

Budget and Capital Committee
 Regular Meeting Minutes
Monday, March 8, 2010 3:30 PM
 Scott Heyman Conference Room

APPROVED

Attendee Name	Title	Status	Arrived
James Dennis	Chair	Present	
Kathy Herrera	Member	Present	
Pamela Mackesey	Member	Present	
Brian Robison	Member	Absent	
Peter Stein	Member	Late	3:40 pm

Legislators: M. Robertson

Staff: J. Mareane, N. Jayne, M. Lynch, County Administration; P. Meskill, Sheriff; D. Squires, Finance Department; A. Fitzpatrick, Personnel; C. DeMarco, CSEA; P. Carey, DSS; M. Pottorff, Legislature Office

Guests: S. Shackford, Ithaca Journal

Call to Order

Mr. Dennis called the meeting to order at 3:32 p.m.

Changes to the Agenda

Addition of the following items to the agenda:

Resolution: Restoration of Proposed State Budget Cuts to Community Colleges and Changes to Tuition Assistance Program

Resolution: NYPWA Dues Increase for Social Services

Budget Adjustment: Social Services

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Pamela Mackesey, Member
SECONDER:	Kathy Herrera, Member
AYES:	Dennis, Herrera, Mackesey, Stein
ABSENT:	Brian Robison

* * * * *

Minutes Approval - February 08, 2010 as submitted.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Pamela Mackesey, Member
SECONDER:	Kathy Herrera, Member
AYES:	Dennis, Herrera, Mackesey, Stein
ABSENT:	Brian Robison

Minutes Approval - February 22, 2010 as corrected.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Pamela Mackesey, Member
SECONDER:	Kathy Herrera, Member
AYES:	Dennis, Herrera, Mackesey, Stein
ABSENT:	Brian Robison

* * * * *

Minutes
Budget and Capital Committee
Monday, March 8, 2010

Comments from the Public

No member of the public wished to speak.

Committee Chair Report

Mr. Dennis had no report.

Director of Finance Report

Mr. Squires said he just learned from a news headline that the District Attorney is requesting the appointment for a special prosecutor in the recent shooting. He said if this is granted by the courts, the County will pay and it could end up being very expensive and noted there is no amount budgeted for special prosecutors. Mr. Squires also reported on sales tax receipts for February 2010, and said it was larger than last year's receipts by 3%.

Mr. Stein arrived at this time.

Mr. Squires reported the auditors will begin work on April 12 and are expected to finish on May 12th. He has finished closing 2009 accounts (except the General Fund), and said Solid Waste is going to have a below average result at the end of the year because of the sharp decline in income from recyclable materials.

Lastly, Mr. Squires reported on Lakeside Nursing Home and the continued issue of non-payment of taxes. He reported at a previous meeting that Lakeside's school taxes in the amount of \$61,000 were not paid and returned to the County. He reviewed the history of this and said in October Lakeside was sold to another entity. The taxes owed to the County were not paid through the bankruptcy process but have been anticipated to come from a NYS grant to Lakeside. Mr. Squires said there was some income from the sale and the County is going back to court to try to get money set aside from the sale in escrow. The County is also amending its pleading in order to get interest on the balance that is owed from the date of the sale at 1% per month. The total amount due to the County in current taxes is \$761,000. Questions arose relating to the State budget crisis and whether the grant funds will be released.

Mr. Mareane said he and Mr. Squires will continue to work with the bankruptcy court but he thinks the next appropriate step would to be to contact the State Health Department.

County Administrator Report

Mr. Mareane reported on opportunities to provide broadband to all areas of the County and said the Southern Tier Regional Planning Development Board has been working on a regional broadband initiative that will draw significant Stimulus funds for the purpose of extending broadband service throughout most of the Southern Tier. Mr. Mareane noted this would be for a backbone fiber infrastructure. Providers would then compete for access to that fiber infrastructure. He said a grant proposal is being put together at this time that is to be submitted by March 26. He noted there is a 20% local share required to qualify for the federal funds. Tompkins County's up-front contribution would be approximately \$800,000; the continuing obligation towards maintenance is approximately \$250,000. Up to half of the funds could be provided through in-kind contributions.

