

Law and Finance Committee Minutes  
June 11, 2014 - 4:00 p.m.

Present: Chairman Veitch; Supervisors Collyer, Daly, Grattidge, Kinowski, Lewza, Wright, Johnson, Sausville, Wood, Raymond, and Lent; Spencer Hellwig, Administrator; Jason Kemper, Planning; Skip Carlson, Saratoga Gaming and Raceway; Lisa Scaccia, Jennifer Barrett, Employment and Training; Chris DuBois, Eileen Bennett, Data Processing; John Warnt, Purchasing; Brian O'Connor, Auditor; Steven Bayle, Probation; Catherine Duncan, Public Health; Wes Carr, Youth Bureau; Chad Cooke, Bill Davis, Sewer District; Tina Potter, Social Services; Joanne Bosley, Real Property; Ryan Moore, Mgmt. Analyst; Keith Manz, Public Works; Sam Pitcherelle, Treasurer; Sandi Cross, Office for the Aging; Craig Hayner, County Clerk; Tony Lecata; David Surim, Tom Harris; Saratoga County Residents; Press.

Chairman Veitch called the meeting to order and welcomed all in attendance.

**On a motion made by Mr. Grattidge, seconded by Mr. Kinowski the minutes of the May 14, 2014 meeting were approved unanimously.**

**PERSONNEL AND INSURANCE**

- **Authorizing the Chairman to enter into a renewal agreement with Sedgwick Claims Management Services, Inc. to provide third party administrative services for the County's Self Insurance Program at a cost of \$278,940 commencing July 1, 2014 through June 30, 2015.**
- **Authorizing the Chairman to enter into agreements with a Conflict Defender and two Assistant Conflict Defenders at an annual amount not to exceed the equivalent hourly pay rate of a Grade 20 (Conflict Defender) and Grade 18 (Assistant Conflict Defender) employee calculated at 910 hours per year, and amending the Compensation Schedule in relation thereto.**
- **Authorizing the Chairman to enter into agreements with two Upstate Quality Improvement and Caseload Reduction attorneys at an annual amount not to exceed the equivalent hourly pay rate of a Grade 18 employee calculated at 910 hours per year, and amending the Compensation Schedule in relation thereto.**

Mr. Hellwig said the first item is the authorization of a one year renewal agreement with Sedgwick Claims Management Services, Inc. They are the county's third party administrator for the self-insurance pool that has handled all the county's workers compensation claims since April of 2011. At that time the Board abolished two positions and moved a third position into the self-insurance fund to reduce operating costs of the general fund. The cost of the renewal agreement is the same as the cost of the expiring agreement.

The second item is a resolution to correct an administrative oversight in order to comply with state regulations. It clarifies the Conflict Defender and the two Assistant Conflict Defenders are to be paid as contract employees rather than through the payroll system. The Board of Supervisors created these positions last year as a part of the budget cycle. After review and approval by the Public Safety Committee and throughout the process, it was the Board's expectation that there would be no cost or part-time benefits that would be paid out of the county's operating fund, and that it would be entirely paid for by the State.

The third resolution is for part-time contract attorneys that will help the Public Defender implement a caseload reduction program. The program was approved by the Board in April, where they will handle night court assignments. They receive no benefits and their salaries will be paid for entirely through State grants.

**On a motion made by Ms. Daly, seconded by Mr. Wright the above items were approved unanimously. Unanimous.**

### **ECONOMIC DEVELOPMENT**

- **Setting July 9 2014 at 4:50 p.m. in the Board Room as the date, time and place for a public hearing to review Saratoga County Agricultural District #2 in accordance with NYS Agriculture and Markets Law.**
- **Accepting \$148,502 for the Temporary Assistance to Needy Families (TANF) Summer Youth Employment Program and amending the budget in relation thereto.**
- **Authorizing contract renewals with Warren and Washington Counties to administer the 2014 Workforce Investment Act in their counties.**
- **Authorizing the Chairman to enter into an agreement with Captain Youth and Family Services to administer the Workforce Investment Act Youth Program.**
- **Authorizing the application for and acceptance of federal funds for the Workforce Investment Program for the 2014 program year.**
- **Approving the Workforce Investment Board budget for program year 2014 for \$94,900 and authorizing agreements with Warren and Washington Counties to fund WIB services.**
- **Authorizing a renewal agreement with JJ Young to provide administrative services for the Workforce Investment Board.**

Mr. Hellwig said the county has two consolidated agricultural districts that are comprised of approximately 110,000 acres of viable farmland within the county. Every eight years the Board

of Supervisors is required to conduct a review of the districts in order to determine whether or not any changes, modifications or deletions are required. The resolution will set the date for the public comment on any of the changes that may be proposed.

