

# **Agenda**

## **Budget, Capital and Personnel Committee**

Friday, February 15, 2019 9:00 AM

Scott Heyman Conference Room

1. **Changes to the Agenda**
2. **Minutes Approval**
  - a. January 8, 2019
  - b. January 15, 2019
3. **Comments from the Public**
4. **Committee Chair Report**
5. **Director of Finance Report**
  - a. Appointment of Audit Committee
6. **County Administrator Report**
  - a. Preliminary Report on 2020 Budget Process
7. **Report from the Human Resources Commissioner**
8. **Report from Workforce Diversity and Inclusion Committee**
9. **Report from Public Information Officer**
10. **Resolutions**
  - a. **Resolution:** Appropriation from Contingent Fund – Terminal Pay – Assessment (ID #8383)
  - b. **Resolution:** Implementation of a Public Administration Management Fellowship Program (ID #8392)
  - c. **Resolution:** Authorizing Transfer from the Contingent Fund for Feasibility Study for Purchase of Real Estate (ID #8391)
11. **Discussion of Committee Goals**
12. **Appointments**
  - a. Advisory Board Appointment(s) (ID #8384)
13. **Possible Executive Session to Discuss Personnel Matters**
14. **Adjournment**

**Budget, Capital and Personnel Committee**  
 Regular Meeting Minutes – Draft 1-14-19  
 Tuesday, January 8, 2019 4:00 PM  
 Scott Heyman Conference Room

**Attendance**

Attendee Name	Title	Status	Arrived
Michael Lane	Chair	Late	4:06 PM
Leslyn McBean-Clairborne	Vice Chair	Present	
Glenn Morey	Member	Present	
Daniel Klein	Member	Present	
Michael Sigler	Member	Late	4:09 PM
Catherine Covert	Clerk of the Legislature	Present	
Jason Molino	County Administrator	Present	
Rick Snyder	Finance Director	Present	
Amy Guererri	Commissioner of Human Resources	Present	
Marcia Lynch	Public Info. Officer, County Administration	Present	

**Call to Order**

Mrs. McBean-Clairborne, Vice Chair, called the meeting to order at 4:05 p.m.

**Changes to the Agenda**

There were no changes to the agenda.

**Minutes Approval**

December 11, 2018

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Glenn Morey, Member
<b>SECONDER:</b>	Daniel Klein, Member
<b>AYES:</b>	McBean-Clairborne, Morey, Klein
<b>ABSENT:</b>	Lane, Sigler

**Comments from the Public**

There were no members of the public present.

Mr. Lane arrived at this time.

**Committee Chair Report**

Mr. Lane said an executive session would be held later in the meeting to discuss the Direct Reports evaluations. He asked Committee members what their thoughts were on the topics that were discussed this past year and if there were areas that should be addressed in 2019.

Mrs. McBean-Clairborne believes over the years that not a lot of time has been spent on personnel issues and would like to see that change and have more discussions in future years.

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Mr. Sigler arrived at this time.

Mr. Klein agreed with Mrs. McBean-Clairborne and said he had the same observation.

Ms. Guererri said she would be open to suggestions of what the Committee might be interested in hearing about and what could be included in reports.

Mr. Lane suggested one area the Committee could discuss in the next year is the implementation of recommendations from the Climate Survey. Many of the labor unions will be beginning negotiations next year including TC3 unions. Health insurance issues could be another topic to discuss.

### **Director of Finance Report**

Mr. Snyder provided an update on the two IRS penalties the County received in May 2018 and appealed. He reported that the County won one of the two penalties and the \$8,000 was returned. The second penalty in the amount of \$8,000 is final and no further action is expected.

In response to Mrs. McBean-Clairborne's question concerning the hiring of a Deputy Finance Director, Mr. Snyder said he has one more phone interview and expects to complete all interviews by the end of this month and appoint an individual by the first of February. He said there is one other vacancy in his Department and interviews for that position are underway now.

### **County Administrator Report**

Mr. Molino reported the Blue Collar Union approved their contract on Monday. A resolution will need to be adopted by the Legislature to ratify the contract. A meeting with appropriate payroll employees will be held to develop a record of the retro pay as a result of this contract being approved.

