and amend the budget. Approved 4-0.

--Authorization for the Public Defender's Office to accept a NYS Office of Indigent Legal Services grant for \$33,000 and amend the budget. Approved 4-0.

--Authorization to modify the Public Defender's budget to create a Grade 8 full-time Assistant Public Defender position and authorize filling of the position. Approved 4-0.

Mental Health Director, Jim Haitz, Deputy Director Ed Hunt and Human Resource Director Chris Kalinski, came into the meeting to discuss a transmittal presented at the Health and Medical Services Committee meeting last week requesting authorization to create and fill five Staff Social Worker positions, two Community Health Professionals, two Substance Abuse Counselors, two Activity Aides, one Assistant Social Worker, one Licensed Practical Nurse, one Staff Development Coordinator, one Quality Assurance Coordinator, two Psychiatric Nurse Practitioners and two part-time Staff Social Worker positions. The new positions, costing \$620,148, will be funded with Federal Substance Abuse and Mental Health Services Administration funding and will be eliminated when funding stops and other funding is not available to pay their costs. The request passed the Health and Medical Services Committee; however, did not pass through the Government Operations Committee. A power point presentation on the overview of programs

in response to the County's 203 Plan, Crisis Intervention Team Program and Certified Community Behavioral Health Clinic Expansion grant was made. These grant funds must be used to provide access to services for 24/7 crisis intervention services for individuals with serious mental illness or substance disorders. Supervisors received a hard copy of the Business and Marketing Plan for the Wayne County Crisis Intervention Team; those not present received a digital copy following the meeting. The document outlined the process the Mental Health Department has taken so far to develop a Mobile Crisis Intervention Team. Mr. Haitz said lack of strategic funding, programming and adherence to treatment guidelines--that do not necessary reflect current best practices, have affected certain segments of the population in devastating ways. He stated an individual who is unable to access care in the community only has the option to access care through more costly and inefficient health care systems that included emergency rooms, acute crisis services and the criminal justice system. With non-existent or inadequate crisis care, costs escalate due to an overdependence on restrictive, longer-term hospital stays, hospital readmissions, overuse of law enforcement and human tragedies that result from a lack of access to care. The plan gave an overview and defined emergency mental health crisis needs of the County, the number of individuals needed to operate the crisis system, as estimate of numbers who will be served with the system and the cost of crisis services, as well as the details associated with several other initiatives included in the Certified Community Behavioral Health Clinic grant including clinic expansion plans . The Wayne County Open Access Center and Center of Treatment Innovation located in the Mental Health Department on Nye Road opened in 2018. The Center can provide immediate access to services; however, the program is not yet operating 24/7, but needs to reach that capacity. Grant funding would allow expansion of the programs for services to be every day, all day and night. The Business Plan estimated future annual revenues of \$2.6 million based on billable services provided by staff. Mr. Haitz said initial goals of the Crisis Intervention Program are to increase connection to community crisis services that meet community needs and provide the appropriate level of care, divert mental health and substance use disorder crisis calls coming into 911 to the most appropriate response option, strengthen support post-crisis to address the full range of needs to stabilize and prevent future crisis and provide a crisis response service in the most cost effective way and with the least restrictive and lowest level of care that is necessary and appropriate. Mr. Haitz noted Wayne County has no beds at this time for psychiatric treatment, before the pandemic there were 12 beds available at Newark-Wayne Community Hospital. The actual need of the County for psychiatric beds is about 50 based on national population statistics. He stated the need for law enforcement, emergency services and mental health services to work together when an issue relating the mental health occurs. Mr. Haitz stated addressing mental health issues is like addressing any health issue, if you treat it immediately the cost of future treatment should be lower. Development of a Crisis Treatment Center would expand and create new services for the existing Crisis Call Center, it would developed 24/7 mobile crisis teams and an Open Access Center that can be utilized for short-term mental health care, similar as an urgent care center but for behavioral health. Mr. Haitz reviewed the need for additional mental health services within the school system; new programs would expand these services. In February 2020, the Board of Supervisors approved a resolution to authorize the Mental Health Department to apply for a Community Behavioral Health Clinic Expansion Grant; funds would be utilized to increase and expand services, including

24/7 capability. Mr. Haitz stated having an emergency crisis team would be following the EO-203 Plan the County submitted to the State earlier this year. Today's request is only a portion of the new hires the Department will be making; as another request will be presented next month to fill 17 other positions to assist and make this 24/7 Crisis Center a reality. Surplus funds the Mental Health Department have had in the last five years was reviewed. The Sheriff reported all Deputies have Smartphones that allow for a video conference with a mental health clinician, if needed. The Sheriff plans to train all police services by 2023 on mental health crisis intervention.

