

FINANCE COMMITTEE
AGENDA
MAY 2, 2019

Committee Members: *Sokol, Simpson, Merlino, Dickinson, Strough, Beaty, Frasier, McDevitt, Geraghty, Braymer and Hyde*

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. Action Agenda
 - 1) **Request for transfer of funds as attached for Committee approval.**
 - 2) **Items/Requests to be Discussed by the County Treasurer:**

Request to provide the County Treasurer with authority to complete budget transfers as necessary to cover salary and fringe costs charged directly to capital projects for Federal/State reimbursement and local match.
 - 3) **Referrals from the Criminal Justice & Public Safety Committee, Sheriff:**
 - A) Request to amend the County Budget in the amount of \$19,032.03 to carryover monies from the 2018 calendar year into the 2019 calendar year for the Bolton School District Resource Officer Program.
 - B) Request to amend the County Budget in the amount of \$18,167.30 to carryover monies from the 2018 calendar year into the 2019 calendar year for the Lake George School District Resource Officer Program.
 - C) Request to amend the County Budget in the amount of \$36,645.39 to carryover monies from the 2018 calendar year into the 2019 calendar year for the Queensbury School District Resource Officer Program.
 - D) Request to amend the County Budget in the amount of \$18,606.47 to carryover monies from the 2018 calendar year into the 2019 calendar year for the North Warren School District Resource Officer Program.
 - E) Request to amend the County Budget in the amount of \$169,025 to reflect funding received from 2018 Public Safety Answering Points Grant.
 - 4) **Referral from the Health, Human & Social Services Committee, Veterans' Services:**

Request to amend the County Budget in the amount of \$46,287.76 to appropriate grant funds received to support peer-to-peer support services through the Joseph P. Dwyer Veteran Peer Services Program.
 - 5) **Referrals from the Public Works Committee, DPW:**
 - A) Request to establish Capital Project H386, *CR 7 over Halfway Creek Bridge Replacement*, in the amount of \$461,989.
 - B) Request to increase Capital Project H353, *County Bridge Asbestos Abatement & Painting Project*, in the amount of \$49,901.48.
 - 6) **Referrals from the Support Services Committee:**

County Clerk-

 - A) Request to amend Resolution No. 330 of 1998 to increase the amount of the petty cash fund within the Warren County Clerk's Office from \$600 to \$900 as directed by the NYS DMV Auditor.

Information Technology-

 - B) Request to appropriate funds totaling \$51,100 from the Computer Reserve Fund to various Departmental budgets for the purchase of computers and related equipment and software.

Continued

7) **Requests/Items to be Discussed by the County Administrator:**

- A) Journal Reports of transfers approved by the County Administrator staff during March of 2019.
- B) Discussion regarding Bad Debt Policy.

8) **Request/Item to be Discussed by the County Attorney:**

Request for a transfer of funds in the amount of \$7,571.34 from the Contingent Account to the County Attorney's budget to cover the cost of arbitration services in relation to the PBA contract.

- 9) Finance Committee action is required on the following items approved by the Personnel & Higher Education Committee: Personnel & Higher Education Committee Agenda Item 4B, as well as any action taken to adjust the District Attorney salary for Item 4A.

IV. **Pending Items:**

No items this month.

V. Privilege of the Floor

VI. Motion to Adjourn

REQUEST FOR TRANSFER OF FUNDS

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM Department of Public Works

