



AGENDA
WAYS & MEANS COMMITTEE
Tuesday, January 19, 2021, 5:30PM
Live Link: <https://youtu.be/EIjs23EhyUo>

CALL TO ORDER: By Hon. Keith Batman, Chair

MEMBERS: Legislators Elane Daly, Ryan Foley, Christopher Petrus, Paul Pinckney, Ben Vitale, and Tucker Whitman

MINUTES TO APPROVE: December 8, 2020

APPOINTMENTS: None

DEPARTMENT UPDATES FOR COMMITTEE:

- **Kelly Anderson (Real Property) –**

Year in Review:

- Worked with County IT to set up all department staff to successfully work remotely and remain fully operational.
- Hired and trained 2 new employees to replace long term veteran staff in key department positions.
- Processed 2,160 deeds (5.4% of the properties in the county); including 138 parcel splits and 59 merges, as well as 6 major lot line adjustments.
- Provided Assessment Services to 4 towns within the County (Moravia, Niles, Owasco & Springport) under joint services agreements, including reassessment work in Springport and Moravia.
- Worked with the County Treasurer's office to facilitate the transfer of 50 tax foreclosed parcels resulting in the collection of \$866,980 for the County to offset unpaid tax liens.
- Conducted the first ever, 100% online real property auction with record participation and proceeds for the number of parcels sold.
- Generated tax bills for Town/County, City/County, Village and School purposes resulting in the levy of \$158 million in property taxes throughout the County.

Annual Revenue Generating Processes			
	Muni #	Parcels	Dollars
2020 Assessment Rolls			
Tentative & Final Rolls	23	30,594	
2021 Town County Taxes			
Town/County Tax Rolls & Bills	24	39,716	\$ 61,576,483.00
2020 Village Taxes			
Village Tax Rolls & Bills	9	4,101	\$ 2,469,404.00
2020 School Taxes			
School Tax Rolls & Bills	10	40,706	\$ 93,092,178.00
2020 Tax Foreclosure/Auction			
Repurchases/Redeemed		22	\$ 148,405.25
Sold at Auction		28	\$ 718,575.00
Total Municipal Revenue			\$ 158,005,045.25

- **Jim Orman (Treasurer) –**

- A. Despite this year being the most unusual in recent memory our office conducted almost **120,000** transactions. This included payroll, tax collection and accounting. I can't give enough credit to our staff for this accomplishment under extraordinary circumstances both in and out of the work environment.
- B. In 2009 we initiated efforts to have the County's bond rating reviewed. At that time our rating was Baa with a negative outlook. Our rating was successfully upgraded and continues to be an **A1 rating**. This has allowed the county to borrow monies at a lower interest since then. To date these collective efforts have resulted in a total savings of over **\$1,200,000**. This reflects the efforts of the legislature and those involved in financial planning and budgeting.

C. Nine years ago we instituted organizational changes within our office to become more efficient with less people. We coordinated these changes with Ways & Means and the full legislature. I am pleased to report that this successful effort has increased efficiency and resulted in a cumulative savings during this time period that has exceeded over **\$2,400,000**.

• **Lisa Lippoldt (Human Resources/Civil Service) –**

YEAR-TO-DATE COMBINED TRANSACTIONS: 5,255

- County departments: **2,856** total transactions
- Schools, Towns, Villages, BOCES & Special Districts:

2,399		Total Transactions for Schools, Towns, Villages, Special Districts	
Exams Administered		Application Fees Collected:	
December Only	3	December Only	\$30
Year-to-Date	15	Year-to-Date	\$4,245

EEOC Annual Report 2020 Year

	total individuals	Male	Female	Non-binary	N/A	White	Minorities	N/A
New hires - 2020	132	26.52%	55.30%	0	18.18%	75%	3.80%	21.20%
Exams Given (15)	180 (took exam)	48%	51.10%	0	9%	91.70%	6.10%	2.20%
Applications - Towns/Villages	639	35.78%	59.09%	0	5.13%	75.29%	8.45%	16.26%
Applications - County only	621	44.74%	50.37%	1.07%	3.82%	82.56%	5.20%	12.24%

- Working closely with Public Health/EMO to add staffing quickly for Vaccination and Testing clinics 25+ individual in less than a week. Communicating with supervisory staff on COVID related HR issues. Answering COVID related HR questions and concerns of employees.
- Annual Mandatory Training 99.21% completed.
- Finalizing candidate for EMO Director with steering committee
- Analysis for Pandemic Plan for the Governor in process. Working with Department heads on staffing reporting for the plan.
- We continue to have exams within all COVID protocols at the current time.
- Staff predominately working remotely – keeping department level at 50%