The second resolution is for authorization to accept this year's funding of \$148,502 for the Summer Youth Employment Program that provides summer jobs for eligible youth. The Employment and Training Director said she believes that they will be able to provide employment for up to 85 youth, ranging from 14-21 years of age.

The third resolution is for authorization to renew Youth Services Funding Agreements with Warren and Washington Counties, as they are responsible to manage the programs in their own county.

The fourth resolution is for authorization to renew Youth Services contracts with Captain Youth and Family Services who will be working with youth in the county, helping them prepare for employment with such things as obtaining a GED, filling out job applications and resume writing.

The fifth resolution is to accept the annual Workforce Investment funding which is used to pay for the various services provided through the Employment and Training administration.

The sixth resolution is to approve a Workforce Investment Board budget which has already been approved by a 38 member board which is made up of members from Saratoga, Warren and Washington counties. The budget has to be approved to support the office of WIB Director, which is a required position under the program.

The final resolution is for the approval of a contract renewal with JJ Young to continue to provide intensive job training services as well as administrative services to the Workforce Investment Board. Under the Workforce Investment Act counties are prohibited from providing these services directly.

**On a motion made by Mr. Kinowski, seconded by Ms. Daly the above resolutions were approved unanimously.**

#### **EQUALIZATION AND ASSESSMENT**

- **Authorizing a correction to the 2014 tax roll from \$31.15 to \$0 for county owned property in the Town of Ballston.**

Mr. Hellwig said there is a credit due to the county due to an assessor error which levied an ambulance district tax against county property. This resolution will authorize a \$31.15 credit to be paid back to the county.

**On a motion made by Mr. Collyer, seconded by Mr. Grattidge the above resolution was approved unanimously.**

### **BUILDINGS AND GROUNDS**

- **Authorizing the Chairman to enter into an agreement with Three D. Rigging & Construction, Inc. for the removal of co-generation equipment at a cost of \$62,720.**

Mr. Hellwig said last May a contract was awarded to Guth DeConzo to prepare bid specifications and manage the sale of the cogeneration equipment at Maplewood Manor. The work was completed; however, over the past year there has been no interest in purchasing that equipment, so the county has had to find a vendor who is willing to remove the equipment at cost. This resolution will authorize the contract with Three D Rigging and Construction, who was the low bidder at a cost of \$62,720.

Mr. Hellwig said there is a buyer of some of the equipment that will generate revenue of just over \$24,000, which would be applied against the expense.

**On a motion made by Mr. Lewza, seconded by Mr. Collyer the above item was approved unanimously.**

### **PUBLIC HEALTH**

- **Authorizing an agreement with Thomas Nicola Consulting Services, PLLC for Occupational Therapy Services up to 20 hours per week at a cost of \$56 per hour.**
- **Authorizing a revision to resolution 242-13 to replace Omnicare, Inc. with Pharmacy Associates of Glens Falls, Inc. as a contracting authority for pharmacy consultant services at Maplewood Manor.**
- **Authorizing an increase in vaccine administration fees, established in July 1999, to cover additional costs associated with providing pediatric, adult and travel vaccines.**
- **Amending the Saratoga County Public Health Nursing Service Billing and Collection Policy.**

Mr. Hellwig said the current Occupational Therapist at Maplewood Manor is unable to provide therapy services beyond 20 hours a week. Due to demands from within the facility there is some need for additional occupational therapy for the residents. As a result of that, Maplewood Manor has identified Thomas Nicola Consulting Services as a vendor that is able to provide an additional 20 hours of occupational therapy each week.

Mr. Hellwig said last December the Board of Supervisors approved a new contract with Pharmacy Associates of Glens Falls, doing business as Royal Care to provide pharmacy

consultant services at an annual cost not to exceed \$30,000. This is in compliance with the regulations that the company reviews with regard to drug regiments of each resident on a monthly basis. When the resolution came through Public Health last year, the Public Health Committee and Administration was lead to believe that Royal Care was owned and operated by Omnicare. Omnicare is actually a subsidiary; therefore, the resolution will need to be amended by removing all references to Omnicare.

Mr. Hellwig said the third resolution is a request from the Public Health Department to update the fee schedule for various immunizations. The current schedule has been in place since 1999. The administrative fee for these immunizations is approximately \$61 a shot, and above and beyond that there is a cost for purchasing the vaccine. The request is to amend the schedule to increase the administrative fees to help offset costs.

