



**Minutes**  
**WAYS AND MEANS COMMITTEE**  
**Location: WebEx Meeting**

**April 29, 2020**

**MEMBERS PRESENT**

Supervisors David Baker, Jeffrey Gallahan, Robert Green, Peter Ingalsbe, Daniel Marshall, Kristine Singer, and Andrew Wickham.

**OTHERS PRESENT**

In addition to Committee Members: Board Chairman Jack Marren, Interim County Administrator Brian Young, Finance Director Mary Gates, Deputy Finance Director Lorrie Scarrott, County Attorney Holly Adams, First Assistant County Attorney Lea Nacca, County Treasurer Gary Baxter, Human Resource Director Michele Smith, Deputy Human Resource Director Lindsey Burgess, Safety Coordinator Sherman Manchester, Sheriff Kevin Henderson, Director of 911 Steve DeChick, IT Director Sean Barry, Mental Health Director Diane Johnston, Planning Director Tom Harvey, Sr. Planner Betsy Landre, Purchasing Director Debbie Gierman, Purchasing Buyer Jennifer Langer, County Clerk Matt Hoose, Sr. Fiscal Manager Michael Wojcik, Grants Manager Peter Brown, Fiscal Manager Sandy Seeber, Emergency Management Director Jeff Harloff, Real Property Tax Services Director Robin Johnson, Social Services Director Eileen Tiberio, Purchasing Senior Clerks Stacy Schmitt & Brenda Litts, Board Clerk Kristin Mueller, and Confidential Secretary Judy Manntai.

**CALL TO ORDER**

The meeting of the Ways and Means Committee was called to order at 3:00 p.m. by Chairman David Baker.

**MINUTES**

Motion to approve the minutes of the Ways and Means Committee on April 8, 2020, was made by Supervisor Marshall, seconded by Supervisor Singer, and carried.

**HEALTH & HUMAN SERVICES**

The following Public Health resolution was presented:

- Authorization of Sliding Fee Schedules for 2020 - Department of Public Health

Motion to approve this resolution was made by Supervisor Marshall, seconded by Supervisor Wickham, and carried.

**PUBLIC SAFETY**

Probation Director Jeff Rougeux presented the following budget transfer request:

- Budget Transfer: Probation - 2019 Partnership Invoice - \$10,000

Motion to approve this transfer was made by Supervisor Green, seconded by Supervisor Wickham, and carried.

**PLANNING &  
ENVIRONMENTAL QUALITY**

Sr. Planner Betsy Landre presented the following resolution:

- Authorization to Accept Round I Non-agricultural Nonpoint Source Planning Grant for Honeoye Lake Aeration Destratification System Feasibility Study

Motion to approve this resolution was made by Supervisor Singer, seconded by Supervisor Marshall, and carried.

County Attorney Holly Adams presented the following resolution:

- Award of Contract with Hodgson Russ, LLP, Legal Assistance to Ontario County for Operations at the County Landfill

Motion to approve this resolution was made by Supervisor Singer, seconded by Supervisor Wickham, and carried.

**GOVERNMENT OPERATIONS  
& INSURANCE**

County Clerk Matt Hoose presented the following resolutions:

- Semi- Annual Mortgage Tax Report and Distribution

Mr. Hoose noted it is the highest period of mortgage tax in seven years.

Motion to approve this resolution was made by Supervisor Singer, seconded by Supervisor Marshall, and carried.

**HUMAN RESOURCES**

Sherman Manchester presented the Safety Report.

Motion to approve the report given by Mr. Manchester was made by Supervisor Singer, seconded by Supervisor Ingalsbe, and carried.

Human Resources Director Michele Smith presented the following resolutions:

- Amended Vacancy Review Policy for 2020
- Vacancy Review Policy for 2021

Motion to approve these two resolutions as a block was made by Supervisor Marshall, seconded by Supervisor Ingalsbe, and carried.

- Ontario County COVID-19 Reduction in Workforce Plan Extended

Motion to approve this resolution was made by Supervisor Wickham, seconded by Supervisor Ingalsbe, and carried.

First Assistant Attorney Lea Nacca presented the following resolution:

- Ontario County Policy for Implementation of the Families First Coronavirus Response Act

Motion to approve the resolution was made by Supervisor Wickham, seconded by Supervisor Gallahan, and carried.

**WAYS & MEANS  
STANDING COMMITTEE**

Purchasing Director Debbie Gierman presented the following resolution and policy changes:

- Revision of the Ontario County Purchasing Procedures

Motion to approve this resolution was made by Supervisor Marshall, seconded by Supervisor Singer, and carried.

Finance Director Mary Gates presented the following budget transfer related to COVID-19 PPE purchases:

- Budget Transfer: COVID-19 Related Expenses - \$144,000

Motion to approve this budget transfer was made by Supervisor Gallahan, seconded by Supervisor Wickham, and carried.