RESOLUTIONS:

WAYS & MEANS:

- 1-21-WM-1 Authorize budget transfers within departmental budgets
- 1-21-WM-2 Authorizing the payment of unused personal leave time for certain non-bargaining titles in the Department of Health and authorizing the Chair of the Legislature to enter into an MOA with CSEA to allow the same for bargaining employees in the Cayuga County Department of Health
- 1-21-WM-3 Authorization to fill Deputy HR Administrator position in the Human Resources/Civil Service due to open, budgeted position

HEALTH & HUMAN SERVICES:

- 1-21-HH-1 Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Catholic Charities to Provide SSI Maximization for Safety Net Assistance (SNA) and Temporary Assistance to Needy Families (TANF)

- 1-21-HH-2 Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Catholic Charities of the Finger Lakes to Provide Supervised Visitation Services for Clients Referred to them by the Department of Social Services
- 1-21-HH-3 **(Amended)** Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Cayuga Centers for the provision of certain services that reduces/stabilizes foster care placements, detention or other out-of-home placements and increases positive family functioning.
- 1-21-HH-4 **(Amended)** Authorizing the Chair of the Legislature and the Director of Community Services to Enter into a Contract with Cayuga Centers for the provision of certain services that reduces/stabilizes foster care placements, detention or other out-of-home placements and increases positive family functioning.
- 1-21-HH-5 Authorizing the Chairman of the Legislature and the Director of Community Services to enter into a contract with Cayuga Centers for provision of four respite beds
- 1-21-HH-6 Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Cayuga Centers for the Provision of Supervision & Monitoring Services
- 1-21-HH-7 Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Cayuga Counseling Services, Inc. for the Provision of Employment Experience for Public Assistance Recipients
- 1-21-HH-8 Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into Contracts for Day Care Services
- 1-21-HH-9 Authorizing the Director of Community Services to Fill (2) Human Services Examiner Positions in the Department of Social Services
- 1-21-HH-10 Authorizing the Director of Community Services to Fill a Full-Time Clerk Vacancy in the Medicaid Unit in Social Services
- 1-21-HH-11 Authorizing the Director of Community Services to Fill a Sr. Typist Position in the Department of Social Services
- 1-21-HH-12 Authorizing the Chairman of the Legislature to create and the Director of Community Services to fill a Supervisor of Family Behavioral Health Services (CMH) position in the Cayuga County Department of Mental Health.
- 1-21-HH-13 Authorize the filling of one vacant full-time Health Home Care Manager position at the Mental Health Center
- 1-21-HH-14 Authorizing the Chair of the Cayuga County Legislature and the Director of Community Services to create and fill a Staff Social Worker (CMH) at the Mental Health Center

GOVERNMENT OPERATIONS:

No resolutions

PLANNING:

- 1-21-PL-1 Authorizing the fill of applications for State Assistance from the Household Hazardous Waste (HHW) State Assistance Program, signing of the associated State Contracts and authorizing circulation of bids for HHW/Electronics Recycling Vendor Services.
- 1-21-PL-2 Modifying the membership of the Cayuga County GML 239 1, m, & n Review Committee.
- 1-21-PL-3 Authorizing to fill a budgeted, vacant Planner Position on or after April 1, 2021 and on or before October 1, 2021
- 1-21-PL-4 Authorization for the Cayuga County Legislature to approve the revised Cayuga County Water Quality Management ByLaws.

PUBLIC WORKS:

- 1-21-PW-1 Authorize the modification of the Cato –Brutus Trail Bridge “A” Project
- 1-21-PW-2 Authorization to award used Guiderail

JUDICIAL & PUBLIC SAFETY:

- 1-21-JP-1 Authorizing the Chairperson of the Legislature to sign a contract with Intrado for maintenance, hardware and software upgrades.
- 1-21-JP-2 Authorizing the Chair of Cayuga County Legislature and the Cayuga County Sheriff to enter into a contract with Black Creek Integrated Systems to upgrade the Cayuga County jail’s electronic security systems.
- 1-21-JP-3 Authorizing the Sheriff of Cayuga County to accept grant monies from the New York State K-State Child Passenger Safety (CPS) Program and the Treasurer’s Department to amend the 2021 law enforcement budget.
- 1-21-JP-4 Authorizing the Sheriff to fill the Fiscal Officer position with the Sheriff’s Office
- 1-21-JP-5 Authorizing the Sheriff to fill three (3) vacant Deputy Sheriff Positions in the Law Enforcement Division of the Cayuga County Sheriff’s Office
- 1-21-JP-6 Authorizing the Chair of Cayuga County Legislature and the Cayuga County Sheriff to enter into a contract with Johnson Controls for preventative maintenance, testing, and service to the fire control system at the Public Safety Building.
- 1-21-JP-7 Authorizing the Chairman of the Legislature to accept a grant from the New York State Governor’s Traffic Safety Committee.
- 1-21-JP-8 Authorizing the Chair of the Cayuga County Legislature and the Cayuga County Sheriff to enter into a contract with PoliceOne Academy for Law Enforcement personnel web-based training services.
- 1-21-JP-9 Authorizing changes to the 2021 Cayuga County Compensation Plan to reflect salary increases of certain non-bargaining positions in the Cayuga County Sheriff’s Office.

EXECUTIVE SESSION: re: Employment history of a particular person**ADJOURNMENT: Tuesday, February 16, 2021**

IF YOU HAVE A DISABILITY AND NEED ACCOMMODATIONS, PLEASE CALL THE CLERK OF THE LEGISLATURE’S OFFICE AT 253-1308 AT LEAST 48 HOURS BEFORE THE SCHEDULED MEETING TO ADVISE WHAT ACCOMMODATIONS WILL BE NECESSARY.

RESOLUTION NO. _____

01/26/21

ADM bdgtrnsfrsrev

AUTHORIZE BUDGET TRANSFERS WITHIN DEPARTMENTAL BUDGETS

BY: Hon. Keith Batman, Chairman Ways and Means Committee

WHEREAS, during the budget process, County Departments estimate their expenditure amounts, by account type, that will be needed during a calendar year; and

WHEREAS, actual expenditures usually vary from the actual amounts budgeted in an account type; and

WHEREAS, departments are not authorized to spend above their current budget amount; and

WHEREAS, in order to facilitate the payment of bills in a timely manner and to respond to unanticipated emergency needs, Departments need to be able to transfer funds within their budgets; NOW, THEREFORE BE IT

RESOLVED, that the Budget Director is authorized to approve the following budget transfers without additional Legislative approval:

Transfers from Equipment Accounts (52xxx series accounts): Transfer of up to \$10,000 within equipment lines in a department’s budget and transfer up to \$5,000 between equipment lines and contractual lines.

Transfers from Contractual Accounts (54xxx series accounts): Transfer up to \$10,000 within contractual lines in a department’s budget.

Transfers between Organization Codes Contractual Accounts (54xxx series accounts) of up to \$10,000 for the following Departments: Buildings & Grounds, Parks, Highway, Sheriff, Health, and Human Services; and be it further

RESOLVED, that the Cayuga County Treasurer is hereby authorized and directed to process the budget transfers that have been authorized by the Budget Director.

Ways & Means Committee

Keith Batman, Chair

Elane Daly

Ryan Foley

Chris Petrus

Paul Pinckney

Ben Vitale

Tucker Whitman

RESOLUTION NO. _____

01/26/21

HR PL 100% Pay

Authorizing the payment of unused personal leave time for certain non-bargaining titles in the Department of Health and authorizing the Chair of the Legislature to enter into an MOA with CSEA to allow the same for bargaining employees in the Cayuga County Department of Health

BY: Hon. Keith, Batman, Chair, Ways & Means Committee

WHEREAS, the COVID-19 pandemic, over the course of 2020, has prevented certain non-bargaining Public Health employees and one RPN from Social Services from using Personal Leave time during the 2020 year; and

WHEREAS, the Cayuga County Legislature recognizes that Public Health employees have been unable to take personal time due to the volume of work they are performing related to the COVID-19 pandemic; and

WHEREAS, the Cayuga County Legislature wishes to allow certain non-bargaining Health Department staff to be paid at 100% for any unused personal time for the year 2020; and

WHEREAS, the Cayuga County Legislature also recognizes that the Social Services Non-Bargaining Registered Professional Nurse (PC#6557) should be allowed to be paid at 100% for any unused Personal Leave time for 2020; now therefore be it

RESOLVED, that authorization is given to pay certain non-bargaining Health Department staff and the RPN (PC#6557) at 100% for any un-used personal leave time for the year 2020; and be it further

RESOLVED, that the payments of the un-used 2020 personal leave time be made in the last pay period in June of 2021; and be it further

RESOLVED, the Chair of the Cayuga County Legislature is authorized to enter into a Memorandum of Agreement with the CSEA bargaining unit for which similar provisions can be agreed upon for the bargaining members of the Cayuga County Health Department and the bargaining Long Term Care Administrator (PC#2173), subject to approval as to form by the County Attorney; and be it further

RESOLVED, that the HR Administrator and the Cayuga County Treasure make the appropriate adjustments and entries to facilitate the execution of this resolution.

