

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: DECEMBER 10, 2014

COMMITTEE MEMBERS PRESENT:

SUPERVISORS CONOVER
TAYLOR
SOKOL
MONROE
KENNY
MERLINO
FRASIER
DICKINSON

OTHERS PRESENT:

MIKE SWAN, COUNTY TREASURER
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 BEATY
BROCK
MCDEVITT
MONROE
SEEBER
SIMPSON
STROUGH
AMY CLUTE, SELF-INSURANCE ADMINISTRATOR
LLOYD COTÉ, ADMINISTRATOR, WESTMOUNT HEALTH FACILITY
PATRICIA NENNINGER, PERSONNEL OFFICER
GRETCHEN STEFFAN, COUNTY HUMAN RESOURCES DIRECTOR
JEFFERY TENNYSON, SUPERINTENDENT OF PUBLIC WORKS
DON LEHMAN, *THE POST STAR*
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

COMMITTEE MEMBER ABSENT:

SUPERVISOR WOOD

Mr. Conover called the meeting of the Finance Committee to order at 9:21 a.m.

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

Commencing the Agenda review with Section III, Item 1, Mr. Conover addressed a request to authorize transfers of funds, as included in the Agenda packet for Committee approval.

Motion was made by Mr. Monroe, seconded by Mr. Kenny and carried unanimously to approve the request and the necessary resolution was authorized for the December 19th Board Meeting.

Continuing, Mr. Conover outlined Items 2A and B, requests from the Treasurer's Office, as follows:

- 2A) Request for a new contract with TAG Consulting Group Corp. for indirect cost analysis services for the term commencing January 1, 2015 and terminating December 31, 2017 with the option of a three-year renewal; the annual cost of the contract will be \$5,200 for years 2015-2017 and \$5,000 for years 2018-2020. Funding for this contract is available within the existing Budget.

Motion was made by Mr. Merlino and seconded by Mr. Kenny to approve Item 2A.

Mike Swan, *County Treasurer*, advised that it was a State mandated requirement to audit indirect costs. He said this contract was subject to a bid process and he noted that the current contract was held with an alternate firm and would expire at the close of 2014. Mr. Swan apprised the founder of TAG Consulting Group Corp. had previously worked for the current contractor and had left that firm to start his own company; he added that by switching contractors the County would be saving about \$1,000

per year for the auditing services. Mr. Swan gave an example of indirect costs, indicating that when the Treasurer's Office performed a service for the Department of Social Services, those services were audited to determine whether indirect costs could be identified which were eligible for State reimbursement.

Mr. Dickinson pointed out that the contract years listed on the actual resolution request form did not match those reflected on the Agenda. Joan Sady, *Clerk of the Board*, explained that the contract was for the term of January 1, 2015-December 31, 2017 but the audits performed would be for the previous year; for example, she advised what was shown on the resolution request form as a cost of \$5,200 for 2014 actually pertained to the year 2014 audit which would be performed in 2015.

Mr. Monroe questioned whether a cost benefit analysis had been performed to determine whether the cost of the audit was actually more than what was saved and Mr. Swan replied in the negative. Mr. Swan advised that an analysis had not been performed because the audits were State mandated; however, he added, they could research the matter to make such a determination.

There being 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 December 19th Board Meeting.

- 2B) Request to fill the vacant position of Account Clerk #1 *19 hours per week (Grade 4, Annual Base Salary \$12,279)*.

Motion was made by Mr. Taylor and seconded by Mr. Kenny to approve the request.

Mr. Swan advised that the part-time Account Clerk had resigned from his Office; he noted that the main responsibility of the position was to work with occupancy tax collections, but said they used the position for other duties as well, such as verifying vouchers. Mr. Swan explained that this part-time position had been created a number of years ago during the tenure of former Treasurer Francis O'Keefe, to take the place of a full-time position when some downsizing of the Office had occurred. He concluded that this position was necessary to the functions of the Treasurer's Office.

