



Finance & Administration Committee

Committee Meeting

60 Central Ave
Cortland, NY 13045
<http://www.cortland-co.org>

~ Agenda ~

Tuesday, March 19, 2024

9:00 AM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m8376b8561e0582e41d1c659921c01e02>

Tuesday, March 19, 2024 9:00 AM | 2 hours | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 2344 647 3916

Password: p3Fm5Kzw4bd

Join by phone

+1-415-655-0001 US Toll

Access code: 234 464 73916

CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Committee Member Beau Harbin	☐	☐	☐	
Committee Member Linda Jones	☐	☐	☐	
Committee Member Joseph Nauseef	☐	☐	☐	
Committee Member Sandra Price	☐	☐	☐	
Committee Member Eugene Waldbauer	☐	☐	☐	
Committee Vice-Chair William McGovern	☐	☐	☐	
Committee Chair Cathy Bischoff	☐	☐	☐	

MINUTES

1. Finance & Administration Committee - Committee Meeting - Feb 13, 2024 9:00 AM

RESOLUTIONS

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 1

Resolution Calling for the Restoration of Funding for the Tourism Matching Grants Program in the SFY 2025 State Budget

WHEREAS, the Tourism Matching Grants Program is a state-funded assistance program used by county and regional Tourism Promotion Agencies (TPAs), which are charged with researching, advertising, and marketing New York's top tourism destinations; AND

WHEREAS, this competitive grant program is one of the few remaining public-private partnerships where the state matches private TPA funding dollar-for-dollar, doubling the money used for targeted tourism promotion; AND

WHEREAS, in 2022, New York State welcomed a record 291.5 million visitors, the largest number of visitors in New York State's history, generating more than \$78.6 billion in direct spending and \$123 billion in total economic impact; AND

WHEREAS, direct visitor spending was also up seven percent from 2019, growing to \$79 billion

from the previous record-high \$73.6 billion; AND

WHEREAS, tourism is the primary economic driver for many upstate communities that have not recovered fully from the economic aftershocks of the COVID pandemic; AND

WHEREAS, while unemployment nationwide has rebounded since the pandemic and reached record lows, the unemployment rate in New York state lags the nation; AND

WHEREAS, Tourism Matching Grants Program was funded at \$3.8 million prior to 2021 and has seen gradual decreases since; AND

WHEREAS, the SFY 2025 Executive Budget decreases funding for Tourism Matching Grants Program from \$3.45 million to 2.45 million; AND

WHEREAS, now is not the time to decrease this vital funding to local communities; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature urges Governor Kathy Hochul and the New York State Legislature to restore funding for the Tourism Matching Grants Program to a minimum of \$3.45 million in the final SFY 2025 State Budget; AND BE IT FURTHER

RESOLVED, that the Clerk of the Legislature be and hereby is directed to forward copies of this resolution to Governor Kathy Hochul, the New York State Legislature, the Commissioner of Agriculture and Markets, and all others deemed necessary and proper.

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 2

Rescind Resolution No. 214-23 - Allocation of Opioid Reserve Funding to the Alcohol and Drug Council of Tompkins County, Inc.

WHEREAS, Resolution No. 214-23 authorized funding the Alcohol and Drug Council of Tompkins County, Inc. of 201 E. Green Street, Ithaca, NY 14850 in the amount of \$100,000 from the Opioid Settlement Reserve Fund, A386300.OPD, for a counselor for one year (\$65,625) and general operating expenses (\$34,375); AND

WHEREAS, Cortland County received notice of the closure of the Alcohol and Drug Council of Tompkins County, Inc; AND

WHEREAS, it is the recommendation of the Finance and Administration Committee to rescind Resolution No. 214-23 due to the closure of the Alcohol and Drug Council of Tompkins County, Inc.; NOW THEREFORE BE IT

RESOLVED, that Resolution No. 214-23 be and hereby is rescinded; AND BE IT FURTHER

RESOLVED, that \$100,000 of the Opioid Settlement Reserve Funding that was previously allocated to the Alcohol and Drug Council of Tompkins County, Inc remain in the Opioid Settlement Reserve Fund, A386300.OPD, for future allocation.

