

ADMINISTRATION COMMITTEE
KENNEDY, OBERACKER, FRAZIER, KOUTNIK, STAMMEL, McCARTY
February 21, 2018

Absent: Representatives Oberacker and Stammel
Also Present: Board Chair Bliss, Allen Ruffles, Andrew Crisman

The committee discussed updating the Rules of Order and bylaws including but not limited to the process to change Board meeting date/time/location, whether or not to list Special Committees, under which committee Cornell Cooperative Extension should be housed, calling the question and budget workshops.

Board Chair Bliss entered during the above discussion.

Representative Koutnik stated department heads have expressed concern regarding the cell phone and tardiness policies.

BOARD OF REPRESENTATIVES –CAROL McGOVERN

Carol McGovern requested approval to pay annual municipal dues to NYSAC for 2018 in the amount of \$8,210 budgeted in 1920.4650A. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

DEPARTMENT OF HEALTH –HEIDI BOND/CHERYL STRONG

Heidi Bond requested the following budget modification, funds to be used for purchasing home kits:

Increase app. 4010.4810 Radon Grant	\$4,000
Increase rev. 0000.4407 Radon Grant	\$4,000

Representative McCarty moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Heidi Bond requested the following budget modification, funds to be used to purchase lap tops for use in POD (point of distribution) clinics:

Increase app. 4040.4010	\$1,500
Increase app. 4040.4050	\$400
Increase app. 4040.4800	\$6,418
Increase rev. 0000.4409A	\$8,318

Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Heidi Bond requested the following budget modification to cover expenses related to the Living Healthier Expo:

Increase app. 4010.4800	DOH Other	\$24,700
Increase rev. 0000.2710A	Donations/PHN	\$24,700

Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Heidi Bond requested approval to create an Assigned Fund—DOH DISRIP in 2017 in the amount of \$8,944 with approval to spend in 2018, noting funds will be used to purchase the Public Health app. Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Heidi Bond requested approval to increase app. 4072.4800—PHN Other by \$8,944. Representative Koutnik moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Heidi Bond requested approval authorizing the Chairman of the Board to contract for Department of Health's Preschool Program Contracted services for the 2018 year. These services are noncompetitive and include transportation.

Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

TREASURER –ALLEN RUFFLES/ANDREW CRISMAN

Allen Ruffles presented the Unadilla Clinic appraisal RFP results.

Representative McCarty moved for approval to accept the lowest quote from Lonnie Ridgway Associates. Seconded, Koutnik. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Allen Ruffles presented the results of the RFP for auditing services.

SHERIFF –RICH DEVLIN/CAM ALLISON

Sheriff Rich Devlin requested approval to fill and pay at higher rate for RN position at the Jail. Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Sheriff Rich Devlin requested approval to purchase contraband detection system unit for the Jail at \$13,000 stating he would like to purchase one and test it first before purchasing another. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Sheriff Rich Devlin requested approval to purchase a new medical exam table to replace the current non functioning unit at a cost of \$3,000.

Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Sheriff Rich Devlin requested approval to purchase a Driving Simulator in the amount of \$15,000 which is fully funded through the grant award to use for Drivers Ed and at different functions. Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Sheriff Rich Devlin stated that conversation needs to begin on the future of the Public Safety Building and estimates that at least \$5 million is need to bring the building back in shape.

TREASURER –ALLEN RUFFLES/ANDREW CRISMAN (cont.)

Allen Ruffles presented investment research results. Allen Ruffles stated he will do an analysis to compare various options.

EMERGENCY SERVICES –ART KLINGLER

Art Klingler requested the following budget modification to reflect receipt of the FY17 SHSP Grant:

Increase	0000.4309	\$82,476
Increase	3642.4810	\$82,476

Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Art Klingler requested approval to extend the contract with Contingency Management Consulting Group through September 30, 2018. Representative Koutnik moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

TREASURER –ALLEN RUFFLES/ANDREW CRISMAN (cont.)

Allen Ruffles presented a letter from Hank Schecher in Real Property regarding adding 3 parcels to tax roll section 8.