Mr. Mareane said a meeting will be held later this week for members of the Legislature and the Council of Governments to discuss possible funding mechanisms and apportionment of costs if a decision is made to proceed. He noted this is the lowest cost that the County will likely ever see to provide broadband access to most areas in the County; however, careful consideration needs to be given to any

expenditure in these difficult economic times. Mr. Mareane said this will be a very important policy decision and will need careful consideration.

Mr. Stein asked who generally provides broadband access to homes. Mr. Mareane said it is market driven and various companies would compete to provide access.

Ms. Herrera spoke of the importance of providing broadband access to low income populations. She expressed concern over the County having a stake in the maintenance of the infrastructure. She also has concern over the urgency-driven arguments that rush the Legislature to judgment without adequate consideration being given to the taxpayers. Ms. Herrera said the concept is interesting; however, even in the face of many deadlines, there are many issues that need to be addressed.

Mr. Dennis agreed with Ms. Herrera's comments. He said this involves large amounts of money and a subject Tompkins County government knows little about.

Mr. Stein asked what percentage of households in the County would benefit from this. Mr. Mareane said he expects this question will be answered at the meeting later this week.

Report from the Public Information Officer

Ms. Lynch reported the Census "kick-off" will take place on March 10th at noon at the Tompkins County Public Library.

Report from the Personnel Department

Mr. Dennis said he spoke with Personnel staff and they reported the employee handbook continues to be worked on.

Resolution (DOC ID: 1832): Appropriation from Contingent Fund for Replacement Pay – Mental Health Department (Pending Health and Human Services Committee Action 3/10/10)

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Pamela Mackesey, Member
SECONDER:	Kathy Herrera, Member
AYES:	James Dennis, Kathy Herrera, Pamela Mackesey, Peter Stein
ABSENT:	Brian Robison

WHEREAS, during 2009, Mental Health employees were paid disability pay for more than two months, and

WHEREAS, the Fiscal Policy of Tompkins County allows for replacement pay from the Contingent Fund for those days exceeding the two months, now therefore be it

RESOLVED, on recommendation of the Health and Human Services and Budget and Capital Committees, That the Director of Finance is hereby authorized and directed to make the following budget appropriation:

FROM: A1990.5440	Contingent Fund	\$ 17,770.26
TO: A4311.51000591	Salary - Community Mental Health Nurse	\$ 4,661.78
A4335.51000562	Salary - Caseworker	\$ 4,668.77
A4312.51000621	Salary -Continuing Day Treatment Specialist	\$ 8,439.71

SEQR ACTION: TYPE II-20

Budget Adjustment – Housing First (HPRP) and Wheels for Work

RESULT: RECOMMENDED [UNANIMOUS]
MOVER: Peter Stein, Member
SECONDER: Pamela Mackesey, Member
AYES: James Dennis, Kathy Herrera, Pamela Mackesey, Peter Stein
ABSENT: Brian Robison

Social Services

Revenue Acct	Title	Amt	Approp Acct	Title(s)
6010.44689	Fed: Other Social Services	\$1,018,716	6010.54400	Program Expense
6010.44689	Fed: Other Social Services	\$ 46,848	6010.51000562	Caseworker
6010.44689	Fed: Other Social Services	\$ 39,345	6010.51000538	Social Welfare Examiner
6010.44689	Fed: Other Social Services	\$ 34,908	6010.58800	Fringes
6010.44689	Fed: Other Social Services	\$ 189,174	6010.54400	Program Expense
6010.54609	Fed: TANF	\$ 140,000	6010.54400	Program Expense

Explanation: 2009 Resolution #168 included adjustments to the Department’s 2010 Budget in association with the HPRP Grant. These adjustments have not yet been executed, and the Department has been instructed to re-submit the request in this format. The rate of expenditure on the Rental Arrears component of the Housing First initiative funded through the HPRP grant has exceeded expectations; we are therefore proposing to shift funds anticipated to be paid for this purpose in 2011 to the current year. 2009 Resolution No. 171 included adjustments to the Department’s 2010 Budget in association with the Wheels for Work Grant. These adjustments have not yet been executed, and the Department has been instructed to re-submit the request in this format.

