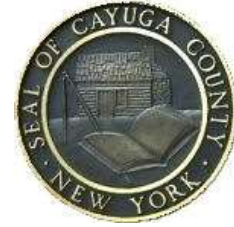


# CAYUGA COUNTY LEGISLATIVE COMMITTEE MINUTES



## WAYS & MEANS COMMITTEE

DATE: JANUARY 15, 2018, CHAMBERS – 6:30PM

### COMMITTEE MEMBERS:

<i>Patrick Mahunik</i>	<i>Legislator, District 12, Chair</i>
<i>Joseph Bennett</i>	<i>Legislator, District 10, Vice-Chair</i>
<i>Elane Daly</i>	<i>Legislator, District 11</i>
<i>Joseph DeForest</i>	<i>Legislator, District 8</i>
<i>Ryan Foley</i>	<i>Legislator, District 15</i>
<i>Christopher Petrus</i>	<i>Legislator, District 4</i>
<i>Paul Pinckney</i>	<i>Legislator, District 5</i>

**CALL TO ORDER:** By Hon. Patrick Mahunik, Chair called the meeting to order at 6:32PM

**MINUTES TO APPROVE:** DECEMBER 11, 2018

**EXCUSED:** Joseph Bennett and Paul Pinckney

**OTHERS:** Chair Tucker Whitman, Legislators Charlie Ripley, Tim Lattimore, Aileen McNabb-Coleman, Keith Batman, County Attorney Chris Palermo, County Administrator Justin Woods, Sheriff Brian Schenck, Treasurer Jim Orman, Human Resources Director Michael Russell, Chief Assistant County Attorney Richard Graham, Planning Director Steve Lynch, Director of Public Works Dave Gardner, Real Property Director Kelly Anderson, Health Department Director Kathleen Cuddy, Mental Health Director Ray Bizzari, IT Senior Technician Bryan Lamb, Citizen Reporter Ryan Franklin, and Deputy Clerk of the Legislature Amanda Morgan

**APPOINTMENTS & RESOLUTIONS:** Discussed with each committee report

## CAYUGA COUNTY TREASURER'S OFFICE

JAMES H. ORMAN, CAYUGA COUNTY TREASURER

### ROUTINE RESOLUTIONS

- None

### RESOLUTIONS WITH BACKGROUND

- None

### APPOINTMENTS

- None

### POLICY MATTERS FOR COMMITTEE

- A. This year the accounting team conducted approximately **35,100** transactions. They also process about **32,600** checks.
- B. The tax collection team conducted over **24,700** transactions. This continued to be accomplished after reducing the staff by one person three years ago. Also, we have sent out second notices for tax liens owed. This marked the fifth year we have done that and actually reduced taxes in arrears owed. This has been successfully done under the direction of Jennie Indelicato.
- C. Our payroll team has processed about **21,800** checks. This marked the third full year after our long-time payroll supervisor left for another position in NYS. Our succession plan of training and moving up in-house employees worked.
- D. During 2009 we initiated efforts to have the County's bond rating reviewed. The rating at that time 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 reduced interest rate since then. Through 2017 these collective efforts have resulted in a total savings of **\$1,900,000**.
- E. Eight years ago we instituted organizational changes within our office that would affect the tax levy in a positive manner. These changes were completed with the assistance of Ways & Means and the full legislature. We re-organized within our office and effectively down-sized our office while increasing efficiency. I am pleased to report the cumulative savings over this period of time has now **exceeded \$1,680,000**.

