

**BARNSTABLE COUNTY ASSEMBLY OF DELEGATES**  
**Standing Committee on Finance**  
**Minutes**  
**March 11, 2015**

The Standing Committee on Finance met to review the 2016 proposed budgets of the Resource Development Office including AmeriCorps, and to continue its review of the Regional Commissioners, Finance, Shared Costs, and the Capital Improvement Plan on March 11, 2015, beginning at 4:00 p.m.

Committee members present: Chairman John Ohman, Teresa Martin, and Deborah McCutcheon.

**4:00 PM: Resource Development Office (RDO) / AmeriCorps**

Director Darlene Johnson-Morris met with the committee to review the proposed FY16 budget for the Resource Development Office and AmeriCorps. It was noted that AmeriCorps is a grant funded program and provides over 53,000 hours of service (17,000 from each member) to Cape Cod communities annually (at a value of \$27 p/hour). An overview of the department included a grant management report and additional handouts that were provided to the committee and will be attached to the minutes and available for viewing in the Clerk's Office.

A new initiative for the department is reflected in the FY16 budget with a new part-time position. There is a small grant match that can be used to leverage and offset the cost. The Director is looking at other sources such as the alumni for grant matches. The Director is certain the County can triple its investment if it funds the new part-time position in FY16. The committee recognizes the successes and track record of this department.

**Motion made by Teresa Martin, and was seconded, to recommend the Resource Development Office and AmeriCorps proposed budget for FY16 to the Finance Committee. Motion carried. 3-2-0.**

**4:30 PM: Regional Commissioners, Finance, Shared Costs, and C.I.P.**

County Administrator Michael Brillhart and Interim Finance Director Bob Lawton met with the committee to continue its review of the proposed FY 2016 budgets for the Regional Commissioners, Finance, Shared Costs, and the Capital Improvement Plan.

The committee asked for a report back regarding merit pay and the cost of living adjustment (COLA). Interim Finance Director Bob Lawton reported to the committee that 15 individuals (Management Personnel only) were at the top step (8) of their pay grade and therefore eligible for merit pay. This could potentially amount to \$55,600 for FY16 and does not affect their base pay rate. He also reported that the County Administrator determines who would receive merit pay based on their annual performance evaluation. A cost of living adjustment (COLA) is typically granted to all County staff.

**Regional Commissioners**

The Regional Commissioners salary account line reflects a salary decrease related to changes for the Assistant County Administrator's position and administrative staff adjustments. A part-time Resource Coordinator and a full-time Administrative Assistant are funded for the Commissioners Office. The County Administrator will also act as the Human Resource Administrator and the Human Resource Coordinator only as support staff (part-time).

If you add the Finance Director position (from Finance), and the County Administrator position, plus the two support staff positions, minus the Assistant County Administrator, in would probably result

in a cost that is greater than previous budgets. It was commented that the proposed structure would represent a better management model.

It was reported that based on legal opinion, the County may appropriate funds to a non-profit organization provided the organization serves a public purpose. The Regional Commissioners proposed budget for FY16 includes \$5,000 for the Arts Foundation.

Cell phones are increasing from \$4,000 to \$6,000 due to plan changes, increase in cell phone usage, and current year expenditure history. Cell phones and land lines are included in this account line.

An auto travel allowance account line has been added for FY16 for travel and mileage to attend conferences and meetings.

Revenue from space that is leased to Cape Light Compact is expected to generate approximately \$20,000. Revenue attributed to administrative support for Cape Light Compact and Cape Vineyard Electric Cooperative has yet to be determined but could be as high as \$50,000.

Interim Finance Director Bob Lawton anticipates a possible budget shortfall of approximately \$415,000 for FY15. The shortfall will be offset with expense cuts.

Revenues for FY16 have been reduced as compared to FY15 largely due to a decrease in Registry of Deeds receipts.

The committee discussed account lines related to food costs and the Commissioner's holiday party for employees, and funding for the Arts Foundation.

**Motion made by Deborah McCutcheon to remove \$4,000 for the holiday party account line and increase the Arts Foundation account line. The motion did not receive a second.**

#### Finance

The committee voiced concerns regarding the overarching issues related to merit, steps and cost of living adjustment. The Information Technology Department budget has a large budget request for salaries scheduled for FY16. Issues surrounding the use of contracted staff versus County employees were briefly discussed. The County Administrator stated that staff would not be hired unless a contract was in place that would generate revenue.

#### Shared Costs

Shared costs related to legal service fees were briefly discussed. The proposed budget for FY16 reflects the County's historic legal which typically runs between \$43,000 to \$48,000. If the budget amount is exceeded there is a legal reserve fund that could be accessed.

**Motion made by Deborah McCutcheon, and was seconded, to recommend the budget of the Regional Commissioners, Finance, and Shared Costs as proposed for FY16 to the Finance Committee subject to review and discussion, with the Assembly of Delegates, regarding various revenues, merit, and cost of living adjustment. Motion carried. 3-0-0.**

A suggestion was made that consideration be given to placing a review and discussion of these items on an upcoming Assembly of Delegates agenda.

#### CIP

The committee had nothing additional to ask regarding the Capital Plan presented by the Commissioners for FY16.

**Motion made by Deborah McCutcheon, and was seconded, to recommend the Capital Improvement Plan as proposed by the Regional Commissioners for FY16 to the Finance Committee. Motion carried. 3-0-0.**

The meeting adjourned at 5:45 p.m.

Submitted by:  
Janice O’Connell, Secretary/Clerk  
Assembly of Delegates