* * * * *

Resolution (DOC ID: 1873): Increase in Membership Dues for New York Public Welfare Association

RESULT: RECOMMENDED [UNANIMOUS]
MOVER: Pamela Mackesey, Member
SECONDER: Peter Stein, Member
AYES: James Dennis, Kathy Herrera, Pamela Mackesey, Peter Stein
ABSENT: Brian Robison

WHEREAS, the Department of Social Services’ 2010 approved budget included provisions for payment of \$3,914 in Annual Dues for its membership in the New York Public Welfare Association (NYPWA), and

WHEREAS, NYPWA’s dues for the current year are higher than was anticipated when the Department’s budget was submitted, and

WHEREAS, County policy requires that payment of all Dues and Membership amounts must be prior-approved by the Legislature, and

WHEREAS, the Department is able to transfer funds from another budget line to cover the increase without altering the net local cost of its budget, now therefore be it

RESOLVED, on recommendation of the Health and Human Services and Budget and Capital Committees, That the Department of Social Services is authorized to pay \$3,992 to NYPWA for its 2010 Annual Dues,

RESOLVED, further, That the Director of Finance is authorized to make the following adjustments to the Social Services' budget:

From: 6010.54442	Professional Services	\$78
To: 6010.54416	Dues/Memberships	\$78

SEQR ACTION: TYPE II-20

* * * * *

Resolution – Restoration of Proposed State Budget Cuts to Community Colleges and Changes to Tuition Assistance Program

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Peter Stein, Member
SECONDER:	Pamela Mackesey, Member
AYES:	James Dennis, Kathy Herrera, Pamela Mackesey, Peter Stein
ABSENT:	Brian Robison

Ms. Mackesey said community colleges are only one of the many difficult cuts contained in the State budget. She said she will support this because community colleges are very important in difficult financial times. Ms. Herrera agrees community colleges are important and said there are limited options for people who are unemployed and have no other choice than to improve their education. She said she can support this because it does not ask for Tompkins County to pay more for TC3. Mr. Dennis said he recently learned that the number of students enrolled at community colleges outnumber those at SUNY 4-year schools. Mr. Mareane noted the State budget contains a disproportionate cut to community colleges. He said TC3 appreciates the pressures placed on the County and Mr. Haynes, TC3 President, said there will be constraint in funding requests to the County.

WHEREAS, Tompkins Cortland Community College (TC3) and other New York community colleges continue to experience a strong demand on the part of students, their parents, and others in our community who rely on community colleges for educational programs to upgrade their skills for employment purposes, to retrain for different workforce and employment opportunities, and to prepare for transfer to four-year institutions, and

WHEREAS, TC3 has grown nearly 100 percent in enrollment over the course of the last 13 years and in fall 2009 experienced a 14 percent growth in enrollment, and in spring 2010 an additional eleven percent growth in enrollment, and

WHEREAS, this demand for TC3's services requires that they provide a high quality, cost-effective range of academic programs to meet our local workforce needs and economic development demands, and

WHEREAS, State support for our community colleges has remained at the same level for three years in a row and during the current budget year, that rate was decreased by \$130 per FTE (a five percent cut) during the middle of the academic year, and

WHEREAS, the Governor's proposed 2010-2011 budget further reduces the base aid to community colleges by \$285 per FTE, for a total cut of 15.5 percent over the 2009-2010 budget year, and

WHEREAS, the total impact of the combined cuts is more than \$1.6 million in lost revenue for TC3 for 2010-2011, and

WHEREAS, the Governor's proposed 2010-2011 budget cuts the maximum award for the State's Tuition Assistance Program (TAP), a program on which nearly 80 percent of TC3's students rely to help them to pay for tuition, and

WHEREAS, the impact of the Governor's proposed cuts potentially reduces access for students to attend community colleges, as well as their access to higher education, so vitally needed in this time of economic uncertainty, and