Mr. Morey asked what other contracts are due to expire or in need of being negotiated. Mr. Molino said the White Collar Union's contract expires in 2020, Corrections expired at the end of 2017, and Road Patrol expired at the end of 2016. He believes there will be contact made and that negotiations could begin within the next month or so with both Road Patrol and Corrections units. He also hopes to begin conversations with the White Collar this summer.

Mr. Molino spoke to the Sheriff's office and the transition of staffing with the new Sheriff and Undersheriff. He believes the transition is going well and has met with both the Sheriff and Undersheriff to discuss various issues that are part of ongoing discussions such as capital planning, budget process, etc.

Mr. Molino provided a brief update on the staffing at the Department of Emergency Response and said former Undersheriff Brian Robison has been appointed Interim Director as Director Lee Shurtleff is retiring. Mr. Molino said he has met with staff to discuss this transition and has communicated this with others as appropriate. In addition, he has met with both Mr. Robison and Mr. Shurtleff to discuss the Department's work plan and staffing. Mr. Shurtleff will continue working part-time in the Department in a new position to help with the transition and to work on special projects.

Mr. Molino reported that he has issued guidance and parameters to Department Heads in relation to performance evaluations. He will include that information in his weekly update to the Legislature. He expects that the process will change over the next year as the Climate Survey Implementation Team rolls out its recommendations in this area. In addition he communicated to Department Heads that do not

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report to him that if interested they could prepare work plans as well.

Mr. Molino said he will ask Deputy County Administrator Amie Hendrix to provide updates to the Workforce Diversity and Inclusion Committee and this Committee on the Climate Survey process as needed.

Mrs. McBean-Clairborne asked about the Veteran's position that was approved through the budget process as well as the status of the Fellowship program.

Mr. Molino said a discussion about the Veteran's position and distribution of funds will be presented at the next Health and Human Services Committee meeting as well as the Government Operations Committee. A Charter change is being proposed to make the appointment authority of this position consistent with Executive Law as the Charter cannot supersede Executive Law. The proposal is to authorize the County Administrator to appoint subject to Legislature approval rather than the Legislature appoint.

In response to Mr. Lane's question about the State Veteran's Officer that had been the County's representative, Mr. Molino said the State discontinued that practice and now it is the responsibility of the County to fulfill this responsibility.

Mr. Molino reported interviews for the Youth Services Director position are scheduled for next Friday. He explained how the process was changed for this position and said it is being handled as a blind review process. The information presented to the review panel to rank the applicants based on experience and education such as names, addresses, and where education was received was omitted to prevent explicit bias prior to formal interviews being held. He said bias training will also be given to the panel members prior to the interviews. In response to Mr. Klein about the reason for the change in process, Mr. Molino said there have been discussions and feedback about trying to give everyone fair opportunities when being interviewed and one of the topics highlighted at a recent conference he attended was explicit bias. In an effort to improve and have a fair process, a decision was made to try something different. He will follow-up and request feedback from the panel about the process and how it went. Ms. Guererri also said the "meet and greet" program is being changed to improve that experience for new hires.

In reference to the Fellowship program, Mr. Molino said during the 2019 Budget process, this program was put on hold as new Deputy County Administrators were being hired and a reorganization of Administration was taking place. This program has been discussed with his team and Deputy County Administrator Amie Hendrix will be recommending one Fellowship position be filled to focus and assist with the Climate Survey implantation. There are other large projects such as capital planning this position could help with as well. More details will follow in the next month or so.

### **Report from the Human Resources Commissioner**

Ms. Guererri announced the Deputy Commissioner of Human Resources position has been filled. Laura Granger will begin employment on Monday; she served in the same position in Cayuga and Seneca Counties and has a wealth of knowledge and experience in Civil Service practices. Ms. Guererri also said interviews will soon be held for the Personnel Assistant position approved through the budget process. She reported on the Request for Proposals for the third party administrator that oversees the County's Worker's Compensation, Disability and FMLA programs. There are two vendors being considered by a team of staff. Mr. Guererri also reported on the Rewards and Recognition program and said materials will be distributed to Department Heads.

