

**FINANCE COMMITTEE
AGENDA
MARCH 30, 2017**

Committee Members: *Sokol, Seeber, Dickinson, Merlino, Strough, Beaty, Frasier, McDevitt, Simpson, Geraghty and Vacant*

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. Privilege of the floor
- IV. **Action Agenda**
 - 1) **Privilege of the floor to anyone wishing to address the Committee on any matter.**
 - 2) **Request for transfer of funds as attached for Committee approval.**
 - 3) **Request/Item to be discussed by the County Treasurer:**
Request to amend Resolution No. 3 of 2017 to increase the depository limit for the Glens Falls National Bank & Trust to \$80,000,000.
 - 4) **Referral from the Public Works Committee, Parks, Recreation & Railroad:**
Request to amend the County Budget in the amount of \$5,000 to reflect the receipt of funds donated by the Lewis Trust.
 - 5) **Referral from the Support Services Committee:**
County Attorney-
 - A) Request for a source of funding for the remainder of 2017 for the 2nd Assistant County Attorney position. *(Note this request is contingent upon prior approval from the Personnel & Higher Education Committee.)****Information Technology-***
 - B) Request to appropriate funds in the amount of \$96,825 from the Computer Reserve Fund, *Budget Code A.895*, for the purchase of computers and related equipment and software for various departments.
 - 6) **Request/Item to be Discussed by the County Attorney:**
Request for a new contract with McCarthy & Conlon, LLP. for Medicaid reimbursement services of remaining Westmount payments due from the New York State Department of Health.
 - 7) **Requests/Items to be Discussed by the County Administrator:**
 - A) Journal Report of transfers approved by County Administrator staff since the last meeting.
 - B) Request to appropriate funds in the amount of \$5,000 from the Westmount Legacy Reserve Fund to the Public Nursing Home Budget to pay for the contract with McCarthy & Conlon, LLP.
 - 8) Finance Committee action is required on the following items approved by the Personnel & Higher Education Committee: Personnel & Higher Education Agenda Items 2 and 3A-D.
 - 9) Executive session to discuss settlement of potential litigation with Siemens.
- V. **Pending Items:**
Finance -
No items this month.

RESOLUTION REQUEST FORM NO. 10***Request for Transfer of Funds*****TO:** AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS**DEPARTMENT NAME:** Mental Health**SIGNED:****DATE:** March 16, 2017

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.4320.0165.3490	Mental Health Programs, Parsons Child & Family Center, Mental Health	A.4310 3490	Mental Health Admin., Mental Health	\$14,470
A.4320.0165.470	Mental Health Programs, Parsons Child & Family Center, Contract	A.4310 470	Mental Health Admin., Contract	\$14,470

Please state reason for transfers requested:

NYS OMH has approved request for Mental Health Admin. to administer respite funds in the amount of \$14,470 through the County Children and Youth Single Point of Access (SPOA).

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:**Please file original request with Clerk of the Board and retain copy for your records.**

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Treasurer

DATE: March 20, 2017

- (a) Purpose of Request: **Amend depository limit for Glens Falls National Bank & Trust**
- (b) Details: **Increase depository limit for Glens Falls National Bank & Trust to \$80,000,000.**
- (c) Previous Resolution Number: **Resolution No. 3 of 2017**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **N/A**

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Department of Public Works, Up Yonda Farm

DATE: 3/27/17

(a) Purpose of Amendment:
To Amend the County Budget to increase DPW / Up Yonda Farm various Appropriations with Revenue Funds obtained by Lewis Donations.

(b) Appropriation Code, Object Code, Full Title and Amount:
A.7111 130 General, Up Yonda Farm, Salaries - Part Time \$3,000.00
A.7111 260 General, Up Yonda Farm, Other Equipment \$500.00
A.7111 410 General, Up Yonda Farm, Supplies \$1,500.00

(c) Revenue Code (with title), and Amount:
A.7111 2706 General, Up Yonda Farm, Donation \$5,000.00

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: COUNTY ATTORNEY

DATE: MARCH 30, 2017

(a) Purpose of Request:

Request a source of funding for the remainder of 2017 for new 2nd Assistant County Attorney Position.