There being no further discussion, Mr. Conover called the question and the aforementioned motion was carried unanimously to approve the filling of the vacant Account Clerk #1 position and to refer same to the Personnel Committee for reporting purposes.

Mr. Conover said he would like to take this opportunity to thank Mr. Swan and his staff for assisting with the financial aspects associated with the new occupancy tax formula.

Next, Mr. Conover addressed Agenda Items 3A and 3B, pertaining to requests from the Clerk of the Board's Office, as follows:

- 3A) Request for a resolution authorizing payment to the Warren County Soil & Water Conservation District for 2015 in the amount of \$313,000.

Motion was made by Mr. Dickinson, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the December 19th Board Meeting.

- 3B) Request for a resolution authorizing payments to SUNY Adirondack in the amount of \$618,233 to be made in January, April and July of 2015.

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 December 19th Board Meeting.

Mr. Conover appraised Item 4 consisted of a request from the Administrator of Westmount Health Facility for a new contract with North East Fire Protection Systems Inc. in a lump sum amount of \$2,250 to install three dry sidewall sprinklers to cover the overhang outside the Administration Offices at the Westmount Health Facility; he noted that funding for this expense is available within the existing Budget.

Motion was made by Mrs. Frasier and seconded by Mr. Sokol to approve the request.

At Mr. Conover's request, Lloyd Coté, *Administrator, Westmount Health Facility*, explained that during one of their annual surveys the State had determined that the overhang required sprinkler installation because its depth was greater than four feet. He noted that the State had wanted the canopy extending from the building to be sprinklered, as well, but they had been able to avoid this requirement by disconnecting the canopy from the building.

There being no further discussion, Mr. Conover called the question and the previous motion was carried unanimously to approve the request for a new contract with North East Fire Protection Systems Inc., and the necessary resolution was authorized for the December 19th Board Meeting.

Moving on to Item 5, Mr. Conover outlined the referrals from the County Facilities Committee, which consisted of the following:

- 5A) Request to establish Capital Project No. H355. 9550 280, *Municipal Center Security Renovations*, in the amount of \$20,000 to provide secure entrances to the Municipal Center. The County Facilities Committee had also requested that the Finance Committee determine a source of funding for this Capital Project.
- 5B) The County Facilities Committee has requested the Finance Committee to determine a source of funding for the additional security personnel necessary to initiate the Municipal Center Security Proposal at a cost of approximately \$39,000.

Motion was made by Mr. Dickinson and seconded by Mr. Kenny to bring Items 5A and 5B to the floor for the purpose of discussion.

Mr. Kenny commented that this was a situation where the Committee would not win favor regardless of their vote. He said that if they voted against Items 5A and B they would be criticized if a security related event were to occur and if they voted in favor they would be criticized for being overly cautious and wasting County dollars. Mr. Kenny stated that in order to vote on this matter he would like to know what incidents had occurred in the past and on what dates, as well as whether the increased security provisions suggested would have prevented them. He concluded that due to this lack of information, he would encourage all of his fellow Committee members to vote against Items 5A and 5B at this time.

Chairman Geraghty agreed with Mr. Kenny's statements, adding that in his opinion installing a magnetometer at the DMV entrance was a bit excessive; however, he said, he was agreeable to the part of the proposal that would secure other entrances to the Municipal Center Building in order to steer visitors to the DMV entrance. Chairman Geraghty commented that he was in support of increasing employee safety, but reiterated that the magnetometer was not necessary and would only cause delays and congestion in admitting visitors to the building and it was not the right thing to do.

Mr. Kenny stated that the stigma attached to the DMV Office in the past had been that the service was slow and now that this perception was finally improving, he was against any action that would stop or delay traffic into that Office.

