

WAYS & MEANS COMMITTEE MEETING MINUTES
MONDAY, JANUARY 11, 2016
1:30 P.M.

PRESENT: D. Pangrazio, D. Mahus, D. Fanaro, D. Knapp, W. Wadsworth, E. Gott, D. LeFeber, P. Yendell, I. Coyle, H. Grant, B. Beagle-LCN

PERSONNEL – TISH LYNN

Action Item(s) To Be Reported

AMENDING RESOLUTION 2015-369 ADOPTING THE 2016 MISCELLANEOUS WAGE RATES

WHEREAS, Livingston County chooses to match the current increase to the New York State minimum wage rate, now therefore be it

RESOLVED, that the wage rate for Summer Youth Workers is changed to \$9.00 per hour effective January 10, 2016.

Ms. Lynn explained that NYS increased the minimum wage effective December 31, 2015 for \$8.75 per hour to \$9.00. While not required, we typically match that wage rate. We currently have one job title that is below the new rate-summer youth workers position. While there are currently two people in that title, we will have quite a number of them in the summer.

Motion: Mr. Gott moved and Mr. Wadsworth seconded to approve the foregoing resolution ... Carried.

PERSONNEL ISSUES

Action Item(s) To Be Reported

1. DEPARTMENT OF SOCIAL SERVICES-DIANE DEANE

AMENDING THE 2016 DEPARTMENT HEAD SALARY SCHEDULE – SOCIAL SERVICES

RESOLVED, that the 2016 Department Head Salary Schedule is amended as follows:

Social Services

Create one full-time Social Services Attorney position effective immediately.

Mrs. Deane reviewed the need add a full time Social Services Attorney. She has one full time Social Services attorney Jack Sylvester and she has a contract with the County Attorney for one full time and one .4 part time position. If approved, she would only contract for the one FTE position. Mrs. Deane reviewed the complexity and quantity of the cases being handled by the attorneys. She explained that she has had a higher than normal caseworker trainee turnover during the probationary period. She needs more attorney time but she also needs help developing a consistent philosophy among the attorneys and the caseworkers. This position will also help with the transition to Jack Sylvester's retirement date of 2017. She does not know what this looks like but there will be some efficiencies made. The range would be \$60,000-\$90,000 depending on experience.

Motion: Mr. LeFeber moved and Mr. Knapp seconded to approve the foregoing resolution Carried.

AMENDING THE 2016 HOURLY EMPLOYEE SALARY SCHEDULE – SOCIAL SERVICES

RESOLVED, that the 2016 Hourly Employee Salary Schedule is amended as follows:

Social Services

Create one full-time Housing Assistance Representative effective March 1, 2016.

Mrs. Deane reviewed the Section 8 voucher system and how we have an administrative fee the county receives that is put into a reserve account. This position with fringe would cost \$48,000 with the savings of Ruth's retirement being \$15,000. We will not backfill a position when R. Swift retires in the fall.

Motion: Mr. Wadsworth moved and Mr. Fanaro seconded to approve the foregoing resolution Carried.

2. CENTER FOR NURSING & REHABILITATION-STEVE WOODRUFF

AMENDING THE 2016 HOURLY EMPLOYEE SALARY SCHEDULE – CENTER FOR NURSING & REHABILITATION

RESOLVED, that the 2016 Hourly Employee Salary Schedule is amended as follows:

Center for Nursing and Rehabilitation

Create one full-time Nursing Assistant-Transport position.

Mr. Woodruff explained that the position was budgeted and is needed due to the increase in the rehab unit.

Motion: Mr. Gott moved and Mr. Mahus seconded to approve the foregoing resolution..... Carried.

APPOINTING ASSISTANT DIRECTOR OF NURSING SERVICES FOR THE LIVINGSTON COUNTY CENTER FOR NURSING AND REHABILITATION – CYNTHIA PENDER-CANARVIS

RESOLVED, that the 2016 Department Head Salary Schedule is amended as follows:

Center for Nursing and Rehabilitation

Appoint Cynthia Pender-Canarvis, 120 Long View Boulevard, Livonia, NY 14487 to the position of full-time Assistant Director of Nursing Services effective January 24, 2016, at an annual salary of \$75,000.00. Mr. Woodruff reviewed her education and professional history with the County.