Mr. House said the request to add this many new positions to the Mental Health Department was not received well in the Government Operations Committee because it did not have a business plan to accompany it. Mr. Haitz stated he has been in discussions with the Health and Medical Services Committee about developing a 24/7 Emergency Crisis Team for the last few years. The Open Access Center provides services to approximately 200-225 clients a month. Mr. Robusto said he needs to be convinced 24/7 crisis mental health services are needed in Wayne County. Sheriff Virts voiced his concern with the request for Mental Health staff to be supplied with radios to contact law enforcement when needed, as the two law enforcement radio channels are very busy and adding another system to one of the other County radio channels will slow down the entire system. Mr. Haitz pointed out that 911 already receives mental health related calls from the public, dispatches police to these calls and have current radio communications with police, so it is likely the request would not necessarily be added radio traffic, but rather the traffic may involve Mental Health staff rather than police. Mr. Haitz said he was given authorization to apply for this grant to expand emergency health services; however, if the Board does not want him to accept the funds to do the work, he needs to know, as the County would need to inform the Federal Government.

Mrs. Jacobs stated the Health and Medical Services Committee added a statement to the original transmittal stating the Board of Supervisors will review positions and the continuation of these positions will be determined based on other funding sources being available, or reimbursements for positions are determined to cover their costs. She said the County owes these services to their residents and the County should not wait any longer to start the 24/7 program and utilize available grant funds. Ms. Leonard asked what would occur if the new program works out, but the County cannot afford to keep it; she would not want to see services offered then taken away. She also suggested Mental Health Department year-end surplus funds be utilized, if available, to offset any unfunded costs. Mr. Haitz stated a positive aspect to this is the County would have a two-year history under the grant period to study the volume and potential revenue potential in order to better know the financial picture as they near the end of the grant. In addition, the mental health department will continue to pursue other additional grant funding to support the program in subsequent years. Ms. Leonard voiced concern that the Committee only received the very lengthy Business Plan from the Mental Health Department this morning and would need time to review it. Mr. Haitz noted he was only recently informed he would need to provide a business Plan to the Finance Committee with three days' notice. Mr. Groat, as a member of the Health and Medical Services Committee, said he has heard about this program for a long time, along with many discussions taking place during EO 203 Plan development discussions. He noted

other County Departments hire staff under grants with expirations dates; the Mental Health Department should be allowed to do the same. Mr. Miller suggested a Committee of the Whole meeting be scheduled to allow the full Board to discuss this request with the Mental Health and other County Departments the program will affect. After a lengthy discussion, it was agreed a Committee of the Whole would be held on Friday, June 11th at 1:00 p.m.

A vote on the transmittal to approve 19 new positions in the Mental Health Department to establish a 24/7 Crisis Intervention Team occurred. Vote 3-1, Ms. Leonard opposed the request.

Mr. Ury informed Supervisors there is now cell phone signal ability in the County's Health Facilities Building. The IT Department received 438 support requests during May, installed 10 computers, configured upgrades to the Nursing Home network and installed Retirement TV at the Nursing Home. The first preview of the new County website will happen later this week; changes will be made if needed. Mr. Ury said staff are working on a program to encrypt information on e-mails to reduce cyber-attacks on systems.

Mr. Ury presented a transmittal requesting authorization to abolish the position of Support Specialist and create and fill the position of Computer Services Assistant. The change in title is cost neutral. Mr. Ury stated the need to keep positions in his Department filled due to the high volume of work requested from them. Approved 4-0.

The monthly report for the Auditor's Office was distributed with the agenda. The Department audited 1,491 invoices in May; denying payment on five and altering eight prior to approval. Ms. Scott and the Purchasing Agent met with the Staples Representative to continue implementation of the County's print program. An audit will be scheduled on the Compliance Office once the Compliance Officer submits the necessary information for the audit; a request for the information was sent to him in early April. Ms. Scott participated in webinars offered by the NYS Comptroller's Office.

Ms. Scott asked for the Committee's input on how they would like the County to handle cost reimbursement for the purchasing of food for employees while they are at their workplace. A State Comptroller report on employee reimbursements stated food expenditure purchases outside of training or when outside of the work area, are not allowable reimbursable expenses. At this time, Wayne County does not have a policy stating when food purchases are allowed for reimbursement, Ms. Scott would like to have one put in place. After a lengthy discussion, it was agreed Ms. Scott would write a policy that she will review with the County Attorney and County Administrator, to allow Department Heads to purchase food for in-house events only with written authorization by the County Administrator.

Ms. Scott presented a transmittal requesting authorization to adopt a revised Wayne County Purchasing Policy and rescind Board Resolution No. 522-20. The policy was reviewed and updated to conform to changes in insurance requirements as well as personnel changes.

PAGE 7

Proposed amendments to the policy have been reviewed by both the County Attorney and County Administrator. Ms. Flynn reviewed how transfer of funds for certain purchases can be made by the Treasurer's Office, with administrative approval. Approved 4-0.