Mr. Monroe commented that there was no such thing as absolute security and they could not protect everyone, everywhere at all times. He said they first needed to determine what type of threat they were

trying to protect against and he noted that if it was terrorist threats, a magnetometer and additional security guard were not likely to stop such an act from occurring. Likewise, Mr. Monroe stated that if a specific person was being targeted, the magnetometer would not stop that person from being harmed outside of the Building, or at any other location they visited. He said that the magnetometer and additional security may only be effective in protecting against a deranged person attempting to enter the building to cause havoc. Mr. Monroe advised that he was not opposed to securing other entrances to the Municipal Center Building, but agreed that the idea of installing a magnetometer at the DMV entrance was excessive and he commented that he did not feel that they should be trying to protect themselves from the public they were supposed to be serving.

Mr. Dickinson questioned whether they were talking only about securing the DMV entrance and Chairman Geraghty responded that the proposal in question sought to secure all entrances of the Municipal Center Building in order to steer visitors to the DMV entrance where a magnetometer would be installed. Mr. Thomas interjected that the proposal also sought to install a new magnetometer at the Probation entrance. Paul Dusek, County Administrator, clarified that the security proposal presented to the County Facilities Committee was actually comprised of three different phases, the first of which included securing entrances in order to steer visitors to the DMV entrance; he added that employees would be provided with fobs that would allow them to enter the building via the secured entrances. Mr. Dusek noted that many times there were visitors wandering around the Municipal Center Building because they did not know where certain offices were located and the security guard located at the DMV entrance could prove helpful in directing visitors. Additionally, he advised that new signage was proposed to more clearly direct visitors. Mr. Dusek said the subsequent phases of the security proposal suggested the installation of a magnetometer at the DMV entrance, as well as the installation of a new magnetometer at the Probation entrance because the current unit was old and did not function correctly, and finally the introduction of an additional security officer. He commented that the cost of the security proposal could be sharply reduced if they refrained from installing the DMV magnetometer and did not hire additional security personnel. Mr. Dusek stated that a good compromise would be to secure entrances and update the Probation magnetometer but eliminate plans for a DMV magnetometer and additional security staff.

With respect to Mr. Kenny's suggestion that the Committee vote against Items 5A and 5B, Mr. Taylor opined that it might be a better idea to table both items and refer them back to the County Facilities Committee to revise the security proposal to remove the DMV magnetometer and additional security staffing so that the Finance Committee would have a better picture of the costs associated with the scaled back plan. Mr. Taylor also pointed out that they needed to be mindful of the fact that on occasion evening meetings were held in the Municipal Center Building which might be affected by the increased security suggested. Mr. Dusek responded that the Municipal Center Building doors were unlocked each morning at 7:45 a.m. and locked at 5:00 p.m.; he explained that on evenings when night meetings were held, the overnight cleaning staff made sure that one door was left unlocked in order to allow admittance.

Mr. Brock recalled that at a prior meeting Kate Hogan, *District Attorney*, had apprised of a death threat she had received against herself and her staff which the State Police had found to be a credible threat and he questioned whether sufficient protection was being provided, or would be provided, through the court expansion project. He opined that possibly they should speak with Ms. Hogan to obtain more information about this situation.

With regards to Mr. Taylor's suggestion, Mr. Dusek noted that the security proposal as presented by Amy Clute, *Self-Insurance Administrator*, broke the proposal into phases which could be implemented independent of one another and he said she had provided an estimate of cost for each. He commented that currently, the Municipal Center Building was an unsecured environment which some employees felt unsafe in because it was very easy for people to come in and out of the Building unnoticed; he added that this issue would be eliminated by securing the majority of Building's entrances. Mr. Dusek

said he understood arguments made that they did not want the Municipal Center Building to become a “fortress”, and whether or not a magnetometer was necessary at the DMV entrance could be debated and decided upon at a later date by taking a phased approach to the proposal.

Mr. Conover questioned the cost for phase 1 of the security proposal and Ms. Clute advised it would cost \$5,084 to upgrade the software for the fob reader system, \$3,000 for installation of security cameras, and \$3,846.50 to replace the magnetometer at the Probation entrance.

