

FINANCE COMMITTEE MEETING MINUTES

Date: Tuesday, July 02, 2019 @ 9:00 AM

Present: **Brick, Grant**, Kehl, Granger, Davis, Tallman, Leuer (9:01 AM), May (9:02 AM), Ryan 9:42 AM), Copeland

Absent:

Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; J. Monteleone, Deputy Budget Officer; D. Farberman/HR Director; A. D. Berwanger/Board Chair; C. Mayer/Treasurer

Department Agenda Item	Discussion	Decision	Action														
Committee Chair's Agenda																	
		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:														
9:00 AM Information Technology w/T. MacConnell																	
<p>1. FYI ~ Contract (\$3,000 and under):</p> <ul style="list-style-type: none"> • Linstar, 430 Lawrence Bell Drive, Suite 1 Buffalo, NY 14221 for the provision of Galaxy Software Maintenance for Public Safety door system maintenance support in the amount of \$414.00 per year; effective 6/1/2019 – 5/31/2020. • Pictometry International Corp., 25 Methodist Hill Dr., Rochester, NY 14623 for provisions of Pictometry Connect one year subscription for \$2,200.00 effective 6/14/2019 – 6/13/2020. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:														
<p><i>At 9:01 AM Supervisor Leuer, T/Middlebury entered the meeting during the below agenda item.</i></p> <p><i>At 9:02 AM Supervisor May, T/Orangeville entered the meeting during the below agenda item.</i></p>																	
9:15 AM Treasurer w/C. Mayer																	
1. Hand out <u>Financial Reports</u> for Prior Month	<u>Updated June 30 Sales Tax report</u> was shared with all Supervisors.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:														
<p>2. 2019 Appropriation:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">To: 01.33.1325.1.10001 Salary S/D/I</td> <td style="text-align: right;">\$24,260.00</td> </tr> <tr> <td>01.33.1325.1.10101 CSEA Wages</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td>01.33.1325.1.10601 Unused Benefit</td> <td style="text-align: right;">1,065.00</td> </tr> <tr> <td>01.33.1325.8.83001 FICA</td> <td style="text-align: right;">1,600.00</td> </tr> <tr> <td>01.33.1325.8.85001 Medicare</td> <td style="text-align: right;">375.00</td> </tr> <tr> <td>01.33.1325.8.89001 Medical Ins.</td> <td style="text-align: right;"><u>5,000.00</u></td> </tr> <tr> <td>w/any funds available</td> <td style="text-align: right;">\$32,800.00</td> </tr> </table> <p>Reason: Cover staffing changes for balance of FY 2019.</p>	To: 01.33.1325.1.10001 Salary S/D/I	\$24,260.00	01.33.1325.1.10101 CSEA Wages	500.00	01.33.1325.1.10601 Unused Benefit	1,065.00	01.33.1325.8.83001 FICA	1,600.00	01.33.1325.8.85001 Medicare	375.00	01.33.1325.8.89001 Medical Ins.	<u>5,000.00</u>	w/any funds available	\$32,800.00		Motion: Davis Ayes: 9 Noes: Absent: 1 Ryan	Carried: XXX Defeated: Referred to:
To: 01.33.1325.1.10001 Salary S/D/I	\$24,260.00																
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w/any funds available	\$32,800.00																
3. Update on Summary of Capital Assets as suggested by Independent Auditor, T. Malecki during Committee of the Whole review of the 2018 Independent Audit.	Met w/ T/Gadd & D. Luckenbach regarding Summary of Capital Assets as suggested by T. Malecki of Drescher & Malecki during 2018 Independent Audit review. Will create a "Roads" category in using an excel spreadsheet including depreciation	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:														

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Also Present: C. Ketchum/Board Clerk; J. Cook/Budget Officer; J. Monteleone, Deputy Budget Officer; D. Farberman/HR Director; A. D. Berwanger/Board Chair; C. Mayer/Treasurer

