

WAYS & MEANS COMMITTEE

May 9, 2016

NOT APPROVED

Committee Members Present: C. Jessup, P. Curran, D. Fanton, K. Graves, D. Healy, K. LaForge, T. O'Grady, D. Pullen, D. Root, C. Crandall

Others Present: L. Ballengee, H. Budinger, J. Budinger, D. Decker, M. Gasdik, L. Gridley, S. Grusendorf, R. Hollis, K. Hooker, J. Hopkins, G. James, C. Knapp, R. Lynch, J. Margeson, T. Miner, K. Monroe, B. Riehle, T. Ross, R. Whitney

Call to Order: The meeting was called to order at 1:00 p.m. by Ways & Means Committee Chairman Charles Jessup.

Approval of Minutes

The April 25, 2016, Ways & Means Committee minutes were approved on a motion by Legislator Graves, seconded by Legislator Fanton, and carried.

Mortgage Tax Apportionment

Clerk of the Board Brenda Rigby Riehle reported that the mortgage tax figures for the period October 1, 2015, through March 31, 2016, have been received and the apportionment to the towns and villages has been calculated. Mrs. Riehle requested a resolution approving the apportionment of mortgage tax to the tax districts and authorizing the warrant. The request was approved on a motion by Legislator Graves, seconded by Legislator Fanton, and carried. **Prepare Resolution**

Payment of Mortgage Tax Fees to Towns and Villages

(Collection of fees was authorized by Resolution No. 214-2004 pursuant to Section 262 of the Tax Law)

Mrs. Riehle also requested a resolution authorizing the payment to the towns and villages of the Mortgage Tax fees retained by the County Clerk's Office to cover the necessary expenses incurred for the period October 1, 2015, through March 31, 2016, in the administration of the Mortgage Tax Program. The amount of \$25,262.04 should be appropriated from A1410.432 (County Clerk – Contractual) and distributed to the towns and villages as summarized on the attached Memorandum of Explanation. The request was approved on a motion by Pullen, seconded by Curran, and carried.

Prepare Resolution

REFERRALS FROM OTHER COMMITTEES:

Human Services Committee

Community Services Director Robert Anderson requested a resolution to accept and appropriate a \$49,850 CHIT (Children's Health Information Technology Start Up Grant). The funds should be appropriated to A4310.210 (Mental Health Administration – Other Equipment) with a like sum placed in Revenue Account A4310.3490.CHIT. The request was approved on a motion by Human Services Committee Chairman LaForge, seconded by Legislator Curran, and carried. **Prepare Resolution**

Public Health Director Lori Ballengee requested a resolution to accept and appropriate a \$7,725 CAPP (Comprehensive Adolescent Pregnancy Prevention) Grant from ACCORD. The grant is a six-month extension of the existing grant and covers the period of January through June 2016 for the 2016 Family Planning Program. The \$7,725 should be appropriated to A4035.409 (Family Planning – Fees) with a like sum placed in revenue account A4035.2280.00 (Health Services for Other Governments). The request was approved on a motion by Human Services Committee Chairman LaForge, seconded by Legislator Fanton, and carried. **Prepare Resolution**

Mrs. Ballengee requested a resolution to accept and appropriate \$26,974 COLA money for the WIC Program (Women, Infant & Children) for the 2016 Budget year (April 1, 2016 – March 31, 2016). The funds should be appropriated as follows:

A4010.103 (Health Dept. – Premium Pay)	\$ 5,786
A4190.405 (WIC – Conference Expense)	\$ 688
A4190.427 (WIC – Electricity/Solar)	\$ 368
A4190.428 (WIC – Natural Gas)	\$ 132
A4190.802 (WIC – Retirement)	\$ 7,001
A4190.803 (WIC – FICA)	\$ 3,250
A4190.804 (WIC – Worker's Comp)	\$ 620
A4190.805 (WIC – Disability)	\$ 98
A4190.806 (WIC – Hosp/Med. Ins.)	<u>\$ 9,031</u>
	\$26,974

Revenue Account A4190.4452.00 (Federal Aid – WIC) \$26,974

The request was approved on a motion by Human Services Committee Chairman LaForge, seconded by Legislator Graves, and carried. **Prepare Resolution**

Mrs. Ballengee requested approval to fill an Account Clerk Typist (AFSCME, Grade 7) position that was recently created by Resolution No. 106-16 on April 25. Mrs. Ballengee has not had clerical support for finance since 2009, and it is critical that financial reports, vouchers, claims, etc. are done on time to ensure timely and steady reimbursement. One hundred percent of the salary and part of the fringe will be covered by program grants and/or Article 6 funding. The request was approved on a motion by Human Services Committee Chairman LaForge, seconded by Legislator Graves, and carried. **Notify Human Resources**

Mrs. Ballengee also requested approval to fill a MRCO (Medical Records Computer Operator) (AFSCME, Grade 10) position. One of the main responsibilities of this position is to find uninsured or under-insured people that would benefit from cancer screening. The position is funded 100 percent (salary and fringe) with state funds. It provides a source of income for screening providers and allows those without adequate insurance coverage to get cancer screening and help with treatment. The request was approved on a motion by Human Services Committee Chairman LaForge, seconded by Legislator Curran, and carried. **Notify Human Resources**