Ways & Means Committee

Keith Batman, Chair

Elane Daly

Ryan Foley

Chris Petrus

Paul Pinckney

Ben Vitale

Tucker Whitman

RESOLUTION NO. _____ 1/26/2021

HR Fill Deputy HR Administrator Position

AUTHORIZATION TO FILL DEPUTY HR ADMINISTRATOR POSITION IN THE HUMAN RESOURCES/CIVIL SERVICE DUE TO OPEN, BUDGETED POSITION

By: Hon. Keith Batman, Chairperson of Ways and Means Committee

WHEREAS, there is a current vacancy for a Full Time, Deputy Human Resources Administrator (Pos# 006038 Grade 6) due to a resignation in 2019; and

WHEREAS, the position is necessary to assure the effective and efficient operation of the Human Resources and Civil Service department; and

WHEREAS, funding for the position currently exists in the 2021 Human Resources and Civil Service budget; now therefore be it

RESOLVED, that the Human Resources Administrator be authorized and directed to fill the Deputy Human Resources Administrator position at an annual salary pursuant to Part IV of the Cayuga County Compensation Plan; and be it further

RESOLVED, that the appointment be made in accordance with the Civil Service Rules and Regulations, and the policies of the County of Cayuga.

Ways & Means Committee

Keith Batman, Chair

Elane Daly

Ryan Foley

Chris Petrus

Paul Pinckney

Ben Vitale

Tucker Whitman

Co. Atty: _____

Authorization to Create/Fill

A copy of this completed form MUST be attached to ALL Civil Service MSD-426 forms when filling a position.

Date	12/11/2020
Authorization To:	Fill Only
** New Position Duties Statement (NPDS) - Short Form REQUIRED IF the title exists within the department	
** New Position Duties Statement (NPDS) - Long Form REQUIRED IF the title does NOT exist within the department	
Do you anticipate this request to result in fill-behinds?	No
Cayuga County Department	Human Resources & Civil Service
Job Title Being Requested (Exact Civil Service Title)	Deputy Human Resources Administrator
Position Control Number	006038-sys
Position Status	Permanent
Position Designation	Full-Time
Budget Account Number	A14301-51001
Is a position being abolished to create the new position?	No
Is the salary of requested position in the current comp plan?	Yes
Comp Plan Requested IS IN	Part IV
Part IV Grade	6

Minimum Salary (Part IV)	53,400
Base/Current Salary (Part IV)	51935
Starting Salary for Position Requested	53.400 and up to 10% based on experience of candidate
Justification for Salary Requested	Based on budgeted comp plan for 2021 for this position
Does position include fringe benefits?	Yes
What is the justification for filling this position AND why is it important for your department?	In order to function effectively and in a timely manner to all liabilities, investigations, and outreach programs as well as new programs moving forward this position needs to be filled since current staff titles, other than HR Administrator cannot do the necessary functions of this position because they are beyond their job title duties and capabilities of the civil service realm into Human Resources.
How is this position funded?	Budget
Is this a reimbursed position?	No
What will the fiscal impact of filling this position in your budget this year and in future fiscal years?	It is already budgeted for this year and should continue to be in years to come. The cost is offset by the increased programs, training, and other upgrades to the department that can be made with no cost other than the additional staff member which should result in decrease liability for the County through timely investigations and HR staff available at all times.
Department Head	Lisa Lippoldt
Date	12/11/2020
Attestation	I am the department or agency head listed above authorized to submit by the appointing authority

(Section Break)

RESOLUTION NO. _____

1/26/21 HS Cayuga Centers FPP, FSP, EFPSP, SC rev 3

Authorizing the Chairman of the Legislature and the Director of Community Services to Enter into a Contract with Cayuga Centers for the provision of certain services that reduces/stabilizes foster care placements, detention or other out-of-home placements and increases positive family functioning.

