

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: OCTOBER 8, 2014

COMMITTEE MEMBERS PRESENT:

SUPERVISORS CONOVER
TAYLOR
SOKOL
MONROE
WOOD
KENNY
MERLINO
FRASIER
DICKINSON

OTHERS PRESENT:

KEVIN GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
MARTIN AUFFREDOU, COUNTY ATTORNEY
JOAN SADY, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BROCK
SEEBER
SIMPSON
STROUGH
MIKE COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY
PATRICIA NENNINGER, PERSONNEL OFFICER
GRETCHEN STEFFAN, COUNTY HUMAN RESOURCES DIRECTOR
MIKE SWAN, COUNTY TREASURER
DON LEHMAN, *THE POST STAR*
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

Mr. Conover called the meeting of the Finance Committee to order at 10:15 a.m.

Motion was made by Mr. Sokol, seconded by Mr. Kenny and carried unanimously to approve the minutes of the prior Committee meeting, subject to correction by the Clerk of the Board.

Copies of the meeting agenda were distributed to the Committee members and a copy of same is on file with the meeting minutes.

Mr. Conover began by apprising of a request that had been inadvertently omitted from the Agenda concerning the County Human Resources Director's request for a contingent fund transfer totaling \$4,173 to cover the cost of extending the employment of the Temporary HR/Civil Service Assistant position through the end of the year. He advised that the request to extend the term of the position had been approved by the Personnel Committee earlier that morning, as well as to refer the funding issue to the Finance Committee. Mr. Conover advised this item would be included under the Request from the Treasurer's Office section of the Agenda.

Commencing the Agenda review, Mr. Conover reviewed Item 2, Requests from the Treasurer's Office, as follows:

2A) Request for a Contingent Fund transfer in the amount of \$1,134.75 to Budget Code A.1325 436, County Treasurer, Advertising Fees, to pay for a supplemental notice of foreclosure.

Motion was made by Mr. Dickinson, seconded by Mr. Taylor and carried unanimously to approve the request and the necessary resolution was authorized for the October 17th Board Meeting.

2B) Request for a Contingent Fund transfer in the amount of \$4,173 to the County Human Resources Budget to cover the costs associated with the extension of the Temporary HR/Civil Service Assistant position through the end of 2014.

Motion was made by Mr. Merlino, seconded by Mr. Kenny and carried by majority vote to approve the request, with Mr. Dickinson voting in opposition, and the necessary resolution was authorized for the October 17th Board Meeting.

Ms. Wood requested that the aforementioned Contingent Fund transfer request be included on a separate resolution from the other transfer requests when presented at the October 17th Board Meeting

and Joan Sady, Clerk of the Board, acknowledged the request.

Mr. Conover noted he had mistakenly skipped over Item 1, request for transfer of funds, as attached for Committee approval.

Motion was made by Mr. Sokol, seconded by Mr. Taylor and carried unanimously to approve the request and the necessary resolution was authorized for the October 17th Board Meeting.

Moving on, Mr. Conover announced Items 3A-E consisted of referrals from the Health Services Committee, *Public Health*, as follows:

- 3A) Request to amend the 2014 County Budget to reflect the receipt of unanticipated revenues and appropriations in the amount of \$742 for a cost of living adjustment to the Family Health Program's Children with Special Health Care Needs grant.
- 3B) Request to amend the 2014 County Budget to reflect the receipt of unanticipated revenues and appropriations in the amount of \$2,635 for a cost of living adjustment to the Disease Program's Immunization Action Program grant.
- 3C) Request to amend the 2014 County Budget to reflect the receipt of unanticipated revenues and appropriations in the amount of \$1,352 for a cost of living adjustment to the Disease Program's Rabies grant.
- 3D) Request to amend the 2014 County Budget to reflect the receipt of unanticipated revenues and appropriations in the amount of \$1,757 for a cost of living adjustment to the Disease Program's Lead grant.
- 3E) Request to amend the 2014 County Budget to reflect the receipt of unanticipated revenues and appropriations in the amount of \$36,596 for a cost of living adjustment to the WIC program for the 2014-2015 program year.

Motion was made by Mr. Kenny, seconded by Ms. Wood and carried unanimously to approve Items 3A-E, as presented, thereby authorizing the necessary resolutions for the October 17th Board Meeting.