Ms. Seeber stated that it appeared she was in the minority with her opinion that the installation of a magnetometer at the DMV entrance was a good idea. She cited United States Department of Labor statistics indicating that nearly 2 million Americans were victims of workplace violence annually and she said she felt this was a project that should be looked at all inclusively. Ms. Seeber commented that no one could see the future and she was sure that if they were to poll those locations that had experienced mass violence and tragedy incidents, most would indicate that they had not expected these things to happen to them either. She noted that the County spent money on a lot of other needs and held more discussion on them; she recalled that about two years ago security concerns had been raised but no action had been taken. Ms. Seeber stated that she had no qualms about waiting in line to pass through a magnetometer and she said that in reviewing the incidents referenced for the Human Services Building, she had noted that while those reported were not staggering in number, she was uncomfortable with putting a price tag on the safety of the County’s employees. Ms. Seeber also pointed out that the list of incidents she had seen was comprised of only those that were actually reported. She advised that the monetary value of the entire security proposal seemed to be a small price to pay for someone’s safety, in her estimation. Ms. Seeber agreed with Mr. Kenny’s opinion that this was a tough decision as they would likely be criticized no matter which way they voted, but she reiterated that there were probably many small communities that would never have expected to experience the workplace violence incidents they had suffered.

Mr. McDevitt paraphrased from an editorial in a recent *Post Star* editorial which indicated that a reporting from the Bureau of Labor Statistics in 1993 had shown the number of workplace homicides nationally numbered 1,329 and that number had fallen to 397 in 2013; he noted that other workplace violence episodes had also declined. Mr. McDevitt commented that 20 years ago they could have more effectively argued in favor of the installation of a DMV magnetometer but he said he did not think the same case could be made today. He said he regularly used the DMV entrance and could attest to the excellent job the current security officer staff was doing. Mr. McDevitt opined that the installation of a DMV magnetometer ran the risk of an “us versus them” mentality where the “good people” were inside and the “bad” were outside. He commented that those Supervisors in favor of installing the DMV magnetometer should be prepared to install them in their own town buildings as the town employees were no less valuable than those working in the Municipal Center Building. Mr. McDevitt said that the DMV Office reflected an area where revenue was derived for Warren County and they needed to be proactive in encouraging people to come here for their DMV transactions, rather than to other counties or online. He concluded that installing a magnetometer at the DMV entrance was a bad idea; he said he believed that Warren County would be the only one in the state that would have building security at this level for a DMV Office and he would vote against this measure.

Mr. Monroe pointed out that if this level of security was introduced at the Municipal Center, similar cases could be made for the DPW garages, Westmount Health Facility and all of the town halls. He stated he was in favor of undertaking the phase 1 portion of the security proposal which would include securing entrances and installing security cameras and a new magnetometer at the Probation entrance. Mr. Taylor agreed he was also in favor of this work, but questioned whether they should delay the installation of a new magnetometer at the Probation entrance until they were sure that this would not be impacted by the court expansion project; Mr. Dusek acknowledged it may be a good idea to hold off on the Probation magnetometer until some clarification was received. Mr. Dickinson commented that they could approve the phase 1 work, but delay the installation of the Probation magnetometer until

more information on the court expansion work was received, possibly eliminating the expenditure later.

Jeffery Tennyson, Superintendent of Public Works, stated he did not believe that the court expansion project included any renovations to the Probation entrance, but he agreed that they could delay the purchase of a magnetometer for that location until the court expansion plans were solidified. He noted that the renovations proposed for the DMV entrance for installation of a magnetometer had included creating a proper space for the security personnel to allow room for the monitors that would be installed for the security cameras. Mr. Tennyson advised that the layout of the corridors in the Municipal Center Building did not allow good visibility for the security personnel beyond their immediate area; he added that the installation of security cameras and monitors would provide a better ability for the security officers to monitor the building. He suggested removing the installation of the DMV magnetometer from the security proposal and lessening the capital project by \$4,000, to a total of \$16,000, to allow sufficient funding for the creation of space for the security personnel and equipment. Mr. Tennyson advised that there was funding available within the existing Buildings & Grounds budget in Budget Code A.1620 413, *Buildings, Repair & Maint-Bldg/Property*, which could be transferred to fund Capital Project No. H355.9550 280, *Municipal Center Security Renovations* at the reduced amount of \$16,000.