(b) Details:

Reequest \$50,913 to fund newly created position of 2nd Assistant County Attorney from May-December 2017 and request funds to be transferred as follows:

**A.1420 110 (Salaries - Full Time) - \$33,333 A.1420 831(Medicare Contr.) - \$483
A.1420 810 (Retirement) - \$3,067 A.1420 860 (Hospitalization) - \$11,963
A.1420 830 (Social Security) - \$2,067**

(c) Previous Resolution Number:

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Contingent Account (A.1990 469)? (Pending determination of funding source by Finance Committee)

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position***

DEPARTMENT NAME: COUNTY ATTORNEY

DATE: MARCH 22, 2017

- (a) Title of Requested Position: **2nd Assistant County Attorney**
- (b) Annual Base Salary (and Grade if Applicable): **Not to exceed \$50,000 annually**
- (c) Effective Date for New Position:* **May 2017**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **Position is not included in 2017 Budget**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) **Yes**
- (g) Is this a mandated position? If so, please explain: **No**
- (h) Is there expected revenue from this position? If so, please explain: **No**

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Information Technology

DATE: March 22, 2017

- (a) Purpose of Request:
Request to appropriate funds from the Computer Reserve (A.895.00) to various departmental budgets for computer and computer-related purchases
- (b) Details:
See attached chart for appropriation codes and amounts
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.895.00, Computer Reserve Fund

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

Appropriations from Computer Reserve:

From Code	Title	To Code	Title	Amount
A.895.00	Computer Reserve Fund	A.1170.220.1	Legal Defense-Indigents, Office Equipment Reserve	\$1,500
A.895.00	Computer Reserve Fund	A.1320.220.1	County Auditor, Office Equipment Reserve	1,500
A.895.00	Computer Reserve Fund	A.3620.220.1	Building & Fire Code, Office Equipment Reserve	4,675
A.895.00	Computer Reserve Fund	A.1430.220.1	Civil Services, Office Equipment Reserve	1,500
A.895.00	Computer Reserve Fund	A.1011.220.1	County Administrator, Office Equipment Reserve	750
A.895.00	Computer Reserve Fund	A.1420.220.1	Law (County Attorney), Office Equipment Reserve	3,300
A.895.00	Computer Reserve Fund	A.1410.220.1	County Clerk, Office Equipment Reserve	2,250
A.895.00	Computer Reserve Fund	A.1168.220.1	Crime Victims-Assist.DA, Office Equipment Reserve	1,500
A.895.00	Computer Reserve Fund	A.4010.220.1	Health Services, Office Equipment Reserve	25,000
A.895.00	Computer Reserve Fund	A.7510.220.1	Historian, Office Equipment Reserve	750
A.895.00	Computer Reserve Fund	A.1435.220.1	Human Resources, Office Equipment Reserve	1,750
A.895.00	Computer Reserve Fund	A.1680.220.1	Information Technology, Office Equipment Reserve	700
A.895.00	Computer Reserve Fund	A.1670.220.1	Mail Room, Office Equipment Reserve	750
A.895.00	Computer Reserve Fund	A.3140.220.1	Probation, Office Equipment Reserve	12,000
A.895.00	Computer Reserve Fund	A.1345.220.1	Purchasing, Office Equipment Reserve	2,775
A.895.00	Computer Reserve Fund	A.1355.220.1	Real Property Tax Service Agency, Office Equipment Reserve	4,100
A.895.00	Computer Reserve Fund	S.1710.220.1	Self Insurance, Office Equipment Reserve	2,600
A.895.00	Computer Reserve Fund	A.3110.220.1	Sheriff's Law Enforcement, Office Equipment Reserve	15,000
A.895.00	Computer Reserve Fund	A.3315.220.1	Stop DWI Program, Office Equipment Reserve	750
A.895.00	Computer Reserve Fund	A.1325.220.1	County Treasurer, Office Equipment Reserve	12,000
A.895.00	Computer Reserve Fund	A.6510.220.1	Veterans Services, Office Equipment Reserve	1,675
TOTAL				\$96,825

