

WAYS & MEANS COMMITTEE
June 8, 2022

Committee Members Present: B. Harris, D. Fanton, J. Burdick, P. Curran, K. Demick, S. Havey, J. Ricci, P. Stockin (Absent: D. Root)

Others Present: G. Barnes, T. Boyde, B. Budinger, A. Carrow, G. Hanchett, D. Healy, K. Hooker, C. Knapp, T. Linn, J. Ricketts-Swales, B. Riehle, T. Ross, J. Rumfelt, T. Shaw,

Call to Order: The meeting was called to order at 1:00 p.m. by Ways & Means Committee Chairman Brooke Harris.

Pledge of Allegiance to the Flag: The Pledge of Allegiance was led by Committee Chairman Brooke Harris.

Approval of Minutes

A motion was made by Legislator Havey, seconded by Legislator Curran, and carried to approve the May 11, 2022, Ways and Means Committee meeting minutes.

A motion was made by Legislator Fanton, seconded by Legislator Ricci, and carried to approve the May 18, 2022, Ways and Means Committee meeting minutes.

A motion was made by Legislator Demick, seconded by Legislator Burdick, and carried to approve the May 25, 2022, Ways and Means Committee meeting minutes.

Approval of Audit

Committee members reviewed the June 8, 2022, audit of claims in the amount of \$2,866,353.45 (including prepaid bills). A motion was made by Legislator Fanton, seconded by Legislator Havey, and carried to forward the audit to the full Board for approval of payment.

REFERRALS FROM COMMITTEES

Human Services

Request to Fill One Full-Time Registered Nurse in the Department of Health

Public Health Director Tyler Shaw requested approval to fill one full-time Registered Nurse (NYSNA Bargaining Unit, Step: Base to 6) in the Department of Health. This position would primarily work to support the requirements of the Federal Epidemiology and Laboratory Capacity (ELC) grant which may include COVID-19 testing, vaccination, contact tracing, and other COVID-19 duties as necessary. The annual salary of this position is estimated to be between \$45,117.08 and \$55,997.70, with benefits estimated to be between \$19,689.09 and \$24,437.47. The position is completely funded through 100 percent Federal funds specifically earmarked for COVID-19, and \$80,435.23 has been budgeted in the 2022 Budget by Resolution #186-21. The request was approved on a motion made by Legislator Burdick, seconded by Legislator Fanton, and carried. **Notify Human Resources**

Request to Fill One Full-Time Typist in the Department of Health

Public Health Director Tyler Shaw requested approval to fill one full-time Typist (AFSCME Bargaining Unit, Grade: 4, Step: Base to 3) in the Department of Health. This position will support the Department of Health by answering all incoming calls, receiving and sending of daily mail, acting as purchasing agent, sending of lead programmatic information to the public, and posting of clinical

payments received. The annual salary of this position is estimated to be between \$30,272.97 and \$32,193.25, with benefits estimated to be between \$13,211.12 and \$14,049.13. The position is funded with 100 percent State funds, and benefits are funded with 100 percent County funds. The amount in the 2022 Budget for this position is \$31,415.20. The request was approved on a motion made by Legislator Burdick, seconded by Legislator Demick, and carried. **Notify Human Resources**

Request to Fill One Full-Time Senior Account Clerk Typist in the Department of Social Services

Department of Social Services Commissioner Edna Kayes requested approval to fill one full-time Senior Account Clerk Typist and any resulting backfills (AFSCME Bargaining Unit, Grade: 10, Step: Base 7) in the Department of Social Services (CSEU). This position will be responsible for building cases, handling income tax offsets, building out-of-state support order cases, and adjusting support orders following court appearances. The annual salary of this position is estimated to be between \$34,978 and \$42,084, with benefits estimated to be between \$15,264 and \$18,365. The position is funded with 66 percent Federal funds and offset with TANF collections. The amount in the 2022 Budget for this position is \$41,879. The request was approved on a motion made by Legislator Burdick, seconded by Legislator Havey, and carried. **Notify Human Resources**

Request to Fill One Full-Time Social Welfare Examiner in the Department of Social Services

Department of Social Services Commissioner Edna Kayes requested approval to fill one full-time Social Welfare Examiner and any resulting backfills (AFSCME Bargaining Unit, Grade: 11, Step: Base 7) in the Department of Social Services. This position will be responsible for interviewing clients and determining eligibility for benefits. The annual salary of this position is estimated to be between \$36,107 and \$43,885, with benefits estimated to be between \$15,757 and \$19,151. The position is funded with 52 percent Federal funds, 10 percent State funds, and 38 percent County funds. The amount in the 2022 Budget for this position is \$43,671. The request was approved on a motion made by Legislator Burdick, seconded by Legislator Fanton, and carried. **Notify Human Resources**

Request to Fill One Full-Time Social Services Investigator in the Department of Social Services

Department of Social Services Commissioner Edna Kayes requested approval to fill one full-time Social Services Investigator and any resulting backfills (AFSCME Bargaining Unit, Grade: 15, Step: Base 7) in the Department of Social Services. This position will be responsible for investigating possible receipt of fraudulent benefits, and working to prosecute if necessary. The annual salary of this position is estimated to be between \$40,908 and \$50,967, with benefits estimated to be between \$17,852 and \$22,242. The position is funded with 47 percent Federal funds, 7 percent State funds, and 46 percent County funds. The amount in the 2022 Budget for this position is \$50,967. The request was approved on a motion made by Legislator Burdick, seconded by Legislator Curran, and carried. **Notify Human Resources**

Resolution to Apply for the Federal 2022 SNAP Process and Technology Improvement Grant