A discussion ensued.

Motion was made by Mr. Monroe, seconded by Mr. Dickinson and carried by majority vote, with Messrs Kenny and Conover opposed, to create Capital Project No. H355.9550 280, *Municipal Center Security Renovations*, in the amount of \$16,000 to be funded by a transfer from Budget Code A.1620 413, *Buildings, Repair & Maint-Bldg/Property*, in order to fund the phase 1 security proposal work (*upgrading software for the job reader system, installation of security cameras, and construction of space for the security personnel*) with the replacement of the Probation magnetometer to be contingent upon court space expansion plans, and the necessary resolutions were authorized for the December 19th Board Meeting.

Ms. Seeber questioned whether the employees working in the DMV area had been polled to determine their feelings on safety and the level of security in place and Mr. Dusek responded he had not spoken with individual employees, but had received reports from some Department Heads about safety concerns. Ms. Clute interjected that she had compiled a listing of incidents reported to her; however, she said, subsequent to the publication of articles in the *Post Star*, she had learned of several other incidents that had not been reported. Ms. Clute advised she would like the opportunity to speak with the employees and revise the list of incidents before providing copies to all of the Supervisors. She noted that Workplace Violence regulations had only been in place since 2007 and she said she wondered whether the decline in incidents was attributed to increased security and workplace violence programs.

Mr. Swan noted that he had worked in the DMV area of the Municipal Center Building for the past 24 years and he agreed that the entrances to the Building needed to be secured. He pointed out that the entrance near the Real Property Tax Services Office offered easy access into the Building and then into the basement, from which a person could access any part of the Municipal Center Building unnoticed. Mr. Swan advised that he had been a proponent for the introduction of a security guard outside the DMV Office as occasionally his Office received irate visitors which made his staff very uncomfortable. He said the presence of a security officer had eased some of his staff's concerns as it would be very easy for them to alert the officer when and if the need arose. Mr. Swan commented that while many staff members were in favor of the installation of a magnetometer at the DMV entrance, he was not sold on the idea as he believed they needed to maintain the flow of visitors into the building. He agreed that directing all visitors to the DMV entrance would be beneficial because the security officer could help to direct them in the right direction.

Mr. Beaty questioned whether information had been garnered from other counties to see what incidents had occurred and how they handled security concerns. He agreed that it was a good idea to secure the outlying entrances to the Municipal Center Building, but said he was not in favor of installing a magnetometer at the DMV entrance or adding additional security personnel until more research was performed. Mr. Beaty noted he had recently visited the Washington County Municipal Center and there had been virtually no security in place.

Resuming the Agenda review, Mr. Conover addressed Items 6A-C, referrals from the Health Services Committee, as follows:

- 6A) Public Health - Request to amend the 2015 County Budget to adjust the Disease Program to reflect the receipt of unanticipated revenues and appropriations in the amount of \$12,000 for the New York State Department of Health Performance Incentive Initiative Award. *Note: this item will be held for presentation at the January 16, 2015 Board Meeting.*

Ms. Sady explained that because this was an amendment to the 2015 Budget, the resolution would not be presented until the January 16, 2015 Board Meeting; she added that the Public Health division had requested approval of the amendment because they would need to use the funding early in 2015.

Motion was made by Mr. Kenny, seconded by Mr. Taylor and carried unanimously to approve the request and the necessary resolution was authorized for the January 16, 2015 Board Meeting.

- 6B) Public Health - Request to amend the 2014 County Budget to adjust the Family Health Program to reflect the receipt of unanticipated revenues and appropriations in the amount of \$739 for a cost of living adjustment to the Children with Special Health Care Needs grant.

Motion was made by Mr. Dickinson, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the December 19th Board Meeting.

- 6C) Westmount Health Facility - Request to amend the 2014 County Budget to reflect the receipt of unanticipated revenues and appropriations in the amount of \$1,200 for an insurance recovery reimbursement relating to the replacement of dentures for a Westmount resident.

