

Minutes

Administrative Services Committee

Tuesday, February 13, 2017, 5:00 pm, Room 331

Gerace Office Building, Mayville, NY

Members Present: Scudder, Vanstrom, Whitford, Starks, Muldowney

Others: Tampio, Crow, Hemmer, Dennison, D. Parment, Horrigan, Himelein, Abdella, Schuyler, Barmore

Chairman Scudder called the meeting to order at 5:02 p.m.

Approval of Minutes (1/17/17)

MOVED by Legislator Whitford, SECONDED by Legislator Starks

Unanimously Carried

Privilege of the Floor

No one chose to speak at this time.

Proposed Resolution – Reallocating Salary Grade for Transfer Station Supervisor

Mr. Porpiglia: We're asking for approval to take the transfer station supervisor from a Grade 12 to a Grade 14. What has happened here is, we had salary compression happen a couple of collective bargaining agreements ago so current the transfer station supervisors are receiving Grade 12 plus \$1.25 premium. We're asking that it be taken to Grade 14 which is the appropriate, we feel the appropriate classified level for supervisor. It's the equivalent of the other entry level supervisors in the Department of Public Facilities. Our road construction supervisors are a Grade 14. This is an administrative nightmare to bundle this premium every pay period. The current contract says that we were going to have the premium until a time allows for us to fix the appropriate grade and that is why we are here today to ask you to consider allowing us to pay at a Grade 14. There are currently 2 ½ FTE's that occupy this position and it's about a \$1,000. total effect on the 2017 budget for the 2 ½ positions. That can vary, depends on where people are on their step. I could have had an effect and be a little less and in this case it has an effect to be about a \$1,000 more annually for 2 ½ people.

Legislator Starks: I have a question, but you had mentioned that the reason was because of a compression based on some negotiations from a contract or two ago. So, is there a reason

why the change in salary grade wouldn't have been a negotiated item at that time rather than being corrected now?

Mr. Porpiglia: I would say it was probably pretty much an oversight. What had taken place is the Grade 10 MEO, or motor equipment operators, were allowed – they always had a premium and the premium in this case took them greater than their supervisors. A supervisor is how actually supervises them. Just probably an oversight. It was a circumstance that wasn't anticipated once it got to the top of that salary schedule for the duration of that collective bargaining agreement.

Legislator Whitford: Now, they are in a supervisory position but they're still under that collective bargaining agreement?

Mr. Porpiglia: Oh yes.

Legislator Whitford: So the 2 ½, are they in the middle of this Grade 14? I see 18 to 23 so there somewhere in the middle. That's what created the \$1,000 impact?

Mr. Porpiglia: Yes. Two full time people have a substantial amount of time with the County. I can't tell you exactly what Grade they are at.

Legislator Whitford: Based on seniority then

Mr. Porpiglia: Well, their duration with the County would get them the greater steps. If it's an internal move, promotion, it's more than likely they'd be at a higher step. In this case they're two relatively new transfer station employees but they came up through the ranks so they had a higher step.

Chairman Scudder: Anybody else?

Legislator Muldowney: That would be \$1,000 for both employees, right?

Mr. Porpiglia: Yes.

Legislator Muldowney: Not budgeted in the 17' budget?

Mr. Porpiglia: Not specifically budgeted but we checked and within the department with the hiring and vacancies that have gone on a lag, they have sufficient amount of funds to cover it. There was actually a lag in the transfer station supervisor position at one point due to a retirement so the money was there.

Chairman Scudder: All in favor?

Unanimously Carried

Proposed Resolution – Reallocating Salary Grade for Senior Emergency and Police Dispatcher

Mr. Porpiglia: Similar situation here. We have through the reallocation process which is a collective bargaining process, we have supervising police and emergency dispatchers. We current pay Grade 15. The dispatcher's get a Grade 14. We have very little interest in people taking on the responsibility of supervising with a one grade difference. We get very little recruitment opportunities in our testing. They don't even sign up for the exam. There is four total and currently there is a vacancy there. Very little recruitment interest in the jail operation. We have correction officers at Grade 14 and we have senior correction officers at the Grade 17 so we feel as though we're bringing the parity and the equivalent for the responsibility of supervising in the dispatch unit.

Chairman Scudder: Filling that vacancy, does that have to come from within?

Mr. Porpiglia: Yes, it would be promotional.

