

BUDGET AND SALARY REVIEW COMMITTEE

November 30, 2011

PRESENT:

Kenneth Wilber, Chairman
Bart Delaney, Jr.,
Lawrence Andrews
Roy Brown
Arthur Bassin
Elizabeth Young
Ray Staats

ABSENT:

Arthur Baer, notified

ALSO PRESENT:

Becky Vinchiarello, Deputy Clerk
Bernie Kelleher
Ronald Caponera
Catherine Hogencamp
Michael Cole
John Rutkey
Joe Ambrose
Paul Mossman
Michaele Williams-Riordon
Lt. Lanphear
Robert Lopez
Randy Wheeler
David Robinson

Chairman K. Wilber called the meeting to order 10:02 A.M.

Mental Health/Behavioral Services – M. Cole

Resolution Request - Authorization to establish a Taconic Hills School MH Clinic Satellite Office two days a week. Projected revenue exceeds expenses. There will be no charge to use the facility. A meeting needs to be set up in order to create individual accounts for these satellite clinics in the 2012 Budget. Motion to approve by R. Brown contingent upon a meeting taking place, seconded by E. Young, motion carried. **Refer to Finance.**

Resolution Request - Authorization to renew resolution #216-2009 for financial services with CCSI for 2012. Not to exceed \$8,200.00, although M. Cole does not believe the total cost will reach \$5,000.00. Motion to approve by E. Young, seconded by, B. Delaney, Jr., motion carried. **Refer to Finance.**

Resolution Request - Authorization to approve 2012 contracts with NFP contract agencies totaling \$2,096,000.00. Motion to approve by B. Delaney, Jr., seconded by E. Young, motion carried. **Refer to Finance.**

Department of Social Services – P. Mossman

Resolution Request - Authorization to fill the following vacant, budgeted positions effective December 15, 2011;

One (1) Account Clerk, GR10B, 2011 Step 1 salary \$27,260.00; vacancy due to internal promotion. Motion to approve by L. Andrews, seconded by E. Young, motion carried. **Refer to Finance.**

One (1) Senior Social Welfare Examiner, GR13C, 2011 base salary \$42,010.00, and to fill any vacancies created due to promotion to this position. Motion to approve by L. Andrews, seconded by B. Delaney, Jr., motion carried. **Refer to Finance.** P. Mossman mentioned that he does not plan to fill this position until after the first of the year.

Resolution Request - Abolish One (1) Part-Time Social Welfare Examiner, GR12, Step 1 salary \$17,738.00 and Create and Fill One (1) full-time Social Welfare Examiner, GR12, Step 1 salary \$31,161.00, effective December 15, 2011. This would primarily be for assistance in processing applications for temporary assistance. There would be 60% reimbursement for this position. The back log in Temporary Assistance is starting to decrease. A. Bassin suggested that P. Mossman start reporting to the committee how much backlog is being decreased and if new applications coming in are being handled in a timely fashion or going into the backlog. Discussion ensued on the positives and negatives of hiring additional staff to address this situation. There is no space for new employees, and it is unclear if the State will take over Medicaid, which would in turn leave the Department in a position to relocate staff. Motion to approve the request by A. Bassin with the encouragement to the Commissioner to ask for assistance, if needed, before it is too late, seconded by E. Young, motion carried. **Refer to Finance.**

Discussion ensued on DSS working with P. Haven on Medicaid Pending.

Sheriff's Department – Lt. Lanphear

Lt. Lanphear requested permission to purchase an All Access Pass for one year to all of the computer forensics training offered by Access Data which is the company that they purchased their computer system from that is used for computer investigations. The number of courses is unlimited for 1 year 11/30/2011 until 12/1/2012. The cost is \$5,000.00. Motion to approve by E. Young, seconded by B. Delaney, Jr. motion carried. No resolution is needed for this. Lt. Lanphear was instructed to pay it out of a .4 account or he will have to make a transfer.

.2 Request - Authorization to purchase a Data 911 Computer for a total cost of \$5,876.60 (this does not include mounts). It will go inside a vehicle and is coming out of the Emergency Management account. It is for the Hillsdale Substation. Motion to approve by B. Delaney Jr., seconded by A. Bassin, motion carried.

E-911 – R. Lopez

.2 Request: Requesting permission to enter into an agreement with Priority Dispatch for 2012 at a cost of \$6,336.00. Motion to approve by B. Delaney Jr., seconded by E. Young, motion carried.

Resolution Request: Authorization for the Emergency Management Grant Administrator to accept the FY2011 State Homeland Security Program Grants. The total amount of the grant is \$126,000.00 with no required match by Columbia County, specific breakdown for the grant is State Homeland Security Program \$83,412.00, and State Law Enforcement Terrorism Prevention Program \$42,588.00. Additionally requesting authorization to disperse such grants in accordance with State Homeland Security guidelines, applications are due January 6th. Motion to approve with a budget amendment by R. Staats, seconded by B. Delaney, Jr., motion carried. Refer to Finance.

MIS – R. Wheeler

Resolution Request - Authorization to pay the budgeted annual software license renewal for IBM Domino licensing not to exceed \$13,107.00. Motion to approve by L. Andrews, seconded by B. Delaney, Jr., motion carried. Refer to Finance.

