

Budget, Capital and Finance Committee
Regular Meeting Minutes
Monday, December 14, 2009 3:30 PM
Scott Heyman Conference Room

Approved 2-8-10

Present: J. Dennis, Chair; M. Hattery; P. Mackesey
Excused: K. Herrera and N. Shinagawa
Staff: C. Covert, Clerk of the Legislature; N. Jayne, County Administration; M. Lynch, Public Information Officer; B. Crosby, Public Health Administrator; J. Mareane, County Administrator; K. Sutherland, Program Analyst
Guests: S. Shackford, Ithaca Journal Reporter

Call to Order

The meeting was called to order at 3:40 p.m.

Changes to Agenda

Motion To: Motion to add resolutions to the agenda:

Res. No. – Creation of, Abolition of, and Changes in Positions – Various Departments
Res. No. – Appropriation from Contingent Fund – Terminal-Pay Reimbursement – Assessment

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Hattery, Vice Chair
SECONDER:	Pamela Mackesey, Member
AYES:	James Dennis, Michael Hattery, Pamela Mackesey
ABSENT:	Kathy Luz Herrera, Nathan Shinagawa

Minutes Approval

Expanded Budget Committee Minutes for September 9 Thru October 26 (DOC ID: 1613)

A brief discussion was held concerning the proposed changes to Expanded Budget Committee minutes submitted by Legislator Kiefer and Ms. Mackesey believes that they were her comments that she was interested in having included in the minutes. Although the comments were accurate, Ms. Mackesey believes it created inconsistencies and added too much information to the minutes. She reviewed all the proposed changes and said she would only agree to a couple of Ms. Kiefer's comments.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Hattery, Vice Chair
SECONDER:	Pamela Mackesey, Member
AYES:	James Dennis, Michael Hattery, Pamela Mackesey
ABSENT:	Kathy Luz Herrera, Nathan Shinagawa

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- Expanded Budget Minutes
- September 10 (as corrected)
- September 14
- September 22
- September 29
- September 30 (as corrected)
- October 5
- October 13 (as corrected)
- October 15 (as corrected)
- October 21
- October 26 (as corrected)

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November 4, 2009 Minutes (DOC ID: 1681)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Hattery, Vice Chair
SECONDER:	Pamela Mackesey, Member
AYES:	James Dennis, Michael Hattery, Pamela Mackesey
ABSENT:	Kathy Luz Herrera, Nathan Shinagawa

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November 9, 2009 (DOC ID: 1614)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Pamela Mackesey, Member
SECONDER:	Michael Hattery, Vice Chair
AYES:	James Dennis, Michael Hattery, Pamela Mackesey
ABSENT:	Kathy Luz Herrera, Nathan Shinagawa

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Comments from the Public

There was no comment from the public.

Committee Chair Report

Mr. Dennis stated he continues to be concerned with the lack of money coming from the State to the County. As stated by Mr. Squires, the State is in arrears not with just Tompkins County, but all the other counties. Departments are assessing their programs with the loss of money and will be sharing that information with County Administration and the Legislature at the appropriate time.

Director of Finance Report

Mr. Squires said he continues to monitor the situation at the State level as reported by Mr. Dennis. The County is in a good cash position except for the General Fund. As the County entered the month of November, the County's cash position stayed stable. He believes the reason the County's position is down from last year is primarily from the slowing down of funding from New York State. The

month of December is difficult because the County typically pays out twice as much as it takes in. He distributed the General Fund cash report and what he is anticipating in December. He hopes the County will have at least \$8 million in the General Fund; however, the concern is what will be required to be paid out in January including two payrolls.

County Administrator Report

Mr. Mareane said he distributed the monthly indicators report. In addition, he reported the quarterly meeting with Legislators and Department Heads is scheduled for this Wednesday. At that meeting, there will be a critique of the budget process, highlight of departmental accomplishments, and orientation of new Legislators. A full retreat is expected to take place in January or February to discuss budget concerns for 2010, 2011, and 2012. Mr. Mareane said he would be preparing a three-year budget forecast and payroll and sales tax assumptions, which will be an interactive process.

Mr. Mareane reported on the Health Benefits Consortium and the request to have union representation on the Consortium as voting members. Currently, every union has representation but they are non-voting members. This issue is being discussed and reviewed by the State Insurance Department. He said the County is working diligently on this issue and he hopes to have a plan in place by January 1, 2010. A contingency plan is being discussed. He commented that Tompkins County is the first to organize under Article 47.