Chairman Scudder: That's how that gets filled?

Mr. Porpiglia: Yes, for the senior title, it would be promotional due to civil service.

Chairman Scudder: So we're struggling filling that at the pay grade it's at right now?

Mr. Porpiglia: Yes.

Chairman Scudder: Do we have any idea what that is going to look like?

Mr. Porpiglia: We looked at the fiscal impact on this and for 2017, if all four were filled and again, currently only three are filled, but I have a high end of \$19,000. That figure would definitely lower for 2017 because there is the vacancy and we're approaching month two out on a vacancy that was budgeted.

Legislator Starks: Does it have to be filled within or if there were not to be an applicant could it be filled from the outside, (*inaudible*)?

Mr. Porpiglia: It could yes.

Legislator Starks: It's just not the pattern?

Mr. Porpiglia: The skill level, you can imagine the risk factor in a 911 dispatch unit. They want somebody that has gone through the ranks and familiar with emergency services.

Legislator Muldowney: Joe, you are saying that these are four supervisory positions?

Mr. Porpiglia: Yes.

Legislator Whitford: And what effect would this have on the overall budget?

Mr. Porpiglia: Well, the Sheriff supports this and he said the budget will accommodate this. Again, my best guess today, we analyzed this two months ago was about \$19,000. I'm going to say that it's probably closer to \$14,000 impact right now.

Legislator Vanstrom: Annually?

Mr. Porpiglia: Yes. Our last recruitment there was 20 available through promotion. Three people applied for the exam.

Chairman Scudder: Anybody else? All those in favor?

Unanimously Carried

Proposed Resolution – Reallocating Salary Grade for Nurse Practitioner (Public Health) and Nurse Practitioner (Mental Health)

Mr. Porpiglia: In the reallocation process the criteria must be met to recruit and retain employees and then the market place becomes a very big factor into that recruitment and retention of employees. The previous two positions, specifically the supervisor of police emergence dispatcher addressed that recruitment issue. The first one was probably a little more technical, just to give you the history on that. This one for the nurse practitioner really fulfills all that criteria. You will hear from Director Schuyler in moment but I'll just lay out for you that recruitment and retention is an issue here. The marketplace, we can't compete in as it stands right now and there are programs that the Legislature has approved that the department is attempting to promulgate through their community needs and clients and we aren't doing very well at that in terms of this recruitment. There are currently 2.8 FTE's Countywide in this position and we feel that the salary grade recommended of 35 is a marketplace salary that we can compete with and hopefully retain the one position that we have right now. Actually we have the 1.8 right now at risk of losing one. Christine, do you want to add to this particular situation?

Mrs. Schuyler: The County in itself has a health care provider storage area. When it comes to potentially (*inaudible*) nurse practitioners, we have a very competitive market. Right now the County's salary range has a nurse practitioner at a Grade 32 and a physician assistant at Grade 34 and I think that was just a last year, Mental Health brought on a physician assistant. We've never had one in Public Health. We are in the midst of transferring the function of jail medical from the Office of Sheriff to the Office of the County Executive and under us in Health & Human Services. This physician assistant who had been providing services at the jail, that contract ran out at the end of the year as did the medical director which we have brought on as a part time salaried employee. We have the ability to utilize our nurse practitioners to provide the jail medical services in addition to the Public Health services that we provide and I truly feel that that is the way for us to provide a much improved quality of care and then long term, actually decrease costs and hopefully improve the care and increase recidivism once (*inaudible*) health care provider, not just in the jail, but also Public Health, we mandated to do so. The salaries that we have had here for nurse practitioners are very low compared to what we are seeing, not just in the County but even in our surrounding areas when we did our salary comparisons. Nurse practitioners function actually at a higher level than a physician assistant. A physician assistant

must be supervised directly by a physician where nurse practitioners can provide their services independently for the County. We do have collaborating agreements with our County physician but they actually are independent providers which gives a lot more leeway, more flexibility, we're able to cover a lot more hours (*inaudible*) at the jail and provide a lot more of our public health services. We have a nurse practitioner currently who was a Public Health nurse. She really has what I would call a Public Health brain and very aware of community health issues. Also was a jailhouse nurse before she came over to Public Health and I am very interested in being able to retain her. She does have multiple job offers in the private sector and is literally looking to accept one of those and I feel that it's imperative for us to become more competitive in order to keep her on board.

