

**Budget and Capital Committee**  
**February 12, 2007**  
**3:30 p.m.**  
**Scott Heyman Conference Room**

**Approved 2-26-07**

Present: M. Koplinka-Loehr, M. Hattery, N. Shinagawa, K. Luz Herrera

Excused: R. Booth

Legislators: M. Sigler

Staff: S. Whicher, M. Lynch, County Administration; B. Grinnell-Crosby, Health Department; R. DeLuca, Mental Health; M. Pottorff, Legislature Office

Guests: J. Little, L. Spurgin, Ciaschi, Dietershagen, Little Mickelson, and Company, LLP

The Committee joined the Planning, Development, and Environmental Quality Committee at 3:30 p.m. for the purpose of hearing a presentation on the 2005-2010 Strategic Tourism Plan.

**Call to Order**

Mr. Koplinka-Loehr called the regular meeting to order of the Budget and Capital Committee as 4:20 p.m.

**Approval of Minutes of January 22, 2007**

It was MOVED by Mr. Shinagawa, seconded by Mr. Hattery, and unanimously adopted by voice vote by members present, to approve the minutes of the January 22, 2007 meeting as corrected. MINUTES APPROVED.

**Chair's Report**

Mr. Koplinka-Loehr reminded Committee members that a retreat has tentatively been scheduled for April 26<sup>th</sup> at 6 p.m. He said one reason for having the public forums before that date is to obtain as much input beforehand as possible.

**Finance Director's Report**

Mr. Squires reported he had a conference call with Moody's about the County's bond rating and he believes the County's rating will be lowered from AAIII to AAII. He said last time they gave the County a negative outlook because they viewed the County's reliance on sales tax becoming more prevalent and the bond holders look negatively upon usage of the Fund Balance. The County's Fund Balance will decline by \$2 million this year and this gives them the motive to lower the County's bond rating. Mr. Squires said a AAII rating is still a very good rating and one shared by many counties similar to Tompkins County, such as Onondaga, Ontario, and Saratoga.

Mr. Hattery commented that the message he concludes is that Tompkins County has not been raising property taxes enough to maintain a healthy fund balance and asked what message Mr. Squires delivered to the Legislature during the 2007 budget process. Mr. Squires said he has always advised the Legislature to not deplete the Fund Balance. Mr. Whicher said this message was also contained in his draft budget.

**County Administrator's Report**

Mr. Whicher reported he will meet on February 14<sup>th</sup> with department heads and will discuss having a forum with County Legislators. There were quite a few comments in the budget survey responses and he will be attempting to narrow questions down to topics of policy, process, and procedures

and will frame those questions to have a dialogue with the Legislature. He will be asking three to four department heads to attend the next Budget and Capital Committee meeting to discuss this further.

**Public Information**

Ms. Lynch reported the organization of the public forums is moving along well. There will be discussion with department heads to include them in the process and to keep them informed. She said the message the Public Information Advisory Committee wants to spread is that their input and participation in the process is welcomed. She said part of the program includes some department heads talking to attendees about operations as well as some of the struggles they have encountered. Ms. Lynch said the Public Information Advisory Committee has produced a draft plan for breaking out into groups. Mr. Koplinka-Loehr noted that Legislators are not required to be at all forums; however, he would like to make sure there is an equal number in attendance at each of them.

**RESOLUTION NO. - AUTHORIZING CHANGES IN CHARGE STRUCTURE - TOMPKINS COUNTY HOME HEALTH CARE - HEALTH DEPARTMENT**

It was MOVED by Ms. Herrera, seconded by Mr. Shinagawa, and unanimously adopted by voice vote by members present, to approve the following resolution and submit to the full Legislature:

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 2007 rates in February 2007 for implementation on March 1, 2007, 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 the Budget and Capital Committees, 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:

**2007 Tompkins County Home Health Care Fee Schedule**

	<u>2003</u>	<u>2004/2005</u>	<u>2006</u>	<u>2007</u>
Skilled Nursing	\$126.00	\$140.00	\$150.00	\$165.00
High Tech Nursing	\$135.00	\$165.00	\$185.00	\$190.00
Physical Therapy	\$105.00	\$105.00	\$110.00	\$112.00
Speech Therapy	\$105.00	\$105.00	\$105.00	\$105.00
Occupational Therapy	\$105.00	\$105.00	\$105.00	\$105.00
Medical Social Work	\$105.00	\$105.00	\$105.00	\$105.00
Home Health Aide	\$ 41.00/hour	\$ 45.00/hour	\$ 45.00/hour	\$ 45.00/hour
	\$ 75.00/visit	\$ 90.00/visit	\$ 90.00/visit	\$ 90.00/visit