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Mrs. McBean-Clairborne commented on how line staff is more involved with the interview process and asked if there has been any thought given to provide interview trainings. Mr. Molino agrees that Department Heads are engaging more staff to participate in the interview process and said it is definitely an area to look at.

Mrs. McBean-Clairborne asked Ms. Guereri about the succession planning as there are a number of employees that may be retiring in the next few years. Ms. Guereri commented on the interview training and said that has been a plan in progress with the Manager of Talent Acquisition position, however, that has been delayed due to the absence of the employee. She understands the need for the training and it is a priority. In response to the number of employees retiring in the next few years, she is aware of the large number of tenured employees and said during the budget process communication was sent out to departments asking for information about anyone they knew of that maybe considering retirement to begin discussions about a succession plan and to help the recruitment efforts that may be needed. There was not a huge response to that communication, but said they were factored into Department of Human Resources budget request. Ms. Guereri said she has made materials for succession planning available to departments as well. Mr. Molino said he is also recommending some overlap of positions for some long-term employees retiring. He commented there were a few approved through the budget process.

**Resolution No. - 2018 Budget Appropriation and Adjustment - Human Resources (ID #8320)**

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Daniel Klein, Member
<b>SECONDER:</b>	Glenn Morey, Member
<b>AYES:</b>	Lane, McBean-Clairborne, Morey, Klein, Sigler

WHEREAS, pursuant to Administrative Manual Policy 05-02, budget adjustments exceeding \$5,000 require Legislative approval, and transfers from personnel lines are subject to program committee approval, and

WHEREAS, salary savings have accrued in the Human Resources Department's accounts up to at least \$26,358 during the first half of 2018 due to the timing of filling the Human Resources Program Administrator position, and

WHEREAS, funds were used from the Professional Services line to pay HR WORKS for contracted services to fill the void created by vacant positions in early 2018, now therefore be it

RESOLVED, on recommendation of the Budget, Capital and Personnel Committee, That the Director of Finance be and hereby is authorized and directed to make the following transfer within the 2018 Budget:

FROM:	1430.51000216 HR Systems and Program Administrator	\$26,358
TO:	1430.54442 Professional Services	\$26,358

**SEQR ACTION:** TYPE II-20

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Minutes Acceptance: Minutes of Jan 8, 2019 4:00 PM (Minutes Approval)

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**Report from Workforce Diversity and Inclusion Committee**

Mrs. McBean-Clairborne said the Committee will next meet on January 23<sup>rd</sup>. She reported that some members of the Committee and the City’s Workforce Diversity Advisory Committee and many others are working on a meet and greet for professionals of color who have come into the community. The purpose is to introduce them to job opportunities in County government and City government. This will be an opportunity to provide a welcoming environment and avenues for mentorship and support. She commented that there have been a number of people who have left the community because of the difficulty of transition and a community that does not feel welcoming or that they fit in. There are about eight representative organization groups that are planning this meet and greet event that is scheduled for February 1<sup>st</sup> at Cultivare.

**Report from Public Information Officer**

Ms. Lynch said the Public Information Advisory Board will be meeting the fourth Friday of the month in January. She reported that one of the Board’s long-time members will be resigning.

**Information Only**

2019 Contingent Fund Budget Transfer (ID #8335)

<b>RESULT:</b>	<b>COMPLETED</b>
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**Executive Session**

Direct Report Update

It was MOVED by Mr. Klein, seconded by Mrs. McBean-Clairborne, and unanimously adopted by voice vote, to hold an executive session at 5:02 p.m. to discuss a personnel matter about particular employees. The meeting returned to open session at 5:15 p.m.

**Adjournment**

The meeting adjourned at 5:15 p.m.

Minutes Acceptance: Minutes of Jan 8, 2019 4:00 PM (Minutes Approval)

**Budget, Capital and Personnel Committee**  
 Special Meeting Minutes – Draft 1-17-19  
 Tuesday, January 15, 2019 5:15 PM  
 Legislature Chambers

**Attendance**

Attendee Name	Title	Status
Michael Lane	Chair	Present
Leslyn McBean-Clairborne	Vice Chair	Present
Glenn Morey	Member	Present
Daniel Klein	Member	Present
Michael Sigler	Member	Present
Jason Molino	County Administrator	Present
Michelle Cocco	Chief Deputy Clerk of the Legislature	Present
Lisa Holmes	Deputy County Administrator	Present
Amie Hendrix	Deputy County Administrator	Present

**Call to Order**

Mr. Lane, Chair, called the meeting to order at 5:15 p.m.