Department Agenda Item	Discussion	Decision	Action
Clerk to the Board w/C. Ketchum			
<p>1. FYI ~ Contract (\$3,000 and under):</p> <ul style="list-style-type: none"> • RTS Wyoming, 18 West Buffalo Street, Warsaw, NY 14569 for transportation of 9 members of the Board of Supervisors to tour the Waste Management/CID facility in Chaffee, NY in an amount not to exceed \$125.00; effective June 20, 2019 only. Waste Management currently holds the County Curbside Collection bid award. 		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
Board of Supervisors w/C. Ketchum			
<p>1. Professional Service Contract \$5,001 or greater: Authorize Chairman to sign County General Liability Insurance renewals, pursuant to General Municipal Law §104(b), with NYMIR, AIG, CINCI, Travelers and Selective as provided for on the attached schedule of Premium Comparisons for the years 2018/2019 and 2019/2020 in an amount not to exceed \$519,269.18; effective July 01, 2019 through July 01, 2020.</p>		<p>Motion: Copeland</p> <p>Ayes: 10</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried: XXX</p> <p>Defeated:</p> <p>Referred to:</p> <p>*RESOLUTION</p>
9:30 AM Real Property Tax Services w/J. Kirsch			
<p>1. Re-appoint James Kirsch, 3454 Humphrey Road, Varysburg, NY 14167 to the position of Director of Real Property Tax Services; effective October 1, 2019 to Sept 30, 2025 to reflect a statutory six (6) year term per RPTL §1530.</p>		<p>Current statutory six (6) year term expires 09/30/19; per resolution 13-257 adopted 08/13/13.</p> <p>See <u>attached letter</u>.</p>	<p>Motion: May</p> <p>Ayes: 9</p> <p>Noes:</p> <p>Absent: 1 Ryan</p> <p>Carried: XXX</p> <p>Defeated:</p> <p>Referred to:</p> <p>*RESOLUTION</p>
6,000 – 8,000 parcels per Assessor is the standard according to the New York State Assessors Association.			
<p>2. FYI:</p> <ul style="list-style-type: none"> • Tax bill information and new STAR changes meeting in Attica on 6/17 went well, about 25-30 in attendance. • County assessing: grievance hearings went well. About 12 in Sheldon (full reval from 85% to 100%), Mary met with ~76 people beforehand, and 7 in Pike (regular update to maintain 100%). Planning reassessment projects for Warsaw and Gainesville for 2020. • The STAR changes and last minute change reports from NYS caused a delay in getting Final Rolls completed. 		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>

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Department Agenda Item	Discussion	Decision	Action
Budget Office w/J. Cook & J. Monteleone			
<i>At 9:42 AM Supervisor Ryan, T/Warsaw entered the meeting during the below Agenda item.</i>			
<p>1. 2020 Budget Message Discussion:</p> <ul style="list-style-type: none"> • Budget message is being sent to the Departments week of July 8th. • Contract Agencies? <ul style="list-style-type: none"> ○ <i>Usually direct \$0 increase but Contract Agencies ask for what they need...</i> • Levy? Direction to Depts.? • Tax Cap? Est. 2.89% or \$624,000 increase in levy (including “pass through” levy amounts, ex. Recycling) • Salary Increases for S/D/I.? Union CSEA =2.5% inc. for 2020. <ul style="list-style-type: none"> ○ <i>yes...</i> • General Insurance (property, liability, etc.) Est. 2.5% increase • Health Insurance Rates – Instructing to budget a 0% Increase based on utilization reviews. • RPTS preliminary assessment figures indicate a calculated growth of 3.80%. This number impacts the tax RATE; not levy. • NYS Retirement salary lists should be distributed in July with preliminary numbers. Projecting rates to remain stable or maybe a small increase, however, amount is affected by increase in salaries. <p><i>Typically request \$150K be budgeted in Capital Reserve but that usually gets cut. Planning 1.9% increase for curbside collection services. Budget Officer Cook suggested establishing a maintenance reserve. Snow contract numbers will be emailed to Public Works Committee Members so they can review for discussion at COW. Treasurer Mayer questioned establishing a reserve for demolition of properties around the county. A discussion regarding other towns taking advantage and the outstanding accounts receivable of the \$40K from V/Castile.</i></p> <ul style="list-style-type: none"> ○ <i>AIM coming directly from NYS from County share of internet sales tax. Should not cost counties \$.01 more.</i> 		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>2. Appropriation (on Behalf of Medicaid) To: 01.40.6102.4.42250 MMIS <u>IGT/DSH</u> Pymt \$162,000.00 <i>w/ any funds available</i> Reason: To appropriate funds to cover the 50% County Share of the DSH Payment (SFY 2015-2016 Reconciliation) with any funds available in the amount of \$162,000</p>		<p>Motion: Ryan</p> <p>Ayes: 10</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried: XXX</p> <p>Defeated:</p> <p>Referred to:</p> <p style="text-align: center;">*RESOLUTION</p>

