

MINUTES

FINANCE COMMITTEE

Tuesday, August 4, 2022 9:00 a.m.

Present: Supervisors Leonard, Bender, Groat, Robusto, VanLaeken, Johnson and Eygnor, County Administrator Rick House, Fiscal Assistant Brian Sams, Director of Information Technology Matt Ury, County Auditor Kristen Scott, Real Property Tax Director Karen Ambroz, Purchasing Agent Kaleigh Flynn and Treasurer Patrick Schmitt.

Minutes from the July 11th Committee meeting were approved as written.

The following transmittals were referred to the Finance Committee:

--Authorization for the Chairman of the Board to sign a renewal contract between the Department of Social Services and Wayne County Action Program for the provision of shelter services, rapid re-housing and case management services to eligible individuals and families for a cost of \$378,400. Approved 5-0

--Authorization for the Chairman of the Board to sign a renewal contract between the Department of Social Services and Finger Lakes Area Counseling and Recovery Agency, Inc. for the provision of outreach, rapid housing, and prevention services to eligible individuals and families for a cost of \$383,957. Approved 5-0.

--Authorization for the Commissioner of Social Services to sign an agreement with Wayne Behavioral Health Network for the provision of drug/alcohol assessments for individuals applying for cash assistance. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Social Services Department and Catholic Charities for the provision of emergency rental assistance to eligible households. Approved 5-0.

--Authorization to amend Board Resolution No. 303-22 to correctly identify the funding source of the Department of Social Services' Summer Youth Employment Program. Approved 5-0.

--Authorization to adjust the Foster Care and Adoption Subsidy payment rates as the result of State reimbursement increases. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Aging and Youth and Wayne County School Districts for the Family and Communities Together Program (FACT). Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Mental Health Department and the Wayne County Veterans Service Agency to establish a Peer Support Program. Approved 5-0.

PAGE 2

--Authorization to amend the Department of Aging and Youth budget due to receipt of additional State Aid totaling \$12,267. Approved 5-0.

--Authorization to set the salary for the Director of Nursing at the Nursing Home at \$95,034. The vote for the request was 2-1 in the Government Operations Committee due to concerns by a Supervisor that the salary was not starting at the hirer rate for the position. Approved 5-0.

--Authorization to set the salary for the Assistant Director of Nursing at the Nursing Home at \$84,852. The vote for this request was 2-1 in the Government Operations Committee meeting. Approved 5-0.

--Authorization for the County to enter into an agreement with the Civil Service Employees Association, AFSCME, AFL-CIO, Wayne County Supervisory Employees and General Employee Unit to allow for a 12-hour work day at the County's Nursing Home. Approved 5-0.

--Authorization to closed completed 2022 highway construction projects and amend the Public Works Department budget to allow the reallocation of unspent budgeted funds to be used on other projects. Approved 5-0.

--Authorization for the Chairman of the Board to sign a supplemental agreement between the Public Works Department and NYS Department of Transportation in the amount of \$843,850 for the construction phase of the Farmington Road Bridge Project. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Public Works Department and M&S Fire Protection for the provision of quarterly sprinkler inspections, maintenance and repair services in County buildings for a cost of \$15,848. Approved 5-0.

--Authorization to set the salary for the Second Assistant District Attorney at \$96,055. The Government Operations Committee voted 2-1 on the request, again due to concern over the salary for the new staff member not being at the County hirer rate. Approved 5-0.

--Authorization for the Chairman of the Board to sign necessary paperwork for approval and acceptance by the Public Defender's Office of a Division of Criminal Justice Services Discovery Reform Grant in the amount of \$311,561. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Public Defender's Office and Aguirre Language Services for the provision of interpretation services. Approved 5-0.

--Authorization to modify the Public Defender's budget, to create a Grade 8 full-time Assistant Public Defender position, authorize hiring the position and add certain other approved Hurrell-Harring Year 4 revenues and expenses. Approved 5-0.

PAGE 3

--Authorization to adopt the Wayne County EMS Phase I Capital Plan and authorization to amend the Emergency Services Department budget. Approved 5-0.

--Authorization for the Sheriff's Office to accept a K9 ballistic/stab protective vest from Vested Interest in K9s. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Emergency Management Services Department and Finger Lakes Communication for software and technical support and service to the 911 Zetron dispatch system for a cost of \$22,230. Approved 5-0.