Name of Department

SIGNED: _____ DATE: 4/29/2019

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
D.5110	110 Co Roads, Maintenance of Roads Salaries - Regular	D.5142	110 Co Roads, Snow Removal - County Salaries - Regular	\$10,389.30
D.5110	120 Co Roads, Maintenance of Roads Salaries - Overtime	D.5142	120 Co Roads, Snow Removal - County Salaries - Overtime	\$6,373.04
D.5110	810 Co Roads, Maintenance of Roads Retirement	D.5142	810 Co Roads, Snow Removal - County Retirement	\$1,947.44
D.5110	830 Co Roads, Maintenance of Roads Social Security	D.5142	830 Co Roads, Snow Removal - County Social Security	\$ 2,057.71
D.5110	831 Co Roads, Maintenance of Roads Medicare	D.5142	831 Co Roads, Snow Removal - County Medicare	\$ 155.00
D.5110	860 Co Roads, Maintenance of Roads Hospitalization	D.5142	860 Co Roads, Snow Removal - County Hospitalization	\$ 18,633.42
D.5110	865 Co Roads, Maintenance of Roads Dental Insurance	D.5142	865 Co Roads, Snow Removal - County Dental Insurance	\$ 309.36
DM.5130	110 Road Machinery, Machinery Salaries - Regular	DM.5130	120 Road Machinery, Machinery Salaries - Overtime	\$796.68

\$40,661.95

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 439	Contingent Fund			

Please state reason for transfer request: Various Salaries - Regular & Overtime due to Snow & Ice.

Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Mental Health/Office of Community Services for Warren and Washington Counties

SIGNED: 

DATE: 4/22/19

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.4320 0150 470	Mental Health Programs, 820 River Street-Mental Health, Contract			
		A. 4320 0145 470	Mental Health Programs, Addiction Care Center	\$60,000

Please state reason for transfers requested: Transfer of funds from one contract line to another, as provider of this service has been determined to be the Addictions Care Center of Albany, Inc. instead of 820 River St., Inc.

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: April 25, 2019

- (a) Purpose of Request: **Grant the Treasurer's Office the authority to do budget transfers as necessary to cover salary and fringe costs charged directly to capital projects for Federal/State reimbursement and local match.**
- (b) Details: **Currently, salary and fringe costs relating to a capital project are being charged directly to salary and fringe expenditure codes in the project and are then being reclassified to the capital expenditure code because that is where the budget is recorded. For reporting purposes, we would like to keep the salary and fringe costs recorded in the appropriate salary and fringe expenditure codes and then transfer the appropriate budget amounts from the capital expenditure code in the project. For local match requirements, we would like to transfer from the departmental salary and fringe codes to the Transfers - Capital Project code. There would be no increase in total budget.**
- (c) Previous Resolution Number: **N/A**
- (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: Sheriff

DATE: April 17, 2019

(a) Purpose of Amendment:

Amend the County Budget to increase revenue to reflect carryover of monies from the 2018 calendar year into the 2019 calendar year for the Bolton School District School Resource Officer Program

(b) Appropriation Code, Object Code, Full Title and Amount:

A.3120 1005 130 SRO Bolton Salaries Part-Time	\$17,679.44
A.3120 1005 830 SRO Bolton Social Security	1,096.32
A.3120 1005 831 SRO Bolton Medicare Contribution	256.27

(c) Revenue Code (with title), and Amount:

A.3120 1005 2260 School Resource Officers Bolton \$19,032.03

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: Sheriff

DATE: April 17, 2019

(a) Purpose of Amendment:

Amend the County Budget to increase revenue to reflect carryover of monies from the 2018 calendar year into the 2019 calendar year for the Lake George School District School Resource Officer Program

(b) Appropriation Code, Object Code, Full Title and Amount:

A.3120 1004 130 SRO Lake George Salaries Part-Time	\$16,876.17
A.3120 1004 830 SRO Lake George Social Security	1,046.51
A.3120 1004 831 SRO Lake George Medicare Contribution	244.62

(c) Revenue Code (with title), and Amount:

A.3120 1004 2260 School Resource Officers Lake George	\$18,167.30
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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: Sheriff

DATE: April 17, 2019

(a) Purpose of Amendment:

Amend the County Budget to increase revenue to reflect carryover of monies from the 2018 calendar year into the 2019 calendar year for the Queensbury School District School Resource Officer Program

(b) Appropriation Code, Object Code, Full Title and Amount:

A.3120 1002 130 SRO Queensbury Salaries Part-Time	\$34,041.25
A.3120 1002 830 SRO Queensbury Social Security	2,110.91
A.3120 1002 831 SRO Queensbury Medicare Contribution	493.43

(c) Revenue Code (with title), and Amount:

A.3120 1002 2260 School Resource Officers Queensbury \$36,645.39

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: Sheriff

DATE: April 17, 2019

(a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect carryover of monies from the 2018 calendar year into the 2019 Calendar year for the North Warren School District School Resource Officer Program.