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: COUNTY ATTORNEY

DATE: MARCH 22, 2017

- (a) Is this a Result of a Bid or Request for Proposal? **No - this firm has done all prior work regarding Medicaid reimbursement for Westmount.**
- (b) Purpose of Contract: **Medicaid reimbursement services of remaining Westmount payments due from the NYS Dept. of Health**
- (c) Name of Contractor: **McCarthy & Conlon, LLP**
- (d) Address of Contractor: **123 Quaker Road Suite 103B, Queensbury, NY 12804**
- (e) Contractor's Contact Person and Telephone Number:
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **upon execution**
- (h) Termination Date of Contract: **12/31/2017**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount **\$150.00**
 - iii) total amount not to exceed **\$5,000 per year**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **A.4530 470 Public Nursing Home, Contract****

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
 Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

WARREN COUNTY
Journal Report - February 2017

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Admn.Fiscal Srv - Administrative Fiscal Services					
2/6/2017	A.4530 440	Legal/Transcript Fees	Out of Code Transfer from A.4530 850	\$ 1,000.00	
2/6/2017	A.4530 850	Unemployment Insurance	Out of Code Transfer to A.4530 440		\$ 1,000.00
2/14/2017	A.4530 469	Other Payments/Contributions	Out of Code Transfer from A.4530 850	\$ 500.00	
2/14/2017	A.4530 850	Unemployment Insurance	Out of Code Transfer to A.4530 469		\$ 500.00
2/16/2017	A.1671 410	Supplies	Within Object Code Transfer to A.1671 422		\$ 30.00
2/16/2017	A.1671 422	Repair/Maint-Equipment	Within Object Code Transfer from A.1671 410	\$ 30.00	
Clk of Legislati - Clerk of the Legislative Board					
2/13/2017	A.1185 410	Supplies	Budget Transfer from Object Code A.1185 435	\$ 11.68	
2/13/2017	A.1185 435	Medical Fees	Budget Transfer within Object Code to A.1185 410		\$ 11.68
DPW_DPW Admin - DPW,DPW Administration					
2/8/2017	A.1625 428	Data Processing & Internet Fees	Transfer Within Budget Code from A.1625 439	\$ 1,100.00	
2/8/2017	A.1625 439	Misc Fees & Expenses	Transfer Within Budget Code to A.1625 428		\$ 1,100.00
2/16/2017	D.3310 220	Office Equipment	Within Code Budget Transfer from D.3310 260	\$ 3.00	
2/16/2017	D.3310 260	Other Equipment	Within Code Budget Transfer to D.3310 220		\$ 3.00
Infotech - Information Technology					
2/6/2017	A.1680 422	Repair/Maint-Equipment	Budget Transfers with Object Code to A.1680 436		\$ 264.00
2/6/2017	A.1680 436	Advertising Fees	Budget Transfers with Object Code from A. 1680 422	\$ 264.00	
Legal Def-Indgnt - Legal Defense - Indigents					
2/15/2017	A.1170 410	Supplies	Legal Publications from A. 1170 410 to A. 1170 426		\$ 27.60
2/15/2017	A.1170 426	Subscriptions	Legal Publications from A. 1170 410 to A. 1170 426	\$ 27.60	
Mental Health - Mental Health					
2/23/2017	A.4310 426	Subscriptions	Transfer funds to A.4310 426 from A.4310 427	\$ 12.00	
2/23/2017	A.4310 427	Memberships & Dues	Transfer funds from A.4310 427 to A.4310 426		\$ 12.00

