

**WAYS & MEANS COMMITTEE MEETING MINUTES
MONDAY, SEPTEMBER 26, 2016
1:30 P.M.**

PRESENT: D. Pangrazio, D. Mahus, D. Fanaro, D. Knapp, W. Wadsworth, D. LeFeber, P. Yendell, B. Donohue, H. Grant

ABSENT: E. Gott, I. Coyle,

COUNTY TREASURER – AMY MANN

Pre-approved informational item(s) to be reported

1. Presentation of 12/31/2015 audited financial statements by Bonadio Group. Ms. Mann explained that Randy Shepard is calling in today to give an overview of the final audited financial report. Mr. Shepard explained that the overall opinion is unmodified. There were no material weaknesses or reported findings. There was one area of concern regarding the delays with the CNR reconciliation. Ms. Mann explained that we are continuing to work on streamlining the inclusion of CNR with the full County audit process. Ms. Mann will be meeting with CNR on financials monthly. Mr. Shepard stated that the County Treasurer’s Office does a great job preparing for the annual audit. The single audit deadline is September 30 and those will be sent to the Treasurer.
2. Update on auction parcel # 9 located at 5 West Avenue in the Village of Livonia-Ms. Mann explained that the County Attorney sent out a letter with a deadline of 9/23 for Julia Wolfe to close or make good on the check and we have not received anything from her. There was discussion on doing a sealed bid for that property.

Motion: Mr. Fanaro moved and Mr. Wadsworth seconded to authorize the County Attorney to prepare to proceed with a sealed bid to sell parcel #9 from the tax auction Carried.

COUNTY ADMINISTRATOR ITEMS – DAN PANGRAZIO

Action Item(s) To Be Reported

1. **APPROVING ABSTRACT OF CLAIMS #9B-SEPTEMBER 28, 2016**

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

2. **AUTHORIZING TRANSFER OF FUNDS – GRANTS & PUBLIC INFORMATION & SOCIAL SERVICES**

RESOLVED, that the Livingston County Treasurer is authorized and directed to make the requested transfers per the Budget Transfer Request Forms on file in the Office of the Clerk of the Board which have been approved by the Livingston County Administrator.

Mr. Pangrazio explained that this is for a laptop and phone for Heather Grant.

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

3. **AMENDING 2016 LIVINGSTON COUNTY BUDGET–OFFICE FOR THE AGING (2)**

RESOLVED, that the 2016 Office for the Aging budget be amended as follows:

Account	Dept.	Code	Description	Amount
Increase Revenue	A6789	3772	State Revenue	\$2,710.00
			TOTAL	\$2,710.00
Increase Appropriation	A6789	1000	Personal Services	\$1,526.40
		4020	Travel	\$146.34
		4060	Office Supplies	\$626.80
		4200	Advertising	\$293.69
		8100	FICA	\$116.77
			TOTAL	\$2,710.00

And,

Account	Dept.	Code	Description	Amount
Increase Revenue	A6784	4772	State Revenue	\$4,850.00
			TOTAL	\$4,850.00
Increase Appropriation	A6784	1000	Personal Services	\$3,797.21
		4055	Telephone	\$518.48
		4060	Office Supplies	\$243.82
		8100	FICA	\$290.49
			TOTAL	\$4,850.00

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

Mr. Pangrazio explained that the County Administrator is working on the budget. IGT money increased and we may need to dig into the fund balance to meet the match amount.

Deferred Compensation interviews were done two weeks ago. The County Administrator has a contact that will be reviewing the information and we hope to have that ready by the next Ways and Means meeting.

Workers Comp is being worked on but Supervisors can expect a 10% decrease from the 2016 numbers.

ITS Vacancy – Interviews are done and we do have someone to be recommended once the benefits have been worked out.

Informational Item(s) Written Only

1. Budget 2017 - work continues on the 2017 budget. I have had all of my meetings with department heads and I am refining numbers and doing some additional forecasts on expected state aid, IGT and sales tax in the next few days. I should have a draft shortly.
2. ITS Director - Ken's last day is fast approaching. We interviewed two finalists. I hope to have a candidate's name to advance at the next meeting. Elaine VanSon will be the Interim Director.
3. Workers Compensation - The local law resolutions will be on the next agenda. For 2017 budgetary purposes for town contributions, you can expect (minimally) a 10% reduction in contributions at the town level.
4. Deferred Compensation RFP - We are in the process of finalizing our internal scoring matrix for the responses.
5. IGT - The payment forecast for the next draw is now available. The good news is - It is now roughly \$10MM. The bad news is, our estimate was around \$7MM. Therefore, we need an additional \$1.5-\$2MM in "match" money from the general fund. More on this at a later meeting.

ADJOURNMENT

Mr. Mahus moved and Mr. Wadsworth seconded to adjourn the meeting at 1:53 p.m.

GRANTS & PUBLIC INFORMATION – HEATHER GRANT

Informational Item(s) Written Only

1. 3rd Quarter Media Citations Report: Approximately 40 articles have been published regarding County news from July 1st, 2016 to present. The majority of these are posted in the Livingston County News and the Genesee Sun. There were also a few published in the NYSAC online as well as another online news site newyorkupstate.com
2. Participated in the DOH/ EMS/ Noyes Ebola Drill as requested by DOH staff. They recognized the need to include County PIO as well as internal PIO in the drill and I met with DOH staff twice before the day of the drill to prepare. They suggested that I should have a county phone and possibly a lap top as well for certain instances where I would be out of office yet need access to internal communications/ email etc. This has been recommended to Mr. Coyle and we are working on getting a phone/ laptop for my position.
3. Working on development of a county-wide newsletter with information from various departments as well as Towns. Most likely this will be in digital format.

4. Recently submitted an application for DOH to the Greater Rochester Health Foundation- this is similar to the last grant that was applied for to fund Mental Health On-Demand Appointment Initiative.
5. Developing proposals for two Restore NY grants (V of Dansville and V of Avon)- due October 3.
6. Also currently working on the development of grant proposals for Town of Geneseo and Town of Caledonia.
7. Attended the recent Fall Job Fair for social media highlights and am currently working with Board of Elections to highlight their department this month on social media. Economic Development will be the featured department for October.

Respectfully submitted,

Michele R. Rees, CMC
Clerk of the Board

EXECUTIVE SESSION

Motion made by Mr. and seconded by Mr. that the Board adjourn and reconvene and All Supervisors and County Administrator Ian M. Coyle remain present. Carried.

Mr. moved and Mr. seconded that the Committee reconvened in regular session. The following report was presented.

No action taken.