

WAYS & MEANS COMMITTEE MEETING MINUTES
MONDAY, MAY 6, 2019
1:30 P.M.

PRESENT: D. Pangrazio, D. Knapp, D. Fanaro, W. Wadsworth, D. LeFeber, D. Mahus, M. Falk, I. Coyle, S. Hillier, J. Gunther-Intern
ABSENT: E. Gott

Ways & Means Chair Dan Pangrazio asked Clerk of the Board Michele Rees to lead the Pledge of Allegiance.

PERSONNEL ISSUES

PUBLIC DEFENDER – LINDSAY QUINTILONE

- 1. AMENDING THE 2019 DEPARTMENT HEAD SALARY SCHEDULE: PUBLIC DEFENDER**
RESOLVED, that the 2019 Department Head Salary Schedule is amended as follows:

Public Defender

Create one full time Assistant Public Defender Position at an annual salary of \$70,000.00.

Director's Comments:

This position will be funded under the *Hurrell-Harring* funding to include salary and benefits. This full time Assistant Public Defender will primarily handle felony and County Court matters to assist in overall caseload reduction for the following case types: violent felonies, non-violent felonies, post disposition matters and parole revocations.

Ms. Quintilone explained that she is seeking an attorney that can handle felony level cases. We are at or over the state caseload standards.

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

Mr. Coyle explained that due to timing this month, the next two personnel items are reversed with approval at Ways & Means to solidify the financial component subject to home committee approval tomorrow.

DEPARTMENT OF HEALTH – JENNIFER RODRIGUEZ

- 1. AMENDING THE 2019 LIVINGSTON COUNTY SALARY SCHEDULE: DEPARTMENT OF HEALTH & REFER THIS MATTER TO THE HUMAN SERVICES COMMITTEE**

RESOLVED, that the 2019 Livingston County Salary Schedule is amended as follows:

Department of Health:

- Create one full-time Senior Medical Billing Specialist position at Wage Grade 11 per CSEA Contract effective 5/12/19.

Ms. Rodriguez reviewed the current duties for the medical billing specialist and the increasing of her scope of duties with our reaccreditation requirements.

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

- Create one full-time WIC Program Coordinator position at a proposed annual salary range of \$61,000-\$64,000 effective 5/12/2019.

Ms. Rodriguez explained that Colleen Volks will be retiring in June and they always look at the change in scope and responsibilities of a position when positions become vacant. These duties need to align with the WIC grant funding. Because there has been significant changes, deletion of the old position is appropriate.

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

MOTION TO MOVE AGENDA

Mr. LeFeber moved and Mr. Mahus seconded to move the agenda. Carried.

COUNTY ATTORNEY – SHANNON HILLIER

- 1. AMENDING THE 2019 LIVINGSTON COUNTY SALARY SCHEDULE: COUNTY ATTORNEY**

RESOLVED, that the 2019 Livingston County Salary Schedule is amended as follows:

County Attorney:

Delete one part-time Assistant County Attorney position effective immediately.

Ms. Hillier reported that Jeff Mallaber resigned his position. Moving forward she will be filling that position, but at the same time is doing some housekeeping by deleting the vacant part-time position.

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

2. ESTABLISHING SALARY FOR ASSISTANT COUNTY ATTORNEY-JOHN M. LOCKHART III

WHEREAS, the County Attorney is appointing John M. Lockhart III to the position of full-time Assistant County Attorney pursuant to her powers and duties as specified in County Law Section 502(1); and

WHEREAS, the Livingston County Board of Supervisors must set the salary for this appointment; now, therefore, be it

RESOLVED, that the 2019 Department Head Salary Schedule is amended as follows:

County Attorney

The annual salary for Assistant County Attorney John M. Lockhart III is established at \$95,000.00.