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
OFA - Office for the Aging					
2/27/2017	A.6773 422	Repair/Maint-Equipment	Within budget code transfer from A6773432	\$ 160.00	
2/27/2017	A.6773 432	Special Project Supply	Within budget code transfer to A6773422		\$ 160.00
Probation_Probation - Probation,Probation					
2/17/2017	A.3140 439	Misc Fees & Expenses	Budget Transfers within Object Code from A.3140.444	\$ 200.00	
2/17/2017	A.3140 444	Travel/Education/Conference	Budget Transfers within Object Code to A.3140.439		\$ 200.00
Public Health_Health Services - Public Health,Health Services					
2/3/2017	A.4018.0020 410	Supplies	Budget transfer Fam Hlth to A4018.0020.445		\$ 700.00
2/3/2017	A.4018.0020 445	Foods	Budget transfer Fam Hlth from A4018.0020.410	\$ 700.00	

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Office of the County Administrator

DATE: 3/21/2017

- (a) Purpose of Request: To appropriate funds from the Westmount Legacy Reserve Fund to the Public Nursing Home Budget to allocate funds for a contract with McCarthy & Conlon, LLP.
- (b) Details: To appropriate funds in the amount of \$5,000 from the Westmount Legacy Reserve (A.897.00):
- | | |
|---|---------|
| A.4530 470 Public Nursing Home - Contract | \$5,000 |
|---|---------|
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.897.00 Westmount Legacy Reserve Fund

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

PERSONNEL AND HIGHER EDUCATION COMMITTEE

AGENDA

MARCH 30, 2017

Committee Members: Seeber, Frasier, McDevitt, Brock, Vanselow, Montesi, Leggett, Braymer, Geraghty, Simpson and Hyde

I. Committee meeting called to order by Chairman.

II. Motion to approve minutes of prior Committee meetings.

III. Privilege of the floor

IV. Action Agenda

1) **Items/Requests to be Discussed by the Human Resources Director and/or Personnel Officer:**
Human Resources -

A) Review of report on tracking of vacancies filled.

B) County Human Resources Director to discuss the Department Head evaluation process.

2) **Referral from the Health, Human & Social Services Committee:**
Public Health -

Request to amend the Table of Organization and Salary Schedule to create the position of Early Intervention Service Coordinator, *Grade 18, Annual Salary \$42,837 pro-rated to 24 hours per week at rate of \$20.59 per hour*, effective April 24, 2017.

3) **Referrals from the Support Services Committee:**
County Attorney -

A) Request to amend the Table of Organization and Salary Schedule to create the position of 2nd Assistant County Attorney, *Annual Salary not to exceed \$50,000*, effective May 1, 2017. *Note: this item will be listed on the Finance Agenda to determine a source of funding.*

Information Technology -

B) Request to amend the Table of Organization and Salary Schedule to create the position of Computer Help Desk Technician I #2, *Annual Salary \$40,000*, effective April 24, 2017.

C) Request to amend the Table of Organization and Salary Schedule to create the position of Computer Help Desk Technician II #2, *Annual Salary \$50,000*, effective March 24, 2017.

D) Request to amend the Table of Organization and Salary Schedule to reduce the salary of the Computer Help Desk Technician position from \$47,989 to \$40,000 effective April 24, 2017; this position is currently vacant due to resignation and the salary is being reduced before filling. *Note: the request presented and approved at the March 22nd Support Services Committee meeting was to amend Resolution No. 76 of 2017 to reflect this change; however, it was subsequently determined that this action was not previously requested and, as such, was not included on the resolution.*

V. **Pending Items:** ***Personnel -***

1) Proposed Resolution No. 146 of 2016, *concerning salary adjustments for Deputy Department Heads when filling in for a Department Head vacancy*, was tabled at the March 18th Board Meeting and referred back to the Finance, Personnel & Higher Education Committee for review and revision. *Update: County Administrator to work with the County Attorney on the matter and provide an update at the next meeting. (03.02.17)*

Higher Education - No items this month.

VI. **Vacancies Approved for Filling by Oversight Committee:**

Civil Service - Senior Personnel Clerk, *Annual Salary, \$35,024*, due to creation.

Principal Personnel Clerk, *Annual Salary \$42,000*, due to creation.

Senior Personnel Clerk-Temp, *Annual Salary \$35,024*, due to creation.

Public Health - Infant Feeding Advocate, *Grade 3, Annual Salary \$25,823*, due to resignation.