**SEQR ACTION: TYPE II - 20**

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**RESOLUTION NO. – REDUCTION OF HOURS – TRANSITION WORKFORCE SPECIALIST POSITIONS AND WORKFORCE DEVELOPMENT COORDINATOR – TOMPKINS COUNTY OFFICE OF EMPLOYMENT AND TRAINING**

It was MOVED by Mr. Hattery, seconded by Mr. Shinagawa, and unanimously adopted by voice vote by members present, to approve the following resolution and submit to the full Legislature:

WHEREAS, the Tompkins County Office of Employment and Training operates the 2006-2007 WIA Youth Program, and

WHEREAS, revenue projections were done prior to awarding of the contract and actual revenues are less than anticipated, and

WHEREAS, with the reduction in revenue it is necessary to reduce the hours of the Transition Workforce Specialist positions and the Workforce Development Coordinator assigned to the Youth Program, now therefore be it

RESOLVED, on recommendation of the Planning, Development, and Environmental Quality and Budget and Capital Committees, That the positions of Transition Workforce Specialist (Position Nos. 345, 355, and 657), Labor Grade L (12) 12-783, be reduced to 35 hours per week effective immediately,

RESOLVED, further, That the position of Workforce Development Coordinator (Position No. 649), Labor Grade N (14) 14-790, be reduced to 37.5 hours per week effective immediately.

**SEQ ACTION: TYPE II-20**

Explanation: Workforce Investment Act Youth Program revenue was cut by \$60,000 (out of \$370,000) for Fiscal Year July 1, 2006 – June 30, 2007. Further cuts may need to be made when revenue estimates are received for Fiscal Year July 1, 2007 – June 30, 2008.

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**RESOLUTION NO. - AUTHORIZING CHANGES IN FEE STRUCTURE - TOMPKINS COUNTY MENTAL HEALTH CLINIC**

It was MOVED by Ms. Herrera, seconded by Mr. Shinagawa, and unanimously adopted by voice vote by members present, to approve the following resolution and submit to the full Legislature:

WHEREAS, the Tompkins County Community Mental Health Services Board at its January 22, 2007, meeting has, after careful review, approved the change of fee structure for the Tompkins County Mental Health Clinic as indicated herein, and

WHEREAS, the Tompkins County Mental Health Clinic has not changed its fees and sliding scale since June of 1997, and

WHEREAS, the fee for Full Individual Clinic Visits, Full Medication Management visits, and Collateral Visits (all a minimum of thirty minutes) have been \$90.00 since 1997 and all other services as listed below have been \$45.00 since that time, and

WHEREAS, the Tompkins County Community Mental Health Services Board has approved a resolution on January 22, 2007, that the Clinic Fee structure and sliding scale be reviewed no less than every three years, and

WHEREAS, Tompkins County ensures that all County residents have access to mental health services, without regard to ability to pay, through the use of sliding scales based on income and fee adjustments based on income combined with household expenses, and

WHEREAS, an analysis of all 1,279 current patients of the Tompkins County Mental Health Clinic indicates that only two individual's sliding scale fee would increase as a result of this change, and that these two individuals could be offered fee adjustments of their rates to current levels based upon their overall financial circumstances, now therefore be it

RESOLVED, on recommendation of the Health and Human Services and the Budget and Capital Committees, That the Tompkins County Mental Health Department implements the fee structure below for Clinic Services, in order to maximize Third Party Insurance revenues:

2007 Tompkins County Mental Health Clinic Fee Schedule

Service Type	Current Fee	Fee
Full Individual Clinic Visit	\$90.00	\$120.00
Full Medication Management Visit	\$90.00	\$120.00
Brief Individual Clinic Visit	\$45.00	\$60.00
Brief Medication Management Visit	\$45.00	\$60.00
Group Therapy Visit	\$45.00	\$60.00
Collateral Visit	\$90.00	\$120.00

RESOLVED, further, That the accompanying sliding scale rate sheet will be implemented immediately upon approval by the full Legislature of this resolution.