Ms. Hillier explained that her goal is to completely change what this position does. It makes more sense to have two attorneys who are capable of fulfilling the others role in case of any absences. The assistant position historically handled all court appearances for child support enforcement, juvenile, PINS while Ms. Hillier was doing all of the municipal work. When on vacation, the municipal work would not get done, which is not very productive. She is looking to expand the duties of the Deputy position to include helping her with her duties while she is away. Another consideration is the fact that DSS Attorney Jennifer Noto has a good chance of becoming a County judge so DSS will be potentially faced with an upcoming vacancy so our role would be to help with those cases should that happen. The individual she has spoken with about the position is John M. Lockhart III . Ms. Hillier is seeking approval to set the salary today.

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

CENTER FOR NURSING & REHABILITATION – IAN COYLE

1. ESTABLISHING SALARY FOR THE DEPUTY DIRECTOR OF LONG TERM CARE FOR THE LIVINGSTON COUNTY CENTER FOR NURSING AND REHABILITATION-ROGER ERIC TOWNSEND & REFER THIS MATTER TO THE HUMAN SERVICES COMMITTEE

WHEREAS, the Livingston County Center for Nursing and Rehabilitation Director of Long Term Care is appointing Roger Eric Townsend to the position of full-time Deputy Director of Long Term Care; and

WHEREAS the Livingston County Board of Supervisors must set the salary for this appointment; now therefore, be it

RESOLVED, that the 2019 Department Head Salary Schedule is amended as follows:

Center for Nursing and Rehabilitation

The annual salary for the Deputy Director of Long Term Care Roger Eric Townsend is established at \$100,000.00.

Director’s Comments:

The vacancy was advertised on careercenter.leadingagency.org and placed on indeed.com. Three applications were received. Two interviews were conducted on April 9th, by a panel consisting of Daniel Pangrazio, Brenda Donohue, Stephen Woodruff, Kathleen Crye, and Anthony Jarzyna. The preferred candidate participated in a second step interview with CNR Department Heads on April 12th. The recommended candidate’s name will be presented at the Human Services committee on 05/07. The approved range was \$90,000 to \$102,000.

Mr. Coyle reviewed the qualifications and experience of the recommended applicant and explained that the Committee had previously approved the recruitment outside of the County.

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

2. ESTABLISHING SALARY FOR THE FINANCE SUPERVISOR FOR THE LIVINGSTON COUNTY CENTER FOR NURSING AND REHABILITATION-JOHN DAVID CUNNINGHAM, JR. & REFER THIS MATTER TO THE HUMAN SERVICES COMMITTEE

WHEREAS, the Livingston County Center for Nursing and Rehabilitation Director is appointing John David Cunningham, Jr. to the position of full-time Finance Supervisor; and

WHEREAS the Livingston County Board of Supervisors must set the salary for this appointment; now therefore, be it

RESOLVED, that the 2019 Department Head Salary Schedule is amended as follows:

Center for Nursing and Rehabilitation

The annual salary for the Finance Supervisor John David Cunningham, Jr. is established at \$59,000.00.

Director's Comments:

The vacancy was posted advertised in the Penny Saver and posted on indeed.com. Nine applications were received. Interviews were conducted of 5 applicants on 04/23, by a panel consisting of Brenda Donohue, Stephen Woodruff, Barbara Rauber, Ryan Snyder and Kelley DeMonte, of the Bonadio Group. The recommended candidate's name will be presented at the Human Services Committee on 05/07.

Mr. Coyle reviewed the employment experience of Mr. Cunningham. This position was identified in the Burke Group review as being low.

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

COUNTY TREASURER – IAN COYLE

Mr. Coyle explained that the Treasurer is the custodian of all the financials for the County. When a capital project is closed and has not had any activity, the auditors ask that we close out those accounts moving funds back to the original funding account

Action Item(s) To Be Reported

CLOSING CAPITAL PROJECTS:

- 1. CLOSING CAPITAL PROJECT ACCOUNT FOR THE YEAR 2019 – CLERK DIGITIZATION**
WHEREAS, Capital Project H 1411 Clerk Digitization Project is complete, and
WHEREAS, there is a balance remaining in the project H1411 of \$3,549.01
RESOLVED, that the County Treasurer be authorized and directed to close the Capital Fund Project H1411, Clerk Digitization, and transfer unexpended said cash balance to the H1628 Government Center Upgrades and increase that project balance in the amount of \$3,549.01.

