

FINANCE COMMITTEE MEETING AGENDA

Date: Tuesday, September 3, 2019 @ 9:00 AM

Present: **Brick, Grant**, Kehl, Granger, Davis, Tallman, Leuer, May, Ryan, Copeland

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
Committee Chair's Agenda			
1. FYI: Change October 01, 2019 Committee Meeting time to 10:00 AM due to 9:00 AM Worker's Compensation Board of Trustee's meeting.	<i>Date change is the privilege of the Committee Chair ~ no action required.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:00 AM Co. Insurance Office w/D. Perkins			
1. 2020 Workers' Compensation Budget Update See Exhibit 2, column 5 for 2020 (tentative) Assessment charges, please note this is the recommendation of the Executive Comp Committee and will be presented to the Board of Trustees at the annual meeting 10/1/2019. Exhibit 2 will be provided at meeting <i>Please add this meeting date to the September BOS Mtg. agenda calendar.</i>	Annual Board of Trustee Meeting – 10/1/2019 9:00 A.M. – meeting to be held prior to Finance Committee Meeting. Triad and Sound Actuarial will be presenting plan updates at the Trustee Meeting. <i>All Supervisors should plan to attend.</i> Agenda packets will be emailed out mid-September Supporting documentation outstanding.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:15 AM Information Technology w/T. MacConnell			
1. Overnight Travel Authorization: T. MacConnell to attend the NYSLGITDA Fall Conference, at the Harbor Hotel in Watkins Glen, NY, on Oct 9 - Oct 11 2019. Cost will be \$100.00 + mileage for conference fee, hotel & meals. This conference is essential for collaboration between local governments and State IT Directors. A lot of Information regarding state program involving IT take place at the conference.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. Proposal to Amend Salary Schedule "S": <ul style="list-style-type: none"> • Current stipend for two (2) Voting Machine Custodians is, "Not to exceed \$1,000.00 per election per Voting Machine Custodian." • Per Res. #12-294; adopted by the Board of Supervisors on 09/11/12. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:30 AM Treasurer w/C. Mayer			
1. Hand out <u>Financial Reports</u> for Prior Month.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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2. <u>Resolution</u> Relevy of Unpaid School and Village Taxes against various towns in the County immediately upon receipt by the County Treasurer's Office.	Annual resolution. Last year 18-384	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
3. Professional Service Contract Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), the Law Office of Foote and Meyer, PLLC , 23 West Court Street, Warsaw, NY 14569 for the provision of legal services in preparation Article 11 Tax Foreclosure at a rate of \$375 per parcel; effective November 1, 2019-October 31, 2022	Budget of \$90,000 adopted annually to be offset by redemption or auction revenues annually.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
4. <u>DRAFT Procurement Card Policy</u> review		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
5. <u>Resolution</u> Approve Sale of Properties from County Tax Auction of 8/26/2019	28 properties Gross auction total \$329,350- <u>summary attached</u> Pending final names for deeds	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9:45 AM Real Property Tax Services w/J. Kirsch			
1. Overnight Travel Authorization: N. Grover & M. Kern to attend 2019 NYSAA Seminar on Assessment Administration, Lake Placid, NY, Sept. 22 – 25, 2019. 3 nights @ \$169.00 x 2, + \$225 registration x 2, + 9/23 banquet dinner \$48 x 2. \$1,560, plus meals and tolls.	Annual assessment conference, continuing education credits required. Partial reimbursement from NYS for travel.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. Overnight Travel Authorization: J Kirsch to attend 2019 NYSAA Seminar on Assessment Administration, Lake Placid, NY, Sept. 22 – 25, 2019. 2 nights @ \$169.00, + \$225 registration, + 9/23 banquet dinner \$48. \$611, plus meals & tolls.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