VETERANS AFFAIRS –JACK HENSON

Jack Henson requested approval to create, fund and fill a Veterans Affairs Director #2 position effective March 8th and funded for 30 days from date of appointment. Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

PLANNING/SOLID WASTE –KAREN SULLIVAN

Karen Sullivan requested approval to enter into a sub-recipient agreement with Tiny Homes for Good for project implementation of the CDBG 868PF28-17 project. Representative Koutnik moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Karen Sullivan requested approval for the following budget modification:

Planning

Increase	Planning Contracts	8020.4900	\$394,071
Increase	Revenue (CDBG Housing Grant)	0000.4981	\$300,000
Increase	Revenue (Local Govt Eff. Grant)	0000.3586	\$94,071

Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Karen Sullivan requested approval for the following budget transfer:

Weights & Measures

Transfer from	6610.4800	Other	\$250
Transfer to	6610.4100	Phone	\$250

Representative Koutnik moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Karen Sullivan requested approval to enter into an agreement with Tetra Tech to facilitate the update of the County's Multi-Jurisdictional Hazardous Mitigation Plan Contract # PDML-PL-02-NY-2016-005 in the amount of \$109,728. Representative Koutnik moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Karen Sullivan requested the following budget modification:

Increase	Solid Waste Contracts	8160.4900	\$112,500
Increase	Revenue	0000.4312	\$112,500

Representative Koutnik moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

COMMUNITY SERVICES –SUE MATT

Sue Matt discussed the Health Care Facility Transformation grant and how the possible relocation of 242 Main to a rental site may be covered. The application is due March 14, 2018. Sue Matt stated that she and Karen Sullivan submitted questions regarding the grant and are waiting for answers. Representative Frazier suggested that Sue Matt speak with the Public Defender regarding his need for office space in connection with implementing CAFA. Sue

Matt inquired how to proceed with the grant and requested a formal process begin through the Public Works Committee. Representative Frazier moved for approval to submit the grant application and proceed through the Public Works Committee. Seconded, Koutnik. Total: 2,846; Ayes: 1,789; Absent: 1,057 – Oberacker, Stammel. Motion carried.

Sue Matt stated she will speak with the Public Defender and Probation regarding office space.

CORNELL COOPERATIVE EXTENSION –DON SMYERS

Don Smyers reviewed the Ag Implementation Specialist (AIS) position and what it entails. The committee discussed how to determine measurables for the individual in this position. Representative McCarty approved funding the Ag Implementation Specialist in the amount of \$25,000 with an agreement approved by the County Attorney. Seconded, Frazier. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

The committee discussed with Don Smyers housing Cornell Cooperative under the Solid Waste and Environmental Concerns Committee and asked for his input.

HIGHWAY –RICH BRIMMER

Rich Brimmer requested approval to amend Resolution No. 30-20180103 to Authorize the Superintendent of Highways to purchase a 2018 Chevy 3500HD, WT 4x4 crew cab vehicle and a 2018 Chevy 3500 HD WT 4x4 regular cab vehicle for the Highway Department not to exceed \$90,868.19 for both from Onondaga County's current bid. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Rich Brimmer requested approval to amend Resolution No. 73-20170201 not to exceed \$475,000 for 5130-4540-DM (parts). Representative McCarty moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Rich Brimmer requested approval authorizing the Chair of the Board to enter into a contract with Delta Engineers in the amount of \$75,141 for the development of Architectural and Engineering Plans, Specifications and contract bid documents for the garage demolition. Funds are included in budget line 5132-2520. Representative Frazier moved for approval. Seconded, Koutnik and McCarty. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Rich Brimmer presented vendor claims from AT& T and inquired if the process could be handled more cost effectively. The committee recommended speaking with the vendor directly.

The committee briefly discussed forming a working group to oversee the development of a new County transportation facility to include Representative Oberacker, Representative Kennedy and Board Chair Bliss.

Allen Ruffles discussed financing equipment through Chase. Representative McCarty moved for approval to finance equipment through Chase over the next 5 years within the budgeted amount of \$600,000. Seconded, Frazier. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

PERSONNEL –PENNEY GENTILE

Penney Gentile requested the reappointment of Bruce Maxson, Attorney at Law as Public Defender for a 2 year term effective 1/1/2018 – 12/31/2019. Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Penney Gentile gave an update concerning the M/C Salary Study, stating she is working with the PRGS committee to create a fillable form to be completed by other counties.

Penney Gentile gave an update regarding the Probation Director II position and recruitment efforts made thus far.

Penney Gentile requested to enter into an executive session to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person. Representative Koutnik moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,789; Absent: 1,057 – Oberacker, Stammel. Motion carried.