**Changes to the Agenda**

There were no changes to the agenda.

**Resolutions**

**Resolution No. - Legislative Approval of the Tentative Agreement Between Tompkins County and the Civil Service Employees' Association, Inc., Local 1000, AFSME, AFL-CIO Tompkins County Local 855, Tompkins County Blue Collar Unit #8900-01 ("CSEA") (ID #8359)**

Mr. Molino provided an overview of the proposed agreement with the Blue Collar Bargaining Unit and said it was ratified overwhelmingly by the Unit on January 7th. The terms are outlined in the resolution and also follow an explanatory memorandum Mr. Molino provided to the Committee. It is a six-year agreement that mimics the White Collar agreement; as of January 1, 2020, all members will shift to the Platinum Metal Level Health Insurance Plan that is offered through the Health Insurance Consortium. That Plan includes a wellness initiative that contains an incentive that can be applied in cash, in a Health Reimbursement Account, or Deferred Compensation. He noted members will no longer receive fully paid dental insurance; this was part of making things consistent with the White Collar Agreement.

Mrs. McBean-Clairborne said she appreciates seeing more than a two percent salary increase in the proposed agreement. She thinks County employees deserve decent wages and thinks the negotiating team did a good job balancing the County's need to pay employees a good wage while not overburdening the taxpayer.

There was a discussion on the Blue4U program that is a wellness initiative that is available to Platinum Plan subscribers. Mr. Molino explained that the program is entirely voluntarily and is managed by a third party administrator. The agreement includes cash incentives for members who achieve wellness targets based on annual wellness program results that are measured by a blood draw. Mr.

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Molino noted for the convenience of members an on-site date will be offered to employees for this. It was stated that there are alternative standards for individuals for whom it may be unreasonably difficult to participate in the program due to medical condition or it being medically inadvisable to participate. Ms. Holmes said the standards that are set are reachable by all members regardless of age.

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Glenn Morey, Member
<b>SECONDER:</b>	Leslyn McBean-Clairborne, Vice Chair
<b>AYES:</b>	Lane, McBean-Clairborne, Morey, Klein, Sigler

WHEREAS, the collective bargaining agreement between Tompkins County and the Civil Service Employees' Association (CSEA), Blue Collar Unit 8900-01, expired on December 31, 2017, and

WHEREAS, negotiations for a successor agreement began on October 27, 2017, and on January 3, 2018, tentative terms for a three-year contract were reached, and

WHEREAS, on August 20, 2018, the Tompkins County CSEA Blue Collar Unit held a ratification vote and the tentative agreement was not ratified by the CSEA membership and CSEA declared impasse on August 27, 2018, and

WHEREAS, thereafter, the parties conducted three mediation sessions with the assigned Public Employees Relations Board (PERB) Mediator, Joe Cambridge, and those efforts brought the teams to a settlement, and

WHEREAS, on December 10, 2018, the parties reached an agreement for a six-year contract, January 1, 2018, through December 31, 2023, which extends many of the terms and conditions of the previous three-year agreement with the following language and economic changes summarized in the Resolved clause below, and

WHEREAS, on January 7, 2019, the Union held a ratification vote of its membership, where the contract was approved, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That the bargaining agreement between Tompkins County and the Civil Service Employees Association, Blue Collar Unit, for the period January 1, 2018, to December 31, 2023, is hereby approved with the following economic changes:

ARTICLE 4 - COMPENSATION:

Annual Salary Increases

- January 1, 2018 wage increase 2.00% on the 2017 base
- January 1, 2019 wage increase align Blue Collar pay grades with White Collar pay grades
- January 1, 2020 wage increase 2.00% on the 2019 base
- January 1, 2021 wage increase 2.50% on the 2020 base
- January 1, 2022 wage increase 2.25% on the 2021 base
- January 1, 2023 wage increase 2.00% on the 2022 base

2018 wage increases will be paid retroactively to January 15, 2019, due by 2/28/19

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### Longevity Payments

- i. Each employee will receive a longevity payment according to the following schedule, in the first pay period of December of each year of the contract if they are actively employed as of that date. Payments for part-time employees will be pro-rated. If an employee retires or is laid off during the year, but prior to the first pay period in December, the longevity payment will be made upon retirement or lay-off if otherwise eligible. Employees who resign, retire, or are terminated prior to the payment date are not eligible for payment.
- ii. Longevity payments are not added to base salary for the purposes of computing salary increases in future years.

