

STEBEN COUNTY FINANCE COMMITTEE

Tuesday, February 9, 2016

10:00 a.m.

*Legislative Committee Room
Steuben County Office Building
Bath, New York*

****MINUTES****

- COMMITTEE:** Scott J. Van Etten, Chair Kelly H. Fitzpatrick Gary B. Roush
Brian C. Schu
- STAFF:** Jack K. Wheeler Mitch Alger Hank Chapman, Psy.D.
Noel Terwilliger Andy Morse Wendy Flaitz
James Allard Shawn Corey Pat Donnelly
Tammy Hurd-Harvey Alan Reed Tina Goodwin
- LEGISLATORS:** Joseph J. Hauryski K. Michael Hanna
- ABSENT:** Gary D. Swackhamer, Vice Chair
- OTHERS:** Mary Perham

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 10:00 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JANUARY 12, 2016, MEETING MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

III. DEPARTMENT REQUESTS

A. Office of Community Services

1. **Vital Access Provider (VAP) Funding** – Dr. Chapman informed the committee that the New York State Office of Mental Health made funding available to financially distressed clinics such as ours. The purpose of the funding is to enable those clinics to make changes to improve their facilities viability. He stated that he wrote and submitted a proposal to reduce no-shows for intake and counseling appointments and to increase staff productivity. The State accepted his proposal.

Dr. Chapman explained currently our no-show rate is 30 – 40 percent. With this funding, over the next three years, we will receive a total of \$260,000 from the State. We will use this funding to hire an additional contract Social Worker to provide open access intakes. This means that when a person calls for an appointment, they will be able to get an appointment the same day, or the next day instead of waiting the typical two to three weeks. Dr. Chapman stated he would also like to purchase TeleVox, which is a reminder software that will call, text or email a client reminding them of their appointment. Additionally, this software also has the capability of letting the clients know if they have an outstanding balance and what that is.

Dr. Chapman stated another component of his proposal was to increase staff efficiency. He would like to purchase voice-activated software that will type clinicians’ notes as they talk. This will save our clinicians time and will open up their schedule for additional appointments. He anticipates with these improvements, to conservatively decrease the cost to the County by as much as \$100,000.

Ms. Fitzpatrick asked do we have to make the investment first and then get reimbursed by the State? Mr. Wheeler replied yes, we will be reimbursed by the State. If we have a contract with the State, we are comfortable with that.

Ms. Fitzpatrick asked will you have to provide progress reports to the State? Dr. Chapman replied yes, we will be required to submit quarterly reports to the State. Mr. Wheeler commented it will be very telling for us and show the success. If the grant is not renewed, we will have an idea of what is working and what is not.

Mr. Van Etten commented even if you are reducing the no-show's, it still bears the same expense as you are paying someone to be there. One of the things mentioned is that it will improve receivables and part of the software is letting the clients know the balance. An issue in this department has been bad debt and collection. Dr. Chapman stated he agrees. The proposal includes this software and the thought is it will give us more ability than we had in the past.

Mr. Van Etten asked is there a correlation between no-shows and private pays? Dr. Chapman replied yes. Clients with Medicaid have no co-pay. Because of that we tend to see more no-shows with our Medicaid clients. With private insurance, the majority of services are covered, but the client is responsible for a portion. We have improved our collections over recent years. We are going after insurance denials to try to get payment.

Ms. Fitzpatrick asked what is your goal for the no-shows? Dr. Chapman replied he would like it to be zero. He is hoping, conservatively, to decrease no-shows by 10 percent.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO ACCEPT \$260,000, OVER A THREE-YEAR PERIOD, IN VITAL ACCESS PROVIDER (VAP) FUNDS FROM THE NEW YORK STATE OFFICE OF MENTAL HEALTH MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

B. 911

1. **Acceptance of 2015-2016 PSAP Operations Grant** – Ms. Goodwin requested authorization to accept \$185,710 in funds from the 2015-2016 PSAP Operations Grant. Some of this funding comes from the surcharge on cell phones. This is a non-matching grant. We would like to use these funds for Personnel costs and then the State will reimburse us. When we get the reimbursement, we would like to put that into the capital project entitled “Dispatch Console Replacement”.