Ms. Jayne said that she has been receiving budget survey forms and with the following percentage being returned: 67% - Legislators, 74% - departments, and 47% - agencies.

Mr. Hattery referenced the principles that were distributed during the retreat last Spring outlining future cuts and programs and suggested they could be made available again as some of the principles were relevant to 2009.

Report from the Public Information Officer

Ms. Lynch said she did not have a report.

Health Department

Resolution (DOC ID: 1633): Authorizing Changes in Charge Structure - Tompkins County Home Health Care - Health Department

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Pamela Mackesey, Member
SECONDER:	Michael Hattery, Vice Chair
AYES:	James Dennis, Michael Hattery, Pamela Mackesey
ABSENT:	Kathy Luz Herrera, Nathan Shinagawa

WHEREAS, Tompkins County’s accounting consultant, Michael McCarthy, CPA, of McCarthy & Conlon, LLP has recommended changes in the Certified Home Health Agency fee structure to maximize Medicaid and Medicare revenues, and

WHEREAS, New York State currently promulgates rates on the day the County Legislature approves them and it is therefore, desirable for Tompkins County to adopt the 2010 rates in December 2009 for implementation on January 1, 2010, and

WHEREAS, all changes proposed were made to align charges with actual costs per unit of service as determined during Mr. McCarthy's most recent review of our financial and statistical data, now therefore be it

RESOLVED, on recommendation of the Health and Human Services and Budget and Capital Committee, That the Tompkins County Health Department implements the charge structure below, as recommended by Michael McCarthy, CPA, in order to maximize Medicaid, Medicare and other third party revenues.

2010 Tompkins County Home Health Care Fee Schedule

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Skilled Nursing	\$165.00	\$175.00	\$175.00	\$215.00
High Tech Nursing	\$190.00	\$200.00	\$200.00	\$240.00
Physical Therapy	\$112.00	\$115.00	\$115.00	\$155.00
Speech Therapy	\$105.00	\$120.00	\$120.00	\$120.00
Occupational Therapy	\$105.00	\$115.00	\$115.00	\$118.00
Medical Social Work	\$105.00	no fee set	no fee set	no fee set
Home Health Aide	\$ 45.00/hr	\$45.00/hr	\$48.00/hr	\$53.00/hr
Home Health Aide	\$ 90.00/visit	\$90.00/visit	\$96.00/visit	\$96.00/visit

RESOLVED, further, That the Department sets the per hour Nursing Administrative Charge at seventy-two dollars (\$72.00) per hour, for services as appropriate (i.e. rabies post exposure, hypertension screening clinics, immunization administration, etc.)

SEQR ACTION: TYPE II - 20

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Note: The fees are established to maximize dollars from Medicaid, Medicare and other third party payers. The department maintains the use of a sliding fee scale for those patients paying for services out of pocket. In addition we have negotiated agreements with a number of insurance providers and accept payment in full from them. The department continues to maintain the ability to waive a fee in special circumstances.

The following are allowable costs used to determine our average cost per visit:

Administration Costs: Salary and Fringe Benefits for administrators, directors, supervisors and others, Contractual services including Care at Home, Software Support/Maintenance, Cost Reporting Services, etc.), Supplies, Telephone, etc., Depreciation, POM (Plant, Operations, and Maintenance), Transportation and In-direct Costs.

Direct Services Costs: Salary and Fringe Benefits, Contractual Arrangements, Drugs, Depreciation, POM (Plant, Operations, and Maintenance) and Transportation.

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Year-End Resolutions

Resolution (DOC ID: 1628): Authorization to Disburse Funds - County Administration

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Michael Hattery, Vice Chair
SECONDER:	Pamela Mackesey, Member
AYES:	James Dennis, Michael Hattery, Pamela Mackesey
ABSENT:	Kathy Luz Herrera, Nathan Shinagawa

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WHEREAS, it is necessary to specify annually the manner of disbursement of appropriated funds, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Finance Committee, That the County Administrator be and hereby is authorized and directed to disburse all appropriated funds up to the amount of the appropriation included in the 2010 budget, provided that whenever a contract is required funds will be disbursed in accordance with the terms of said agreement.