## CAYUGA COUNTY REAL PROPERTY TAX SERVICES

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KELLY ANDERSON, DIRECTOR

### ROUTINE RESOLUTIONS:

- None

### RESOLUTIONS WITH BACKGROUND:

- None

### APPOINTMENTS

- None

### POLICY MATTERS FOR COMMITTEE:

None

## CAYUGA COUNTY HUMAN RESOURCES

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MICHAEL T. RUSSELL, CAYUGA COUNTY HUMAN RESOURCES ADMINISTRATOR

### ROUTINE RESOLUTIONS:

- None

### RESOLUTIONS WITH BACKGROUND:

- None

### APPOINTMENTS

- None

### POLICY MATTERS FOR COMMITTEE:

- Department Staffing
- Sexual Harassment Policy

## CAYUGA COUNTY ADMINISTRATOR

J. JUSTIN WOODS, CAYUGA COUNTY ADMINISTRATOR

### RESOLUTIONS:

- 1-19-WM-1 Authorizing the Chairman to sign contracts with certain agencies. **Motion by DeForest, 2<sup>nd</sup> by Petrus, all in favor.**
- 1-19-WM-2 Authorization to create and fill an Administrative Assistant to the County Administrator. **Motion by DeForest, 2<sup>nd</sup> by Daly, all in favor.**

### Discussion regarding the compensation plan study:

Woods brings u the resolution that was tabled last month in regards to the compensation plan study. He says there is a consultant lined up, our teams met, and this will focus on the non-bargaining group in the county government. The plan will focus on department heads, both market based evaluations and a study of internal equity in terms of how we should develop a grade plan classification for our non-bargaining employees. The end result would be both a compensation plan and a set of policy recommendations to consider for how to maintain the system.

Daly says potentially the positons will be reevaluated, they will set a grade, and her understanding is there will be a range associated with each position. Woods says that we will have the tools to set a range for every position and there will be a minimum, mid-point, and a maximum. He says we would have the tools to find where on that band the individual would fall and the tools to update on an annual basis where that classification system should be. He says we would have the training that would facilitate our staff in-house knowing how to do that on an annual basis to maintain that overtime.

DeForest asks how long the evaluation process will take. Woods says he believes the first part will take a few months and about 9 months for the entire project.

Petrus asks if this will alleviate this whole 10% issue. Woods thinks there was a recognition when that policy came forward at the end of last year that regardless of what we are going to do we need to have in place a written policy of how we are currently doing things and bring some clarity to the process.

Foley asks if the study looks at comparable salaries and job duties by county as well as within the private sector or if it is just other municipalities. Woods says that it looks at both.

**Motion by DeForest to bring the comp plan resolution back, 2<sup>nd</sup> by Daly, all in favor of bringing it to the legislature meeting.**

### Discussion on the CIO position (GO-4):

Woods recommends taking Jim Orman off of the search committee and putting Todd Delaney from the Civil Service Commission on and all are in favor.

## REGULAR MONTHLY RESOLUTIONS:

### **Motion by Foley on 1A & 1B, 2<sup>nd</sup> by Daly, all in favor.**

- 1A. Authorizing the County Treasurer to Pay December 1 through December 14, 2018 Audit of Claims
- 1B. Authorizing the County Treasurer to Pay December 15 through December 26, 2018 Audit if Claims

## COMMITTEE RESOLUTIONS:

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### **HEALTH & HUMAN SERVICES:**

#### **Motion by Daly to bundle HH 1-17, 2<sup>nd</sup> by Foley, all in favor except Petrus abstains.**

- 1-19-HH-1 Authorizing the County Administrator 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
- 1-19-HH-2 Authorizing the County Administrator and the Director of Community Services to enter into a contract with Cayuga Counseling Services, Inc. for the provision of Juvenile Special Supervision Services
- 1-19-HH-3 Authorizing the County Administrator and the Director of Community Services to enter into a contract with Cayuga Counseling Services, Inc. for the provision of Restorative Youth Case Management
- 1-19-HH-4 Authorizing the County Administrator 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
- 1-19-HH-5 Authorizing the County Administrator and the Director of Community Services to contract with Cayuga/Seneca Community Action Agency, Inc. for the provision of Residential Domestic Violence Services, for a 5 yr. period commencing 1/1/19 – 12/31/23
- 1-19-HH-6 Authorizing the County Administrator and the Director of Community Services to enter into contracts for Day Care Services
- 1-19-HH-7 Authorizing the County Administrator and the Director of Community Services to enter into a contract with Cayuga Counseling for provision of services through the Journey Program
- 1-19-HH-8 Authorizing the County Administrator and Director of Community Services to enter into a contract with Salvation Army Pathway of Hope for Case Management of TANF Clients (100% Funded)
- 1-19-HH-9 Authorization to create and fill a Caseworker position
- 1-19-HH-10 Authorization to create and fill a Sr. Caseworker position
- 1-19-HH-11 Authorization to fill a Supervising Social Services Attorney position in the Department of Social Services
- 1-19-HH-12 Authorization to fill a full-time Clerk vacancy in the SNAP Unit in Social Services