3. Overnight Travel Authorization: J. Kirsch to attend NYS Assembly Committee on Real Property Taxation; invite to a Roundtable Discussion as the representative of NYS Real Property Tax Directors Association on September 9-10, 2019. Hotel is \$116 for 1 day, plus meals & tolls.	Bill A.8201 – proposed to make certain mobile and communication equipment not taxable as real property.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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<p>4. <u>Inter-municipal Agreements:</u> Authorize Chairman to sign Inter-municipal Agreements with the Towns of Covington, Eagle, Gainesville, Java, Orangeville, Pike, Sheldon, Warsaw, and Wethersfield for Countywide Assessing Services per RPTL §1537, according to the fee schedule negotiated with the municipalities per year; effective October 01, 2019 through September 30, 2022.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>5. FYI :</p> <ul style="list-style-type: none"> • School tax bills complete. Most of the schools had our vendor direct mail the bills after using our new process of combining by address; saving the schools considerable amounts of time and postal costs. We get a reduced postal rate, estimated over \$3,000 in just postage savings this run. – Also maintaining bank codes for assessors programmatically, and then sorting for collectors saves them time. • Increasing efforts to get tax bills to new property owners by adding a code to the bills for parcels that have split in order to alert the collector to do an apportionment so they don't go unanswered and unpaid. • There were several last minute delays due to NYS amending their Enhanced Star eligible reports. There are more to come, but those bills will need to be corrected later. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
10:00 AM Wyo. Co. Community Hospital w/D. Eichenauer & J. McTernan			
<p>1. General update:</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>2. Professional Service Contract, all Physician Contracts and/or \$50,001 or greater: Amend Resolution #19-157 approved 03/12/2019 with INTEGRITY LOCUMS, 5588 Broadcast Court, Sarasota, FL 34240 related to locum tenens physician recruitment as follows:</p> <ul style="list-style-type: none"> • Increase the not to exceed amount from \$150,000 per year to an amount not to exceed \$325,000 per year. • All other terms and conditions remain the same. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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<p>3. Professional Service Contract, all Physician Contracts and/or \$50,001 or greater: Authorize the Chairman to sign an agreement with BARTON & ASSOCIATES, INC., 300 Jubilee Drive, Peabody, MA 01960 to provide placement of temporary locum tenens providers, in an amount not to exceed \$60,000 per year, effective 08/16/2016 – 08/15/2021.</p>	<p>Approved by the BOM Resolution #WCCHS-16-059 on 08/23/2016. WCCHS has entered into agreements with several provider recruitment firms for the purpose of doing business with any one of the firms that presents a provider that meets WCCHS needs. In most cases, WCCHS does not actually engage into business with any of the firms. However, Barton & Associates has in recent months provided OBGYN locum physicians to cover a vacancy.</p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>4. Professional Service Contract, all Physician Contracts and/or \$50,001 or greater: Authorize the Chairman to sign an agency staffing agreement with SUPPLEMENTAL HEALTH CARE, 1640 W. Redstone Center Drive, Suite 200, Park City, Utah 84098 for temporary staffing, not to exceed \$100,000 per year, effective 06/14/2019 – 05/31/2021.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>5. Professional Service Contract, all Physician Contracts and/or \$50,001 or greater: Authorize the Chairman to sign a client agreement with AUREUS MEDICAL GROUP, 13609 California Street, Omaha, NE 68154-5260 to fill vacant RN positions, not to exceed \$125,000 per year, 09/01/2019 – 08/30/2020.</p>	<p>To fill vacant RN positions in order to provide minimum staffing levels for patient safety and quality on a temporary basis while recruiting/ orienting new hires, or to fill in for leaves of absences.