SEQR ACTION: TYPE II-20

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Resolution (DOC ID: 1630): Delegation of Authority to Authorize Certain Tax and Solid Waste Fee Refunds Under \$500

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Pamela Mackesey, Member
SECONDER:	Michael Hattery, Vice Chair
AYES:	James Dennis, Michael Hattery, Pamela Mackesey
ABSENT:	Kathy Luz Herrera, Nathan Shinagawa

WHEREAS, Section 556 of the Real Property Tax Law authorizes a tax-levying body to delegate the payment of tax refunds due to a clerical error or an unlawful entry (an unlawful entry is any information on the tax roll that violates the Real Property Tax Law), and

WHEREAS, Solid Waste Fee refunds are authorized under Resolution No. 181 of 1996, and

WHEREAS, it is the opinion of the Budget, Capital, and Finance Committee, that such delegation would be more efficient in processing said refunds and therefore beneficial to the taxpayer, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Finance Committee, That the County Director of Assessment shall transmit refund recommendations to the County Administrator,

RESOLVED, further, That the County Administrator is hereby authorized to make payments of any refunds of less than \$500 as if the Tompkins County Legislature had performed this audit in compliance with Paragraph 1-7 of Section 566 of the Real Property Tax Law,

RESOLVED, further, That any refund of \$500 or more must be approved by the Tompkins County Legislature pursuant to Paragraph 8(b) of Section 556 of the Real Property Tax Law,

RESOLVED, further, That the County Administrator shall transmit on or before the 15th day of each month a report to the Tompkins County Legislature of all the refunds processed,

RESOLVED, further, That this resolution shall only be in effect during the calendar year 2010.

SEQR ACTION: TYPE II-20

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Resolution (DOC ID: 1654): - Worker's Compensation Budget and Apportionment - Mutual Self-Insurance Plan

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Michael Hattery, Vice Chair
SECONDER:	Pamela Mackesey, Member
AYES:	James Dennis, Michael Hattery, Pamela Mackesey
ABSENT:	Kathy Luz Herrera, Nathan Shinagawa

WHEREAS, the Budget and Capital Committee estimates that the sum of \$2,000 will be required during the year 2010 for the payment of compensation in old and pending cases on behalf of the County and participating municipalities under the Mutual Self-Insurance Plan and for the expenses of administering same, now therefore be it

RESOLVED, on recommendation of the Budget and Capital Committee, That there be raised from the County and participating municipalities in 2010 the total sum of \$2,000, the same to be apportioned to the County and the participating municipalities in the proportion that their equalized valuation bears to the aggregate valuation of the County and all participating municipal corporations, as follows:

<u>Municipality</u>	<u>Taxable Full Value</u>	<u>Apportionment</u>
Caroline	\$ 187,061,278	\$ 29.28
Danby	\$ 237,635,439	\$ 37.20
Dryden	\$ 715,150,914	\$ 111.95
Enfield	\$ 160,600,559	\$ 25.14
Groton	\$ 165,002,562	\$ 25.83
Ithaca (Town)	\$ 881,246,599	\$ 137.95
Lansing (Town)	\$ 859,064,259	\$ 134.48
Newfield	\$ 241,945,521	\$ 37.88
Ulysses	\$ 319,544,209	\$ 50.02
Ithaca (City)	\$ 1,480,337,819	\$ 231.74
Dryden (Village)	\$ 106,254,535	\$ 16.63
Freeville (Village)	\$ 23,486,950	\$ 3.68
Trumansburg (Village)	\$ 110,559,552	\$ 17.31
Lansing (Village)	\$ 441,350,639	\$ 69.09
Groton (Village)	\$ 78,151,174	\$ 12.23
Cayuga Heights (Village)	\$ 380,601,307	\$ 59.58
County of Tompkins	\$ 6,387,993,316	\$ 1,000.00
Total	\$ 12,775,986,632	\$ 2,000.00

Resolution (DOC ID: 1683): Implementation of 2010 Tompkins County Budget - Memberships

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Pamela Mackesey, Vice Chair
SECONDER:	Michael Hattery, Member
AYES:	James Dennis, Michael Hattery, Pamela Mackesey
ABSENT:	Kathy Luz Herrera, Nathan Shinagawa

WHEREAS, it is in the best interest of the County to have County personnel be members of a variety of organizations, now therefore be it

RESOLVED, on recommendation of the Budget, Capital and Finance Committee, That memberships in all municipal and professional organizations specifically listed in 2010 budget requests, approved by the appropriate program committee, and included in the 2010 budget adopted by the Tompkins County Legislature, are hereby authorized and approved.