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Department Agenda Item	Discussion	Decision	Action
9:45 AM Wyo. Co. Community Hospital w/D. Eichenauer			
<p>1. <u>General Update</u></p> <ul style="list-style-type: none"> D. Eichenauer read a complimentary letter from D. Lisnerski from Buffalo. There was a discussion on the addition of dialysis and oncology services. WCCH would have to partner with a facility that specializes in these areas. Would take a substantial investment. WCCH will continue to discuss the potential with specialists. 	<p><i>Update reviewed and attached.</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>2. Amend <u>Salary Schedule C</u> as follows:</p> <ul style="list-style-type: none"> Set the effective date of the Controller under <u>FISCAL SERVICES</u> on 05/28/2019. Place one (1) position of Chief Financial Officer under <u>FISCAL SERVICES</u> and set the salary at \$110,000 per year effective 09/01/2019. In six (6) months from the effective date, the CFO will be evaluated by the CEO with a report back to the BOM Compensation Committee. This position will not be eligible for a cost of living increase during the calendar year 01/01/2020 – 12/31/2020. Place one (1) position of Chief Nursing Officer under <u>NURSING ADMINISTRATION</u> and set the salary at \$110,000 per year effective 06/25/2019. This position will be eligible for a cost of living increase effective 01/01/2020. 		<p>Motion: Grant Ayes: 10 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>*RESOLUTION</p>
<p>3. Amend <u>Salary Schedule P</u> as follows:</p> <ul style="list-style-type: none"> Set the salary for one (1) position of Certified Nurse Midwife, FT (Position Code 17.111.519) under <u>OB CLINIC</u> at \$100,000 per year, position available date 06/25/2019. 	<p><i>This item goes with item #9.</i></p>	<p>Motion: Grant Ayes: 10 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>*RESOLUTION</p>
<p>4. Amend <u>Salary Schedule X</u> as follows:</p> <ul style="list-style-type: none"> Set the salaries for the job titles covered on Salary Schedule X, effective 07/01/2019 or as otherwise noted, and annexed hereto. 	<p>Salary Schedule established; Resolution #19-275 approved 06/11/2019</p>	<p>Motion: Grant Ayes: 10 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>*RESOLUTION</p>
<p>5. Amend Salary Schedule X Handbook related to <u>continuing medical education (CME) provisions</u> adding Mid-Levels for reimbursement for license expenses.</p>	<p>Resolution #19-253 approved 06/11/2019</p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p> <p>NO ACTION REQUIRED</p>

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Department Agenda Item	Discussion	Decision	Action
<p>6. Professional Service Contract, all Physician Contracts and/or \$50,001 or greater: Authorize the Chairman to sign the following contracts related the acquisition of the Dale L. Deahn MD PC family medicine practice:</p> <ul style="list-style-type: none"> • Dale L. Deahn, M.D., P.C., 401 Main Street, Arcade, NY 14009, <ul style="list-style-type: none"> ○ Personal Services Agreement to provide medical services, physician assistant supervision, medical director services, strategic and operational oversight for WCCHS’s family medicine locations in the Arcade area, \$275,000 per year based on an acceptable valuation report substantiating the fair market value and commercial reasonableness plus office management, billing, code oversight through the services of Elizabeth Deahn for mutually agreed upon hours at the rate of \$25.61 per hour, effective 07/15/2019 – 07/14/2022. ○ P.C. Stock Escrow Agreement whereby Physician establishes and is the sole shareholder of Wyoming County Family Medicine, P.C and Physician delivers his shares of stock to the Hospital to hold in escrow during the term of an agreement whereby Physician agrees to ensure that the P.C. is operated exclusively for the purposes of providing professional family practice medical services to the residents of Wyoming County and as part of the Wyoming County Community Health System. \$0.00 to WCCHS, effective 07/15/2019. ○ Asset Purchase Agreement to purchase substantially all tangible and intangible assets including, without limitation, medical and office equipment, furnishings, computers, software, telephone numbers, website, medical, pharmaceutical and office supplies and active patient medical records, \$320,000, effective 07/15/2019, subject to the receipt of an acceptable valuation report substantiating the fair market value and commercial reasonableness. ○ Real Estate Purchase Agreement for the real property at 401-403 Main Street, Arcade, NY 14009 consisting of approximately 0.675 acres and a 4,830 ± square foot medical office building, \$380,000 based on an acceptable appraisal substantiating the fair market value, effective 07/15/2019. <p><i>Valuations have been performed on all contracts...</i></p>		Motion: Grant Ayes: 10 Noes: Absent:	Carried: XXX Defeated: Referred to:
<p>7. Professional Service Contract, all Physician Contracts and/or \$50,001 or greater: Authorize the Chairman to sign a service agreement with GE HEALTHCARE, PO Box 641936, Pittsburg, PA 15264-1936 on four (4) anesthesia machines, \$11,673.60 per year, total amount of \$58,368, effective 05/29/2019 – 06/30/2024.</p>		Motion: Grant Ayes: 10 Noes: Absent:	Carried: XXX Defeated: Referred to:

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Absent:

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Department Agenda Item	Discussion	Decision	Action
<p>8. <i>Amend Resolution # 18-395 approved 09/11/2018 to RESCIND</i> the following agreement in its entirety as this employee submitted a letter to rescind the agreement on June 15, 2019, effective immediately.</p> <ul style="list-style-type: none"> <i>Vincent C. Newman, DO</i>, 520 Virginia Street, Apt. 28, Buffalo, NY 14202, an Employment Agreement – Salary Schedule P, to provide Family Practice services, not to exceed \$233,000 per year, plus a one-time fee of \$36,000, effective 08/01/2019 – 07/31/2022 or within 60 days upon the completion of credentialing and obtaining malpractice insurance. 		Motion: Grant Ayes: 10 Noes: Absent:	Carried: XXX Defeated: Referred to: * RESOLUTION
<p>9. <i>Amend Resolution #19-279 approved 06/11/2019</i> with <i>Rachel Muroff, RN, BSN</i>, 472 Breckenridge Street, Buffalo, NY 14213, related to a 2-year Employment Agreement – Schedule P to provide inpatient and outpatient midwifery services as follows:</p> <ul style="list-style-type: none"> Change the not to exceed amount from \$105,000 per year to <i>an amount not to exceed \$115,000 per year</i>. All other terms and conditions remain the same. 	<i>This item goes with item #3.</i>	Motion: Grant Ayes: 10 Noes: Absent:	Carried: XXX Defeated: Referred to: * RESOLUTION
<p>10. <i>Professional Service Contract \$50,001 or greater:</i> Authorize the Chairman to award bid and sign contract related to the construction of a garage in Parking Lot 7 with <i>Four Brothers Builders, LLC</i>, 8491 Cole Road, Colden, NY 14033, in an amount of \$103,180.00, effective 06/25/2019 - 10/28/2019.</p>		Motion: Grant Ayes: 10 Noes: Absent:	Carried: XXX Defeated: Referred to: * RESOLUTION
10:30 AM Co. Insurance Office w/D. Perkins			
<p>1. <i>General Update:</i></p> <ul style="list-style-type: none"> Still negotiating a few details Preliminary decrease of .63% projected for next year. Will be back next month asking for permission to sign rate sheets. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
Off Track Betting w/			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Other/Referrals:			
HUMAN RESOURCES			
Human Resource			
<p>1. Position Fill:</p> <p style="text-align: center;"><i>Sheriff</i></p> <p>One (1) position of <u>Correction Officer</u> (1.0 FTE) (position code 025.065) following WCSEA Schedule, Job Grade 3 at \$21.16/hr - \$25.96/hr (<i>July 1 Rates</i>). Person Vacating: Troy Rowe, effective May 30, 2019. Position Available: July 3, 2019.</p>		Motion: Tallman Ayes: 10 Noes: Absent:	Carried: XXX Defeated: Referred to: APPROVED
<p>2. Position Create/Fill:</p> <p style="text-align: center;"><i>Health Department</i></p> <p>One (1) position of <u>Health Insurance Enrollment Specialist</u> (0.6 FTE) on Salary Schedule G at a rate of \$23.00/hr for the period from August 1, 2019 – July 31, 2024.</p>	<i>(Full funded by Navigator Grant)</i>	Motion: Tallman Ayes: 10 Noes: Absent:	Carried: XXX Defeated: Referred to: *RESOLUTION
<p>3. Amend Salary Schedule G:</p> <p>“Consumer Assistance for the NYS of Health – Wyoming County Navigator Program” (approved by Resolution 19-260) for the period from 8/1/2019 – 7/31/2024:</p> <ul style="list-style-type: none"> • Director of Aging and Youth \$1,000.00 • Fiscal Officer I (OFA) \$1,000.00 • Public Health Administrator \$3,516.00 • PH Fiscal Administrator \$3,516.00 <p>Remove from Schedule G (effective July 27, 2019):</p> <ul style="list-style-type: none"> • Director of Nursing (Public Health) \$2,516.00 		Motion: Tallman Ayes: 10 Noes: Absent:	Carried: XXX Defeated: Referred to: *RESOLUTION
<p>4. Amend Salary Schedule D:</p> <p>Set the stipend for the <i>Medical Director, PT</i> (position code 116.403) under the PUBLIC HEALTH DEPT to \$16,945.00 annually, effective August 1, 2019.</p>	<i>(A reduction of \$12,000 annually due to transition of Pre-Hospital Care Medical Director Services (EMS) to the Emergency Services Department)</i>	Motion: Tallman Ayes: 10 Noes: Absent:	Carried: XXX Defeated: Referred to: *RESOLUTION