The Office for the Aging Director Madeleine Gasdik requested approval to fill the Cuba Luncheon Center Manager (Non-Unit) position to manage the Cuba Luncheon Center four days a week from 10 a.m. to 2 p.m. The duties are specific to that site, and the Cuba Senior Luncheon Center would not be able to be staffed and would close without this position. The position is funded 35 percent with local County dollars, 40 percent with Older American Act federal funds, and 25 percent from participant contributions. The request was approved on a motion by Human Services Committee Chairman LaForge, seconded by Legislator Healy, and carried. **Notify Human Resources**

Ms. Gasdik requested approval to fill an Aging Services Specialist (AFSCME, Grade 16) position. This employee is responsible for care coordination and allows the County to operate the EISEP (Expanded in Home Services for the Elderly Program) which allows older adults to stay at home longer and avoid expensive institutionalization. The position is funded 20 percent with local county dollars, 50 percent with state funds, and 30 percent with federal funding. The request was approved on a motion by Human Services Committee Chairman LaForge, seconded by Legislator Fanton, and carried. **Notify Human Resources**

Ms. Gasdik requested approval to fill a Senior Account Clerk Typist (AFSCME, Grade 10) position. This employee serves as the OFA Office Manager, and is one of only two support positions in the agency. The Senior Account Clerk Typist provides supervision of the Typist and support for the Accountant. The position is responsible for initial logging and tracking of contributions. All positions will be affected if the position is not filled, and it is necessary for the smooth operation of the OFA. The position is funded 25 percent with local county dollars, 23 percent with state funds, 44 percent with federal funds, and 8 percent with other funds. The request was approved on a motion by Human Services Committee Chairman LaForge, seconded by Legislator Pullen, and carried. **Notify Human Resources**

Ms. Gasdik also requested approval to fill a part-time Typist (Non Unit, Grade 4) position on a temporary basis. This position will be responsible for telephone, office reception, and clerically supports the whole agency. The position is funded 25 percent with local county dollars, 23 percent with state funds, 44 percent with federal funds, and 8 percent with other funds. The request was approved on a motion by Human Services Committee Chairman LaForge, seconded by Legislator Graves, and carried. **Notify Human Resources**

Planning & Economic Development Committee

Employment & Training Director Reita Sobeck-Lynch requested approval to fill a Summer Youth Employment & Training Counselor (Non-Unit). This position is necessary for the counseling, coordination of services, documentation and monitoring of approximately 65 youth at 35 work sites throughout the County. The oversight of the youth and the worksite communication would not be as thorough without this position. The position is 100 percent federally funded by the TANF allocation that is received for summer youth employment. The request was approved on a motion by Planning & Economic Development Committee Chair Root, seconded by Legislator Curran, and carried. **Notify Human Resources**

Public Safety Committee

Probation Director Robert Starks requested approval to fill a Probation Officer Trainee (AFSCME, Grade 16) position due to a sudden retirement. The employee would write reports, prepare Family Court intakes, and supervise probationers. Reports for the Courts may not be completed on time without this position. The position is funded with 100 percent County dollars. The request was approved on a motion by Public Safety Committee Chairman Curran, seconded by Legislator Healy, and carried. **Notify Human Resources**

Sheriff Rick Whitney requested approval to fill a Corrections Officer (Sheriff's Union) position due to the resignation of a Deputy Sheriff. The position is needed to fulfill NYS Commission of Correction minimum staffing requirements. The position is funded with 100 percent County dollars. The request was approved on a motion by Public Safety Committee Chairman Curran, seconded by Legislator Root, and carried. **Notify Human Resources**

Sheriff Whitney also requested a resolution to accept and appropriate \$6,825 from ACCORD for the continuation of the ACT II Batterers Program. The \$6,825 should be appropriated to A3117.449 (ACT II Batterers Program – Contractual) with a like sum in Revenue Account A3117.2260.00. The request was approved on a motion by Public Safety Committee Chairman Curran, seconded by Legislator Healy, and carried. **Prepare Resolution**

Public Works Committee

Public Works Superintendent Guy James requested a resolution to accept and appropriate \$537,847 due to receipt of the new “Local PAVE-NY” Program in the state fiscal year 2016-17 budget. The \$537,847 should be appropriated to D5112.223 (County Road – CHIPS Paving) with a like sum placed in revenue account D5110.3501.00 (State Aid CHIPS Revenue). The request was approved on a motion by Public Works Committee Chairman Fanton, seconded by Legislator Graves, and carried. **Prepare Resolution**

Approval of Audit

Committee members reviewed the May 9, 2016, audit of claims in the amount of \$2,673,046.98 (including prepaid bills). A motion was made by Legislator Root, seconded by Legislator LaForge, and carried to forward the audit to the full Board for approval of payment.

Approval of Legislators’ Expense Vouchers

The Committee reviewed the Legislative expense vouchers for the month of March 2016 as well as a few from previous months. A motion was made by Legislator Pullen, seconded by Legislator Fanton, and carried to approve the vouchers for payment.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 1:17 p.m. following a motion by Legislator Graves, seconded by Legislator Curran, and carried.

Respectfully submitted,
Brenda Rigby Riehle, Clerk of the Board
Allegany County Board of Legislators