(b) Appropriation Code, Object Code, Full Title and Amount:	
A.3120.1003 130 SRO North Warren Salaries Part-Time	\$17,284.14
A.3120.1003 830 SRO North Warren Social Security	\$1,071.79
A.3120.1003 831 SRO North Warren Medicare Contribution	\$250.54

(c) Revenue Code (<u>with title</u>), and Amount:	
A.3120.1003 2260 School Resource Officers North Warren	\$18,606.47

*Please note all amount must be in whole dollars – no cents.

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: Sheriff

DATE: 04-23-2019

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect monies to be received from 2018 Public Safety Answering Points Grant
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
- | | | |
|-----------------|--------------------------------------|--------------|
| A.3020.4040 250 | Sheriff's 911 Technical Equipment | \$30,000.00 |
| A.3020.4040 260 | Sheriff's 911 Center Other Equipment | \$139,025.00 |
- (c) **Revenue Code (with title), and Amount:**
- | | | |
|------------------|----------------------|--------------|
| A.3020.4040 4380 | 2018-2019 PSAP Grant | \$169,025.00 |
|------------------|----------------------|--------------|

*Please note all amount must be in whole dollars – no cents.



Homeland Security
and Emergency Services

ANDREW M. CUOMO
Governor

ROGER L. PARRINO, SR.
Commissioner

August 22, 2018

The Honorable Ronald F. Conover
Chair, Warren County Board of Supervisors
Municipal Center
1340 State Route 9
Lake George, NY 12845

Dear Mr. Conover:

I am pleased to announce that Warren County has been awarded \$169,025 under the New York State 2018-19 Public Safety Answering Points Operations Grant Program (2018-19 PSAP Grant). This program, administered by my agency, allows for State support to counties for eligible public safety call-taking and dispatching expenses. Your participation in this program is another example of the successful partnerships we have been developing for public safety and emergency preparedness across the State.

The performance period for the 2018-19 PSAP grant will be 12 months, beginning calendar year 2019 (January 1, 2019– December 31, 2019). Expenses that you wish to claim must occur within that period. In order to provide these funds to you as quickly as possible, we will need to gather budget information within 30 calendar days of the date of this letter that reflects the award amount. Our Grants Program Administration staff will work with your designated PSAP point of contact, to provide additional administrative guidance and to develop a grant contract.

On behalf of Governor Andrew Cuomo, the Division of Homeland Security and Emergency Services remains committed to providing outstanding support in the administration of "*your public safety first*" responder initiatives. Please feel free to contact me if you have any questions, at 518-242-5000, or my Office of Interoperable and Emergency Communications (OIEC) Director, Michael A. Sprague, at 518-322-4911.

Thank you for your cooperation in this public safety endeavor.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Parrino".

Roger L. Parrino, Sr.
Commissioner

cc: Mr. C. Shawn Lamouree, Undersheriff, Warren County Sheriff's Office

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: Veterans' Services

DATE: 04/16/2019

- (a) Purpose of Amendment: To move grant funds already received to support the Peer to Peer Support Services, Joseph P. Dwyer Veteran Peer Services Program.
- (b) Appropriation Code, Object Code, Full Title and Amount: See attached 2019 Budget.
- (c) Revenue Code (with title), and Amount: A.6510.0125 3711 Peer to Peer Support Services ~~\$185,000.~~
\$46,287.76