SEQR ACTION: TYPE II-20

Resolution (DOC ID: 1684): Implementation of the 2010 Budget - Departmental Fees

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Michael Hattery, Vice Chair
SECONDER:	Pamela Mackesey, Member
AYES:	James Dennis, Michael Hattery, Pamela Mackesey
ABSENT:	Kathy Luz Herrera, Nathan Shinagawa

WHEREAS, various departments are authorized to charge assorted fees for various services, now therefore be it

RESOLVED, on recommendation of the Budget, Capital and Finance Committee, That all changes and increases in fees and changes in methods of charging fees specifically identified in the departmental budget requests, recommended by the Budget, Capital and Finance Committee for 2010, and included in the 2010 budget adopted by the Tompkins County Legislature, are hereby authorized and approved.

SEQR ACTION: TYPE II-20

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Assessment Department

Resolution (DOC ID: 1596): Terminal Pay Reimbursement

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Michael Hattery, Vice Chair
SECONDER:	Pamela Mackesey, Member
AYES:	James Dennis, Michael Hattery, Pamela Mackesey
ABSENT:	Kathy Luz Herrera, Nathan Shinagawa

WHEREAS, the Tompkins County Department of Assessment had the Director of Assessment retire effective October 30, 2009, and

WHEREAS, the Fiscal Policy of Tompkins County allows for terminal-pay reimbursement to the department from the Contingent Fund, now therefore be it

RESOLVED, on recommendation of the Government Performance and Workforce Relations and the Budget, Capital and Finance Committees, That the Director of Finance is hereby authorized and directed to make the following budget appropriation:

REVENUE	A1990.54440	Contingent Fund	\$25,755.41
APPROPRIATION	A1355.51000244	Director of Assessment	\$25,755.41

SEQR ACTION: TYPE II-20

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Resolution – Position Changes

Resolution (DOC ID: 1699): Creation Of, Abolition Of, and Changes in Positions - Various Departments

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Pamela Mackesey, Member
SECONDER:	Michael Hattery, Vice Chair
AYES:	James Dennis, Michael Hattery, Pamela Mackesey
ABSENT:	Kathy Luz Herrera, Nathan Shinagawa

WHEREAS, the adopted 2010 Tompkins County Budget provides for an increase or reduction in hours of existing positions, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Finance Committee, That the hours of the following positions are changed as follows effective January 1, 2010:

Assigned Counsel

1.0 Program Coordinator - Assigned Counsel, #311, (14/670) labor grade N, increase the position and approved hours from 35 to 37.5 hours per week (1.0 FTE)

Department of Social Services

1.0 Social Services Attorney, #1144 (88/233), labor grade R, increase the position and approved hours from 35 to 40 hours per week (1.0 FTE)

1.0 Security Officer, #1155 (9/650), labor grade I, reduce position and approved hours from 40 to 35 hours per week (1.0 FTE)

1.0 Financial Investigator, #1086 (11/536), labor grade K, reduce position and approved hours from 40 to 35 hours per week (1.0 FTE)

RESOLVED, further, That the following positions be created as follows, effective January 1, 2010:

Department of Finance

1.0 Senior Account Clerk (59/320), labor grade H, 35 hours per week position (1.0 FTE)

1.0 Senior Account Clerk (59/320), labor grade H, 40 hours per week position (1.0 FTE)

RESOLVED, further, That the following positions be abolished as follows, effective January 1, 2010:

Department of Finance

1.0 Principal Account Clerk (6/334), labor grade K, 40 hours per week (1.0 FTE)

1.0 Payroll Specialist (61/349), labor grade K, 40 hours per week (1.0 FTE)

SEQR ACTION: TYPE II-20

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2010 Budget Documents

Report or Discussion Item (DOC ID: 1612): 2010 Budget Documents

Ms. Jayne distributed and reviewed copies of two reformatted budget documents for the Committee to discuss. There was discussion that more detailed information could be available in the online version of the budget. The Committee agreed that there should be further input from other Legislators. Mr. Hattery believes the citizen-friendly budget is valuable and offers a better understanding of the budget.

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Adjournment

The meeting adjourned at 4:47 p.m.