Referred from Building & Grounds Committee

Referred from Highway Committee

ON MOTION OF NEWELL

AGENDA ITEM NO. 3

Create Two (2) Solid Waste Flow Control Officers - Highway Department

WHEREAS, the needs of the Highway Department - Solid Waste Division will be better served by creating two (2) Solid Waste Flow Control Officers (\$30.00/hr, per diem, no benefits, pending jurisdictional classification); AND

WHEREAS, the Highway Committee recommends the creation of these positions; NOW THEREFORE BE IT

RESOLVED, that two (2) Solid Waste Flow Control Officers (\$30.00/hr, per diem, no benefits, pending jurisdictional classification) be created with permission to fill effective March 29, 2024.

Referred from Government Operations Committee

ON MOTION OF HEIDER

AGENDA ITEM NO. 4

Amend 2024 Budget/Authorize Agreement with Civic Plus for Audio Eye Website Accessibility - Information Technology

WHEREAS, Cortland County has a current contract with CivicPlus for the Cortland County website; AND

WHEREAS, the Cortland County Legislature wishes to continue to include AudioEye through CivicPlus on the Cortland County website to provide increased accessibility to the County website; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is hereby authorized and directed to enter into an agreement with CivicPlus, 302 S. 4th Street, Manhattan, KS 66502, for AudioEye in the amount of \$4,641.82; AND BE IT FURTHER

RESOLVED, that the 2024 budget be and hereby is amended as follows:

Increase:

A16805.54015 - Maintenance Agreement	\$4,641.82
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A359900 - Appropriated Fund Balance	\$4,641.82
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ON MOTION OF NAUSEEF

AGENDA ITEM NO. 5

Authorize Closure of Bank Account/Reallocation to Petty Cash Account - County Clerk

WHEREAS, the Cortland County Legislature adopted Resolution No. 63-06 establishing a joint petty cash account for the County Clerk and DMV offices (the departments) in the amount of \$1,300; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 282-21 allowing \$175 of the \$1,300 to be dedicated to a department cash account, where a checking account was established; AND

WHEREAS, access to the checking account is no longer needed; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby directs the County Clerk to close the bank account and add the \$175 bank balance to the petty cash account available within the departments; AND BE IT FURTHER

RESOLVED, the joint petty cash account available within the departments be shared as follows:

County Clerk location: \$400

DMV location: \$900

Referred from Judiciary & Public Safety Committee

ON MOTION OF PRICE

AGENDA ITEM NO. 6

Authorize and Accept Community Resiliency, Economic Sustainability, and Technology Program (CREST) Grant - Department of Emergency Response & Communications

WHEREAS, the New York State Senate through Senator Webb's office has awarded the Cortland County Department of Emergency Response and Communications a Community Resiliency, Economic Sustainability, and Technology Program ("CREST") grant in the amount of \$200,000.00 resulting in no new county costs; AND

WHEREAS, the grant will be covering the purchase and installation of two (2) breathing air compressors machines for the Cortland County fire service; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, County Attorney and Director of Finance, upon review and approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby are authorized to sign the grant contract with the State of New York Dormitory Authority at an amount not to exceed \$200,000; AND BE IT FURTHER

RESOLVED, that the 2024 budget is amended as follows:

	Current	Change	Revised
A34105.43306.CREST	0	\$200,000	\$200,000
A34105.52015.CREST	0	\$200,000	\$200,000

; AND BE IT FURTHER

RESOLVED, that the Cortland County Department of Emergency Response and Communications is hereby directed to expend the grant funds according to the stated grant guidance; AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

Referred from Ag/Planning/Environmental Committee

Referred from Health & Human Services

ON MOTION OF VAN DEE

AGENDA ITEM NO. 7

Authorize Contracts/Delegate Authority -Community Impact Dollars for HEALing Community Study - Mental Health Department