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Department Agenda Item	Discussion	Decision	Action
<p>5. Amend Salary Schedule S: To remove two jail kitchen titles which have been added to the CSEA General Unit:</p> <ul style="list-style-type: none"> • Cook (position code 077.061) • Cook, PT (position code 078.061) 		<p>Motion: Tallman Ayes: 10 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">*RESOLUTION</p>
<p>6. Amend Salary Schedule X: To add detailed salary and FTE information for current employees of the clinics to be on boarded, <u>as attached</u>.</p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p> <p style="text-align: right;">NO ACTION REQUIRED</p>
<p>7. Amend Salary Schedule S: To set the annual salary of the County Fire Coordinator (position code 008.352) under CIVIL DEFENSE to \$45,000.00 annually, and set the position FLSA status to Exempt, effective July 1, 2019.</p>		<p>Motion: Tallman Ayes: 10 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">*RESOLUTION</p>
<p>8. 2019 Appropriation: To: 01.34.1431.4.41204 Advertising Expense \$11,000.00 w/any funds available Reason: For planned recruiting expenses for 2019.</p>		<p>Motion: Tallman Ayes: 10 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">*RESOLUTION</p>
PUBLIC SAFETY			
Sheriff Seized Assets			
<p>1. Appropriation: To: 01.37.3113.4.42306 Other \$2,495.00 w/01.07.3113.2626 Forfeiture of Crime Proceeds 2,495.00 Reason: To purchase Live Link Encoder APP for Drug Task Force.</p>		<p>Motion: May Ayes: 10 Noes: Absent:</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: right;">*RESOLUTION</p>

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Department Agenda Item	Discussion	Decision	Action
911			
2. 2019 Appropriation: To: 01.37.3110.1.10001 Salary S/D/I 42,340.00 01.37.3110.1.10502 On Call Pay 14,000.00 01.37.3110.8.81001 Retirement 9,015.00 01.37.3110.8.83001 FICA 3,493.00 01.37.3110.8.85001 Medicare 817.00 01.37.3110.8.89001 Medical Ins 11,008.00 01.37.3110.8.89002 Health Reim Emp 3,500.00 01.37.3110.8.89003 Health Reim admin <u>42.00</u> <i>w/any funds available</i> \$84,215.00 Reason: To cover new 911 Coordinator position.		Motion: May Ayes: 10 Noes: Absent:	Carried: XXX Defeated: Referred to:
<i>Chairman Berwanger and Supervisor Copeland, T/Wethersfield talked to B. Meyers about being able to cover some of his bioterrorism coordinator duties. B. Meyers felt that there may be too much to get caught up on , All Hazard Mitigation plans, etc.</i>			*RESOLUTION

Signature of Committee Chairman: p/J. Brick (minutes prepared by C. Ketchum).

Next Finance Committee Meeting scheduled for **Tuesday, August 06, 2019 @ 9:00 AM.**