- 1-19-HH-13 Authorizing the County Administrator and the Director of Community Services to contract for Psychiatrist Duties at the Community Mental Health Center
- 1-19-HH-14 Authorizing the County Administrator and the Director of Community Services to enter into a contract with the Mental health Center for a three-quarter time Staff Social Worker and creating and filling a full time Staff Social Worker as a fill behind at the Mental Health Center
- 1-19-HH-15 Authorizing the County Administrator and the Public Health Director to renew our contract with Venesky & Company, for Auditing and Consulting Services for the Health Department's Diagnostic and Treatment Center
- 1-19-HH-16 Authorizing the Cayuga County Legislature and the Director of the Office for the Aging to create and fill an Aging Services Coordinator position and abolish one Aging Services Specialist position in the Office for the Aging Senior Nutrition Program.
- 1-19-HH-17 Authorization to fill a part-time Food Service Helper position in the Office for the Aging Senior Nutrition Program due to the resignation of a former employee

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#### **GOVERNMENT OPERATIONS:**

##### **Motion by DeForest to bundle GO 1-5, 2<sup>nd</sup> by Foley, all in favor.**

- 1-19-GO-1 A resolution to abolish a Full Time Clerk position, and create a Full Time Senior Clerk Position in the County Clerk's Recording Office.
- 1-19-GO-2 A resolution to abolish two Part Time Senior Clerks, and to create a Full Time Senior Clerk due to the exceptionally large turnover.
- 1-19-GO-3 Authorizing the County Administrator to sign Website Service Agreements with municipalities.
- 1-19-GO-4 **(Amended at Gov't Op's)** Setting the salary range for Chief Information Officer
- 1-19-GO-5 Amend and extend Master Services Agreement between Cayuga County and Entre Computer Services

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#### **PLANNING:**

##### **Motion by Ripley to bundle PL 1&2, 2<sup>nd</sup> by Foley, all in favor.**

- 1-19-PL-1 Authorizing the filing of applications for State assistance from the Household Hazardous Waste (HHW) State Assistance Program and signing of the associated state contracts.
- 1-19-PL-2 Designating the Cayuga County Convention and Visitors Bureau ("CCCVB") Executive Director as the Cayuga County Tourism Promotion Agency ("CCTPA") Program Project Director for New York State Tourism Grant Funding for 2019 state program year.

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**PUBLIC WORKS:**

**Motion by Petrus to bundle PW 1&2, 2<sup>nd</sup> by Foley, all in favor.**

- 1-19-PW-1                      Authorization to enter into an Assured Maintenance Agreement with Upstate Temperature Control Inc. for the controls of the Metasys system that controls the Public Safety Building HVAC
- 1-19-PW-2                      Amending the 2019 County Budget to allow the court “tenant” work to be completed in County Courthouse and the Historic Post office with the cost to be reimbursed by the State of New York

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**JUDICIAL & PUBLIC SAFETY:**

**Motion by Foley to bundle JP 1-3, 2<sup>nd</sup> by DeForest, all in favor.**

- 1-19-JP-1                      Authorizing the Sheriff’s Office to accept funding through the 2017 Operation Stonegarden Grant from the Division of Homeland Security and Emergency Services and amend the 2019 Sheriff’s Grants budget to accept the 2017 funding.
- 1-19-JP-2                      Authorizing the Chairman of the Legislature to accept a grant from the New York State Governor’s Traffic Safety Committee
- 1-19-JP-3                      Authorizing the Sheriff of Cayuga County to appoint a new Confidential Secretary to the Sheriff.

**Motion by Foley to adjourn at 7:19PM, 2<sup>nd</sup> by Daly, all in favor.**