WHEREAS, the proposed cuts would have a devastating impact on TC3's ability to sustain

instructional, academic, and nonacademic support services to their students and our community, now therefore be it

RESOLVED, on recommendation of the Budget and Capital Committee, That the Tompkins County Legislature strongly encourages New York State to restore the Governor's proposed \$285 per FTE cut to our community colleges,

RESOLVED, further, That the Tompkins County Legislature strongly advocates for the restoration of the proposed cuts and changes to the State's Tuition Assistance Program,

RESOLVED, further, That copies of this resolution shall be sent to Governor David Paterson, Senate Majority Leader Pedro Espada Jr., Assembly Speaker Sheldon Silver, Senator James L. Seward, Senator George H. Winner, Jr., Senator Michael F. Nozzolio, Representative Maurice Hinchey, Representative Michael A. Arcuri, and Assembly Woman Barbara S. Lifton.

SEQR ACTION: TYPE II-20

* * * * *

Draft 2010 Goals (DOC ID: 1866)

At this time the Committee discussed goals for 2010. *Ms. Herrera asked that the goal relating to diversity be included in the list of goals. At the last meeting the goal was suggested to be "Fostering an environment that promotes a diverse and inclusive workplace for all employees."*

Ms. Mackesey suggested there be discussion or a goal relating to performance evaluations of employees. She believes there should be oversight to ensure supervisors are talking to employees about their work, accomplishments, and goal-setting for the coming year. She said it is very important that employees are clear about the expectations of their work and the goals of the department. She said some departments do this; however, it is not done in all County departments. Ms. Herrera agreed and said there is useful information that was learned from the evaluation process of the four employees that report directly to the Legislature. Mr. Dennis said he believes the majority of departments have an evaluation process in place for employees. Ms. Mackesey said there should be a standardized evaluation process and required supervisory training.

Mr. Mareane spoke of the evaluation process for the Legislature direct reports and said a variation of the form used in that process will be used for department heads. That process will begin in April and he expects to do three evaluations per month. He said most departments do performance evaluations of employees, although there is a wide variety of formats being used.

Ms. Fitzpatrick will provide the Committee with a written report containing information on performance evaluations that are currently being done. She will also provide the Committee with several model evaluation forms.

No specific wording was suggested for a goal pertaining to performance evaluations.

1. Facilitate a strategic approach to the budget challenges forecasted for 2011-2013
2. Work with the County Administrator to institute performance measures for 25 major programs.
3. Explore ways of improving information provided during the budget deliberations.
4. Oversee the human resource and payroll data migration.
5. Finalize the strategic training plan.
6. Develop an expanded employee orientation process and corresponding handbook.

* * * * *

Personnel Department

Ms. Fitzpatrick distributed the Workforce Utilization report.

Minutes
Budget and Capital Committee
Monday, March 8, 2010

Fiscal Policy

The Committee did not discuss the Fiscal Policy; Ms. Jayne asked that any member with questions contact her.

Proposed State Budget Impacts

The Committee was provided with an updated document containing estimated State aid reductions from the New York State proposed Executive Budget as of March 4, 2010. Ms. Jayne walked the Committee through changes that have occurred since this information was presented at the last Committee meeting. *Ms. Robertson asked that the next revision contain the percentage of budget for each reduction.*

Bdgt Adj./Transfers Req. Action (DOC ID: 1874): NY Connects - Year 4

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Kathy Herrera, Member
SECONDER:	Pamela Mackesey, Member
AYES:	James Dennis, Kathy Herrera, Pamela Mackesey, Peter Stein
ABSENT:	Brian Robison

<u>Revenue Acct</u>	<u>Title</u>	<u>Amt</u>	<u>Approp Acct</u>	<u>Title(s)</u>
6772.42705	Gifts and Donations	\$7,807	6772.54400	Program Expense

Explanation: Reappropriated money to be used in 2010 in Title III Program for the Community Health Foundation grant.

Adjournment

The meeting adjourned at 5:01 p.m.

Respectfully submitted by Michelle Pottorff, TC Legislature Office