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

- 2. CLOSING CAPITAL PROJECT ACCOUNT FOR THE YEAR 2019 – JAIL PROJECT**
WHEREAS, Capital Project H 3150 Jail Project is complete, and
WHEREAS, there is a balance remaining in the project H 3150 of \$6,409.88
RESOLVED, that the County Treasurer be authorized and directed to close the Capital Fund Project H3150, Jail Project, and transfer unexpended said cash balance to the H1628 Government Center Upgrades and increase that project balance in the amount of \$6,409.88.

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

- 3. CLOSING CAPITAL PROJECT ACCOUNT FOR THE YEAR 2019 – WILCOX PRESS**
WHEREAS, Capital Project H6991 Wilcox Press Project is complete, and
WHEREAS, there is a balance remaining in the project H6991 of \$64,779.99
RESOLVED, that the County Treasurer be authorized and directed to close the Capital Fund Project H6991, Wilcox Press Project, and transfer unexpended balance to the General Fund.

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

Pre-approved Informational Item(s) To Be Reported

- 1. FORECLOSURE UPDATE-**Mr. Coyle explained that the current list is on the Supervisors desks and asked if there were any specific concerns and/or questions for the County Treasurer. Mr. Fanaro reported that the Leicester parcel has been officially condemned.

COUNTY ADMINISTRATOR – IAN COYLE

Action Item(s) To Be Reported

- 1. APPROVING ABSTRACT OF CLAIMS #5A-MAY 8, 2019**

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

2. AUTHORIZING TRANSFER OF FUNDS – CENTRAL SERVICES, COUNTY AUDITOR & PURCHASING

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. Coyle reviewed the transfers for approval.

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

3. AMENDING 2019 LIVINGSTON COUNTY BUDGET – HIGHWAY (2)

RESOLVED, that the Livingston County Treasurer is authorized and directed to make the requested Budget Amendments per the Budget Amendment entries, which have been approved by the Livingston County Administrator.

Mr. Coyle reviewed the two Highway amendments.

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

4. ESTABLISHING AN ACCOUNT - PLANNING

RESOLVED, that the Livingston County Treasurer is authorized and directed to establish a new account per the electronic entries, which have been approved by the Livingston County Administrator.

This account creation is for the housing needs assessment grant that we received.

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

5. INCREASING PETTY CASH AMOUNT FOR THE LIVINGSTON COUNTY SHERIFF’S OFFICE

WHEREAS, Resolution No. 2019-24 established petty cash amounts for various departments for the year 2019; and

WHEREAS, the Sheriff’s Office requests for petty cash have increased due to increased training travel expenses exceeding their original petty cash amount of \$2,500.00; now therefore be it

RESOLVED, that the Sheriff’s Office petty cash amount be increased to \$3,500.00.

Mr. Coyle explained that the auditor periodically reviews the petty cash amounts with department heads with an annual resolution and a slight increase for the Sheriff’s Office was overlooked at that time.

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

Pre-approved Informational Item(s) To Be Reported

1. Finance and Administration Updates-Mr. Coyle reviewed the interviews held for the Grants Coordinator and he is waiting to hear from the preferred applicant.
2. There is a meeting today on our All America County working group and we are preparing for submittal in June.
3. We are in the final stages of communications with the Town of Mt. Morris on the 408 property. We plan to give the Town Board a lot of information that speaks to the zoning issues, concept plans, environmental, phases, what the Board has talked about and approved and probably have some sort of public information meeting sometime in early June.

ADJOURNMENT

Mr. Knapp moved and Mr. Mahus seconded to adjourn the meeting at 1:51 p.m.

Respectfully submitted,

Michele R. Rees, IIMC-CMC
Clerk of the Board