</p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>6. Professional Service Contract, all Physician Contracts and/or \$50,001 or greater: Amend Resolution #19-157 approved 03/12/2019 with KIDENEY ARCHITECTS, P.C., 143 Genesee Street, Buffalo, NY 14203 for professional design services for the programmatic and schematic design of the potential new building (programs to be considered include laboratory, surgical suite, radiology, conference room, dialysis, among others), Project # 2019029.00 as follows:</p> <ul style="list-style-type: none"> • To increase the amount from not to exceed \$96,500 to an amount <i>not to exceed \$96,500 plus expenses</i>. • All other terms and conditions remain the same. 		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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<p>7. Professional Service Contract, all Physician Contracts and/or \$50,001 or greater: Amend Resolution #19-347 approved 08/13/2019 with DEAN M. BREWER JR, DO, 26024 Liberty Avenue, Watertown, NY 13601 related to Family Practice services as follows:</p> <ul style="list-style-type: none"> • Increase the not to exceed amount from \$250,000 per year to an amount <i>not to exceed \$250,000 per year plus a one-time stipend in the amount of \$36,000 upon start date.</i> 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>8. Professional Service Contract, all Physician Contracts and/or \$50,001 or greater: Authorize the Chairman, pursuant to General Municipal Law §104(b), to award bid and sign contract related to the PEET Mechanical Room upgrades with D/V BROWN & ASSOCIATES, INC., 567 Vickers Street, Tonawanda, NY 14150, in an amount of \$262,800, effective 09/11/2019 – 12/31/2019.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>9. Professional Service Contract, all Physician Contracts and/or \$50,001 or greater: Authorize the Chairman, pursuant to General Municipal Law §104(b), to award bid and sign contract related to the dietary millwork project with JEFFREY ELLIS CARL CABINETMAKERS, INC., 725 Culver Road, Rochester, NY 14609, in an amount of \$52,173, effective 09/11/2019 – 12/31/2019.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>10. Professional Service Contract, all Physician Contracts and/or \$50,001 or greater: Authorize the Chairman to sign a lease agreement with DALE L. DEAHN, 42 Mount View Drive ,Arcade, NY 14009, to lease the premises located at 401-403 Main Street, Arcade, NY 14009, \$1,586.68 per month, effective 07/15/2019 – 01/31/2020.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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<p>11. Professional Service Contract, all Physician Contracts and/or \$50,001 or greater: Authorize the Chairman to sign a professional services agreement with JOHN KARPIE, MD, 17 Cumberland Street, Lancaster, NY 14086, to provide orthopaedic services, not to exceed \$220,000 per year, effective 11/01/2019 – 10/31/2021 or within 60 days upon the completion of credentialing and obtaining malpractice insurance.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>12. Professional Service Contract, all Physician Contracts and/or \$50,001 or greater: Authorize the Chairman to sign a professional services agreement with CATHOLIC HEALTH, 144 Genesee Street, 6th Floor, Buffalo, NY 14203, to provide Physician Assistant to assist in providing the orthopaedic services to the Hospital's patients in the Hospital's Orthopaedic Clinic, not to exceed \$26,000 per year, effective 11/01/2019 – 10/31/2021 or within 60 days upon the completion of credentialing and obtaining malpractice insurance.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>13. Professional Service Contract, all Physician Contracts and/or \$50,001 or greater: Authorize the Chairman to sign an Employment Agreement – Salary Schedule P with MICHAEL LOY, DO, 315 Fowlerville Road, Bloomburg, PA 17815, to provide family practice and sports medicine medical services, not to exceed \$230,000 per year, plus a one-time stipend in the amount of \$8,000 upon start date, effective 11/01/2019 – 10/31/2021 or within 60 days upon the completion of credentialing and obtaining malpractice insurance.