WHEREAS, the Cortland County Mental Health Department has been awarded an increase in Community Impact Dollars (CID) from \$262,813 to \$483,949 as part of the Columbia HEALing Community Study (HCS); AND

WHEREAS, the HCS leadership committee has designated the funds to be used for funding evidence-based practices and communications interventions matching the approved Columbia budget and action plans; AND

WHEREAS, it is the recommendation of the Health and Human Services Committee to authorize

the Cortland County Administrator, Chair of the Cortland County Legislature's Health and Human Services Committee and the Director of Community Services for Cortland County to approve the designation of funds to the following Cortland County contracted agencies; with these budget adjustments:

2023-2024 Columbia Approved	Original CID	Updated CID
Access to Independence	\$24,590	\$32,343
Cayuga Addiction & Recovery Services	\$30,782	\$251,918
CACTC	\$33,291	\$33,291
Cortland County Health Dept.	\$37,191	\$37,191
Family & Children's Counseling Services	\$136,959	\$129,206
TOTAL	\$262,813	\$483,949

; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Administrator, Chair of the Cortland County Legislature's Health and Human Services Committee and the Director of Community Services for Cortland County will approve the designation of funds to various Cortland County contracted agencies; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized to execute agreements with approved county contracted agencies for these funds; AND BE IT FURTHER

RESOLVED, the Director of Finance is authorized to pay the approved county contracted agencies from the appropriate expense account.

ON MOTION OF VAN DEE

AGENDA ITEM NO. 8

Authorize Agreements for Contractual Psychiatrists - Mental Health Department

WHEREAS, the Mental Health Department is in need of psychiatrists to serve its population and provide required NYS CPL 730 and MHL 9.60 evaluations; AND

WHEREAS, it would be in the best interest of the County to provide these services through an outside vendor contractor who specializes in these unique evaluations; AND

WHEREAS, Dr. Annas and Dr. Kumar, both licensed psychiatrists, are contractors selected to provide this to the Mental Health Department; NOW THEREFORE BE IT

RESOLVED, that the 2024 Cortland County Budget be and hereby is amended as follows:

Decrease:

A43105-51010-4200 \$40,000

Increase:

A43115-54615 \$40,000

; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized to enter into an agreement with Dr. Annas and Dr. Kumar, M.D. for Mental Health Department required NYS CPL 730 and MHL 9/60 evaluation services.

ON MOTION OF VAN DEE

AGENDA ITEM NO. 9

Authorize Agreement for Expanded In-Home Services for the Elderly (EISEP) and Caregiver Respite Programs - Office for Aging

WHEREAS, the Expanded In-Home Services for the Elderly (EISEP) and Caregiver Respite programs provide critical services to frail older adults; AND

WHEREAS, the Office for Aging requires the services of outside service providers and private organizations to fulfill its charge; AND

WHEREAS, the Office for Aging wishes to enter into a contract with CNY Seniors d/b/a Home Instead Senior Care of Ithaca, for the provision of non-medical personal care, chore/housekeeping services, and caregiver respite; AND

WHEREAS, the total amount of all EISEP and Caregiver Respite contracts shall not exceed the available funds allocated to each program as follows:

EISEP Services	\$130,652
Caregiver Respite	\$2,500

; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, and subject to any appropriation of funding by the Legislature, be and hereby is authorized to execute said agreement.

MONTHLY REPORTS

1. Real Property Tax Services Monthly Report
2. February Finance Reports

Presentation

1. Debt/Bonding Presentation - Ben Maslona, Fiscal Advisors

Microenterprise Assistance Program Application Review

DISCUSSION ITEMS

1. Financial Impact of Homeless
2. Whistleblower Policy - Draft for Discussion
3. County Auditor Quarterly Update
4. Mission of Finance and Administration Committee
5. 2024 Budget Monitoring Buckets

Adjournment