Legislator Starks: Is she likely to stay with this opportunity?

Mrs. Schuyler: Yes. She loves Public Health. She actually loves the jailhouse.

Legislator Starks: I know that you can't promise but in your opinion.

Mrs. Schuyler: My opinion is that her passion –

Legislator Starks: This will make a difference for her.

Mrs. Schuyler: Yes, she also has to think of her family and it's hard when you look at what the market is out there.

Chairman Scudder: We have numbers here how that is going to impact?

Mr. Porpiglia: The overall impact for 2017 will be about \$15,500.

Mrs. Schuyler: But that also doesn't include any reimbursement that we get. A portion of our nurse practitioners are funded by multiple grants. Planning, cancer services, immunization action, project lead, as well as 36% State aid on salary. The only thing that is excluded there is jail medical side. Public Health law does not permit State aid to be used for any jail medical services but our contracting costs have been decreased by not contracting out for a physician assistant and medical director. We've already saved money there. I apologize, I didn't do the full spread on what the budget impact would be but the point eight, nurse practitioners, full grant funded and it would just be the portion of the one nurse practitioner that does jail medical that we have no option on. No matter who you have for the provider over there, there is no reimbursement from the State.

Chairman Scudder: Anybody else?

Unanimously Carried

Proposed Resolution – Standard Workday and Reporting Resolution

Mr. Porpiglia: You have seen these come before you. This is a standard operating procedure. As Legislators and other salaried employees, you fill out time records and we need to present those back to you, not only yours but all other salaried non-time clock using employees for presentation for approval and presentation to the State so that there is an appropriate credit given to the retirement system on your behalf and all employees behalf.

Legislator Starks: Is the retirement system the full purpose of this one?

Mr. Porpiglia: Yes.

Chairman Scudder: Any discussion? All in favor.

Unanimously Carried

Proposed Resolution – Amend 2016 Budget for Year End Reconciliations – Board of Elections

Ms. Parment: We are here to see if we can adjust our year end budget for closing. We over expended in our personnel and expended in fixed contractual. Basically for the fixed contractual it was postage. Personnel it was a variety of things but the majority was overtime. We had the wonderful Presidential election year which really hit us hard.

Chairman Scudder: Why is that?

Ms. Parment: (*Cross talk*) we had six elections (*cross talk*) –

Legislator Vanstrom: The Presidential election got the most amounts of voters in a (*inaudible*) cycle.

Ms. Parment: We got a lot of phone calls that we normally don't have that would come forth with this Presidential election. A lot of people were curious of their integrity and secrecy, and you know, is it going to be hacked. We just had questions that we've, since I've been there, 10 years, have never, never experienced before. Kept us really busy.

Chairman Scudder: I assumed that you know that it is going to be busier. I'm not being critical of this.

Ms. Parment: No, we do know that it's going to be busier.

Chairman Scudder: It's not like, oh my goodness, we didn't know that we were going to be busy for Presidential election.

Ms. Parment: We just seriously, we just never expected – our phones rang off the hook. We would have people at the counter and poor Mr. Tuggle, he sits right there at the counter and they would – it was just unreal the scare the people had about voting and is it going to count and is it going to be hacked, and you know, we've never experienced that to this degree before ever.

Since I have been there, put it that way. It was a very bizarre Presidential election from my standpoint. We did have an increase in revenue which is wonderful.

Chairman Scudder: That's good. Any questions or comments?

Unanimously Carried

Proposed Resolution – Amend 2016 Budget for Year-End Reconciliations–Law Department

Mr. Abdella: Just a few things occurred. First of all on the personnel services, we were somewhat over the .1. This was mentioned in the other committee, I think some of that was related to the settlement of the CSEA contract. But in most cases, it was offset by actually a greater savings in the employee benefit side on the insurance which may have been part of what happened with us. The other thing for us is that we also took over, late in the year, the sewer district work and so we increased time at the end of the year for that purpose. Then on the contractual side, I had mentioned this in Audit & Control, we had a unusual circumstance involving our juvenile delinquent prosecutions where we had a conflict in the office and had to hire outside counsel in a murder charge. So that caused us to exceed our contractual. But we did have increased revenue and savings on the employee benefit side to offset those things.

Chairman Scudder: When we do the sewer and water district stuff, do they pay us for that?

Mr. Abdella: They will be paying us for that in 2017 and we'll actually need to amend our budget which I will bring to you at some point to do that.

