

BUDGET COMMITTEE
Special Budget Review
August 30, 2016
NOT APPROVED

Committee Members Present: C. Crandall, K. LaForge, P. Curran, D. Fanton, D. Healy, J. Hopkins, and D. Root

Others Present: R. Anderson, L. Ballengee, T. Boyde, C. Braack, K. Dirlam, L. Edwards, K. Francisco, M. Gasdik, V. Grant, R. Hollis, C. Jessup, R. Lynch, M. McCormick, V. Pettit, D. Rahr, B. Riehle, T. Ross, B. Thierman, M. Washer

Call to Order: Budget Committee Chairman Curt Crandall called the meeting to order at 9:09 a.m.

Health Department – 2017 Budget Review

Public Health Director Lori Ballengee and Accountant David Rahr attended the meeting to discuss 2017 budget requests for the Health Department (A1185, A2960, A3645, A4010, A4035, A4037, A4043, A4046, A4050, A4051, A4052, A4053, A4054, A4056, A4060, A4070, A4071, A4072, A4189, and A4190). Ms. Ballengee noted that overall; Department of Health is \$31,602 to the good compared to their 2016 budget. Expenses are a little higher for 2017 but revenues are looking to be over \$100,000. Ms. Ballengee stated they always try to under budget revenues and over budget expenses and while their expenses are typically high, they always have the revenue to back it up. Legislator LaForge questioned our ability to handle the potential Zika virus epidemic going on and if it were to hit Allegany County, would we have the elasticity to take care of people. Ms. Ballengee stated that the state provides money to handle these situations and is currently appropriating money for the Zika virus. Ms. Ballengee also noted that it's mainly man power that is needed and that aspect is already in the 2017 budget.

Office for the Aging – 2017 Budget Review

Office for the Aging Director Madeleine Gasdik and OFA Accountant Vicki Pettit attended the meeting to discuss their 2017 budget requests for the Office for the Aging (A6772, A6773, A6774, A6775, A6776, A6777, A6778, A6779, A6781, A6782, A6783, A6784, A6785, A6786, A6787, A6788, and A6789). Ms. Gasdik noted the biggest change for 2017 is the need to add a Senior Account Clerk Typist position. Ms. Gasdik stated the agency is growing rapidly and she also needs to start thinking about a succession plan for Ms. Pettit's future retirement. Ms. Pettit stated that the increases to their budget for 2017 are driven by the increase to the cost of meals going from \$4.25/meal to \$4.40/meal as well as the request to fill a position. Legislator LaForge questioned if they have an idea of how many people from Allegany County are going to seek our services of the Office for the Aging. Ms. Gasdik stated that when she first started, there were 9,000 over the age of 60 and this year she currently has 10,500 with the number continuing to increase every year as they are aging. Ms. Pettit noted that they recently received the Alzheimer's Grant; therefore, will not be spending as many County dollars as originally anticipated. Ms. Gasdik wanted to note to the committee that every year Ms. Pettit leaves County dollars on the table and does extremely well handling their budget. Chairman Crandall questioned the increase in the cost of meals, and asked if there is a way to increase our contributions to possibly cover that 15 cent increase in meals. Ms. Gasdik said she would take the idea to Advisory Council to consider increasing the contribution rate from the current \$3.00/meal to \$4.00/meal.

County Historian - 2017 Budget Review

County Historian Craig Braack attended the meeting to discuss his 2017 budget requests for the County Historian's Office and Museum (A7510). Mr. Braack stated that he is presenting the same budget as he has for the last 7-8 years and is very content and happy with what he has.

Community Services – 2017 Budget Review

Community Services Director Dr. Robert Anderson attended the meeting to discuss the 2017 budget requests for the accounts associated with Community Services (A4191, A4220, A4310, A4311, A4312, A4313, A4314, A4315, A4316, A4317, and A4390). Dr. Anderson stated other than the request for a vehicle replacement, the budget is pretty standard. Dr. Anderson wanted to remind the committee that typically they were always able to budget \$20,000 for the mental health law, but last year they spent \$175,000 on one person, and will most likely do the same in 2017. Dr. Anderson also noted that with a recent retirement and two resignations, they are hoping to hire two new employees to help keep up with the workflow.

Social Services – 2017 Budget Review

Social Services Commissioner Vicki Grant and Director of Administrative Services Don Horan attended the meeting to discuss the 2017 budget requests for the Social Services Department (A6010, A6055, A6070, A6101, A6106, A6109, A6119, A6129, A6140, A6141, A6142, and A6150). Ms. Grant noted that their 2016 retirements allowed her to reduce her personnel budget. Ms. Grant stated there are increases to homecare cases, daycare as well as food stamps. Chairman Crandall questioned the increase to food stamps and what it does to our bottom line. Ms. Grant noted that more people being eligible to receive food stamps will increase their caseload so her ability to reduce staff becomes difficult. Legislator Fanton questioned what the new eligibility percentage is. Ms. Grant stated that it is 200 percent of the poverty level. Director of Administrative Services Don Horan stated that a family of four with a \$42,000 annual income would now be eligible. Legislator Hopkins questioned the \$2.25 million request. Ms. Grant stated this request is for Institutional Care which is very expensive care as the children are in Randolph and/or surrounding cities. Ms. Grant stated that with all of the increases and decreases to her budget their request only includes a one percent local share increase.