Finance Director Mary Gates presented the following resolution:

- Resolution Calling on the State of New York to Release Enhanced Federal Medicaid Matching Funds to Counties and New York City

Motion to approve this resolution was made by Supervisor Marshall, seconded by Supervisor Ingalsbe, and carried.

**1st Quarter 2020  
Sales Tax Distribution Report**

The *1<sup>st</sup> Quarter 2020 Sales Tax Distribution Report* was briefly reviewed. The County had an increase of approximately 7.80% as compared to the prior year 1<sup>st</sup> quarter collections.

**Local Law No. 2 - Overriding Tax  
Levy Limit for 2021**

Finance Director Mary Gates presented the proposed Local Law No. 2 (Intro) of 2020, which would allow the County to override the Tax Levy Limit for 2021, and the following resolution:

- Fixing Date and Notice for the Public Hearing on Local Law No. 2 (Intro.) 2020

Motion to approve the proposed Local Law was made by Supervisor Singer, seconded by Supervisor Marshall, and carried.

Motion to approve the resolution to set the Public Hearing was made by Supervisor Marshall, seconded by Supervisor Ingalsbe, and carried.

**HEALTH & HUMAN SERVICES**

Mental Health Director Diane Johnston presented the following two resolutions:

- Authorization of Sliding Fee Schedules for 2020 - Department of Mental Health
- Authority to Cancel Uncollectible Debts – Ontario County Mental Health ~ 2020

Motion to approve these two resolutions as a block was made by Supervisor Marshall, seconded by Supervisor Green, and carried.

**COUNTY ADMINISTRATOR**

Interim County Administrator Brian Young presented an update from the COVID Budget Team (Brian Young, Mary Gates, Eileen Tiberio, Sean Barry, Bill Wright, Lea Nacca, Holly Adams, and Michele Smith).

Finance Director Mary Gates presented and commented on the report “Summary of Financial Impacts of COVID-19 and the New York State Budget.” She noted:

- Impact to DMV Revenue may be as much as \$570,000 in lost revenue.
- Sales tax projections for this year are only up to 80% of 2019
  - ~ Additional loss of \$550,000 to be retained by the State for fiscally distressed hospitals
- Departmental Revenue Loss - approximately \$1,226,000
  - ~ Large portion of income loss is from Sheriff’s Department: Court, School Resource Officers, Mall, Traffic Enforcement, Events they cover. At this point, it is assumed there will be no school income for SROs for the remainder of the 2019–2020 school year.
  - ~ Additional shortfalls for general departments
- State Aid budget effect with projections up to a 50% shortfall of the 2020 budgeted amount of \$27, 172,691.
  - ~ Additional cost for Mental Health Competency Restoration is \$350,000 and is 100% county expense
- The total estimated shortfall at this time is approximately \$24,000,000. (Total 2020 county budget is about \$260 million).

Brian Young noted that Mary Gates was invited by NYSAC to present and explain her sales tax calculation and loss at a recent NYSAC Webinar.

Mr. Young also noted that the following cost reductions have been identified for the remainder of the 2020 fiscal year:

- Hiring Freeze
- 2020 Vacancy Review Policy - amend to require positions be vacant a minimum of 180 days (projected savings of approximately \$750,000)
- Vacant Positions - approximately 40 of 73 vacant positions will be abolished
- Temporary/Seasonal positions will be evaluated as season progresses
- Department Heads asked to review and reduce operational expenses by 5%. Estimated savings of \$1,750,000
- Budget reductions
  - ~ Will communicate with departments about what they want reduced.
  - ~ Budget transfers will be made to remove funds from department budgets.
  - ~ By general consent it was agreed that the budget reduction transfers are to be presented for full board approval since it will affect all committees.

- Capital Improvement Plan - Approximately \$4.5 million in renovations identified that will be delayed or funded by other sources
- Approximately 40% of county employees are working remotely. Should we consider continuation of this to help meet space requirements?

**EXECUTIVE SESSION**

At 4:02 p.m., Supervisor Gallahan made the motion to move into Executive Session to discuss legal matters and labor relations matters with counsel. Supervisor Marshall seconded the motion, motion carried. At 4:33 p.m., Supervisor Singer made the motion to move out of Executive Session. Supervisor Gallahan seconded the motion. Motion carried.

The following two resolutions were presented after Executive Session:

- Approving Memorandum of Agreement with CSEA Authorizing Voluntary Temporary Layoffs
- Authorizing Issuance of Notices in the Event of Layoff

Motion to approve these two resolutions as a block was made by Supervisor Wickham, seconded by Supervisor Marshall, and carried.

**ADJOURNMENT**

Being no further business to come before the Committee, the meeting was adjourned at 4:35 p.m., following a motion by Supervisor Green, seconded by Supervisor Marshall, and carried.

The next regularly scheduled meeting for the Ways & Means Committee is scheduled for Wednesday, March 20, 2020, at 3:00 p.m.

Respectfully submitted,

Judy Manntai, Confidential Secretary