Motion: Mr. Wadsworth moved and Mr. LeFeber seconded to approve the foregoing resolution Carried.

APPOINTING FINANCE SUPERVISOR FOR THE LIVINGSTON COUNTY CENTER FOR NURSING AND REHABILITATION – JOANNE M. GREENE

RESOLVED, that the 2016 Department Head Salary Schedule is amended as follows:

Center for Nursing and Rehabilitation

Appoint Joanne M. Greene, 8520 Kuhn Road, Dansville 14437 to the position of full-time Finance Supervisor effective January 17, 2016, at an annual salary of \$49,000.00. Mr. Woodruff reviewed the candidates experience.

Motion: Mr. Gott moved and Mr. Fanaro seconded to approve the foregoing resolution..... Carried.

3. REAL PROPERTY TAX SERVICES – BILL FULLER

AMENDING THE 2016 HOURLY EMPLOYEE SALARY SCHEDULE – REAL PROPERTY TAX SERVICES

RESOLVED, that the 2016 Hourly Employee Salary Schedule is amended as follows:

Real Property Tax Services

Create one full-time County Assessor position and set a Wage Grade 15.

Mr. Fuller explained that this would combine the duties done by Bev Covert and an assessor. He is recommending \$50,000-\$58,000. In looking at similar grades, he feels that a Grade 15 is appropriate. Both the Towns of Geneseo and Groveland have done resolutions to allow for talks with the County. There was discussion on the anticipated savings to the towns. This would be a winning shared services agreement with savings to the County and the Towns. There was discussion on the clerical support.

Motion: Mr. Wadsworth moved and Mr. Gott seconded to approve the foregoing resolution ... Carried.

MOTION TO CHANGE THE AGENDA

Mr. LeFeber moved and Mr. Wadsworth seconded to change the agenda order.

COUNTY ATTORNEY – DAVID MORRIS

The County Attorney explained that these three actions relate to the Wilcox Press subdivision in Dansville.

1. DECLARING SURPLUS PROPERTY IN THE VILLAGE OF DANSVILLE

WHEREAS, the County of Livingston owns land bordering on Knox Street and Bank Street in the Village of Dansville which has recently been subdivided as the Wilcox Press Subdivision approved by the Village of Dansville on December 8, 2015; and

WHEREAS, four (4) small parcels located within the subdivision and designated as Lots 1, 2, 3 and 4 are not needed by the County of Livingston; now therefore be it

RESOLVED, that the Livingston County Board of Supervisors determines that Lots 1, 2, 3 and 4 of the Wilcox Press Subdivision, are no longer necessary for public use and are hereby declared surplus.

Motion: Mr. Gott moved and Mr. LeFeber seconded to approve the foregoing resolution..... Carried.

2. PROVIDING FOR PUBLIC HEARING ON PROPOSED LOCAL LAW NO. A - 2016 A LOCAL LAW AUTHORIZING THE COUNTY OF LIVINGSTON TO SELL .546 ACRES ON BANK STREET IN THE VILLAGE OF DANSVILLE BY PRIVATE SALE

WHEREAS, there has been duly presented and introduced at a meeting of this Board, held on January 13, 2016, a proposed Local Law entitled Local Law No. A – 2016 a local law authorizing the County of Livingston to sell .546 acres on Bank Street in the Village of Dansville by private sale, now therefore be it

RESOLVED, that a public hearing shall be held on the said proposed Local Law by this Board on the 27th day of January, 2016 at 1:35 p.m. in the Board of Supervisors Assembly Room in the Livingston County Government Center in the Village of Geneseo, New York and at least six (6) days notice shall be given by posting thereof on the bulletin board of the Government Center in this County and by publishing such notice at least one (1) time in the official newspapers of the County as provided by law.

Motion: Mr. Gott moved and Mr. Mahus seconded to approve the foregoing resolution.....Carried.