Chairman Scudder: So this is just from taking it over in 16'?

Mr. Abdella: Taking over in the last month or two, 16', yes.

Chairman Scudder: Any other discussion?

Unanimously Carried

Proposed Resolution – Real Property Tax Foreclosure Parcel

Mr. Abdella: It's my understanding that Mr. Caflisch is ill today and he asked me to cover for him. Here is a case just where the Legislature had approved a reacquisition of a parcel. That owner did not end up following through on that reacquisition. So, this is just confirming that the County will put the parcel back into the foreclosure process.

Chairman Scudder: This is from last spring? The last cycle?

Mr. Abdella: I don't know for sure but I am sure that it would be yes.

Chairman Scudder: So this one is affectively into the auction now?

Mr. Abdella: Into the auction now.

Chairman Scudder: There is no more –

Mr. Abdella: The reacquisition just is that they didn't follow through.

Chairman Scudder: Any questions, comments, any concerns?

Unanimously Carried

Proposed Resolution – Applications for Credit of Real Property Taxes for 2016

Mr. Abdella: This involved a situation in speaking with Mr. Caflisch where the individual purchased this parcel from a tax exemption organization and when that happens the parcel becomes taxable but not until the next taxable status date. In error apparently, the assessor immediately deemed it taxable which was not correct. It needs to wait until the next taxable status date so this tax amount of \$3,000 had been improperly assessed against this individual. So that needs to be corrected.

Chairman Scudder: Can we bill the assessor?

Legislator Muldowney: Leave him alone.

Legislator Vanstrom: We know, let's not get personal.

Chairman Scudder: That's why I said it.

Mr. Abdella: It was not Mr. Muldowney.

Chairman Scudder: No, I didn't mean that. One of his bro's! Any discussion?

Unanimously Carried

Proposed Resolution – Amend Budget for CS Fund

Ms. Crow: So there was a resolution earlier this year for a settlement of a liability claim which was approved but at that time we probably should have, knowing we were going to have that expense and probably other expenses during the year, could have amended the budget at that time but it wasn't done so we're doing it now.

Chairman Scudder: Any questions or comments?

Unanimously Carried

Proposed Resolution – Amend 2016 Budget for MS Fund

Ms. Crow: The MS fund is our Worker's Comp fund and throughout the year we settle claims when we can settle them. We did receive a refund from – well, one; we settle claims and two; is also actively pursue reimbursement of, I wouldn't say overpayments, but, when somebody wasn't due and award, we recouped a refund from the prior year. That was how we were able to offset the additional claim that we settled which was an increase in appropriation. So, we received a refund from a claim that we, I can't think of the right words. There are not related to each other, they are independent transaction so the reason that we were over budget because we were settling a claim. Sometimes were better off in the long run to give somebody a pay out on their claim and end their claim. So that is why we were over budget but the reason that we have the surplus as revenue is because we were able to recoup funds where we argued against that it was a legitimate claim so we received a refund and that is what we are using to offset the other claim that we settled.

Chairman Scudder: All in favor?

Unanimously Carried

Other

Proposed Resolution – Amend 2016 Budget for Year-End Reconciliations – County Clerk

Mr. Barmore: Basically, I can't remember if I came to this committee last year now but I went to Audit & Control because they asked for when our budget was made out for last year, my budget person for DMV forgot to include the salary for one employee so that kind of made it come up short. However, we had some turnover during the year so we had several vacant periods that we didn't need the money. That is why we're a bit short in the amount of money that we need for that account. Weights and Measures, our Director retired in 2015 and we had to hire an assistant director and all the while we're training both the new director and the assistant director new things and they needed some overtime but, in both cases, we have more than enough money within our own department to transfer and cover the overages so that we're still within our budget. Just spent the money a little differently than we had anticipated.

Chairman Scudder: Can you explain the Historian?

Mr. Barmore: The \$7.00. I don't know, you'll have to ask Mrs. Dennison on that.

Chairman Scudder: Any questions or comments?

Unanimously Carried

Proposed Resolution - Amend 2016 Budget for Year-End Reconciliations – IT Services

Ms. Crow: I would like to introduce Kathleen Dennison, our new Budget Director and she's had a lot of work to do on her first week of work.

Chairman Scudder: Welcome. If you have not met her, nice lady, from Fredonia.