A.6510 - Veterans Services

2019 BUDGET

0125 - Veteran's Connect

		Comments
A.6510.0125 130 Salaries - Part Time	21,684.00	
A.6510.0125 220 Office Equipment	2,000.00	
A.6510.0125 410 Supplies	500.00	
A.6510.0125 423 Telephone	500.00	
A.6510.0125 424 Postage	1,000.00	
A.6510.0125 426 Subscriptions	150.00	
A.6510.0125 427 Memberships & Dues	200.00	
A.6510.0125 428 Data Processing & Internet Fees	200.00	
A.6510.0125 436 Advertising Fees	10,000.00	
A.6510.0125 439 Misc Fees & Expenses	1,400.00	
A.6510.0125 444 Travel/Education/Conference	5,000.00	
A.6510.0125 470 Contracts	0.00	
A.6510.0125 810 Retirement	1,994.93	9.2% of annual salary
A.6510.0125 830 Social Security	1,344.41	6.2% of annual salary
A.6510.0125 831 Medicare Contribution	314.42	1.45% of annual salary
Total	46,287.76	

RESOLUTION REQUEST FORM NO. 8***Request to Establish Capital Project or Capital Reserve Project****

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

DEPARTMENT NAME: DPW

DATE: 4/29/2019

- (a) Exact Title **and** Number of Project (**must be obtained from Treasurer's Office**): CR 7 over Halfway Creek Bridge Replacement H386.9950 280
- (b) Is this a Capital Project? yes
- (c) Is this a Capital Reserve Project? no
- (d) Amount of Project: \$461,989.00
- (e) Source of Funding (including name & title of codes, etc.):
 - \$ 438,890.00.00 Federal Share (95%)
 - \$ 23,099.00 Local Match Share (5%) (Transfer from D.9950 910 Transfers - Capital Projects)
- (f) Purpose of Establishment: To cover the preliminary engineering and ROW incidental phases of the project.

RESOLUTION REQUEST FORM NO. 9

***Request to Increase or Decrease or Amend Existing Capital Project or
Capital Reserve Project****

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

DEPARTMENT NAME: DPW

DATE: 4/29/2019

(a) Exact Title and Number of Project*: County Bridge Asbestos Abatement & Painting Project (PIN 1760.02) H353.9550 280

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No

(d) Amount of Increase (if applicable): \$49,901.48

(e) Amount of Decrease (if applicable):

(f)	Source of Funding (if Increase) (including name & title of codes, etc.):
\$ 39,922.00	Federal Share
\$ 7,485.00	State Marchiselli Share Assumed Available per Treasurer
\$ 2,494.48	Local Match Share (transfer from D.9950 910 Transfers - Capital Projects)

(g) Changes in Funding (if Amendment):

(h) Purpose of Increase or Decrease or Amendment: to increase funding shares in accordance with NYSDOT State -Local Supplemental Agreement Number 3

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: April 29, 2019

(a) Purpose of Request: To appropriate funds from the Computer Reserve Fund to departmental budgets to purchase computers and related equipment and software.

(b) Details:

A.8022.220.1 Planning (GIS desktop) \$1,000

A.1490.220.1 DPW (PC's and monitors) \$30,000

A.3110.220.1 Sheriff (three laptops & monitors) \$5,100

A.4010.220.1 Health Services (ten laptops) \$15,000

(c) Previous Resolution Number: N/A

(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

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 CLERK/DMV

DATE: April 29, 2019

- (a) Purpose of Request:
To amend Resolution No. 330 of 1988 to increase the amount of the petty cash fund within the Warren County Clerk's Office from \$600 to \$900 as directed by the NYS DMV Auditor
- (b) Details:
Resolution No. 330 of 1988 authorizes a total of \$600 in petty cash for the DMV cash drawers. NYS DMV Auditor has recommended increasing the amount maintained by the Audit Clerk from \$200 to \$500; in order to do this the total petty cash authority must be increased from \$600 to \$900
- (c) Previous Resolution Number:
R330 1998
- (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