Mr. Hellwig said the final resolution will be to amend the Public Health Departments Billing and Collection Policy. One of the updates will be to request upfront payments for tasks that have been a source of bad debt within the department. There will be other changes relating to how the departments will be handling cash and checks as well as closing out the transactions for the day.

**On a motion made by Mr. Wright, seconded by Mr. Collyer the above resolutions were approved unanimously.**

#### **RACING AND GAMING**

- **Expressing the Board of Supervisors' support for the Saratoga Casino and Raceway's bid to site a commercial casino in the Town of East Greenbush in accordance with the Upstate New York Gaming Economic Development Act of 2013.**

Mr. Hellwig said the Racing and Gaming Committee has passed a resolution supporting the Saratoga Raceway and Casino bid for a full Casino in East Greenbush. Consideration of a full resolution by the Saratoga County Board of Supervisors was made contingent upon the approval of the East Greenbush Town Board.

**A motion was made by Mr. Grattidge, seconded by Ms. Daly to approve the above resolution unanimously.**

#### **PUBLIC SAFETY**

- **Approving the County's Alternatives to Incarceration (AIF) Performance Based Services Plan and authorizing acceptance of state grants in the amounts of \$10,128 for the Community Work Order Program and \$16,827 for the Pre-trial Services Program for the period beginning July 1, 2014 and ending June 30, 2015.**

Mr. Hellwig said the above resolution is for authorization to renew the contract with Criminal Justice Services and to accept two State grants for Pre-Trial Services and the Community Work Order Program. The funding levels are unchanged from the previous year.

**On a motion made by Mr. Grattidge, seconded by Mr. Kinowski the above resolution was approved unanimously.**

### **SOCIAL PROGRAMS**

- **Authorizing the Chairman to enter into an agreement with the Town of Waterford to provide \$20,000 for the purchase of a senior transportation vehicle.**
- **Authorizing the Youth Bureau's 2014 funding applications and contracts and amending the budget in relation thereto.**
- **Authorizing the Chairman to enter into an agreement with Upstate Transit of Saratoga, LLC to provide transportation services for children with special needs in our Preschool Special Education and Early Intervention Programs.**
- **Authorizing the acceptance of a federal grant in the Department of Social Services for use in implementing the Workforce Development Institute Child Care Facilitated Enrollment Program and amending the budget in relation thereto.**

Mr. Hellwig said the first resolution is for authorization to provide a \$20,000 contribution toward the purchase of a 12 passenger van in the Town of Waterford. Funding is pass-through funding from the Community Services for the Elderly Program. The town will pick up the balance of the cost of the van.

The second item is from the Youth Bureau where they receive annual funding for Delinquency Prevention Programs that are administered by various municipal and human service agencies across the county. The resolution authorizes the necessary contracts in order to carry out those services, and is required by the Office of Children and Family Services.

The third item is requesting authorization to enter into an agreement with Upstate Transit of Saratoga to provide transportation services for children with handicapped conditions. Upstate Transit was the low bidder.

The final resolution will authorize DSS to implement a new daycare program for families that fall between 200% - 275% of the federal poverty level. The current program is limited to those at or beneath 200% of that threshold. The program has been successful and there is no waiting list. The additional funding stream of approximately \$500,000 will provide this option.

**On a motion made by Mr. Collyer, seconded by Mr. Kinowski the above resolutions were approved unanimously.**

## **LAW AND FINANCE**

- **Amending the 2014 Adopted Budget to transfer \$300,000 from the contingency account into the Data Processing Department to provide funding for IT network infrastructure upgrades.**

Mr. Hellwig said the above item is for the authorization to transfer \$300,000 from contingency into the Data Processing Department to cover the costs associated with the upgrading of the county's computer network infrastructure, which includes transmission media, data, cabling, etc. Over the past several years, the Technology Committee as well as the Data Processing Department has been gathering information to address some of the deficiencies that are a part of the local area network as well as the wide area network. In 2013 the Long Range Capital Committee approved an appropriation of \$225,000 in the 2014 budget to cover a rough estimate on the cabling costs. The Data Processing staff has since gone out and received firm numbers with regard to the cabling as well as all the other equipment and services that will be necessary to complete the initial phase, for a total cost of \$533,000. It is estimated that this piece will be completed within the next several months.

Mr. Hellwig said there would be another cost associated with the second phase of the project for a virtualized server, which will be located in Building 5.

**On a motion made by Mr. Wright, seconded by Mr. Grattidge the above resolution was approved unanimously.**

Mr. Veitch reminded the committee that there was a Public Hearing scheduled for today at 4:55p.m., regarding the Best Value Resolution that was passed last month.

Respectfully submitted,  
Chris Sansom