Mrs. Dennison: Mr. DeAngelo asked me to speak on his behalf because he could not be here this evening.

Chairman Scudder: As he had informed me in advance.

Mrs. Dennison: In his organization he did have some overages in personnel services, all in base pay due to the revised contract for CSEA 6300. He also had an overage in contractual expenses for the Print Shop but as you will see at the bottom of the resolution there was more than enough additional revenue in the Print Shop to cover that overage. Then he had a couple of smaller categories that we also adjusted. For the GIS Information Technologies and also just a small \$750 overage in his employee benefits in Information Technologies. Those categories are covered by a savings in contractual expenses for the Office Services Department. That is primarily due to postage being less than anticipated. I should also comment that there was a savings in Information Technology contractual expenditures and that was due to lower than expected communication costs. He is self-balancing within his organization.

Chairman Scudder: Any questions or comments?

Unanimously Carried

Proposed Resolution – Amend 2016 Budget for Year-End Reconciliations – County Executive

Mrs. Dennison: The County Executive's office had a small overage in personnel services and elected to balance that with funds from contractual and fixed contractual in addition to employee benefits. There was enough money in employee benefits to cover the personnel services over budget situation but as I said, the County Executive opted to split up the balancing into those three categories.

Chairman Scudder: Any discussion?

Unanimously Carried

Proposed Resolution - Amend 2016 Budget for Year-End Reconciliations – Real Property Tax Services

Mrs. Dennison: Mr. Caflich asked us to speak on his behalf. We have a similar situation to a lot of our other departments that he is over in personnel services but has more than enough to compensate for that in the employee benefits category. I have to admit that I do not know the exact source of the over budget situation for the contractual category.

Chairman Scudder: Any discussion?

Unanimously Carried

Proposed Resolution - Amend 2016 Budget for Year-End Reconciliations – Insurance Fund (M)

Ms. Crow: The main adjustment here relates to our cost for retiree – the “M” fund is our health insurance fund where we – the cost of our health insurance is paid out of the “M” fund and then we allocate charges out to all departments, per employee etc.. But the cost for retirees is there in the “M” fund and then we estimate what that cost will be when we prepare the budget and then each department is charged a health insurance surcharge to cover the cost for retiree benefit, the earned benefit for health insurance that employees get when they retire. So, we have been on an uptick of retirees. It seems like every year, the last few years, I’ve been raising the budget for how much we’re planning for, for retiree costs and so essentially that was the amount we were over this year, primarily in the cash out. So instead of taking the insurance, they have an option to cash out the value of their benefit. Whether they took the insurance or cash out it wouldn’t matter we would just still have seen an increase cost. So, as a year-end adjustment, because our “M” fund is right now, at about a \$74,000 deficit, we’ve been trying to get to a positive balance in the “M” fund over several years. Maybe five years ago we had a half a million dollar deficit so we’re much better than we were but I will be doing an adjustment. The reason for the revenue is because I will be billing out an adjustments to all the other County departments to really make up that difference. So, that is what that revenue will be, an adjustment, increase in the surcharge once I book that entry. Then we’ll be back in the black hopefully in the “M” fund.

Legislator Starks: *(Cross talk)* be expecting that invoice?

Ms. Crow: I know that again, because we have the other committee heard the explanation but and you’ll probably hear it with other resolutions at your full committee but overall when we settled the contract for CSEA, we knew that the settled wage increase at the time, the budget was already adopted but we knew that wage increase would be able to be offset by a savings we had in health insurance because our actual health insurance rates came in much less than what we had budgeted for. So we knew that that savings for the health insurance would help offset that wage increase and/or create an overall surplus. So because I know now that we have that surplus, I am going to do this reconciliation because I know there is room for it. If there hadn’t been then I might of tried to wait another year to get back some to help improve the “M” fund. That’s just another fund balance on our overall books that we would be, you know, for investment ratings and things like that. It is a deficit right now while it’s almost zero or close to zero of having a positive fund balance there would be better for us.

Chairman Scudder: All in favor?

Unanimously Carried

Chairman Scudder: That brings us to the end of our time with you ladies and our committee in general.

MOVED by Legislator Vanstrom, SECONDED by Legislator Muldowney

Unanimously Carried – 5:48 p.m.

Respectfully submitted and transcribed,
Kathy K. Tampio, Clerk/ Lori J. Foster, Deputy Clerk/Secretary to the Legislature