

ADMINISTRATION COMMITTEE
KENNEDY, OBERACKER, FRAZIER, KOUTNIK, STAMMEL, MCCARTY
September 21, 2018

Absent: Representative Stammel; Representative Koutnik appeared via telephone.

Also present: Board Chair Bliss, Allen Ruffles, Andrew Crisman

2017 AUDIT INSERO & CO –LESLIE SPURGIN AND COLLEEN STANNARD

Leslie Spurgin and Colleen Stannard from Insero & Co. reviewed the 2017 financial audit documents.

Representative McCarty entered the meeting.

COUNTY TREASURER- ALLEN RUFFLES, ANDREW CRISMAN

Allen Ruffles stated the County has received \$350,000 from the Manor and it can be officially closed.

Allen Ruffles stated Soil and Water owes money to the County from Hurricane Irene in 2015.

DSS –EVE BOUBOULIS

Eve Bouboulis requested approval to accept USDA SNAP Bonus Award Allocation in the amount of \$50,000 for Otsego County Department of Social Services. Representative Oberacker moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Eve Bouboulis requested approval for the following budget modification:

Increase	0000.3610	Social Services Administration	\$25,000
Increase	0000.4610	Social Services Administration	\$25,000
Increase	6010.2335	IT Equipment/Hardware	\$34,800
Increase	6010.4810	Advertising	\$2,000
Increase	6010.4500	Materials and Supplies	\$13,200

Representative Frazier moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Eve Bouboulis requested approval for the following budget transfer:

Transfer from	6010.4910	Fees for Service	\$5,000
Transfer to	6010.4515	Vehicle Expenses	\$5,000

Representative Oberacker moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

COUNTY TREASURER- ALLEN RUFFLES, ANDREW CRISMAN (cont.)

Allen Ruffles stated he would like to have Inero come in to provide training in January. The County received a deficiency on the audit due to a lack of understanding on how to complete the SEFA forms. The training will address how to correctly complete these forms and therefore requested to make the training mandatory. Representative Frazier moved for approval to require mandatory attendance at the SEFA training. Seconded, Oberacker. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Allen Ruffles stated the Roses Hill sealed bid has been completed and the final format is being reviewed.

Allen Ruffles stated that changes have been made to the list of vehicles due to be received from Enterprise. Representative Frazier moved for approval to receive 28 vehicles in 2019 and 2 vehicles for DSS in 2018 through Enterprise. Seconded, Oberacker. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

OTHER –BOARD CHAIR BLISS

Board Chair Bliss stated he recently met with the Village of Cooperstown to discuss extending village limits for the purpose of enforcing parking and speed.

OFFICE FOR THE AGING –TAMIE MacDONALD

Tamie MacDonald requested approval to create, fund and fill a Senior Clerk position and abolish a Keyboard Specialist position. Representative Frazier moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

IT –BRIAN POKORNY

Brian Pokorny discussed tax bill processing and succession training. The committee and those present discussed possible budget neutral solutions and recommended that the Treasurer, Brian Pokorny, Hank Schecher and the Personnel Officer continue the discussion.

Brian Pokorny raised for discussion a request to have an IT staff member solely dedicated to one department.

Brian Pokorny discussed leasing the County's fiber from C/R 33 and stated he will continue to research different options.

Brian Pokorny discussed switching voice services contracts for a potential 21% cost savings. The committee did not object to investigating the possibilities further.

Representative Koutnik left the meeting.

COUNTY ATTORNEY –ELLEN COCCOMA and SAL BADALA of NAPOLI SHKOLNIK via telephone

Sal Badala reviewed a letter dated June 8, 2018 pertaining to 911 surcharge fees not being correctly remitted to the County. Mr. Badala stated this would be a contingency fee case and that a retainer agreement would be signed first, information gathered from the last 6 years and then an investigation can begin. Sal Badala also gave an update on the opioid litigation.

Representative Frazier moved for approval to enter into a contract agreement with Napoli Shkolnik for 911 surcharge litigation. Seconded, McCarty. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

HIGHWAY –RICH BRIMMER

Rich Brimmer requested approval to create, fund and fill a temporary full time MEO II position through December 31, 2018. Representative Oberacker moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Rich Brimmer requested the following budget modification:

Increase	0000-2665-DM	Sale of equipment	\$35,750
Increase	5130-2000-DM	Equipment	\$35,750

Representative Oberacker moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Rich Brimmer requested approval for the following budget transfer:

Transfer from	5110-4500-D	Materials and Supplies	\$3,000
Transfer to	5010-4050-D	Training	\$3,000

Representative Frazier moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Representative Kennedy relayed concerns from the Town of Hartwick regarding a charge for work recently completed on a crosswalk.

Representative Koutnik reentered the meeting via telephone.

IT –BRIAN POKORNY (cont.)

Brian Pokorny discussed the 2019 IT Budget.

COUNTY TREASURER- ALLEN RUFFLES, ANDREW CRISMAN (cont.)

Allen Ruffles stated the County Attorney had some concerns regarding the Collar City Auction contract. Representative McCarty moved for approval to enter into an agreement with Absolute Auctions. Seconded, Oberacker. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

PERSONNEL –PENNEY GENTILE

Penney Gentile reviewed the CSEA Correction Tentative Agreement which was ratified by CSEA Corrections August 29th and is subject to approval by the Admin Committee and then ratification by the Board of Reps. Representative Frazier moved to approve the CSEA Correction Tentative Agreement. Seconded, McCarty. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Penney Gentile announced a Goal Setting Workshop to be held Friday, October 19, 2018 from 9 am to 1 pm. The cost to the County is not to exceed \$3,200.