Mr. Conover announced Item 4 included a referral from the Human Services Committee, *Employment & Training Administration*, requesting to amend the 2014 County Budget to reflect the receipt of unanticipated revenues and appropriations in the amount of \$48,016 from the Federal Trade Adjustment Act as reimbursement for the training of ten dislocated workers.

Motion was made by Ms. Wood, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the October 17th Board Meeting.

Agenda Item 5, Mr. Conover stated, consisted of a referral from the Public Works Committee, *DPW*, seeking authorization to increase Capital Project No. H342.9550 280, *Blair Road over Mill Brook*, in the amount of \$195,000 to include local match funding to be transferred from Budget Code D.9950 910, *Transfers-Capital Projects*.

Motion was made by Mr. Merlino, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the October 17th Board Meeting.

Proceeding to Item 6, Mr. Conover outlined a referral from the Support Services Committee, *Information Technology*, requesting to appropriate \$117,582 from the Computer Reserve, *Budget Code A895.00*, to Budget Code A.1680 220.1, *Information Technology, Office Equipment-Reserve*, for network upgrades at the County Center and the Sheriff's Office.

Motion was made by Mr. Dickinson, seconded by Mr. Taylor and carried unanimously to approve the request and the necessary resolution was authorized for the October 17th Board Meeting.

Mr. Conover pointed out Item 7 indicated there were no requests/items to be discussed by the County

Administrator; however, he stated, Paul Dusek, County Administrator, had just advised him of the need to approve a request to authorize emergency replacement of approximately 40' of 4" galvanized water main at the Westmount Health Facility with new 4" copper line. Mr. Conover noted that it would be necessary for the Board to approve the request as it was an emergency repair which had not been previously authorized. He further noted that the actual cost of the work was less than initially estimated, at a total of \$6,875.

Motion was made by Mr. Dickinson, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the October 17th Board Meeting.

Concluding the regular agenda review with Item 8, Mr. Conover advised Finance Committee action was required for the following items as approved by the Personnel Committee: 2A, 2B and 3.

Motion was made by Mr. Kenny, seconded by Mr. Taylor and carried unanimously to approve Personnel Agenda Items 2A, 2B and 3 and the necessary resolutions were authorized for the October 17th Board Meeting.

Mr. Conover then proceeded with the review of the Addendum Agenda. He noted Item 1 included a request for transfer of funds, as attached for Committee approval.

Motion was made by Ms. Wood, seconded by Mr. Dickinson and carried unanimously to approve the request, thereby authorizing the necessary resolution for the October 17th Board Meeting.

Agenda Item 2, Mr. Conover noted, consisted of two requests from the County Administrator, as follows:

- 2A) Request for a transfer of \$3,000 from the Contingent Account to Budget Code A.4010 230.1, *Health Services, Auto Equipment-Reserve*, to purchase an additional vehicle for the Health Services Department.
- 2B) Request to appropriate funds in the amount of \$13,000 from the Vehicle Reserve Fund, *A896.00*, to Budget Code A.4010 230.1, *Health Services, Auto Equipment-Reserve*, to purchase an additional vehicle for the Health Services Department.

Motion was made by Mr. Dickinson and seconded by Mr. Merlino to approve both Items 2A and B.

Mr. Dusek clarified the purpose of these requests was to avoid an expense in 2015 by using available funding in the 2014 Budget. He advised the 2015 Budget would include expenses for some large vehicles and if they did not do something to lessen the planned vehicle expenditures in 2015, they would need to raise the 2015 Budget commensurately. Mr. Dusek explained along with the transfers requested, funding from the existing Health Services Budget would be used to purchase two new vehicles in 2014, and one more would be purchased in 2015. In response to a question posed by Mr. Conover, Mr. Dusek confirmed that they were simply accelerating the planned purchases of vehicles for the Health Services Division, but would be reducing the number of cars they planned to purchase from four to a total of three.

As there was no further discussion, Mr. Conover called the question and the aforementioned motion was carried by a unanimous vote, thereby authorizing the necessary resolution for the October 17th Board Meeting.

There being no further business to come before the Finance Committee, on motion made by Mr. Dickinson and seconded by Mr. Taylor, Mr. Conover adjourned the meeting at 10:26 a.m.

Respectfully submitted,
Amanda Allen, Deputy Clerk of the Board