GRANTS & PUBLIC INFORMATION – HEATHER GRANT

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR LIVINGSTON COUNTY DEPARTMENT: THOMA DEVELOPMENT CONSULTANTS

WHEREAS, the Thoma Development Consultants contract for grant writing services with Livingston County expired on December 31, 2015, and

WHEREAS, the County of Livingston would like to enter into a contract until December 31, 2016 for access to additional grant-writing assistance as needed, now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Thoma Development Consultants	1/1/16-12/31/16	Hourly rate per contract
34 Tompkins Street		
Cortland, NY 13045		
For: Grant Writing Services		

For: To extend the county’s ability to access additional grant-writing assistance as needed through 2016.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
		Yes x No

Director’s Comments:

We would like to extend the expiring contract with Thoma Development Consultants in order to allow them to finish up work they have been doing with the County departments/ municipalities. The grant process from start to finish can sometimes be very lengthy and Thoma has a variety of projects they have been working on with the county- some of which were recently awarded through the CFA announcements in December. I would also like to explore the possibility of assisting local non-profits with the grant writing process. The ability to access additional assistance from Thoma will allow me to offer more grant writing/ research services to other entities within our community such as non-profit organizations. Working with other agencies/ organizations may lead to possible collaborations with the county in the future to provide a wealth of services to our community. Often times foundation monies are only offered to legal 501(c)3 organizations but the county would have the potential to access these unique funds by working in conjunction with local non-profits. Mr. Coyle and I have also discussed the possibility of charging a small fee for grant related services to non-county organizations.

Mrs. Grant explained that she did confirm with Thoma that this new contract would be at the same rate as the previous contract. This contract would allow for a smoother transition as her department becomes more established. It could also create the ability for us to work more with some non-profit groups in the community. The hourly rates are \$90/hour for senior staff, \$65/hour for professional staff and \$30/hour for clerical.

Motion: Mr. Fanaro moved and Mr. Wadsworth seconded to approve the foregoing resolutionCarried.

Department Update:

Mrs. Grant explained that the past two months have been an outreach effort for her to the different communities and going to meetings with the supervisors, mayors and department heads. She has talked with representatives with Senators Gallivan and Young letting them know that she is available and learn how she can relate our needs for the funds they have access to. She also met with Bill Nojay and he talked about accessing federal

funds. She has also been working on getting involved with the Finger Lakes Regional Planning Council and the large pot of money available to our region. Council member, Matt Cole suggested that she become involved in a couple of the Council workgroups.

Current Grant Work:

Village of Dansville for a chlorination system-the Department of Health is also working on the grant. She is attending an Archives Grant Workshop tomorrow in the Government Center. Town of Ossian is looking into an Ag Preservation Grant.

Public Information Update:

She has made a concerted effort to meet with the local media on how to create better communications between the County and the media sources. She has done a lot of press releases for the County. She has been posting daily on Facebook and Twitter and is looking into a possible Utube channel. A lot of the research she has been doing talks about using video. She initiated an E-Newsletter which the Board should have received. She would like to create a similar newsletter for the community. Mrs. Grant is looking into developing a social media policy for the County.

Informational Item(s) Written Only

Sent email to all Town Supervisors, Village Mayors and Dept. Heads introducing myself and offering to meet with them.

Met with Thoma to discuss how things will pan out with the transfer of responsibilities. They explained grants they have been working on in past and how they may assist me if we start applying to more opportunities in the future.

Meetings with Village of Leicester, Village of Lima, Village of Caledonia, Town of York, Town of Sparta, Town of Groveland, Town of Avon- email correspondence with Conesus, Leicester, Springwater

Meetings with Departments: (needs assessments)

DOH, Workforce Dev., Probation, 911 Center, Veterans, CNR, Historian, Eco. Dev., Planning. Discussed needs as well as current and future projects they need funding- are in process of funding cycle etc....Also public media resources- explained Facebook presence and twitter as well as press releases to local media.

Created an e-newsletter to send out monthly with updated grant opps, social media ideas and tips on grants etc. First one was sent out on Nov. 30th.