Department of Social Services Commissioner Edna Kayes requested a resolution to apply for the Federal 2022 SNAP Process and Technology Improvement grant which will be used to improve the SNAP application process by providing computer workstations for client use and to improve remote access. The total amount requested for fiscal year 2022 to 2023 is \$23,000 with no obligation to the County once the grant expires. The request was approved on a motion made by Legislator Burdick, seconded by Legislator Havey, and carried. **Prepare Resolution**

Resolution to Accept Supplemental Funding from the OFA Unmet Needs State Grant

Office for the Aging Director Anita Mattison requested a resolution to accept supplemental funding from the OFA Unmet Needs State grant. This grant runs on a fiscal year of 4/1/22-3/31/23. This grant requires no County match and will result in no fiscal liability for the County once expended. We anticipate an increase in participant contributions, reflected below, due to increased services provided, and request the funds be added to the 2022 Budget as follows:

Appropriations (\$182,000)

A 6792.101 Regular Pay	\$ 26,000
A 6792.210 Equipment (Other)	\$ 4,000
A 6792.402 Mileage	\$ 12,000
A 6792.408 General Supplies	\$ 6,750
A 6792.422 Gas/Oil	\$ 2,500
A 6792.474 Contractor (Homecare)	\$ 121,000
A 6792.475 Contractor (PERS)	\$ 1,500
A 6792.803 FICA	\$ 3,700
A 6792.804 Workers Comp	\$ 550
A 6792.806 Health Insurance	\$ 4,000
Total:	<u>\$ 182,000</u>

Revenues (\$181,000)

A 6792 3772.00 State Aid-OFA Unmet Needs	\$181,000
A 6792 1972.PC Participant Contributions	<u>\$ 1,000</u>
Total:	<u>\$ 182,000</u>

The request was approved on a motion made by Legislator Burdick, seconded by Legislator Fanton, and carried. **Prepare Resolution**

Request to Fill One Part-Time Typist in the Office for the Aging

Office for the Aging Director Anita Mattison requested approval to fill one part-time Typist (Non-Unit, Grade: 4, Step: Base) in the Office for the Aging. There is only one typist position at the Office for the Aging. This position is responsible for telephone and office reception, and clerically supports the whole agency. If other employees were asked to do these jobs, the County would be paying higher wages for typist duties. The annual salary of this position is estimated to be \$13,893, with benefits estimated to be \$3,484. The amount in the 2022 Budget for this position is 37,872, with funding from 10 percent County funds, 57 percent State funds, 20 percent Federal funds, and 13 percent other funds. The request was approved on a motion made by Legislator Burdick, seconded by Legislator Havey, and carried. **Notify Human Resources**

Public Safety

Request to Fill One Part-Time Cook in the Jail Kitchen

Sheriff Rick Whitney requested permission to fill one part-time Cook (Non-Unit, Grade: 33B, Step: Base) in the Jail Kitchen. The hourly rate of pay will be \$19.903, and funding for this position will be 100 percent County funds. The request was approved on a motion made by Legislator Havey, seconded by Legislator Curran, and carried. **Notify Human Resources**

Public Works

Resolution Adjusting the Amount of State Fiscal Year 2022-2023 CHIPS

Department of Public Works Superintendent Justin Henry requested a resolution adjusting the amount of State Fiscal Year (SFY) 2022-2023 Consolidated Highway Improvement Program (CHIPS) funds due to the following:

- Appropriate carryover funds remaining from 2021 in the amount of \$445,054.
- Accept and appropriate additional funds apportioned to Allegany County for a new Pave our Potholes (POP) Program in the amount of \$537,847.

Increase Appropriation:

D5112.223	County Road CHIPS Paving	\$982,901
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Increase Revenue:

D5110.3501.00	State Aid CHIPS Revenue	\$982,901
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Committee Chairman Harris asked if there were any restrictions with the POP program funds. Legislator Fanton stated that to his knowledge the funds do not have restrictions, and Legislator Demick stated that the funds can be used similar to the Pave New York funds. The request was approved on a motion made by Legislator Fanton, seconded by Legislator Demick, and carried. **Prepare Resolution**

Resolution Approving the Transfer of Funds for Crane Purchase

Department of Public Works Superintendent Justin Henry requested a resolution approving the transfer of the following funds to cover the cost of the crane authorized for purchase in December of 2021 as follows:

From:			
	H5197.200	Highway Capital & Equipment Outlays	\$1,177,039

To:			
	H5301.200	Road Mach. Crane	\$1,177,039

The request was approved on a motion made by Legislator Fanton, seconded by Legislator Curran, and carried. **Prepare Resolution**

Resolution Authorizing Application for State Assistance Under the HHW State Assistance Program

Department of Public Works Superintendent Justin Henry requested a resolution authorizing the filing of an application for State Assistance under the Household Hazardous Waste (HHW) State Assistance Program, and signing the Associated State Contract under the appropriate laws of New York State. The fiscal impact to the County will be \$6,000 annually. The request was approved on a motion made by Legislator Fanton, seconded by Legislator Burdick, and carried. **Prepare Resolution**

Good of the Order

Majority Leader Steven Havey announced that a caucus would begin at 1:25 p.m. in the Legislative Chambers.

Legislator Healy read a letter he received from the Belmont Legion addressed to the Board of Legislators regarding a request to have a new flag and pole installed at the County Memorial in front of the Court Building. The letter stated that the flag and pole are being donated, and that they will cover the costs associated with the installation. Legislator Healy handed the letter to Committee Chairman Harris who stated he would forward it to the County Attorney and County Administrator for review and action.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 1:15 p.m. following a motion by Legislator Ricci, seconded by Legislator Havey, and carried.

Respectfully submitted,

Tiffany Linn, Confidential Secretary
Allegany County Board of Legislators