



Minutes
WAYS AND MEANS COMMITTEE
3019 County Complex Drive ~ 2nd Floor, Room 205
Canandaigua, NY 14424

January 16, 2019

MEMBERS PRESENT

Supervisors David Baker, Jeffery Gallahan, Peter Ingalsbe, Daniel Marshall, Kristine Singer, Robert Green

Supervisor Andrew Wickham was necessarily absent.

OTHERS PRESENT

In addition to Committee Members: Mary Gates, Mary Krause, Brian Young, Lorrie Scarrott, Sheriff Henderson, Carla Jordan, Irene Coveny, Kate Ott, Jessica Mitchell, Melanie, Bailey, Holly Adams, Lea Nacca, Michele Smith, Lindsey Burgess, Sherman Manchester, Nellie Puma, Peter Brown, Kathleen Meyers, Sandy Seeber, Judy Manntai

CALL TO ORDER

The meeting of the Ways and Means Committee was called to order at 3:00 p.m. by Chairman Baker.

MINUTES

Supervisor Gallahan made the motion to approve the minutes of the Ways and Means Committee on December 12, 2018. Supervisor Singer seconded the motion. Motion carried.

PUBLIC SAFETY

The following three items were considered as a block. Supervisor Green made the motion to approve the resolutions. Supervisor Marshall seconded the motion. Motion carried.

- ▶ **Resolution:** *Sheriff ~ Salary Adjustment - Tracy L. Thomas*

Motion carried to approve the resolution to set the salary step for Tracy L. Thomas, who has accepted a contingent offer as a Registered Professional Nurse in the Ontario County Jail, at Grade SP2, (step 4 (\$25.91/hr.) effective upon her date of hire.

- ▶ **Resolution:** *Sheriff ~ Authorization for the Ontario County Sheriff to Accept a Grant from the NYS Governor's Traffic Safety Committee for Police Traffic Services Program*

Motion carried to approve the resolution to accept the grant award of \$29,970 for the Police Traffic Services Program and to authorize execution of the 2018-2019 Police Traffic Services Program Agreement with the New York State Governor's Traffic Safety Committee.

- ▶ **Resolution:** *Sheriff ~ Acceptance of Funding from State Criminal Alien Assistance Program*
Motion carried to approve the resolution to accept the award of \$12,280 from the State Criminal Alien Assistance Program for the period of July 1, 2016, through June 30, 2017. The funds will be used for the purchase of additional training for corrections officer. There is no county match required.
- ▶ **Resolution:** *District Attorney ~ Authorization to Accept SFY2018-2019 Crimes Against Revenue Program Grant*
Supervisor Singer made the motion to approve the resolution to accept the grant of \$92,100 from the Crimes Against Revenue Program Grant (CARP) and to approve a contract with the New York State Division of Criminal Justice Services for \$92,100 for the period of January 1, 2019, through December 31, 2019. Supervisor Gallahan seconded the motion. Motion carried.

GOVERNMENT OPERATIONS & INSURANCE

- ▶ **Resolution:** *Revolving Loan Fund ~ Agreement with Underberg & Kessler, LLP for Legal Services as Revolving Loan Fund Transaction Counsel for 2019*
Supervisor Marshall made the motion to approve the resolution authorizing a contract with Underberg & Kessler, LLP, for legal services related to the Revolving Loan Fund for the period beginning January 1, 2019, and ending December 31, 2019 for an amount not to exceed \$9,000. Supervisor Singer seconded the motion. Motion carried.

HEALTH & HUMAN SERVICES

- ▶ **Resolution:** *Mental Health ~ Creation of a Community Mental Health Nurse Position - Abolishment of a Registered Professional Nurse Position*
Supervisor Gallahan made the motion to approve the resolution to authorize the creation of a Community Mental Health Nurse position, effective upon adoption, and that a vacant position of Registered Professional Nurse be abolished; and further, that the salary for Robert Eklund, Community Health Nurse, be set at Grade AP4, Step 4 (30.78/hr.) effective upon his date of hire. Supervisor Marshall seconded the motion. Motion carried.
- ▶ **Resolution:** *Public Health ~ Salary Adjustment - Jennifer W. Green*
Supervisor Marshall made the motion to approve the resolution authorizing that the salary for Jennifer W. Green, Public Health Nurse, be set at Grade AP3, Step 4 (\$29.23/hr.) effective upon her date of hire. Supervisor Ingalsbe seconded the motion. Motion carried.
- ▶ **Resolution:** *Office for the Aging ~ Creation of an Office Specialist I, Part-time Position - Abolishment of a Typist Position*
Supervisor Marshall made the motion to approve the resolution authorizing creation of an Office Specialist I, Part Time position, allocated to Grade A3 on the CSEA Main Unit Part Time Grade Table, effective upon adoption; and further that a vacant position of Typist be abolished. Supervisor Gallahan seconded the motion. Motion carried.

CAPITAL PROJECTS

- ▶ **Resolution:** *Public Works ~ CP 05-2012, Space Utilization and Reallocation Project: Closing of Capital Project No. 5-2012*
Supervisor Gallahan made the motion to approve the resolution to close Capital Project 05-2012, Space Utilization and Reallocation Project, and that the cash balance and any additional interest earnings remaining in the Project be transferred to the General Fund's Construction, Reconstruction, Acquisition, Repair, and Maintenance Reserve. Supervisor Ingalsbe seconded the motion. Motion carried.