Began research into Social Media Policy for the county. Possible survey of Department Heads to determine their needs for access to social media.

Daily postings on social media to increase traffic; press releases created/ distributed when necessary; updates on website home page; looking into YouTube Channel- video ideas

Attended Public Services, Human Services and Ways & Means Committee meetings; public hearings for budget 2016.

Attended Local Government Workshop on Nov. 13th in Batavia- spoke with Vinnie Esposito regarding REDC funds etc. Also session on relating to media.

CENTRAL SERVICES – JOHN DRISCOLL

AMENDING THE 2016 HOURLY EMPLOYEE SALARY SCHEDULE – CENTRAL SERVICES

RESOLVED, that the 2016 Hourly Employee Salary Schedule is amended as follows:

Central Services

Create one full-time Painter position.

Mr. Driscoll explained the large need to have an employee that is a skilled tradesman for painting services. Mr.

Driscoll feels that accountability is better with by keeping this work with in house staff.

Motion: Mr. Knapp moved and Mr. Gott seconded to approve the foregoing resolution..... Carried.

Mr. Driscoll reported that work in Personnel will be beginning next week. Mr. Driscoll updated the committee on the work being done in DMV. Building 1 work is ongoing.

INFORMATION & TECHNOLOGY SERVICES – KEN KOPPENHAVER

Pre-approved Informational Item(s) To Be Reported

1. ITS STATUS UPDATE – Report on ITS activities and plans for 2016 -Mr. Koppenhaver reviewed the updates done to date on ACA and Probation financials. He is looking to add a staff member in 2016. They are upgrading the email system to the latest version. An RFP is being set up to replace our personnel/financial system. We have 250 computers that need to be upgraded in 2016. Staff training is also needed for the new software going onto those computers. He will be pushing out for expansion to more paperless options. The RHS software used at the CNR is being converted to a totally hosted solution. Network band width in Mt. Morris will be updated to support that. HIPPA compliance will also be updated in 2016. There was discussion on the areas needing the most upgrades and equipment. We will continue to use Dell equipment. Mr. Koppenhaver feels that Dell has been working well for the County. Reporting efficiencies will be increased significantly. Mr. Coyle discussed the movement toward paperless budget, travel & personnel form approvals. Department Heads have been very helpful and excited with the changes. Things are going well between Real Property and ITS.

DECREASING MILEAGE RATE TO 54¢ PER MILE EFFECTIVE JANUARY 1, 2016

RESOLVED, that the standard mileage rate for Livingston County is hereby set at 54¢ per mile effective January 1, 2016.

Motion: Mr. Fanaro moved and Mr. Gott seconded to approve the foregoing resolution Carried.

COUNTY ADMINISTRATOR – IAN COYLE

Action Item(s) To Be Reported

1. APPROVING ABSTRACT OF CLAIMS #12B – DECEMBER 23, 2015

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #12B dated December 23, 2015 in the total amount of \$4,004,922.38.

Motion: Mr. LeFeber moved and Mr. Mahus seconded to approve the foregoing resolution Carried.

2. APPROVING ABSTRACT OF CLAIMS #1A – JANUARY 13, 2016

RESOLVED, that the Livingston County Board of Supervisors approves the Abstract of Claims #1A dated January 13, 2016 in the total amount of \$1,856,290.61.

Motion: Mr. Wadsworth moved and Mr. Fanaro seconded to approve the foregoing resolution Carried.

3. AUTHORIZING TRANSFER OF FUNDS – DEPARTMENT OF HEALTH

Mr. Coyle reviewed the transfer for the WIC program.

Motion: Mr. Wadsworth moved and Mr. Gott seconded to approve the foregoing resolution ... Carried.