WARREN COUNTY
Journal Report - March

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
County Attorney - County Attorney					
3/20/2019	A.1420 424	Postage	Transfer within Object Code from A.1420 439	\$ 200.00	
3/20/2019	A.1420 439	Misc Fees & Expenses	Transfer within Object Code to A.1420 424		\$ 200.00
DPW_DPW Admin - DPW,DPW Administration					
3/1/2019	D.5110 410	Supplies	Transfer Within Budget Code from D.5110 465	\$ 25,000.00	
3/1/2019	D.5110 465	Road/Bridge Materials	Transfer Within Budget Code to D.5110 410		\$ 25,000.00
3/1/2019	A.1490 862	Health Insurance Cost Reimbursement	Transfer Within Budget Code to A.1490 863		\$ 232.04
3/1/2019	A.1490 863	Health Insurance Cost Reimbursement-Retiree	Transfer Within Budget Code from A.1490 862	\$ 232.04	
3/1/2019	A.5610 861	Retirees Hospitalization	Transfer Within Budget Code to A.5610 862		\$ 349.97
3/1/2019	A.5610 862	Health Insurance Cost Reimbursement	Transfer Within Budget Code from A.5610 861	\$ 349.97	
3/1/2019	D.5110 418	Ins-General Liability	Transfer Within Budget Code from D.5110 421	\$ 163.72	
3/1/2019	D.5110 421	Equipment Rental	Transfer Within Budget Code to D.5110 418		\$ 163.72
3/13/2019	A.7111 418	Ins-General Liability	Transfer Within Budget Code to A.7111 445		\$ 67.95
3/13/2019	A.7111 445	Foods	Transfer Within Budget Code from A.7111 418	\$ 67.95	
3/13/2019	D.3310 410	Supplies	Transfer Within Budget Code to D.3310 439		\$ 50.00
3/13/2019	D.3310 439	Misc Fees & Expenses	Transfer Within Budget Code from D.3310 410	\$ 50.00	
3/14/2019	A.1621 414	Gas-Natural	Transfer Within Budget Code from A.1621 415		\$ 500.00
3/14/2019	A.1621 415	Electricity	Transfer Within Budget Code to A.1621 414	\$ 500.00	
3/15/2019	A.7113 415	Electricity	Transfer Within Budget Code from A.7113 470	\$ 300.00	
3/15/2019	A.7113 470	Contract	Transfer Within Budget Code to A.7113 415		\$ 300.00
Office of EMS - Office of Emergency Services					
3/4/2019	A.4022 250	Technical Equipment	Transfer of funds within object code to A.4022 260		\$ 1,200.00
3/4/2019	A.4022 260	Other Equipment	Transfer of funds within object code from A.4022 250	\$ 1,200.00	
3/4/2019	A.4022 260	Other Equipment	Transfer of funds within object code From A.4022 410	\$ 408.00	
3/4/2019	A.4022 410	Supplies	Transfer of funds out of object code to A.4022 260		\$ 408.00
3/6/2019	A.3410 230	Automotive Equipment	Transfer of Funds Out of Object Code From A.3410 470 Contracts	\$ 7,652.77	
3/6/2019	A.3410 470	Contract	Transfer of Funds Out of Object Code to A.3410 230 Auto		\$ 7,652.77

