

Budget, Capital and Personnel Committee
 Regular Meeting Minutes – Approved 5-8-18
 Tuesday, April 10, 2018 4:00 PM
 Scott Heyman Conference Room

Attendance

Attendee Name	Title	Status	Departed
Michael Lane	Chair	Excused	
Leslyn McBean-Clairborne	Vice Chair	Present	
Glenn Morey	Member	Excused	
Daniel Klein	Member	Present	
Michael Sigler	Member	Present	4:44 PM
Katrina McCloy	Deputy Clerk, Legislature	Present	
Jason Molino	County Administrator	Present	
Marcia Lynch	Public Info. Officer, County Administration	Present	
Rick Snyder	Finance Director	Present	
Amy Guererri	Commissioner of Human Resources	Present	
Steve Estes	Deputy Personnel Commissioner	Present	
Brenda Grinnell-Crosby	Public Health Administrator	Present	

Guests: Dr. Orinthia Montague, and Blixey Teasch, Tompkins Cortland Community College

Call to Order

Mrs. McBean-Clairborne, Vice-Chair, called the meeting to order at 4:02 p.m.

Changes to the Agenda

There were no changes to the agenda.

Minutes Approval

March 13, 2018

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Daniel Klein, Member
SECONDER:	Michael Sigler, Member
AYES:	McBean-Clairborne, Klein, Sigler
EXCUSED:	Lane, Morey

March 20, 2018

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Daniel Klein, Member
SECONDER:	Michael Sigler, Member
AYES:	McBean-Clairborne, Klein, Sigler
EXCUSED:	Lane, Morey

Comments from the Public

There were no members of the public present who wished to speak.

TC3

Resolution No. - Endorsing Tompkins Cortland Community College Amendment to Child Care Center Project (ID #7733)

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Michael Sigler, Member
SECONDER:	Daniel Klein, Member
AYES:	McBean-Clairborne, Klein, Sigler
EXCUSED:	Lane, Morey

WHEREAS, via Resolution No. No. 116 of 2016, the Tompkins County Legislature approved Tompkins Cortland Community College's Child Care Center Project in the amount of \$4,000,000.00, and

WHEREAS, there is a need to increase the project budget by \$732,000.00 for a new total of \$4,732,000.00, and

WHEREAS, the College has secured additional funds through private donations and unallocated SUNY Construction Fund dollars, and

WHEREAS, the amended funding for this project will be as follows:

\$1,000,000	State Grants
\$1,732,000	SUNY Capital Project Funds
\$2,000,000	Private Funds Already Received (Local Share)

, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That the county sponsors do hereby approve Tompkins Cortland Community College's Amendment to the Child Care Center Project,

RESOLVED, further, That this Legislature does hereby recognize that the Local Share (Cortland County and Tompkins County) has already been secured through private donations as referenced above,

RESOLVED, further, That Tompkins Cortland Community College will submit appropriate applications and information necessary for approval and funding to the State University of New York for

the Amendment to the Child Care Center Project,

RESOLVED, further, That this Resolution shall become effective upon the adoption of a concurrent resolution by the Cortland County Legislature.

SEQR ACTION: TYPE II-20

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Committee Chair Report

Evaluation of Legislature Direct Reports

Mrs. McBean-Clairborne stated the Committee will decide the manner in which they want to move forward and will also decide who will be included in the review. Committee members agreed to have the Direct Reports submit names of community stakeholders they would like to be included in the process.

Resolutions

Resolution No. - Appropriation from Contingent Fund - Terminal-Pay Reimbursement - Department of Probation and Community Justice (ID #7681)

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Daniel Klein, Member
SECONDER:	Michael Sigler, Member
AYES:	McBean-Clairborne, Klein, Sigler
EXCUSED:	Lane, Morey

WHEREAS, in the Department of Probation and Community Justice, one Probation Officer resigned on February 23, 2018,

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 Public Safety and Budget, Capital and Personnel Committees, That the Director of Finance is hereby authorized and directed to make the following budget adjustment for 2018:

FROM:	A1990.54400	Contingent Fund	4,399
TO:	A3142.51000585	Probation Officer	3,028
	A3142.58800	Fringes	1,371

SEQR ACTION: TYPE II-20

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Resolution No. - Amendment to Resolution No. 39 of 2018 to Modify Public Health Department Fiscal Target for Medical Examiner Program Restructuring (ID #7735)

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Michael Sigler, Member
SECONDER:	Daniel Klein, Member
AYES:	McBean-Clairborne, Klein, Sigler
EXCUSED:	Lane, Morey

WHEREAS, Resolution No. 39 of 2018 authorized the restructuring of the Medical Examiner Program in the Tompkins County Department of Public Health and a corresponding budget transfer across budgeting units, and

WHEREAS, the aforementioned budget transfer moved spending authority out of a budgeting unit subject to the Public Health Department's Fiscal Target (4014) and into a budgeting unit that is one of the Department's mandated units (4017), thus effectively reducing the Department's Fiscal Target, and

WHEREAS, it was the Department's expectation that, in addition to the budget transfer for 2018, this consolidation of the Medical Examiner Program in the mandated unit would also result in a decrease in the Department's Fiscal Target, now therefore be it

RESOLVED, on recommendation of the Health and Human Services and the Budget, Capital, and Personnel Committees, That Resolution No. 39 of 2018 be and hereby is amended to authorize and direct that the Department's Fiscal target be adjusted downward by \$66,129 (the full 2018 expenditure appropriation for unit 4014).