4. ESTABLISHING AN ACCOUNT - EMERGENCY MEDICAL SERVICES AND PLANNING DEPARTMENT

RESOLVED, that the following account be established for the Emergency Medical Services Department:

Account	Dept.	Code	Description	Amount
Establish Revenue	A4016	2280	Health Services	\$180,982.00
			TOTAL	\$180,982.00

Establish Appropriation	A4016	1000	Personal Services	\$28,288.00
		1950	Temp Services	\$14,144.00
		4020	Travel, Training	\$450.00
		4025	Conferences	\$1,800.00
		4080	Professional Services	\$86,752.00
		4340	Travel	\$1,620.00
		4460	Indirect Costs	\$23,606.00
		8100	FICA	\$3,246.00
		8200	Retirement	\$4,617.00
		8300	Health Insurance	\$15,801.00
		8400	Workers Compensation	\$658.00
			TOTAL	\$180,982.00

And be it further

RESOLVED, that the following account be established for the Planning Department:

Account	Dept.	Code	Description	Amount
Establish Revenue	A3649	3395	Homeland Defense Grant Revenue	\$3,500,000.00
			TOTAL	\$3,500,000.00
Establish Appropriation	A3649	2200	Equipment	\$3,408,000.00
		4080	Professional Services	\$92,000.00
			TOTAL	\$3,500,000.00

Mr. Coyle reviewed the EMS grant resulting in funds coming in and the Homeland grant. Mr. Coyle explained the tower project, costs and any lease details for the new committee members. There are meetings being held to determine where these funds should be used. The new towers should eliminate some monthly bills we now with some T1 costs. Because we own the towers, we can actually do some co-location and potentially get some revenue stream, i.e. Verizon.

Motion: Mr. Knapp moved and Mr. LeFeber seconded to approve the foregoing resolution Carried.

5. DECLARING SURPLUS PROPERTY – SHERIFF’S OFFICE

WHEREAS, the County of Livingston owns surplus personal property that is no longer necessary for public use, now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby declares the following item(s) as surplus property to be disposed of as determined by the County Administrator:

(Sheriff’s Office)

Quantity	Item	Model	Serial /VIN
1	2006 Jeep	Cherokee	1J4GR48K16C333939
1	2008 Chevrolet	Impala	2G1WB58N981298493

Motion: Mr. Wadsworth moved and Mr. Gott seconded to approve the foregoing resolution ... Carried.

Pre-approved Informational Item(s) To Be Reported

1. Wilcox Press-We are nearing the end of the road for this project. Once the local law process is complete, an RFP will be done following the planning board requirements.
2. Year End Projections and Sales Tax are online. The sales tax projection will not be available until the end of day today. Both Mr. Coyle and the County Treasurer feel that we will be above budget.
3. Board Meeting A/V upgrades - There are some capital project funds available to update the assembly room equipment for the future needs regarding technology.
4. NYS Retirement System / Sheriff’s Office Update-This is the issue where some Sheriff employees are in

the incorrect plans and need to be corrected. The departments are aware of how this happened and it is being monitored so it does not happen again.

5. Discussion of 2016 Federal and State Legislative Agenda-He is hoping to have this completed by the end of the month. A formal legislative forum will be done every other year, so the next event will be in 2017. There was discussion on the Public Defender service takeover by the state and how that has been introduced in both houses. He will be working with Heather on preparing a nice packet to send out to our representatives and the town supervisors. Continue to think about consolidation ideas between the towns and county.

ADJOURNMENT

Mr. Gott moved and Mr. Mahus seconded to adjourn the meeting at 2:45 p.m.

REAL PROPERTY TAX SERVICES – BILL FULLER

Informational Item(s) Written Only

1. Town and County tax bills have been printed and picked up by the Town Tax Collectors.
2. I have interviewed several candidates to fill the vacant Senior Tax Map Technician position, and I am happy to say that I have chosen Gregory De La Fleur as my replacement starting on January 11th. Greg is a licensed Land Surveyor with extensive experience in deed research and mapping, we are extremely fortunate to have him as the newest member of our team.
3. The Real Property Tax Service Aide position remains vacant. We are currently working with the Personnel Department to create a new position which will combine the duties of the Real Property Tax Service Aide with the duties of a County Assessor to fill this vacancy.

Respectfully submitted,

Michele R. Rees
Clerk of the Board