MOTION: AUTHORIZING THE DIRECTOR OF 911 TO ACCEPT THE 2015-2016 PSAP OPERATIONS GRANT IN THE AMOUNT OF \$185,710 MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

C. Sheriff's Office

1. **Homeland Security Grant** - Undersheriff Allard requested authorization to accept \$32,500 in Homeland Security Grant funds. This funding will be used to purchase equipment for the CIRT Team. This is a non-matching grant.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT \$32,500 IN 2016 NEW YORK STATE HOMELAND SECURITY GRANT FUNDS FOR THE PURCHASE OF EQUIPMENT FOR THE CIRT TEAM MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

2. **Legislative Initiative Funding** – Undersheriff Allard required authorization to accept Legislative Initiative funding in the amount of \$5,000 from the New York State Division of Criminal Justice Services. This funding will be used to purchase night vision scopes and vests.

MOTION: AUTHORIZING THE SHERIFF TO ACCEPT LEGISLATIVE INITIATIVE FUNDING IN THE AMOUNT OF \$5,000 FROM THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Finance

1. **Year-End Budget Adjustments** – Mrs. Hurd-Harvey presented year-end budget adjustments for approval. These transfers include end of year salary line adjustments, maintenance in lieu of rent year-end adjustments, the roll over and transfer of 2015 grant balances to the 2016 lines for the Public Defender and the Emergency Management Office, setting up the Conflict Defender ILS Grant in the 2016 budget and end of year fringe line adjustments.

MOTION: APPROVING THE YEAR-END BUDGET ADJUSTMENTS PRESENTED BY THE COMMISSIONER OF FINANCE MADE BY MR. SCHU. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Tax Bills** – Mr. Roush asked what is the status of the research into who should be listed as the payee on tax bills? Mr. Reed replied that he had not yet done that research. Mrs. Flaitz stated that most tax bills state the municipality's tax collector. Each year we send a letter to the tax collector to find out what information they want on their tax bills and who they want the bills payable to.

Mr. Roush stated this issue was brought to his attention because people are not comfortable writing a check to the individual when they are paying taxes to the government. Mr. Reed stated he will examine if we are within our authority to direct the municipalities to not include the name of the tax collector.

Mr. Roush stated it comes down to what the banks will accept. The issue is the perception of the taxpayer of who is getting the money. In the Town of Erwin, half of the people do not write their checks to the payee listed on the bill. Mr. Reed stated that he will look into this.

3. **Tax Certiorari** – Mr. Hauryski asked for an update on the Tax Certiorari case on Kraft. Mr. Donnelly stated the Tax Certiorari involves five properties, two of which were excluded from the report. The properties were assessed at \$5 million. Kraft sued to get the assessment reduced to \$600,000. The assessment report assessed the properties at \$6 million. The County participated in an assessment by an outside appraiser who established the value at \$14 million. Discussion followed.

4. **Upper Five Mile Creek Watershed Protection District** – Mr. Donnelly informed the committee that the Upper Five Mile Creek Watershed Protection District is requesting a loan of \$150,000. This is a county-issued debt and will be paid by the tax on the land. He requested authorization to issue a bond anticipation note in the amount of \$150,000 for one year.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ISSUE A ONE-YEAR BOND ANTICIPATION NOTE IN THE AMOUNT OF \$150,000 FOR THE UPPER FIVE MILE CREEK WATERSHED PROTECTION DISTRICT MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§105.1.H. THE PROPOSED ACQUISITION, SALE OR LEASE OF REAL PROPERTY OR THE PROPOSED ACQUISITION OF SECURITIES, OR SALE OR EXCHANGE OF SECURITIES HELD BY SUCH PUBLIC BODY, BUT ONLY WHEN PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: REMOVING PARCEL #136.05-01-023.220/64 SITUATE IN THE TOWN OF HORNELLSVILLE FROM TAX FORECLOSURE AND CANCELLING THE TAXES AS UNCOLLECTABLE PURSUANT TO REAL PROPERTY TAX LAW, SECTION 1138 MADE BY MR. ROUSH. SECONDED BY MR. SCHU. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: APPROVING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #301.00-01-044.000 SITUATE IN THE TOWN OF CORNING, EXPIRING MARCH 31, 2017 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: APPROVING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #070.00-01-015.000 SITUATE IN THE TOWN OF AVOCA, EXPIRING MARCH 31, 2017 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IIN FAVOR. MOTION CARRIES 4-0.

MOTION: APPROVING A HARDSHIP DEFERRAL RELATIVE TO PARCEL #318.14-01-058.000 SITUATE IN THE CITY OF CORNING, EXPIRING MARCH 31, 2017 MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. SCHU. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR****

**Tuesday, March 8, 2016.
Legislative Committee Room
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, March 1, 2016.**