The following two items were considered as a block. Supervisor Singer made the motion to approve the resolutions. Supervisor Gallahan seconded the motion. Motion carried.
- ▶ **Resolution:** *FLCC ~ CP 03-2018, 2018 FLCC Capital Maintenance Project: Authorization to Contract with Emcor Services-Betlem - FLCC Domestic Water Tank and Boiler Replacement*
Motion carried to approve the resolution to accept the proposal and approve a contract with EMCOR Services-Betlem to provide the installation of the domestic hot water system at FLCC in the amount not to exceed \$324,503 as detailed in said proposal with contract commencing on January 25, 2019, and terminating on January 31, 2020.
- ▶ **Resolution:** *FLCC ~ CP 02-2013, 2013 Capital Maintenance Project: Closing of Capital Project No. 02-2013*
Motion carried to approve the resolution to close Capital Project 02-2013, 2013 Capital Maintenance Project, and that the cash balance (currently \$422.85) and any additional interest earnings remaining in the Project be transferred to the Capital Reserve Fund for Capital Projects.
- ▶ **Resolution:** *Wireless 9-1-1 ~ CP 06-2012, UHF Simulcast Network Project: Closing of Capital Project No. 6-2012*
Supervisor Gallahan made the motion to approve the resolution to close Capital Project 06-2012, UHF Simulcast Network Project, and that the cash balance (currently \$2,685.43) and any additional interest earnings remaining in the Project be transferred to the Wireless 9-1-1 Surcharge Reserve. Supervisor Singer seconded the motion. Motion carried.

HUMAN RESOURCES**Safety Report**

Opportunity was given for questions and comments regarding the Safety Report submitted by Safety Coordinator Sherman Manchester.

Supervisor Singer made the motion to accept the report. Supervisor Ingalsbe seconded the motion. Motion carried.

The following three items were considered as a block. Supervisor Marshall made the motion to approve the resolutions. Supervisor Singer seconded the motion. Motion carried.

- ▶ **Resolution:** *Authorization to Extend Contract with Coventry Health Care Services, Inc. for Disability Claims Case Management Services*
Motion carried to approve the resolution authorizing a contract with Coventry Health Care Services, Inc., to provide nurse case management services for Ontario County's disability benefits program for a term of January 1, 2019 through December 31, 2019.

- ▶ **Resolution:** *Authorization to Extend Contract with Paragon Consulting, Inc. for Affordable Care Act Reporting* Motion carried to approve the resolution authorizing a contract with Paragon Consulting, Inc., to provide Affordable Care Act reporting as required by the Internal Revenue Service for calendar years 2019 and 2020.
- ▶ **Resolution:** *Authorization to Continue Contract with Thomson Reuters (GRC), Inc. for WeComply Online Training* Motion carried to approve the resolution for continuation of the contract with Thomson Reuters (GRC), Inc., to provide WeComply online compliance training until cancelled.

HR Update

Michele Smith, Director of Human Resources, noted that 97% of county employees have completed the WeComply courses.

**WAYS & MEANS
STANDING COMMITTEE**

- ▶ **Resolution:** *Finance ~ Authorization to Contract for the Central Services Cost Allocation and Indirect Cost Proposal* Supervisor Singer made the motion to approve the resolution to authorize an agreement with Maximus Consulting Services, Inc., for the period December 23, 2018, and terminating on December 22, 2021, for the preparation, negotiation, and implementation of Central Services Cost Allocation Plans and Indirect Cost Proposals for the following years: in 2019 using information from the 2018 annual report for the 2020 budget, in 2020 using information from the 2019 annual report for the 2021 budget, and in 2021 using information from the 2020 annual report for the 2022 budget, at a cost not to exceed \$24,900 for the three year term of the agreement. Supervisor Gallahan seconded the motion. Motion carried.
- ▶ **Resolution:** *Finance ~ Adoption of the Budget Transfer Policy and Procedures - 2019* Supervisor Gallahan made the motion to approve the resolution to adopt the 2019 Budget Transfer Policy and Procedures. Supervisor Ingalsbe seconded the motion. Motion carried.

Year End Budget Transfers

Mary Gates, Director of Finance, distributed a report of the year end budget transfers that have been processed to continue with year end closing procedures. She noted additional transfers are expected before final account entries are entered next week.

County Treasurer

It was noted, on behalf of County Treasurer Gary Baxter, that Friday, January 18, is the last day to redeem tax foreclosure property going to auction.

EXECUTIVE SESSION

At 3:15 p.m., Supervisor Gallahan made the motion to move into Executive Session to discuss legal matters and Labor Relations matters with counsel. Supervisor Singer seconded the motion. Motion carried.

At 3:19 p.m., Supervisor Gallahan made the motion to move out of Executive Session. Supervisor Singer seconded the motion. Motion carried.

Update on 74 Ontario

A brief update on 74 Ontario Project negotiations was given. Special meetings have been scheduled regarding this Project:

January 24 ~ 5:30 p.m. - Joint Ways & Means and Public Works Committee Meeting

January 31 ~ 5:30 p.m. - Workshop

January 31 ~ 6:30 p.m. - Special Board of Supervisors Meeting

Ways & Means Vice Chairman

Supervisor Wickham was appointed as Vice Chairman by Chairman Baker.

ADJOURNMENT

Being no further business to come before the Committee, the meeting was adjourned at 3:25 p.m., following a motion by Supervisor Singer. Motion was seconded by Supervisor Marshall, and carried.

The next scheduled meeting for the Ways & Means Committee is Wednesday, February 6, 2019, at 3:00 p.m.

Respectfully submitted,

Judy Mantai, Confidential Secretary