The agenda included a copy of the Real Property Tax monthly activities report. During May, Board of Assessment Review (BAR) training occurred both in person and by zoom with 22 people attending; all participants received their certificate of attendance. Mrs. Ambroz has encouraged towns with a three-member BAR to consider increasing it to five members. Staff proofed village tax files, relevyed amounts and keyed in bank codes. The Office had 200 property transfers during the month.

Mrs. Ambroz presented a transmittal requesting authorization to create and fill a part-time temporary Tax Map Technician position during the extended medical leave of an employee. A transfer of \$5,000 is needed from the County's general fund to pay this unexpected expense. Mrs. Ambroz requested authorization to pay an on-staff Tax Map Technician overtime if she cannot find someone to take the position on a temporary basis. The work provided by this individual was reviewed. Members requested a sunset clause be added to the transmittal. Approved 4-0.

The County Property Tax Foreclosure Auction is scheduled for August 11th. Collar City Auction will be conducting the event with an estimated 95 parcels in the sale. This Saturday they will be posting signs on the properties that will be in the auction. They will prepare pamphlets for all municipal offices to show the properties going up for sale. Postcards regarding the tax foreclosure auction will be sent to all adjacent property owners. Information and pictures of the properties in the sale will be available online July 7th – August 10th.

During May the Treasurer's Office initiated 11 new tax payment contracts. The last day to pay taxes prior to tax foreclosure was May 28th. There are 47 tax foreclosure properties from 2018 going to the tax foreclosure auction and 49 parcels from unpaid 2019 taxes.

Mr. Schmitt reported external auditors are wrapping-up their work and a presentation on their findings will be made to this Committee in July. Interest earning in all accounts are down due to the economy.

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

--Authorization to amend the County Treasurers budget for estate burial costs. The request is to transfer \$10,000 from the Treasurer's miscellaneous account into the estate expense line. Mr. Schmitt said he is working with the Purchasing Agent to prepare requests for proposals to go to funeral directors to provide these burial services for the County. He stated the need to have funeral parlors available to provide this service when needed. Approved 4-0.

PAGE 8

--Authorization to accept Federal American Rescue Plan Act funding of \$8,732,758.50; this is half the funding the County anticipates to receive. There are restrictions for expenditure of these funds. An oversight committee is in place to review and approve requests for grant expenditures. Approved 4-0.

A PowerPoint presentation on the US Treasury Interim Final Rule and Guidance for State and Local Fiscal Recovery Funds was made by Mr. Schmitt. The Treasury portal is now open for counties to register and request funds. Wayne County must submit their first quarterly project and expenditure report by October 31, 2021 and have all funds committed to projects by December 31st 2024. All funds must be expended by December 31st 2026. These funds can only be expended to support public health response, to address negative economic impacts, to replace public sector revenue loss, to provide premium pay for essential workers and/or building water, sewer and broadband infrastructure. Counties may provide premium pay retroactively, dating back to the start of the pandemic on January 27th 2020. These funds cannot be utilized as a local match for other Federal programs. Mr. Schmitt said he would keep the Committee updated on this program and he is made aware of changes and/or funding.

Mr. Sams presented a transmittal requesting authorization to adopt the Wayne County Capital Plan for 2022-206. The Plan is an instrument and not an appropriation commitment. The Public Works, Economic Development/Planning and Finance Committees have reviewed the plan. Approved 4-0.

Mr. Sams updated Committee members of the 2022 budget process. Yesterday budget materials were e-mailed to all Department Heads; they have until July 9th to enter their budgets into the MUNIS financial system. An update will be given to the Finance Committee at their July 13th meeting on submitted proposals. Budget review between Department Heads and Administration will begin in late July and be completed by the end of August. This Committee will again be updated on the budget at their July 14th meeting and budget review will occur at Standing Committee meetings in August. Budget instructions state any position that was eliminated in the 2021 County budget cannot be added to the 2022 budget without being approved through the Board resolution process.

Mr. Blake stated the succession plan for his retirement is going well.

Mr. Humbert updated members of activities of the Land Bank since last month's meeting. The majority of properties scheduled for demolition so far this year have been taken down. He has been working with Mr. Schmitt on the Land Bank obtaining properties from the County's property tax foreclosure auction; at this time there are about 12 parcels the Land Bank would like to obtain for renovation or demolition. A meeting was held two weeks ago with area Code Enforcement Officers, each town and village have different codes and enforcement levels. Countywide code enforcement is not wanted; however, the County may be able to provide language to towns and villages that would make codes uniform and possibly more enforceable. Mr. Humbert reviewed the assistance the County Land Bank can provide to towns and villages in regard to their derelict properties.

PAGE 9

Mr. Groat made a motion the Committee enter into Executive Session at 11:26 a.m. with Mr. Schmitt and Mr. Sams present to discuss a litigation matter, Mr. Robusto second. The meeting adjourned at 11:35 a.m. The next meeting of the Finance Committee is scheduled for Tuesday, July 13th at 8:30 a.m.