Motion was made by Mr. Taylor, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the December 19th Board Meeting.

Next, Mr. Conover presented Items 7A and 7B, referrals from the Human Services Committee, *Employment & Training Administration*, which consisted of the following:

- 7A) Request to amend the 2014 County Budget to reflect the receipt of unanticipated revenues and appropriations in the amount of \$34,860 as reimbursement for training of five dislocated workers through the Federal Trade Adjustment Act.

Motion was made by Mr. Monroe, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the December 19th Board Meeting.

- 7B) Request to amend the 2014 County Budget to reflect the receipt of unanticipated revenues and appropriations in the amount of \$2,136 from the Federal Ticket to Work Program.

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 December 19th Board Meeting.

Mr. Conover advised Agenda Items 8A and 8B pertained to the following referrals from the Public

Works Committee, *DPW*:

- 8A) Request to increase Capital Project No. H328.9550 280, *West Mountain Road Bicycling Improvements*, in the amount of \$12,750 to include the 15% State Marchiselli funding share.
- 8B) Request to establish Capital Project No. H354.9550 280, *County Highway Preservation Project*, in the amount of \$160,650.

Motion was made by Mr. Kenny, seconded by Mr. Merlino and carried unanimously to approve Items 8A and 8B, as outlined above, and the necessary resolutions were authorized for the December 19, 2014 Board Meeting.

Mr. Conover apprised of a late request from the Public Works Division that had not been included on the Agenda to amend the County Budget to increase estimated revenues and appropriations in the amount of \$40,000 to fund the purchase of road salt. Mr. Tennyson advised that the salt supply was low now and they required a sufficient amount for the remainder of the year. Mr. Dickinson asked if the price of road salt had increased and Mr. Tennyson replied affirmatively.

Motion was made by Mr. Kenny, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the December 19th Board Meeting.

Agenda Item 9, Mr. Conover stated, included a referral from the Support Services Committee, *Self-Insurance Administration*, requesting to authorize the County Treasurer to make interfund transfers of unencumbered monies in the Self-Insurance Fund, of up to the maximum amount of \$4 million, to the Contributory Reserve Fund. Mrs. Frasier pointed out that this issue had been discussed and approved at the Support Services Committee meeting held earlier that morning. Chairman Geraghty explained this pertained to excess premium that the Self-Insurance Administrator was requesting to be transferred to the Contributory Reserve Fund.

Motion was made by Mr. Dickinson, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the December 19th Board Meeting.

Mr. Conover advised Items 10A and 10B pertained to requests/items to be discussed by the County Administrator, which were outlined, as follows:

- 10A) Request for a contingent fund transfer in the amount of \$20,699.58 to adjust the budget for the Human Resources/Civil Service Division; *request is contingent upon prior approval from the Personnel Committee.*

Mr. Conover noted that this request was approved by the Personnel Committee at their meeting held earlier that morning.

Motion was made by Mr. Taylor, seconded by Mr. Kenny and carried unanimously to approve the request and the necessary resolution was authorized for the December 19th Board Meeting.

- 10B) Request to increase the Insurance Termination Reserve (*T 020.02*) to \$1 million. An insurance termination reserve was previously established in the amount of \$550,000 in 2011 which represented one half of the potential costs if the County decided to terminate coverage with BSNENY. The current estimated insurance termination liability is \$1 million and the County has enough funds available to sustain the entire estimated termination liability.

Mr. Dusek explained that the County had been making changes to their health insurance coverage in prior years to try and achieve a savings premium, and he noted those efforts had been successful in achieving a 4% premium increase for 2015, which was far lower than prior years when increases as high as 10% had been sustained. He further explained that one of the earliest steps in the process had been to establish a reserve to assist with the \$1 million cost that would have been charged if the County had

decided to discontinue coverage with BSNENY. Mr. Dusek advised that when the reserve was established, they had only been able to provide \$550,000; however, he added, they now had sufficient funds available to place the entire \$1 million in the reserve. He noted that the reserve funds could only be used for health insurance-related costs such as if they desired to move to another insurance carrier, or if there was a need to offset a substantial insurance rate increase. Mr. Dusek clarified these were existing funds and that there was no new money involved.