--Authorization to create two full-time 911 Dispatcher positions and four part-time 911 Dispatcher positions in the Emergency Management Services Department. Approved 5-0.

--Authorization to set the salary for the Deputy Director of Disaster Preparedness at Grade 9. Approved 5-0.

Mr. Ury updated the Committee on cyber security projects. Staff have met with the County's Safety Committee to review additional needs for the County phone and camera system. More cameras will be deployed around County buildings.

The following transmittals were presented for the Information Technology Department:

--Authorization to create and fill the supervisory position of Information Technology Project Coordinator. Mr. Ury reviewed how technology in the County has expanded greatly and more resources are needed to manage new programs. This is in line with restructuring the Department and succession planning. There are funds within the budget to cover the cost of the position for the remainder of this year. Approved 5-0.

--Authorization to create and fill the position of full-time Network Technician to assist the Department with cyber security. Mr. Ury said current staff do not have the time to take on the additional challenges of network security. The position would increase Department efficiencies. The person would back-up network personnel in Department. Approved 5-0.

--Authorization to establish a Replacement of Wireless Access Points Project in the amount of \$150,000. This will be paid for the ARPA funds. Approved 5-0.

--Authorization to establish a Microsoft Software License Project in the amount of \$200,000 with ARPA funding. Approved 5-0.

Mr. Ury noted there is one more ARPA project his Department will need to establish; this will be done within the next 60 days.

The monthly activities report for the Audit Office was distributed with the agenda. Ms. Scott worked alone in the Department again in July due to a staff member's medical leave. She audited

PAGE 4

1,954 invoices denying payment to 10 and altering 21 prior to payment. July was a busy month with the preparation and issuance of the Requests for Proposal for the County's Independent Auditing Services. Business Associate Audit work continues; this involves input from several County Departments. Ms. Scott reviewed work the Audit Department will be performing during August and September.

Ms. Scott informed Supervisors she attended the Health and Medical Services Committee meeting earlier in the week during the Bonadio Group presentation on the 2021 audit on the Nursing Home. She sent a copy of their audit, with hi-lighted areas of concern, to all Supervisors last week. Ms. Scott said she contacted the representative from Bonadio that was performing the audit and inquired if there is a mechanism in place to check on Medicaid submissions to the State; she was informed there is a mechanism that allows for the confirmation of the receipt of Medicaid claim submissions and that also allows for tracking of claims. She will reach out to Nursing Home administration to make sure procedures are implemented that require staff to obtain confirmation of the successful submission of all Medicaid claims and the status of these claims are being tracked throughout the reimbursement process.

The monthly report for the Real Property Tax Department was included with the agenda. School taxable totals were sent to school districts in preparation of school rates and production of tax bills. V4 backups were requested from assessors in an effort to produce a local file for the processing of school tax bills. Collar City Auction Company personnel were in the Office to collect deposits from parcels sold during the 2022 Real Property Tax Auction; over \$1 million was made in sales. Tax Map Technicians received a large amount of requests for splits/mergers of property in July. A meeting with Town Clerks/Tax Collectors was held on July 20th to discuss upcoming tax bill printing and how the bills will be outsourced. The in-person meeting went well. After much discussion regarding the selected vendor for the County Auto CAD Project, issues regarding liability coverage have been resolved and the contract will be signed.

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

--Authorization to award tax bill printing to Applied Business Systems, Inc. and authorization for the Chairman of the Board to sign a contract for this service for a cost of \$34,518. Ms. Ambroz thanked Ms. Flynn for her assistance with preparation of the bid. Approved 5-0.

--Authorization to place standards on tax bill printing. This recommendation came from the oversight committee on the outsourcing of tax bills. The group met several times and determined the standards for design and function. The list of items to be standardized was agreed to by Town Clerks and Tax Collectors. Approved 5-0.

Mr. Schmitt reviewed monthly activities in his Office. Efforts continue to recoup the outstanding payroll overpayments from former staff members. A total of \$273,298 in taxes were written off for properties auctioned at the Tax Foreclosure Sale and given to the Land Bank. The last courtesy notice will be sent to property owners that have not paid their 2021 property taxes later this month. Title searches for these properties are being worked on at this time.

