

Law and Finance Committee Minutes
August 13, 2014 – 4:00 p.m.

Present: Chairman Veitch; Supervisors Daly, Grattidge, Kinowski, Lewza, Wright, Wood, Sausville, Lucia, Jenkins, Martin, and Johnson; Spencer Hellwig, Administrator; Jason Kemper, Planning; Ed Tremblay, Emergency Services; Sam Pitcherelle, Treasurer; Jack Kalinkewicz, Marcy McNamara, Personnel; Michael Zurlo, Richard Emery, Sheriff's Office; Wes Carr, Youth Bureau; Chad Cooke, Sewer District; Diane Brown, Maplewood Manor; Keith Manz, Public Works; Sandi Cross, Office for the Aging; Brian O'Connor, Auditor; Ryan Moore, Mgmt. Analyst; Catherine Duncan, Public Health; Steve Dorsey, County Attorney; Press.

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

On a motion made by Mr. Lewza, seconded by Mr. Kinowski the minutes of the July 9, 2014 meeting were approved unanimously.

Mr. Pitcherelle gave a brief overview of the 2013 audit report as follows: The independent auditing firm of Toski & Company has completed the 2013 single audit, and it will be filed in the County Clerk's office by Friday, August 15, 2014. It has already been filed with the Federal Audit Clearing House and will also be available on the County's website. In summary, there are no material findings and the county has once again received an unqualified opinion, which is very good.

Mr. Pitcherelle said as of December 31, 2013 the Assigned-Appropriated Fund Balance was \$1 million, which was the amount that was set aside for the 2014 budget. He said the (Unreserved, Unappropriated) Fund Balance was \$16,851,950.

Mr. Pitcherelle said the Fund Balance at the beginning of 2013 was restated at approximately \$12,452,717; thus, the General Fund results for 2013 show a surplus in the General Fund of \$5.4 million.

PERSONNEL AND INSURANCE

- **Authorizing the Chairman to enter into an agreement with Marshall & Sterling Insurance as the insurance consultant to prepare bid specifications for the County's insurance coverage at a cost not to exceed \$22,500.**
- **Amending Resolution 75-2013 to authorize an additional expenditure of \$7,078.44 to cover automobile insurance premiums from the period beginning May 8, 2013 and ending May 8, 2014.**
- **Amending Resolution 250-13 to approve a revised standard workday reporting resolution for elected and appointed County officials for retirement purposes.**

- **Amending the 2014 Compensation Schedule under the Office for the Aging to create one Aging Services Specialist to serve as the NY Connects Coordinator, contingent upon the continuation of 100% grant funding for the position.**
- **Appointing Diane S. Turo as Saratoga County Conflict Defender**

Mr. Hellwig said the first item is for authorization to enter into an agreement with Marshall and Sterling to provide the consulting services for the renewal of the county's property and casualty insurance. He said this is conducted every three years and the fee for the consulting work is unchanged from the work that was provided in 2011.

The second item is a request for an amendment to the resolution that authorized last year's insurance policies in order to provide additional coverage for vehicles that were added to the policy during the course of the year.

The third item is the standard workday resolution that will need to be amended to reflect staffing changes that have occurred with the various elected and appointed officials, as well as renewals for some of the department heads. This resolution is necessary in order for the county to be in compliance with the NYS Local Retirement System.

The fourth item is approval to create an additional full time Aging Services Specialist position at the Office for the Aging at a base salary of \$38,365. The position will only be authorized on the condition that it is fully funded by the state. Beginning in December, the County and the Office for the Aging department are going to be eligible to receive state funding that is made available to the federal government for the purpose of increasing non institution community based services, and this position will be used to promote that effort.

The final item was adopted today at a special meeting of the Personnel Committee. Due to the resignation of the existing Conflict Defender, Diane Turo, who is currently a full time employee in the public defender's office is being recommended to fill the position. Ms. Turo has significant experience in handling the types of cases that are going to be run through the Conflict Defenders office, and she has received the support of the Personnel Committee in that endeavor.

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

ECONOMIC DEVELOPMENT

- **Approving the continuation of Saratoga County Consolidated Agricultural District #2, with modifications, for an additional eight years, and authorizing the issuance of a negative declaration under SEQRA.**

Mr. Hellwig said above item is related to the county's two agricultural districts that comprise just under 117,000 acres of agricultural land. The purpose of the district is to preserve viable farm land through a variety of measures which includes local "Right to Farm" laws and various planning efforts. The public hearing has been held and what is being proposed is to continue the district and add three parcels from the Town of Hadley and remove two parcels from the Town of Ballston.