Motion was made by Mr. Monroe, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the December 19th Board Meeting.

Mr. Dusek stated that he had three additional items to be addressed which had come up at the last minute and he apologized for them having not been included on the Agenda. The first he explained, pertained to Resolution No. 452 of 2014, *Approving Settlement in the Matter of Kathleen Plummer vs County of Warren; Authorizing General Fund Appropriation*, which needed to be amended to reflect that the funds for the settlement would be appropriated from the General Fund Unappropriated Surplus to Budget Code A.3150 419, *Sheriff's Corrections Division, Settlements*, rather than to Budget Code A.1910 418, *Unallocated Insurance, Ins. - General Liability*, as was stated in the resolution.

Motion was made by Mr. Dickinson, seconded by Mr. Sokol and carried unanimously to amend Resolution No. 452 of 2014 as outlined above and the necessary resolution was authorized for the December 19th Board Meeting.

Mr. Dusek advised that the second item to be addressed related to concerns raised by Mr. Coté about the ability to hire temporary staff on an as-needed basis. He explained that there were already contracts in place for the Westmount Health Facility that allowed them to obtain temporary staffing when necessary, but Mr. Coté had expressed a desire to add a couple more organizations to this list to ensure that staffing could be obtained for the Facility when needed.

Motion was made by Mr. Dickinson, seconded by Mr. Monroe and carried unanimously to approve the request to expand the contracts for temporary staffing at Westmount Health Facility to include additional organizations, as requested by Mr. Coté, and the necessary resolution was authorized for the December 19th Board Meeting. *Note: subsequent to the meeting it was determined that this matter had already been addressed through two out-of-Committee requests approved by the Health Services Committee. Separate resolutions authorizing agreements with Clinical Staffing Resources and Prime Time Healthcare to provide temporary Nursing and Certified Nurses Aid coverage at Westmount Health Facility will be presented at the December 19th Board Meeting.*

Mr. Conover noted that the final item to be addressed by the County Administrator pertained to the transfers of funds generally approved by the Finance Committee. He outlined the three different types of transfers entertained, which were either within a departmental budget; Contingent Fund transfers; or transfers made from the Unappropriated Surplus Fund balance which were typically made for large, unanticipated expenses. Mr. Dusek explained that the annual departmental budgets were established on a very conservative basis which sometimes caused there to be deficits in certain codes that required a transfer of funds from other budget codes with sufficient funding to cover them. He advised that in these cases, a department head would present a request to transfer funds within their existing departmental budget, and these were the types of transfer requests typically approved by the Finance Committee. Mr. Dusek advised that it was very difficult for the department head staff to prepare and submit their transfer requests prior to the Finance Committee meeting and he anticipated more transfer requests would be received prior to the December 19th Board Meeting, and maybe even after. In order to alleviate this problem, Mr. Dusek requested authorization by resolution for the County Administrator to approve transfers within existing departmental budgets to cover deficits in various budget codes. He assured the Committee that this authorization would be limited to transfers within a departments existing budget codes and would not apply to any type of Contingent or Unappropriated

Surplus Fund appropriations, nor would it apply to any new purchases. Mr. Dusek pointed out the considerable number of transfer requests included in the Finance Agenda and he noted that this authorization would be beneficial to the department head staff in expediting their requests and would also assist the Committee by lessening the amount of oversight required; he added that this authorization would also assist him in understanding how future budgets should be established because he would have a firsthand account of areas where budget codes were over-expended and others were over-funded.

With respect to public disclosure issues, Mr. Conover questioned whether a monthly accounting of the transfers authorized by the County Administrator's Office would be provided to the Finance Committee and Mr. Dusek replied his Office could establish a reporting similar to the one produced by the Human Resources/Civil Service Office with regard to vacant positions filled. Mr. Dusek said he envisioned the majority of the authorizations provided would be made at the end of the year, when budgets were coming close to being fully expended. Speaking as the Budget Officer, Mr. Thomas stated that Mr. Dusek's request made sense and because there was no new money involved, he did not envision any problems as long as a summary of the transfers approved was presented to the Finance Committee on a monthly basis.