PAGE 5

An interest earnings report was presented; due to the early Committee meeting date, not all interest revenues for July were included. Mr. Schmitt reported interest rates continue to increase and exceed 2022 projections.

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

--Authorization to advertise for sealed bids for the sale of County property in the Town of Macedon that was not sold during the Tax Foreclosure Sale. Mr. Schmitt noted the structure on the property is owned by the County; however, the land belongs to the NYS Canal Corporation. The Canal Corp provided guidance to the County on the sale of the structure. The individual who purchases the property will have to work with the Canal Corp to obtain a lease for the land. Approved 5-0.

--Authorization to release Dan Kane Memorial and Taylor Room/Museum Funds totaling slightly over \$4,900 to the Wayne County Historical Society for management. Nothing has been spent from the accounts since 2016. These funds were designated to be used for promotion of historical information. Approved 5-0.

Mr. Sams presented a 2023 County budget update. At this time Departments cannot make any changes through the MUNIS system to their submitted budgets; any change would have to be made by administration. The first round of Department budget review will begin on August 8th. Total appropriations in the proposed 2023 County budget are \$202,363,108—a 2.6% decrease from the current year. Operating revenue for 2023 is estimated at \$202,600,376—a 3.2% decrease from the current year. Personal services are up 4.6%—the increase reflects annual union contract salary increases and the increase in work hours for 35 hours a workweek to 37.5 hours. Ms. Leonard questioned if Supervisor Kolczynski's concern with the change in work hours had been addressed; Mr. House said he had a conversation with Mr. Kolczynski about this. Other budget lines anticipated to increase in the 2023 budget include State revenue by 6.3%, interest earnings by 4.7% and casino and gaming revenue by 15.7%. Mr. Sams stated the increase from \$1 million to \$1.2 million in the tobacco settlement fund is reflective of the actual amount received by the State; these payments will end in 2024. The proposed budget reflects a \$8.7 million reduction in American Rescue Plan Act funding, a \$2.5 million increase in Federal revenues, \$1.6 million in State revenues and \$2.3 million reduction in Nursing Home revenues. The proposed budget includes a \$1.2 million reduction in overall equipment purchases and a reduction in contractual expenses by \$4.4 million. The budget proposal currently reflects 12 less positions than the 2022 adopted County budget.

Mr. Sams said he will begin to utilize fund balance in the County's Workers' Comp. budget; this is due to a settlement where the County received a lump sum payment by the State for certain long-term claims, and the County will use this fund balance towards the operating expenses of these claims. He said the Board would need to make a decision on how to proceed with the excess revenue in the 2023 budget. State retirement costs dropped substantially for the coming year.

Mr. House reviewed Governor Hochul's State budget allocation of \$1.3 million for retention of employees in frontline health care and mental hygiene positions. The Governor believes this program will increase the State's health care workforce by 20% over the next five years. All the details on how these funds will be distributed by the State to qualified employees will be discussed in additional detail at an upcoming meeting with the Treasurer, Human Resource Director, the Nursing Home Administrator and Director of the Mental and Public Health Departments. Unions will be part of the discussion at a later date. The State set the criteria for employees to qualify for the 'bonus' that will be administered through the NYS Department of Health.

Mr. House informed Supervisors he was involved in an Opioid settlement meeting with the County Attorney, Human Resource Director and Directors of Mental and Public Health Departments. The funds are to be used for treatment, prevention and education. A plan for the use of the funds has already been formulated by Jim Haitz and Diane Devlin. The County Treasurer has been involved in discussions regarding receipt of these funds from the state.

Ms. Ambroz noted concern by some members of her staff in the change to a 37.5-hour work week and the change to a 30-minute lunch. Mr. House said a Department Head, working with the employee, could establish their work hours as long as it followed contractual language. If an employee desires to come in on-half hour early they can take a one-hour lunch break. Department Heads can also set the work schedule for their managerial/confidential employees, as long as such hours fall within the "flex schedule" guidelines established in the current CSEA contract. County Offices must remain open and be appropriately staffed during established business hours.

The meeting adjourned at 10:19 a.m. The next meeting of the Finance Committee is scheduled for Tuesday, September 13th at 9:00 a.m.