WARREN COUNTY
Journal Report - March

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
		Public Health_Health Services - Public Health, Health Services			
3/8/2019	A.4018.220	Office Equipment	Out of code Transfer Preventive to A.4018.220 from A.4018.410	\$ 35.00	
3/8/2019	A.4018.410	Supplies	Out of Code Transfer Preventive to A.4018.220 from A.4018.410		\$ 35.00
3/18/2019	A.4010.444	Travel/Education/Conference	Budget Transfer CHHA to A.4010.444.01 from A.4010.444		\$ 1,000.00
3/18/2019	A.4010.444.01	Job Related Courses	Budget Transfer CHHA to A.4010.444.01 from A.4010.444	\$ 1,000.00	
3/18/2019	A.4018.0055.410	Supplies	Budget Transfer Tobacco lunch TO A.4018.0055.445 fm .410		\$ 88.00
3/18/2019	A.4018.0055.445	Foods	Budget Transfer Tobacco lunch TO A.4018.0055.445 fm .410	\$ 88.00	
3/19/2019	A.4010.444	Travel/Education/Conference	Out of Code Bud Trans-Health Ed A.4018.0040.444.01 fm A4010.444		\$ 1,000.00
3/19/2019	A.4018.0040.444.01	Job Related Courses	Out of Code Bud Trans-Health Ed A.4018.0040.444.01 fm A4010.444	\$ 1,000.00	
3/19/2019	A.4010.444	Travel/Education/Conference	Budget Transfer CHHA from A.4010.444 to A.4010.444.01		\$ 1,200.00
3/19/2019	A.4010.444.01	Job Related Courses	Budget Transfer CHHA from A.4010.444 to A.4010.444.01	\$ 1,200.00	
3/19/2019	A.4010.210	Furniture/Furnishings	Chha Budget Transfer to A4010.260		\$ 96.00
3/19/2019	A.4010.260	Other Equipment	Chha Budget Transfer from A4010.210	\$ 96.00	
3/25/2019	A.4054.0060.444	Travel/Education/Conference	Out of Code Bud Trans- A4054.0060.862 & 865 fm A.4054.0060.444		\$ 451.00
3/25/2019	A.4054.0060.862	Health Insurance Cost Reimbursement	Out of Code Bud Trans- A4054.0060.862 & 865 fm A.4054.0060.444	\$ 283.00	
3/25/2019	A.4054.0060.865	Dental Insurance	Out of Code Bud Trans- A4054.0060.862 & 865 fm A.4054.0060.444	\$ 168.00	

Background & Purpose

In the course of managing its financial resources, Warren County must ensure that the most effective revenue collection procedures are in place and that income generated is properly accounted for in our financial records.

Revenue due to the County but not yet received is recorded on a modified accrual basis in accordance with Generally Accepted Accounting Principles (GAAP).

Customers and other entities do not always pay the County promptly for services they have used or other debts they may owe. If despite the County's best efforts to collect outstanding income that revenue is deemed to be irrecoverable, it is referred to as a bad debt. With the approval of the Board of Supervisors, bad debt may be written off and the County's financial records appropriately modified. Treating income as a bad debt should be the final stage of the County's debt collection process.

This policy is intended to adhere to the principles above and guide County officials in collecting and/or writing off debt

Definitions

"Debtor" – a person or entity that owes money to the County.

"Bad debt" – an outstanding sum of money owed to the County which has not been paid despite repeated efforts to collect the debt. Bad debts are those sums of money that have either been deemed irrecoverable or that are not uneconomically prudent to further pursue.

"Write-off" – a procedure used in accounting in which a debt is determined to be uncollectable and is therefore considered to be a loss.

Policy

In the first instance, Warren County will utilize all ordinary and appropriate methods to collect revenue owed to the County, including entering into payment plans where legally permissible and prudent.

A First Notice letter will be sent to the debtor by the County Treasurer's Office when the debt is outstanding for **30 or more days**. The Treasurer's Office will copy the department to which the debt is owed. A follow-up phone call will be placed by the appropriate departmental staff member to the debtor to attempt to work out payment arrangements.

A Final Notice letter will be sent to the debtor by the County Treasurer's Office when the debt is outstanding for **60 or more days**. The Treasurer's Office will copy the department to which the debt is owed. Another follow-up phone call will be placed by the appropriate departmental staff member to the debtor to attempt to work out payment arrangements.

A letter from the County Attorney will be sent to the debtor when the debt is outstanding for **70 or more days**. The account will also be referred to the appropriate County Attorney staff member for follow-up.

If a debt is outstanding for **90 or more days**:

- **If under \$500**, the debt may be declared bad debt upon the approval of the County Treasurer, the County Attorney and the County Administrator.
- **If greater than \$499 and less than \$5,000**, the debt may be declared bad debt upon the approval of the Finance Committee. The criteria used by the Finance Committee in making that determination may include, but is not limited to, whether it is economical to utilize a collection agency or pursue litigation against the debtor.
- **If \$5,000 or higher**, the debt will be referred to a collection agency or litigation will be pursued unless the County Treasurer and County Attorney deem such measures to be imprudent. The debt may be declared bad debt upon approval of the Board of Supervisors.