Motion was made by Mr. Dickinson, seconded by Mr. Kenny and carried unanimously to authorize the County Administrator to approve transfers of funds within departmental budgets, limited to existing funds and exclusive of any new purchases, contingent upon his reporting of all transfers authorized to the Finance Committee on a monthly basis, and the necessary resolution was authorized for the December 19th Board Meeting.

Mr. Conover announced that Agenda Item 11 pertained to requests/items to be discussed by the County Attorney, specifically relating to an enforcement matter concerning NYSDEC (*New York State Department of Environmental Conservation*). Martin Auffredou, County Attorney, interjected that an executive session would be necessary to discuss the pending enforcement matter involving the Department of Public Works; he added that he expected the executive session to be a brief one, following which Committee action would be taken.

Before entering into executive session, Mr. Conover suggested that the Committee address the Addendum Agenda Items presented, which included the following:

- 1) Request for transfer of funds as attached for Committee approval.
- 2) Request for a Contingent Fund transfer in the amount of \$3,000 to the District Attorney's transcript budget which was in the negative with another month of Grand Jury appearance and transcript fees to pay for 2014.

Motion was made by Mrs. Frasier, seconded by Mr. Merlino and carried unanimously to approve Addendum Agenda Item 1, as listed above, and the necessary resolution was authorized for the December 19th Board Meeting.

Motion was made by Mr. Monroe, seconded by Mr. Merlino and carried unanimously to approve Addendum Agenda Item 2, as listed above, and the necessary resolution was authorized for the December 19th Board Meeting.

Returning to Mr. Auffredou's request, motion was made by Mr. Monroe, seconded by Mr. Merlino and carried unanimously to enter into an executive session pursuant to Section 105(d) of the Public Officer's Law.

An executive session was held from 10:26 a.m. until 10:42 a.m.

Upon reconvening, Mr. Conover announced that no action had been taken during the executive session;

he then asked Mr. Auffredou to outline the terms of the resolution the Committee sought to authorize. Mr. Auffredou advised the motion would be to authorize the Chairman of the Board to execute a consent stipulation with NYSDEC involving a violation of a permit related to rehabilitation of bridge abutment footings in the Town of Stony Creek, as well as to authorize payment of a civil penalty in the amount of \$500 to be funded from the DPW Budget or, if necessary, from the Contingent Fund.

Motion was made by Mr. Dickinson, seconded by Mr. Monroe and carried unanimously in favor of the scenario outlined by Mr. Auffredou, and the necessary resolution was authorized for the December 19th Board Meeting.

Mr. Sokol pointed out that Item 12 on the regular Agenda, pertaining to a requirement for Finance Committee action on items previously approved by the Personnel Committee, had not been addressed.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to approve Personnel Agenda Items 2A-E and the necessary resolutions were authorized for the December 19th Board Meeting.

Mr. Monroe noted that a meeting would be held on the following day in Albany concerning CFA (*Consolidated Funding Application*) grant awards and he noted that the State had a \$5 billion surplus in the State Budget and the consensus was that they wanted to spend some of this money on infrastructure improvements to expend this one-time revenue. He commented that Warren County should do whatever they could to obtain some of these funds for the court expansion project, or any other projects they needed to undertake. Chairman Geraghty agreed with Mr. Monroe's suggestion and advised he had recently spoken with Senator Little about this matter; he added that he and Mr. Dusek would be formulating a letter requesting funding as soon as a better analysis of the court expansion project construction costs was available.

There being no further business to come before the Finance Committee, on motion made by Mr. Kenny and seconded by Mr. Dickinson, Mr. Conover adjourned the meeting at 10:46 a.m.

Respectfully submitted,
Amanda Allen, Deputy Clerk of the Board