On a motion made by Ms. Daly, seconded by Mr. Wright, the above item was approved unanimously.

BUILDINGS AND GROUNDS

- **Authorizing a one year lease extension with the United States Department of Agriculture for office space in Building #5 at a rate of #20.87 per square foot per year from October 1, 2014 through September 30, 2015.**

Mr. Hellwig said the above item is for authorization to extend the lease agreement with the United States Department of Agriculture for office space in Building 5 that is occupied by the Soil and Water Conservation District. The lease extension will be for a year at an increase of 3%. This will allow them time to get the approvals and the paperwork in place, to ultimately enter into a five year agreement.

On a motion made by Mr. Lewza, seconded by Ms. Daly the above resolution was approved unanimously.

PUBLIC HEALTH

- **Authorizing the Chairman to enter into an agreement with Quality Healthcare Resources to provide billing services for Maplewood Manor at a monthly cost not to exceed \$14,400.**
- **Authorizing the Chairman to accept additional aid from the NYS Department of Health in the amount of \$15,843 for the Immunization Action Plan, Rabies, Lead Poisoning Prevention, and Children with Special Healthcare Needs programs and amending the budget in relation thereto.**
- **Amending the Saratoga County Public Health Nursing Service Billing and Collection Policy to allow for credit and debit card payment for services.**
- **Authorizing the Chairman to enter into a revenue agreement with Washington County for the provision of TB treatment and monitoring of Washington County residents who are referred to our Public Health TB clinic.**

Mr. Hellwig said the first item is for Maplewood Manor to approve a contract with the new billing company, Quality Healthcare Resources. They will be providing accounts receivable and other billing services.

The second item will authorize acceptance of an additional grant covering expenses from April 2014 through March 31, 2015. There are four programs that will receive the benefits of the funding which will include the Immunization Action Plan, Rabies Program, Lead Poisoning Prevention, and the Children with Special Healthcare Needs.

The third item is an amendment to Public Health's Billing and Collection Policy to allow the use of credit card and debit card payments which are currently not accepted by the department. Last year the Public Health Committee suggested that the department explore the use of credit card payments as a way to avoid some of the bad debt cases. Under this proposed policy the clients will be able to swipe their credit cards when the nurses provide the services, not only in their homes, but at Woodlawn as well.

The fourth item is the approval of an Inter-municipal Agreement with Washington County, to allow TB patients that are referred by their Public Health Nursing Service, to receive care in our clinics. Washington County does not have access to an infectious disease doctor of their own, and as a result some of their patients have sought services in Saratoga County. Dr. Delgiacco who is in charge of the program and staff that are there can provide the service for them. There is a fee associated with the service, not only in terms of the County's costs for the clinic, but the nurses that are assisting as well.

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

PUBLIC SAFETY

- **Authorizing the Chairman to enter into a food services contract with NYS Department of Corrections and Community Services.**
- **Authorizing the Chairman to accept a \$38,100 Domestic Violence Prosecution Grant from the New York State Division of Criminal Justice Services**
- **Authorizing the Chairman to accept an Aid to Prosecution Grant in the District Attorney's office in the amount of \$41,300.**
- **Authorizing the Chairman to enter into an agreement with the NYS Office of Homeland Security to accept an \$87,877 Emergency Management Performance Grant.**
- **Amending the 2014 Adopted Budget in Emergency Services to re-appropriate \$61,914.15 in expenses and grant revenues to purchase radio equipment for the Sheriffs mobile communications vehicle.**

Mr. Hellwig said the first item is for authorization to enter into a food service contract with the NYS Department of Corrections, who will be providing prepared meals. They will be preparing the meals in Rome, New York and bringing them to the Saratoga County Correctional Facility, where the Sheriff's kitchen staff will serve those meals to the inmates. Based on the agreement and the savings that are associated with that option, the Sheriff believes the savings will be approximately \$30,000.

The second item is an annual grant that is received from the NYS Division of Criminal Justice Services to cover the costs associated with the prosecution of domestic violence cases. The county has been receiving the grant since 1998.

The third item is an Aid to Prosecution funding that is used for the Prosecution of Violent Felony cases. The amount is unchanged from last year.

The fourth item is for Homeland Security Funding to cover the costs associated with various activities, whether in the Department of Radio Maintenance, Responder Safety or Training Improvements to the County's Emergency Services Operations Center.