Penney Gentile gave an update regarding the M&C Salary and Benefit Study noting the Personnel Department is fine tuning the data and it will be shared at the Department Head meeting on October 2nd.

Penney Gentile requested approval to hire a part-time temporary Clerk in the Personnel Department from October 4, 2018 – December 31, 2018. Representative Frazier moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

In relation to the aforementioned request, Penney Gentile requested the following budget transfer:

Transfer from	1430-4900-A	\$4,155
Transfer to	1430-1000-A	\$4,155

Representative Frazier moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Penney Gentile stated there is an intern from SUNY School of Economics and Business working on updating Personnel Policies and Procedures as well as the process for reviewing and amending policies.

Penney Gentile stated the CSEA General Unit will no longer receive a Birthday Holiday in 2019 but instead have the day off after Thanksgiving, also CSEA General Unit Bereavement Leave Policy now includes (3) tiers. Penney Gentile inquired if the committee would like to make the same changes to the M&C Manual. After discussion, Representative McCarty moved to notify M&C

staff that the Admin Committee is considering the proposed changes. Seconded, Oberacker. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Penney Gentile commented on the creation of new positions.

COUNTY ATTORNEY –ELLEN COCCOMA

Ellen Coccoma discussed the 2019 Workers Comp budget. Representative Frazier moved to approve the Workers Comp budget and allocation for 2019. Seconded, Oberacker. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

YOUTH BUREAU –KATHY DeJONG

Kathy DeJong discussed the 2019 Youth Bureau Budget.

COMMUNITY SERVICES –SUE MATT

Sue Matt requested the following budget transfers:

Transfer from	ARS	Mileage	4250-4005-A	460.00
Transfer to	ARS	L/M/T	4250-4010-A	460.00
Transfer from	ARS	Fuel	4250-4560-A	255.00
Transfer to	ARS	Veh. Repair	4250-4515-A	255.00
Transfer from	MH	Mileage	4310-4005-A	110.00
Transfer to	MH	L/M/T	4310-4010-A	110.00

Representative Frazier moved for approval. Seconded, McCarty. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Sue Matt requested approval to amend Resolution 10-20180103 with Sam Press, MD, 303 Kinderhook Lane, Nassau, NY 12123 for the provision of psychiatric services to increase hours and funding. Hours to be increased from 600 to 670 and funding to increase from \$96,000 to not to exceed \$107,200 for the duration of the contract. Additional funding is in budget line 4310-4880 and is 100% reimbursed through fees, state and federal aid. Representative Frazier moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Sue Matt requested approval to contract with Parson's Child and Family Center (corrected from Northeast Parent and Child as stated at the Health and Education Committee meeting) for the Project Manager for the System of Care grant for an amount not to exceed \$102,000 from 10/1/18 to 12/31/19. Representative Oberacker moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Sue Matt requested approval to accept the System of Care Expansion grant (1H79SM08149-01) from the Substance Abuse and Mental Health Services Administration (SAMSHA) for up to \$999,996 annually from September 30, 2018 to September 29, 2022. Representative McCarty moved for approval. Seconded, Frazier. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

REAL PROPERTY –HANK SCHECHER

Hank Schecher discussed property tax irregularities in the City of Oneonta and staffing for tax bill processing. Representative Kennedy encouraged Mr. Schecher to meet with Brian Pokorny, the Treasurer and the Personnel Officer to develop a solution.

PUBLIC DEFENDER –BRUCE MAXSON

Bruce Maxson discussed the creation and modification of positions in his department and how it will impact the budget. Representative Oberacker moved for approval to create, fund and fill the following 6 positions: Grants Administrator/Data Officer, Paralegal, Chief Assistant Public Defender, Social Worker/Investigator, Assistant Public Defender (Family Court) and Public Defender; and to fund and fill a Part time Assistant Public Defender (Criminal). Seconded, Frazier. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Bruce Maxson presented the documentation for renewing the contract with the Rural Law Center. Representative Frazier moved for approval to renew the MOU with the Rural Law Center for appellate legal services. Seconded, Oberacker. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

COUNTY TREASURER- ALLEN RUFFLES, ANDREW CRISMAN (cont.)/COUNTY ATTORNEY –ELLEN COCCOMA

Allen Ruffles presented a proposed Fund Balance policy for maintaining an appropriate fund balance. After some discussion, Allen Ruffles stated he will present a finalized version at next months meeting.

Allen Ruffles discussed proposed changes to the In-rem process including a repurchase agreement. The committee and those present discussed a price for the repurchase agreement.

Allen Ruffles left the meeting.

OTHER

The committee discussed the office supply contract. Representative McCarty moved to extend the current contract with Hummels. Seconded,

Oberacker. After further discussion, the committee took no additional action and requested more information.

Representative Kennedy presented the following budget transfers:

Child Advocacy Center

Transfer from	Contracts	3700-4900-A	\$10,000
Transfer to	Consultants	3700-4880-A	\$10,000

For personal injury claim settlement

Transfer from	Contingent	Other	1990-4800-A
\$40,000			
Transfer to	Unallocated Ins	Municipal Ins Exp	1910-4660-A
\$40,000			

Representative McCarty moved for approval. Seconded, Oberacker. Total: 2,846; Ayes: 1,975; Absent: 871- Koutnik, Stammel. Motion carried.

Representative Koutnik encouraged everyone to continue the work of updating the policies.

There being no further business to discuss, the committee adjourned until Friday, October 26th at 9:00 a.m. at the County Office Building.