R. Wheeler also requested permission from the committee to purchase computer software for the Health Department at a cost of \$2,400.50. MIS will invoice the DOH for reimbursement. Motion to approve by R. Brown, seconded by A. Bassin, motion carried.

R. Wheeler also mentioned the County is approaching the Munis Go Live Date. He provided a document of challenges and recommendations within the Human Resources Department as far as the new system is concerned.

Department of Public Works – D. Robinson

Resolution Request: Authorization to purchase a +/- 0.15 Acre property inclusive of a dilapidated single family resident at the intersection of County Rte. 7 and NYS Route 82 for the amount of \$31,750.00 in the Town of Ancram NY. This property is of value to the County due to a blind vision issue. Motion to approve by L. Andrews, seconded by E. Young, motion carried. Refer to Finance.

The work to remedy this safety issue will be done by the County's Highway Department and the cost should be minimal.

It was also mentioned that D. Robinson's appraisal bills should be paid from CHIPS and the General Fund.

.2 Request: Authorization to purchase four clear span fabric buildings to cover the primary and secondary clarifiers as recommended by the Composite Correction Program and thereby required by the NYSDEC Order on Consent in an amount not to exceed \$5,322.00. Buildings will include two (2) 10'W x 8'H x 18'L and two (2) 12'W x 8'H x 20'L. Motion to approve by B. Delaney, Jr. seconded by A. Bassin, motion carried.

Highway – B. Kelleher

Resolution Request: To authorize the filling of Two (2) vacant positions of Senior Auto Mechanic, Grade 13C, and any vacancies created there from, in the Highway Department at the 2011 Step I Starting Salary of \$35,709.00. These positions are vacant due to retirement. Motion to approve by B. Delaney, Jr., seconded by A. Bassin, motion carried. Refer to Finance.

Resolution Request: Requesting permission to transfer \$23,000.00 from the Roads & Bridges line DO 5110.11-4.000, (Highway Outpost), to DO 5110.00-2.999 line in order to fund the

purchase of (5) Five, 20kW Propane emergency standby generators with automatic transfer switches not to exceed \$23,000.00. Authorization to approve b E. Young, seconded by B. Delaney, Jr., motion approved. Refer to Finance. It was also decided that these purchases should be tailored to the individual need of each garage.

Resolution Request - Authorization for the Board of Supervisors to dedicate County Route 11 from NYS Route 23 to County Rt. 27 in the towns of Copake and Taghkanic as the Bernard J. Kelleher Memorial Highway, in reorganization of Mr. Kelleher’s contribution as Commissioner of Public Works between the years of 1956 to 1977. Motion to approve by E. Young, seconded by L. Andrews, motion carried. Refer to Finance.

Discussion ensued on the fact that the County does not have a policy on how to deal with County surplus and the Towns ability to acquire it. This was referred to the County Attorney’s office.

Controller’s Office – R. Caponera

Resolution Request – Authorization to enter into a contract with Solid Benefit Guidance, LLC to conduct a prescription benefit plan review at a cost not to exceed \$15,000.00. This review will maximize refunds from ProAct and CANARx prescription drug companies which could potentially save the County a minimum of \$100K. The committee asked that the resolution also included that the County have the ability to break this agreement if a savings is not realized. Motion to approve by R. Brown with that contingency, seconded by R. Staats, motion carried. Refer to Finance.

Human Resources - J. Rutkey

Wage adjustments for the Captains at the Sheriff’s Department were discussed. Per resolution #116-2010, their salaries should not fall below 25% of the Top of Grade Deputy Sheriff’s salary. In order to comply with the resolution, they each are entitled to a \$657.00 base salary adjustment at this time. Motion to approve by L. Andrews, seconded by E. Young, motion carried. A resolution is not needed for this.

J. Rutkey then discussed the document of challenges and recommendations that R. Wheeler had provided the Committee with. He discussed the need for his Deputy position to be filled, especially because of the new Munis System. The system will create more work for the Human Resources Department. Reallocating staff from the Payroll office was discussed as well as temporary assistance. A motion was made to fill the Deputy Director of Human Resources position by B. Delaney, Jr., seconded by E. Young, motion carried. Refer to Finance.

Resolution Request – Authorizing bonus payments to certain officers and employees of the County of Columbia. This resolution is needed to clarify Resolution No. 375-2011 for management and non-bargaining bonus payments. Issues have arisen such as employees receiving double bonus due to the fact that they hold two titles within the County. The minimum amount of hours an employee should work to receive this bonus is 250 hrs. It was also added that Full Time Elected Officials, excluding the District Attorney, should also receive these bonuses. Law Enforcement should receive \$380.00. Motion to approve by L. Andrews, seconded by E. Young, motion carried. Refer to Finance.

With no further business there was motion to adjourn at 1:50 P.M. by E. Young, seconded by B. Delaney, Jr., motion carried.

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Roy Brown

Lawrence Andrews

Bart Delaney, Jr.

Elizabeth Young

Raymond Staats

Arthur Baer

Arthur Bassin