From time to time, Federal and State Aid claims are paid late. The Treasurer's Office will review these outstanding claims annually with the relevant departments. Departmental staff are then responsible for following up with the appropriate Federal or State agency. If the department and the Treasurer's Office determine that the revenue is irrecoverable, the debt may be written off only upon approval of the Board of Supervisors, regardless of the dollar amount of the debt.

All debts declared bad debts in accordance with this policy shall be written off by the appropriate County staff.

County staff may reinstate debts and attempt to collect them, utilizing the process outlined above, if new information becomes available.

A year-end report will be prepared for the Finance Committee detailing all debts written off during the year by agreement of the County Treasurer, the County Attorney and the County Administrator.

###

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME:

SIGNED:

DATE:

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

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.

PERSONNEL AND HIGHER EDUCATION COMMITTEE

AGENDA
MAY 2, 2019

Committee Members: *Geraghty, Frasier, McDevitt, Leggett, Braymer, Simpson, Hyde, Diamond, Loeb, Merlino and Sokol*

- 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) **SUNY Adirondack representatives to provide an update on the College.**
 - 2) **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.

Personnel Officer-
B) Request to authorize a new contract with Standard Medical Services for Medical Exams for Warren County Patrol Officer and Glens Falls Police Officer candidates.
 - 3) **Referrals from the Health, Human & Social Services Committee, *Health Services:***
 - A) Request to authorize enrollment in job-related course: Jignasha Shah, *Public Health Program Coordinator*, to enroll in Anatomy and Physiology II at Hudson Valley Community College. Course begins May 20, 2019; Cost: \$955. If this request is approved, Ms. Shah will be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.
 - B) Request to authorize enrollment in job-related course: Jignasha Shah, *Public Health Program Coordinator*, to enroll in EPI Principles of Public Health (Course 1 of 6 for Certificate Program) at SUNY Albany School of Public Health. Course begins May 28, 2019; Cost: \$1,500. If this request is approved, Ms. Shah will be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.
 - C) Request to authorize enrollment in job-related course: Laura Monroe, *Registered Professional Nurse*, to enroll in IHP420-R54098 Ethical and Legal Considerations at Southern New Hampshire University-Online. Course begins May 6, 2019; Cost: \$960. If this request is approved, Ms. Monroe will be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.
 - 4) **Requests/Items to be discussed by the County Administrator:**
 - A) Discussion regarding the District Attorney Salary Increases.
 - B) Request to amend the Departmental Table of Organization and Salary Schedule within the Sheriff's Office to create and fill the new positions of:
 1. Senior Building Maintenance Mechanic/Auto Mech #1, *Annual Salary \$58,586.21*
 2. Building Maintenance Mechanic #1, *Annual Salary \$47,302.07*
 3. Building Maintenance Mechanic PT Temporary, *Annual Salary \$47,302.07 (5/1/19-12/31/19)*
 and delete the positions of Senior Building Maintenance Mechanic and Building Maintenance Mechanic/Auto Mechanic #1 effective May 1, 2019, as well as to ratify the actions of the County Administrator in authorizing same prior to the May 17, 2019 Board Meeting.
- V. **Pending Items:** None.
- VI. **Vacancies Approved for Filling by Oversight Committee:**

<i>County Clerk/DMV-</i>	Motor Vehicle Lic Clerk PT, <i>Grade 8, Base Annual Salary \$34,988 (16.82 hr)</i> , due to resignation.
<i>Public Defender-</i>	5 th Assistant Public Defender, <i>Annual Salary \$63,066</i> , due to resignation.
<i>Veterans' Services-</i>	Program Coordinator Peer-to-Peer Support Services (temporary, part-time), <i>Grade 16, Base Annual Salary \$21,684, up to 20 hours per week</i> , due to creation.