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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<p>14. <u>Amend Salary Schedule X as follows:</u></p> <ul style="list-style-type: none"> • Increase the salary of the <i>Medical Biller</i> position (12.185.473) under <u>WYOMING COUNTY FAMILY MEDICINE – ARCADE</u> from \$16.16 per hour to \$17.25 per hour, effective 07/28/2019. • Set the salary of the <i>Medical Office Assistant</i> position (12.186.480) under <u>WYOMING COUNTY FAMILY MEDICINE – ARCADE</u> at a range of \$13.33 to \$17.50 per hour, effective 07/24/2019. • Set the salary of the <i>Medical Receptionist</i> position (12.191.153) under <u>WYOMING COUNTY FAMILY MEDICINE – ARCADE</u> at a range of \$13.33 to \$17.50 per hour, effective 07/24/2019. • Set the salary of the <i>Medical Receptionist</i> position (12.193.153) under <u>WYOMING COUNTY FAMILY MEDICINE – O'DELL</u> at a range of \$13.33 to \$17.50 per hour, effective 07/24/2019. • Set the salary of the <i>Registered Nurse</i> position (03.885.209) under <u>WYOMING COUNTY FAMILY MEDICINE – O'DELL</u> at \$24.50 per hour, effective 07/22/2019. • Increase the salary of the <i>Licensed Practical Nurse</i> position (04.580.147) under <u>WYOMING COUNTY FAMILY MEDICINE – O'DELL</u> from \$17.17 per hour to \$20.00 per hour, effective 07/28/2019. • Set the salary of the <i>Medical Receptionist</i> position (12.194.153) under <u>WYOMING COUNTY FAMILY MEDICINE – WARSAW</u> at a range of \$13.33 to \$17.50 per hour, effective 07/24/2019. • Set the salary of the <i>Registered Nurse</i> position (03.886.209) under <u>WYOMING COUNTY FAMILY MEDICINE – WARSAW</u> at a range of \$20.00 to \$25.00 per hour, effective 07/24/2019. • Set the salary of the <i>Registered Nurse</i> position (03.887.209) under <u>WYOMING COUNTY FAMILY MEDICINE – WARSAW</u> at a range of \$20.00 to \$25.00 per hour, effective 07/24/2019. 		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>

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Department Agenda Item	Discussion	Decision	Action
<ul style="list-style-type: none"> • Set the salary of the <i>Licensed Practical Nurse</i> position (04.581.147) under <u>WYOMING COUNTY FAMILY MEDICINE – WARSAW</u> at a range of \$17.78 to \$20.34 per hour, effective 07/24/2019. • Set the salary of the <i>Licensed Practical Nurse</i> position (04.582.147) under <u>WYOMING COUNTY FAMILY MEDICINE – WARSAW</u> at a range of \$17.78 to \$20.34 per hour, effective 07/24/2019. • Set the salary of the <i>Licensed Practical Nurse</i> position (04.583.147) under <u>WYOMING COUNTY FAMILY MEDICINE – WARSAW</u> at \$20.00 per hour, effective 07/24/2019. • Place one (1) position of <i>Licensed Practical Nurse</i> position under <u>WCCHS ORTHOPAEDIC CLINIC</u> and set the salary at a range of \$17.78 to \$20.34 per hour, effective 07/28/2019. • Change to the salary of the <i>Physician's Assistant</i> position (17.117.067) under <u>WYOMING COUNTY FAMILY MEDICINE – O'DELL</u> from a salaried position to an hourly position and set the hourly rate at \$47.34. 			
<p>15. <u>Amend Salary Schedule P as follows:</u></p> <ul style="list-style-type: none"> • Set the start date for the <i>Family Practice and Maternity Physician Provider</i> (Position Code #10.103.286) under <u>FAMILY PRACTICE</u> at 07/18/2019. • Set the start date for the <i>Family Practice Physician Provider</i> (Position Code #10.105.587) under <u>FAMILY PRACTICE</u> at 09/03/2019. • Place a <i>Stipend for the Family Practice Physician Provider</i> (Position Code #) under <u>FAMILY PRACTICE</u> and set the amount at \$36,000, one-time upon start date (04/01/2020). • Place one position of <i>Family Practice and Sports Medicine Physician Provider</i> (Position Code #[pending]) under <u>FAMILY PRACTICE</u> and set the salary at \$230,000 per year, position available date 11/01/2019. 		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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<ul style="list-style-type: none"> Place a <i>Stipend for the Family Practice and Sports Medicine Physician Provider</i> (Position Code #[pending]) under FAMILY PRACTICE and set the amount at \$8,000, one-time upon start date (11/01/2019). 			