The committee reconvened.

Penney Gentile discussed reclassifying caseworker positions within the Department of Social Services and proposed the following: Caseworker trainee Grade 10 to Grade 12, Caseworker Grade 12 to Grade 14, Senior Caseworker Grade 14 to Grade 16 and Case Supervisor Grade B Grade 16 to Grade 18 effective March 11th. Penney Gentile explained that Grade allocations are not negotiated, so the above changes can be made subject to Board approval. Representative Frazier inquired about the implications of such re-grading and asked that Ms. Gentile present this to the CSEA. Representative Koutnik moved for approval to regrade the Caseworker series as presented. Seconded, Frazier. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

DSS –EVE BOUBOULIS

Eve Bouboulis discussed the high turnover rates within the Department.

Eve Bouboulis requested approval to allow the Department of Social Services to hire temporary appointments in various position titles as needed to comply with mandated services through parent committee approval only. Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Eve Bouboulis requested approval to amend Resolution No. 329-20171206 authorizing the Commissioner of Social Services to contract with Delaware

Opportunities for Big Buddies Program by extending the term through June 30, 2018 not to exceed \$30,000. Representative Koutnik moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Eve Bouboulis requested approval to create and fill (2) Temporary Senior Caseworker positions. Representative Frazier moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Eve Bouboulis discussed the results of the RFP to provide security at the Meadows Building. Andrew Trombley of Purchasing entered the meeting to discuss the RFP as well. Representative Frazier moved for approval to work with the new security firm to negotiate a lesser cost and enter into an agreement up to the proposed amount. Seconded, Koutnik. Total: 2,846; Ayes: 1,789; Absent: 1,057 – Oberacker, Stammel. Motion carried.

TREASURER –ALLEN RUFFLES/ANDREW CRISMAN (cont.)

Allen Ruffles continued the discussion of placing properties on tax roll section 8. Representative Frazier moved for approval to add the 3 parcels as discussed to tax roll section 8. Seconded, McCarty. Total: 2,846; Ayes: 1,789; Absent: 1,057 – Oberacker, Stammel. Motion carried.

Allen Ruffles requested approval to pay a TAIT invoice in the amount of \$180,888.63 from the Communications Backbone budget line. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Allen Ruffles requested approval for the Treasurer and Deputy Treasurer to attend Finance School May 2-4 in Syracuse—Conference \$320, Lodging \$260 and Mileage approximately \$100. Representative McCarty moved for approval. Seconded, Koutnik. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Allen Ruffles presented the following budget transfer on behalf of the Office for the Aging:

Increase 0000.3786.A	Caregiver Respite	\$11,999
Increase 6772.4988.A	Caregiver Respite	\$11,999

Representative Koutnik moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Allen Ruffles stated the Telemedicine/EAP RFP results are in and he will review them with consultants on Friday.

Allen Ruffles presented a revised Budget Transfer/Modification policy as prepared by Dan Crowell in July 2017, noting that setting the \$20,000 threshold mirrors the current Purchasing Policy. Representative Koutnik moved for approval of the modified transfer policy as presented. Seconded, Frazier. Total: 2,846; Ayes: 1,789; Absent: 1,057 –Oberacker, Stammel. Motion carried.

Allen Ruffles distributed a copy of his department's current organizational chart and his proposed office restructure taking into account an upcoming retirement.

Allen Ruffles presented the results of the RFP for auditing services. Representative Frazier moved for approval to accept the proposal from Insero in the amount of \$48,500. Seconded, Koutnik. Total: 2,846; Ayes: 1,789; Absent: 1,057 – Oberacker, Stammel. Motion carried.

Allen Ruffles presented the cost of fleet management through Enterprise v. ARI. Representative McCarty moved for approval to have ARI provide management for the current fleet. Seconded, Koutnik. Total: 2,846; Ayes: 1,789; Absent: 1,057 – Oberacker, Stammel. Motion carried.

COUNTY ATTORNEY –ELLEN COCCOMA

Ellen Coccoma discussed potential law firms to handle opioid litigation on behalf of the County and suggested having each firm come in to offer a presentation. The committee suggested scheduling the presentations for Wednesday, March 28th at 1 pm.

There being no further business to discuss, the committee adjourned until Wednesday, March 21st at 9 a.m. at the County Office Building.