The final item is a budget amendment to re-appropriate \$61,914.15. In 2009 there was a member item grant and an additional grant in 2010 from State Homeland Security, and these are the balances that were leftover in those grants. Emergency Services has received approval from the State to re-purpose those savings and use them toward expenses associated with the purchase of new radio equipment from the mobile communications unit which is operated by the Sheriff's office.

On a motion made by Mr. Grattidge, seconded by Mr. Lewza the above resolutions were approved unanimously.

SOCIAL PROGRAMS

- **Authorizing an agreement between the Office for the Aging and the Saratoga County Veterans Service Agency for the purchase of a van at a total cost not to exceed \$45,000.**
- **Authorizing the Chairman to enter into a revenue contract with VNSNY Choice for the reimbursement of home delivered meals for dual-eligible clients of the Office for the Aging.**
- **Authorizing the acceptance of a \$392,049 Balancing Incentive Program (BIP) grant to be utilized by the Office for the Aging to increase access to non-institutional community-based long-term services and supports, and amending the budget in relation thereto.**

- **Establishing the Preschool Special Education Program “related services” rate at \$45 per session for individual sessions and \$35 per session for group sessions beginning with the 2015-2016 school year.**

Mr. Hellwig said the first item is an agreement between the Office for the Aging and Saratoga County Veterans Office which will cover 75% of the costs that are going to be required for the Veterans Department to replace the van that is used to transport Veterans to medical appointments at various locations throughout the county and in adjoining counties. The van has been cost out at \$43,000.

The second item is a part of the Medicaid redesign team efforts to push services into managed care models. A request was made by the Visiting Nurse Services to provide meals on wheels for dual eligible clients, which are those who are eligible for Medicare, as well as Medicaid healthcare services. The county will receive reimbursement from the Visiting Nurses under this agreement, at \$8.75/per meal. The county’s cost is \$6.20/per meal; therefore, there will be no cost to the county.

The third item is a federal initiative that has authorized grants to States, to increase access to non-institutional communities based long term services and supports for the aging population. The funding of \$392,049 has to be spent by September 2015. The budget will be amended to put a portion of the funding in the 2014 budget and the balance will be placed in the budget for 2015. The funding can be spent on various items such as infrastructure, and staffing functions.

The final item will revise the rates paid to providers under the preschool Special Education Program that is provided through the Youth Bureau. Speech Therapy, audiology, psychological and various counseling services are done under contract with therapists across the county. The providers are typically independent contractors with master degrees. The existing rates have been in place for 19 years.

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

PUBLIC HEALTH & PERSONNEL

- **Amending Resolution 103-2014 to authorize an amendment to the impact bargaining agreement with the Civil Service Employees Association relative to providing additional retention and recruitment incentives for the benefit of Maplewood Manor.**

Mr. Hellwig said the above item is designed to help the nursing administration at Maplewood Manor adequately staff the scheduled shifts. Over the past two years there has been a number of retirements and transfers to other county departments and resignations of employees to pursue other job opportunities, both within and outside the county. In addition, there has been an aggressive effort to fill the empty beds in the facility, which is also creating a greater demand for adequate staffing at the facility. The maximum budget impact to the county would be

\$150,000. This is a necessary step to take to make sure that the staffing that is needed is secured.

On a motion made by Mr. Kinowski, seconded by Ms. Daly the above item was approved unanimously.

LAW AND FINANCE

- **Authorizing the Chairman to enter into an agreement with Stilsing Electric, Inc. in the amount of \$222,735 for electrical construction services required to upgrade the Saratoga County Sewer District's Milton pump station.**

Mr. Hellwig said the above item is a recommendation from the Sewer District to award the electrical contract for capital upgrades to the Milton Pump Station to Stilsing Electric, Inc. They were the lowest of three bids after another firm withdrew its bid. The high bid was \$335,900.

On a motion made by Mr. Lewza, seconded by Ms. Daly the above resolution was approved unanimously.

- **Authorizing blanket official undertaking for County officers and employees required by law to execute and file official undertakings.**

Mr. Hellwig said under the Public Officers Law the county is required to approve a blanket undertaking that provides insurance coverage for money and property that is handled by officers, employees and the county. Those include the Treasurer, County Clerk, District Attorney, County Sheriff, as well as a number of other positions in the county. This policy was part of the 2014 renewal of the county's property and casualty insurance. A copy of the resolution, when it is adopted by the Board, will be filed in the County Clerk's office.

On a motion made by Ms. Daly, seconded by Mr. Kinowski the above item was approved unanimously.

On a motion made by Mr. Wright, seconded by Mr. Lewza the meeting was adjourned unanimously.

Respectfully submitted,
Chris Sansom