**SEQR ACTON:** TYPE II-20

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**RESOLUTION NO. – AUTHORIZATION TO PAY FOR ASSIGNED COUNSEL TRAINING AND APPROPRIATION FROM CONTINGENT FUND – ASSIGNED COUNSEL**

It was MOVED by Ms. Herrera, seconded by Mr. Shinagawa, and unanimously adopted by voice vote by members present, to approve the following resolution and submit to the full Legislature:

WHEREAS, attorney fees for custody cases in the Assigned Counsel program exceed \$300,000 annually, and

WHEREAS, the Assigned Counsel program believes that a “collaborative law” model will result in better outcomes and eventually reduced costs for custody cases, and

WHEREAS, Judge Rowley has requested funding to initiate a “collaborative law” model for custody cases, and

WHEREAS, training to initiate a “collaborative law” model in Tompkins County will cost \$7,500, and

WHEREAS, estimated fees derived from training participants will reduce the cost of the training to \$5,000, and

WHEREAS, there are no funds within the Assigned Counsel Program to pay this cost, now therefore be it

RESOLVED, on recommendation of the Public Safety Committee, That the Director of Finance is hereby authorized and directed to make the following budget appropriation:

FROM: A1990.54440 Contingent Fund \$5,000  
 TO: A1170.54412 Assigned Counsel Training \$5,000

RESOLVED, further, That this contingent fund appropriation will not affect the Department’s 2007 rollover allocation.

**SEQR ACTION:** TYPE II-20

**RESOLUTION NO. - AUTHORIZING CHANGE IN COURT ATTENDANTS HOURLY REIMBURSEMENT RATE**

It was MOVED by Mr. Shinagawa, seconded by Ms. Herrera, and unanimously adopted by voice vote by members present, to approve the following resolution and submit to the full Legislature:

WHEREAS, the New York State Unified Court System and the Office of Supreme and County Court Clerks have authorized an increase in the base hourly rate for Court Attendant’s, and

WHEREAS, it is recommended that regular Court Attendants be reimbursed at the rate of \$7.65 per hour and where extra responsibilities are warranted such as assignment to magnetometer support, Family Court calendars, and courtroom coordination duties Court Attendants are authorized to receive \$8.65 per hour, and

WHEREAS, a minimum of one hour's pay will be paid to any Court Attendant reporting for duty and time-and-one half rates will be paid for over forty hours per week, now therefore be it

RESOLVED, on recommendation of the Budget and Capital Committee, That the Tompkins County Legislature authorizes changing the Court Attendants base hourly rate retro-active to January 1, 2007, from \$7.40 to \$7.65 and from \$8.40 to \$8.65 for extra responsibilities.

**SEQR ACTION:** TYPE II-20

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### **Committee Goals - 2007**

Mr. Koplinka-Loehr distributed revised goals for the Budget and Capital Committee. The goals were revised following a meeting with Paula Younger, Deputy County Administrator; however, most items contained in the document have already been discussed by this Committee. He said the Committee will use these goals during 2007, but noted that additional items can be added. Mr. Hattery asked that a goal "initiate assessing budget strategies for evaluation" be added. Mr. Koplinka-Loehr said this may already be covered under one of the other goals but would discuss this further with Mr. Hattery. Before the next meeting he will also highlight other places in the goals where subcommittees or reporting structure should be included.

### **Rollover**

Mr. Whicher distributed a document showing the source of rollover funds from 2001-2005 and also a graph showing the use of those funds. He then explained the procedure departments follow to apply for usage.

Mr. Whicher said over the last few years when financial times have gotten tough, the Legislature has taken some of the Rollover back. Some department heads viewed that as a breach of the relationship that was established. Most still have faith in the rollover policy, particularly because the Legislature has reaffirmed the policy. Every year lately there has been less and less rollover to deal with. This is because the budget has gotten tightened down over the last five years and some departments no longer budget in a manner that would result in rollover. Mr. Whicher strongly urged Legislators to examine the source of the rollover and to not accept reasons such as "good management" as to why rollover monies exist. He reflected that the Legislature may want to review funds remaining in salary or fringe lines for consideration about whether they should be included in available rollover.

Mr. Hattery asked if there have been changes made to the policy since the time it was created. Mr. Whicher said there have been no changes made to the policy; although there have been more occasions where requests to use Rollover by departments have been denied. Following a very brief discussion by the Committee, Mr. Whicher was asked to provide the Committee with following at the next meeting:

- A five year history of rollover monies (sources) by department
- A five-year history of usage broken down by department
- A recommendation by the County Administrator and Finance Director on the Rollover Policy (including no change)

### **Adjournment**

The meeting adjourned at 5:15 p.m. A meeting of the Audit Subcommittee was to begin following this meeting.