Upon completion of:	2018	2019	2020
5 - 9 years		\$500	\$500
10 - 14 years	\$750	\$1000	\$1,000
15 - 19 years	\$1,000	\$1,250	\$1,250
20 - 24 years	\$1,250	\$1,500	\$1,500
25 years or over	\$1,500	\$1,750	\$1,750

### ARTICLE 19 - HEALTH INSURANCE

- i. Effective January 1, 2020, all participating employees eligible for County sponsored health insurance shall enroll in the Excellus Blue PPO Platinum 90 Plan. All other plans will no longer be offered to employees in this bargaining unit. Employees may not elect to change to another health plan.
- ii. Effective January 1, 2020, all participants shall receive the following cash incentives for achieving wellness targets based on their annual wellness program results:

#### Family Plan Cash Incentive:

Blood Pressure -	\$350 for employee and \$350 for spouse/domestic partner
LDL Cholesterol -	\$350 for employee and \$350 for spouse/domestic partner
Triglyceride -	\$350 for employee and \$350 for spouse/domestic partner
Glucose -	\$350 for employee and \$350 for spouse/domestic partner
No Nicotine Use -	\$350 for employee and \$350 for spouse/domestic partner

NOTE: If an employee has a family plan with no spouse/domestic partner on the plan, the cash incentive shall be \$700 for each category.

#### Individual Plan Cash Incentive:

Blood Pressure -	\$300 for employee
LDL Cholesterol -	\$300 for employee
Triglyceride -	\$300 for employee
Glucose -	\$300 for employee
No Nicotine Use -	\$300 for employee

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Maximum incentive that can be earned for a family plan is \$3,500 and maximum incentive that can be earned for an individual plan is \$1,500. Payment of cash incentives shall be paid to participating employees in the month following completion of health screening.

There will be reasonable alternative standards for individuals for whom it may be unreasonably difficult to participate in the wellness program, due to medical condition, or it is medically inadvisable to try to participate. A representative from the wellness program provider will confidentially review such members requests based on individual circumstances and determine alternative standard processes.

Options for receiving the cash incentive include the following:

- 1. Lump sum payment by check, subject to applicable payroll tax deductions (FICA); or
  - 2. Pre-tax deposit into deferred compensation plan, subject to execution of appropriate documentation, as well as IRS caps in place for each year; or
  - 3. Pre-tax deposit into employee’s Health Reimbursement Account (HRA), the amount of which will accumulate, and may be used until exhausted. (Additional guidelines related to HRA’s can be found under section 5 below).
- iii. Payment in Lieu of Health Insurance: Effective January 1, 2020, an annual “buy out” stipend shall be available for those covered employees eligible for health insurance who voluntarily waive participation. Upon satisfactory verification that the employee is covered under a non-County health insurance plan, in accordance with the Affordable Care Act or other laws as applicable, the employee will receive a stipend of \$1,500.
- iv. Effective January 1, 2020, all employees, regardless of hire date, enrolled in the Excellus Blue PPO Platinum 90 Plan shall immediately be eligible for an Integrated HRA, in the amount of \$250 if enrolled in an individual plan, or \$500 if enrolled in a family plan, with no eligibility waiting period.

RESOLVED, further, That the bargaining agreement between the County of Tompkins and Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL/CIO, Tompkins County Local 855, the Tompkins County Blue Collar Unit 8900-01, for the period of January 1, 2018, through December 31, 2023, is hereby ratified,

RESOLVED, further, That any salary or fringe adjustment made as a result of this agreement shall be retroactive to January 1, 2018, only for those individuals on payroll as of the date of ratification of this agreement by the Tompkins County Legislature,

RESOLVED, further, That the Director of Finance is hereby authorized to make such appropriations as necessary and appropriate to implement this agreement.