Human Resources – 2017 Budget Review

Human Resource Specialist Kim Francisco attended the meeting to discuss the 2017 budget requests for the Human Resources Office (A1430). Ms. Francisco stated a lot of the budget stayed the same and remains straightforward. Ms. Francisco noted there is an increase to the Employee Assistance Program as they have added a new module for training on benefits. Chairman Crandall questioned how the EAP (Employee Assistance Program) is calculated, and if it is a flat rate. Ms. Francisco stated it's based on how many employees use the service as well as the number of full-time employees.

Economic Development, Planning & Tourism – 2017 Budget Review

Director of Planning H. Kier Dirlam attended the meeting to discuss the 2017 budget requests for Development (A6430), Planning (A8020), and Tourism (A6989). Mr. Dirlam stated that they have recognized this year that historically there was no attendance to any conferences and since Dr. Clark has come on board, we've realized we need to start attending several different conferences or people will never get to know us, and we'll never be aware of the opportunities out there. Mr. Dirlam noted he adjusted the travel budget to help take that increase into account. Mr. Dirlam stated there is an increase of \$12,000 to the Comprehensive Plan because they are updating the plan itself and previously they utilized in-house employees, but with this update it is not feasible to go that route again. Mr. Dirlam has received estimates of \$2,000 on graphic designs and \$10,000 for printings. Mr.

Dirlam has put in two requests to fill positions. The first is an Account Clerk Typist who will take a lot of the clerical duties off the desks of those who acquired the previous Account Clerk Typists' job responsibilities. Mr. Dirlam noted this position will also help as he needs to begin considering a succession plan for Cathleen Whitfield as she nears retirement. Mr. Dirlam stated his second request is to create a new Social Media Marketing Coordinator position. This person will proactively work with all of the departments in the County to make sure their sections of the new website are current and being updated on a regular basis. Mr. Dirlam noted the writing that goes out to the media not only represents the County, but the Legislators, and we could benefit from a professional to make sure that what we are sending out is optimistic, well written and will provide Allegany County with some better PR. Legislator Root added that we have a lot of positive stories, but they aren't ever making it out to the media, and a position like this can give a new sense of optimism to Allegany County.

Employment & Training Services - 2017 Budget Review

Employment & Training Director Reita Sobeck-Lynch attended the meeting to discuss the 2017 budget requests for the Employment & Training Center (CD1 Fund). Ms. Lynch stated there is a significant increase to their Equipment because they received a grant specifically for people with disabilities to upgrade their center. County Treasurer Terri Ross stated that the Employment and Training Budget is financed from their own Appropriated Fund Balance, and only \$35,000 will come from the local County share. Chairman Crandall questioned if the fund balance is sustainable. County Treasurer Terri Ross stated this fund replenishes itself through grants that overlap years which allows that money to be carried through each year's budget.

Board of Elections - 2017 Budget Review

Board of Elections Commissioners Richard Hollis and Michael McCormick attended the meeting to discuss the 2017 budget requests for the Board of Elections (A1450). Mr. Hollis stated that because the state passed the law allowing us to use the standard not-for-profit postage rate, he is comfortable cutting his postage expenses by \$4,000. Mr. Hollis wanted to note to the committee that overall his budget is in the black, and he has cut it down by \$32,000.

Youth Bureau/STOP-DWI - 2017 Budget Review

Youth Bureau/STOP-DWI Director Linda Edwards attended the meeting to discuss her 2017 budget requests for the Youth Bureau (A7310) and STOP-DWI (A3141) cost centers. Ms. Edwards stated the revenue on the STOP-DWI side is staying the same with a slight increase during the second quarter. Ms. Edwards noted that with the significant increase in DWIs this year they are in constant need of referral forms so she needed to increase their printing budget. Chairman Crandall questioned the sudden increase in DWIs. Ms. Edwards stated there was a steady decline happening; however, there has been a sudden jump in offenses which could be due to a number of different reasons which makes it difficult to pinpoint a specific one. Ms. Edwards noted it could very well be that we have more law enforcement out there and that makes a big difference. Ms. Edwards stated there are no major changes to the Youth Bureau budget and it remains primarily County funded.

County Administrator – 2017 Budget Review

County Administrator Timothy Boyde attended the meeting to discuss his 2017 budget requests for the following cost centers: A1011, A1171, A1320, A1340, A1990, A5630, A7180, and CSH Risk Retention Health Fund. Mr. Boyde noted the 2017 budget is straightforward. Mr. Boyde stated Cornell Cooperative Extension is receiving \$277,000 and they are currently looking into a number of grants that will help offset their expenses. Mr. Boyde wanted to note to the committee that this program is more than a feel good program, offering positive changes among our youth; therefore, we need to try our best to keep this program in our budget. Mr. Boyde stated the Bus Transportation has come a long way, and we are looking to come out with our heads above water. There was

discussion amongst the committee in regards to having the Average County Tax Rate remain the same at 16.29 percent.

Adjournment

There being no further business to come before the committee, a motion was made by Legislator Fanton, seconded by Legislator Healy and carried to adjourn the meeting at 4:24 p.m.

Respectfully submitted,

Meghan Washer, Secretary to Clerk of the Board
Allegany County Board of Legislators