SEQR ACTION: TYPE II-20

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Resolution No. - Adoption of Cash Management and Investment Policy (ID #7719)

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Michael Sigler, Member
SECONDER:	Daniel Klein, Member
AYES:	McBean-Clairborne, Klein, Sigler
EXCUSED:	Lane, Morey

WHEREAS, Article 2 -Section 10 of the General Municipal Law requires each local government to authorize depositories for public funds, and

WHEREAS, Article 2 -Section 11 of the General Municipal Law requires each local government to authorize Permitted Investments for public funds not required for immediate expenditure, and

WHEREAS, Article 3 -Section 39 of the General Municipal Law requires each local government to adopt a comprehensive investment policy that details the local government's operative policy and instructions to officers and staff regarding the investment of public funds, and that the Investment Policy shall be annually reviewed by the local government, now therefore be it

RESOLVED, on recommendation of the Budget, Capital, and Personnel Committee, That the Cash Management and Investment Policy dated March 2018, is hereby adopted.

SEQR ACTION: TYPE II-20

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Resolution No. - 2018 Membership Authorization and Appropriation from Contingent Fund - International City/County Management Association (ICMA) - County Administration (ID #7724)

RESULT:	RECOMMENDED [UNANIMOUS]
MOVER:	Michael Sigler, Member
SECONDER:	Daniel Klein, Member
AYES:	McBean-Clairborne, Klein, Sigler
EXCUSED:	Lane, Morey

WHEREAS, it is in the best interest of the County to have County personnel be members of a variety of organizations, and

WHEREAS, the International City/County Management Association (ICMA) advances professional local government through leadership, management, innovation, and ethics, with a stated vision of being the leading professional association dedicated to creating and supporting thriving communities throughout the world, and

WHEREAS, ICMA's members are professional city, town, and county managers/administrators who are appointed by elected officials to oversee the day-to-day operation of communities, and

WHEREAS, the association promotes and embraces diversity among its members, including a governing board that reflects ICMA's membership and the communities served, and

WHEREAS, ICMA provides member support; publications; data and information; peer and results-oriented assistance; and training and professional development to over 11,000 city, town, and county managers/administrators, their staffs, and other individuals and organizations throughout the world, and

WHEREAS, ICMA's Voluntary Credentialing Program recognizes professional local government managers qualified by a combination of education and experience, adherence to high standards of integrity, and an assessed commitment to lifelong learning and professional development, and requires a commitment of at least 40 hours of professional development every year, and

WHEREAS, each year, through its Annual Conference, ICMA offers an abundance of educational, information-sharing, and networking tools to help professional local government managers' best serve their communities in today's complex environment, now therefore be it

RESOLVED, on recommendation of the Government Operations and the Budget, Capital, and Personnel Committees, That membership in ICMA be authorized as an official membership for the County Administrator,

RESOLVED further, That the Finance Director be and hereby is authorized and directed to make the following adjustments to the 2018 Budget:

Minutes
Budget, Capital and Personnel Committee
Tuesday, April 10, 2018

FROM: 1990.54400 CONTINGENT FUND	\$3,040
TO: 1230.54416 MEMBERSHIP DUES	\$1,040
1230.54412 TRAVEL/TRAINING	\$2,000

RESOLVED further, That the Fiscal Target for the Department of County Administration be increased by \$3,040.

SEQR ACTION: TYPE II-20

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Committee Chair Report (Continued)

Evaluation of Legislature Direct Reports (Continued)

Mr. Sigler was excused at this time.

Ms. Guerri will provide a copy of the review process implemented by Mr. Mareane for Department Heads in the past that provides a different option for Committee members.

Mrs. McBean-Clairborne stated Committee members can review the options available for the evaluation process and be able to make a decision as to which one will be used at the next meeting. She will talk with Mr. Lane about who should be included in the review process. Mr. Klein has requested that the Direct Report employees suggest who should be included as a community stakeholder/peer. Mr. Estes will gather the input from the Direct Report employees.

County Administrator Report

Mr. Molino and his staff are in the process of preparing for the upcoming budget retreat and reviewed a brief outline at a recent meeting with Legislators Robertson, Kelles, and Lane. He does not plan on doing anything outrageously different. He and Mr. McGuire are narrowing down the different elements of it and will be coming together in the next week or so. He said he has a draft tax cap calculation but that could change mid-year and will discuss that further at the retreat. Following an inquiry from Committee members, Mr. Molino stated the tax cap will be over 2% and explained there was some roll over from the prior year and there has been steady growth in assessed taxable value. He spoke of Tompkins County being one of the fewer communities in the State that is having growth and all indicators are looking good.

Mrs. McBean-Clairborne inquired about the mortgage recording tax being used for capital reserve. Mr. Molino stated capital reserve is a portion of the tax levy and the mortgage recording tax is used for Tompkins Consolidated Area Transit (TCAT). He will include facility and infrastructure investment as a portion of the retreat, both shorter term and longer term.

Mrs. McBean-Clairborne asked if Mr. Molino will include anything in response to the Governor's Shared Services mandates. Mr. Molino is waiting for a draft review of the Public Safety Building and if there is a need for additional Sheriff's Department space. He said this has led to some preliminary discussions with the City and will likely lead to further discussions regarding shared spaces.

Report from the Human Resources Commissioner

Minutes
Budget, Capital and Personnel Committee
Tuesday, April 10, 2018

Ms. Guerri stated the new Manager of Talent and Acquisition has started on a part-time basis. Mrs. McBean-Clairborne asked Ms. Guerri to invite him to the next Legislature and Workforce Diversity and Inclusion Committee meetings.

Adjournment

The meeting adjourned at 4:55 p.m.