BY: Elane Daly, Chairman of the Health & Human Services Committee
Keith Daly, Chairman of the Ways & Means Committee

WHEREAS, the Department of Social Services is responsible for providing preventive services to forestall foster care placement and the Department of Mental Health is responsible for providing services that support children and families; and

WHEREAS, the Family First legislation requires substantial efforts to keep children at home or with relatives, a reduction of congregate care placements and shortened foster care stays; and

WHEREAS, Cayuga Centers provides the following services that meets those needs:

- Family Preservation Program: Rate @\$74.68
- Family Support Program: Rate @\$74.68
- Enhanced Foster Parent Support Program: Rate @\$530.15
- Safe Care: Rate @530.15

and

WHEREAS, such services are reimbursed by the State at 62% net of Federal (preventive funding), by 100% MH State Aid and now by Medicaid and Cayuga County has worked to blend funding streams to create a more sustainable funding model and created and implemented a robust contract oversight/monitoring process with the Families Accessing Services Team (FAST); and

WHEREAS, the combined budget for these programs is \$572,772 with a county share paid up to \$385,220 (blend of \$322,220 and \$63,000 MH State Aid) with Cayuga Centers assuming the risk for the balance of \$187,552 and Cayuga Centers agrees to hold Cayuga County harmless should the Medicaid target not be met; and

WHEREAS, the Department of Social Services desires to contract with Cayuga Centers to provide these services that are budgeted in the 2021 departments' budget; NOW, THEREFORE, BE IT

RESOLVED, that the Chair of the Legislature and the Director of Community Services are hereby authorized to enter into a contract with Cayuga Centers to provide these services for the contract period of January 1, 2021, through December 31, 2021 at a total county cost of \$385,220.00 with Cayuga Centers agreeing to hold Cayuga County harmless for the balance of projected Medicaid revenue of \$187,552 and upon such form as may be approved by the County Attorney.

Health & Human Services Committee

Ways & Means Committee

Elane Daly, Chair

Keith Batman, Chair

Michael Didio

Elane Daly

Ryan Foley

Ryan Foley

Tricia Kerr

Chris Petrus

Tim Lattimore

Paul Pinckney

Heidi Nightengale

Ben Vitale

Mark Strong

Tucker Whitman

Co. Atty: RJG

RESOLUTION NO. _____

1/26/2021

HS Cayuga Centers MST FFT 2021.rev3

Authorizing the Chair of the Legislature and the Director of Community Services to Enter into a Contract with Cayuga Centers for the provision of certain services that reduces/stabilizes foster care placements, detention or other out-of-home placements and increases positive family functioning.

BY: Elane Daly, Chairman of the Health & Human Services Committee
Keith Batman, Chairman of the Ways & Means Committee

WHEREAS, the Department of Social Services is responsible for providing preventive services to forestall foster care placement and the Department of Mental Health is responsible for providing services that support children and families; and

WHEREAS, the Family First legislation requires substantial efforts to keep children at home or with relatives, a reduction of congregate care placements and shortened foster care stays; and

WHEREAS, Cayuga Centers provides the following services that meets those needs:

- Functional Family Therapy@ Unit Rate \$776.08
- Multi-Systemic Therapy@ Unit Rate \$1593.16

and

WHEREAS, these services are reimbursed by the State at 62% net of Federal (preventive funding), by 100% MH State Aid and now by Medicaid and Cayuga County has worked to blend funding streams to create a more sustainable funding model and created and implemented a robust contract monitoring/oversight process with the Family Accessing Services Team (FAST); and

WHEREAS, the combined budget for these programs is \$604,455 with a county share paid up to \$315,000 (blend of \$180,000 preventive and \$135,000 MH state aid) with Cayuga Centers assuming the risk for the balance of \$289,445 and Cayuga Centers agrees to hold Cayuga County harmless should that Medicaid revenue target not be met; and

WHEREAS, the Department of Mental Health desires to contract with Cayuga Centers to provide these services that are budgeted in the 2021 department budgets; NOW, THEREFORE, BE IT

RESOLVED, that the Chair of the Legislature and the Director of Community Services are hereby authorized to enter into a contract with Cayuga Centers to provide these services for the contract period of January 1, 2021, through December 31, 2021 at a total county cost of \$315,000.00 with Cayuga Centers agreeing to hold Cayuga County harmless for the balance of projected Medicaid revenue of \$289,445 and upon such form as may be approved by the County Attorney.

Health & Human Services Committee

Ways & Means Committee

Elane Daly, Chair

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Co. Atty: __RJG__