Clerk to the Board w/C. Ketchum			
1. Approve updated <u>DRAFT County Vehicle Use Policy.</u>	As presented by Deputy Clerk to the Board, L. Perez.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Board of Supervisors w/C. Ketchum			
1. Review <u>David Riddell's e-mail dated 08/30/19</u> as referred by Treasurer Mayer...		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Budget Office w/J. Cook			
1. Discussion: The 2020 Department Budget Requests are in. 2020 Requested Levy in the amount of \$25,927,627.33 or a 20.11% increase over 2019 Adopted Levy (\$21,587,177). With projected use of Fund Balance (GF - \$1.2M & HWY - \$500K) the levy is reduced to \$24,227,627.33 or a 12.23% Increase .	This is where we usually start the process.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. Budget Discussion: The Budget Office has begun reviewing department requests and making changes as appropriate. I anticipate by mid to late September I will be able to provide the board with a complete list of Departmental adjustments, cuts, additional cut/add options that require discussion, as well as identifying a target for tax cap purposes.	Attached is a listing of <u>2020 Department Requests compared to 2019 Adopted.</u> I have included \$1.2M in GF Balance along with the requested \$500K of HWY fund balance to illustrate where we are.....	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Off Track Betting w/			
		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Other/Referrals:			
HUMAN RESOURCES			
Board of Elections			
<p>1. Appropriation: To: 01.34.1450.4.42484 Early Voting \$12,000.00 w/01.11.1450.3089 Other State Aid \$12,000.00 Reason: To purchase electronic poll books and associated hardware/software with the Capital Projects Program Grant and to pay for renovations to the board of elections using the Aid to Localities Grant.</p>	<p>The total amount of the Capital Projects Program Grant is \$35,368.18 and the amount of the Aid to Localities Grant is \$27,477.00 \$15,000.00. Both grants are to assist with costs associated to the implementation of Early Voting. @ H. Bush, 66 days before early voting begins... Above amount cut to \$15K Warsaw site will pilot e Poll Books</p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
County Historian			
<p>2. Appropriation: To: 01.46.7510.2. 20809 other \$2,200.00 w/01.03.7510.128901 Grant \$2,200.00 Reason: To appropriate funds received from the Pomeroy Foundation for the Historic Marker Program for two markers for the town of Perry.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
Human Resource			
<p>3. Position Fill: <i>Buildings and Grounds</i> One (1) position of <u>Building Maintenance Mechanic</u> (1.0 FTE) (position # 005.032) on CSEA Schedule B, Job Grade 9 at \$18.57/hr - \$20.52/hr. Person Vacating: Dennis Sanders, effective upon finding a replacement candidate, departure date is 12/31/2019. Position Available: September 11, 2019.</p>	<p><i>Will be vacated once replacement found, incumbent will move to Building Maintenance Mechanic (Temporary) position to be created.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>4. Position Fill: <i>Buildings and Grounds</i> One (1) position of <u>Laborer</u> (1.0 FTE) (position # 006.144) on CSEA Schedule B, Job Grade 8 at \$17.88/hr - \$19.83/hr. Person Vacating: David Paddock, effective September 6, 2019. Position Available: September 7, 2019.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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<p>5. Position Create/Fill: Buildings and Grounds One (1) position of <u>Building Maintenance Mechanic (Temporary)</u> following CSEA Schedule B, Job Grade 9 at \$18.57/hr - \$20.52/hr. Position Available: September 11, 2019 – December 31, 2019.</p>	<p><i>Temporary position to hold incumbent of Building Maintenance Mechanic during training/transition period for new hire. To sunset 12/31/2019.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>6. Position Fill: Sheriff One (1) position of <u>Deputy Sheriff Sergeant</u> (1.0 FTE) (position # 084.086) on WCDSA Schedule, Job Grade 6 at \$27.09/hr - \$32.21/hr. Person Vacating: Christopher Kobylanski, effective August 29, 2019. Position Available: September 4, 2019.</p>	<p><i>C. Kobylanski retiring</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>7. Position Fill: Sheriff One (1) position of <u>Deputy Sheriff</u> (1.0 FTE) (position # 074.083) on WCDSA Schedule, Job Grade 4 at \$23.08/hr - \$29.51/hr. Person Vacating: Aaron Chase, effective September 1, 2019. Position Available: September 4, 2019.</p>	<p><i>A. Chase to Sgt.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>8. Position Fill: Sheriff One (1) position of <u>Deputy Sheriff, PT</u> (position # 100.083) following WCDSA Schedule, Job Grade 4 at \$23.08/hr - \$24.88/hr. Person Vacating: Justin Bliss, effective August 25, 2019. Position Available: September 4, 2019.</p>	<p><i>J. Bliss to FT</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>9. Position Fill: Sheriff One (1) position of <u>Deputy Sheriff, PT</u> (position # 102.083) following WCDSA Schedule, Job Grade 4 at \$23.08/hr - \$24.88/hr. Person Vacating: Austin Harding, effective September 8, 2019. Position Available: September 9, 2019.</p>	<p><i>A. Harding to FT</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
PUBLIC HEALTH			
Health Department			
<p>1. Appropriation: To: 01.38.4010.4.42440 Child Safety Seat \$500.00 w/01.12.4010.448912 Child Safety Seat (Fed) \$500.00 Reason: Additional grant funds for 10/18-9/19 not utilized in 2018.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