**SEQR ACTION:** TYPE II-28

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**Adjournment**

The meeting adjourned at 5:24 p.m.

Minutes Acceptance: Minutes of Jan 15, 2019 5:15 PM (Minutes Approval)



**Tompkins County Legislature**

Governor Daniel D. Tompkins Building  
Ithaca, NY 14850

Meeting: 02/15/19 09:00 AM  
Department: Assessment  
Category: Real Property  
Functional Category: Contingent Fund

**SCHEDULED**

**RESOLUTION NO.**      *DOC ID: 8383*

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**Appropriation from Contingent Fund – Terminal Pay – Assessment**

WHEREAS, the Department of Assessment had one GIS Technician retire effective November 30, 2018, and

WHEREAS, the Fiscal Policy of Tompkins County allows for terminal-pay reimbursement to the Department from the Contingent Fund, now therefore be it

RESOLVED, on recommendation of the Government Operations and the Budget, Capital and Personnel Committees, That the Director of Finance is hereby authorized and directed to make the following appropriation for 2018:

FROM:	A1990.54400	Contingent Fund	\$15,360.70
TO:	A1355.51000	GIS Technician	\$10,572.44
	A1355.58800	Fringes	\$ 4,788.26

**SEQR ACTION:** TYPE II-26



**Government Operations Committee**

Governor Daniel D. Tompkins Building  
Ithaca, NY 14850

Meeting: 02/15/19 09:00 AM  
Department: County Administration  
Category: Administrative  
Functional Category:

**SCHEDULED**

**RESOLUTION NO.      DOC ID: 8392**

**Implementation of a Public Administration Management Fellowship Program**

WHEREAS, Resolution 2017-23, adopted by the Tompkins County Legislature on November 21, 2017, established the foundation for a county-sponsored fellowship program to enhance the organization’s ability to attract diverse talent with the fresh perspectives and skill sets necessary to keep Tompkins County on the cutting edge of local government in New York State, and

WHEREAS, the Tompkins County Legislature supported the pilot concept and approved funding for the first year of a three-year, multi-year over-target request to support the 2018 operating costs of the program, and

WHEREAS, the pilot program proposed a start up with two 40-hour per week Management Fellows positions, assigned to the Department of County Administration staffing roster, that were to be filled with staggered appointments to continue for no longer than eighteen months per appointment, and

WHEREAS, due to staffing changes within County Administration the capacity to coordinate and implement such a program was not realized in 2018, and

WHEREAS, the current staffing pattern in County Administration has increased departmental capacity to develop and implement the Public Administrator Fellowship program on a pilot basis during 2019 with a proposal of one 40-hour per week Management Fellow position, assigned to the Department of County Administration staffing roster beginning in Spring of 2019, and

WHEREAS, County Administration has a need for additional support to research and implement organizational changes as a result of the 2018 Climate Survey in addition to activities aligned with County Administration core operations, and

WHEREAS, a Public Administration Fellow would have the opportunity to assume diverse management-level responsibilities, work on upper-level research and development projects, and perform several duties in his or her chosen field, and

WHEREAS, the aforementioned Resolution 2017-234, created the position of Public Administration Management Fellow, Grade 78/Job Code 4221 at 40-hours per week in the Department of County Administration, and

WHEREAS, the incumbent will be paid an hourly rate of \$21.64, which equates to \$45,011 per year for a 40-hour per week position, and will have access to such fringe benefits as are available to management staff, including health insurance and New York State Retirement, now therefore be it

RESOLVED, on recommendation of the Government Operations and the Budget, Capital, and Personnel Committee, That this Legislature hereby authorizes the Finance Director to apply Contingency Funds in to the following accounts:

FROM:	Contingent Fund	
	1990.54400 Program Expense	\$66,981
TO:		

Resolution (ID # 8392)

Meeting of February 15, 2019

1	County Administration	
2	1230.51000221 Management Fellow	\$45,011
3	1230.58800 Fringes	\$21,970
4		
5	<b>SEQR ACTION: TYPE II-26</b>	

