

**BARNSTABLE COUNTY ASSEMBLY OF DELEGATES**  
**Standing Committee on Finance**  
**Minutes**  
**March 12, 2014**

The Standing Committee on Finance met to review the 2015 proposed budgets of the Resource Development Office, Regional Commissioners / Finance Department / Shared Costs, Debt and Unfunded Liabilities, Information Technology, and the Assembly on March 12, 2014, beginning at 2:00 p.m.

Committee members present: Chairman John Ohman, Leo Cakounes, and James Killion.

**2:00 PM: Resource Development Office (RDO)**

Darlene Johnson-Morris, RDO Manager and AmeriCorps Program Director, met with the committee to review her proposed FY 2015 budget. A handout of program and statistical information was provided and will be considered an addendum to these minutes and available for viewing at the Clerk's Office.

The committee received an explanation of the RDO Grant Development Report, an RDO Yearly Development Analysis Report (overview of grants that were developed this year) and an RDO Grant Management Report. AmeriCorps currently has 32 members.

Darlene Johnson-Morris reported that the most significant change in the budget for FY15 is a request for a truck for the AmeriCorps Program at a cost of approximately \$35,000. This expense is a part of the Commissioner's capital expenditures fund for vehicle replacements and is not directly reflected in the department budget.

Darlene Johnson-Morris reported that the department is temporarily down one grant writer. Assembly Delegate Leo Cakounes asked if grant funding was growing or remaining stable. It was stated that grants are still available but may not be large – it depends on what towns are looking for and what can be leveraged.

Miscellaneous supplies and materials have increased by 37.6%. The total figure that was referenced reflects both AmeriCorps and RDO. Increases were noted for AmeriCorps vehicle fuel, residential supplies (including utilities) and RDO office supplies and other materials.

Contractual services have increased due to the need for additional data processing and technical assistance that are required for some of the programs. RDO is down a Resource Development Officer and the department is currently making an effort to hire part-time grant writers but it is difficult to find people who are familiar with the process.

**No recommendation was made and no vote was taken.**

**2:30 PM: Regional Commissioners/Finance**

Mark Zielinski, Finance Director, met with the committee to review the proposed FY 2015 budgets for the Regional Commissioners, Finance, Shared Costs and Debt, and Unfunded Liabilities. Commissioner Sheila Lyons was also in attendance.

**Regional Commissioners**

Mark Zielinski informed the committee that salaries reflect a change in administrative positions within the Commissioner's Office. The position of County Administrator and Finance Director is no longer a split position between the Commissioners and Finance. This would also explain the changes in the benefit account line.

The position of Assistant County Administrator has also been removed from the Commissioner's budget for FY15. There is some funding in place for the Human Resources function within the Commissioner's budget for FY15.

Retirement account funding calculations were predicated on a base payroll report dated 9/30/13. It would reflect staffing changes in place as of the 9/30/13 date.

The Arts Foundation budget is under the Commissioner's budget and is coming in at a request of \$35,000.

#### Finance

Mark Zielinski restated that salaries and fringe benefits have increased in the Finance budget due to the full position transfer from the Commissioner's budget for the Finance Director. Other position adjustments within the Finance Office are also reflected in the salary account line.

Group insurance calculations are based on a 1.8% rate increase for health and a 4.8% increase for dental.

#### Shared Costs & Debt Service

These expenses relate to group health insurance, contributory retirement, and salary reserves (reflecting a 2% COLA). The overall budget for health insurance reflects a 1.5% increase. The County pays 75% of employee eligible health care. The employees pick up the remaining 25%. Mark Zielinski told the committee that CLC employees are not a part of this budget account line.

Debt service expense reflects bonding for previous work largely related to facilities projects, IT, the health lab and it will also include FY15 proposed projects.

The health lab has relocated to the renovated gym facility and the extra space in the Superior Court building will be used mostly for storage and a jury pool room. Rental revenues from the State.

Miscellaneous contingencies include expenses for auditing, legal services, advertising and education of employees.

Liability insurance, auto insurance, public officials insurance, and unemployment insurance all fall under the charges and obligations category. Liability and auto insurance has increased for FY15 due to less dependence on premium credits.

Leo Cakounes asked Mark Zielinski if it would be possible to complete a cost allocation spreadsheet for departments and individuals that provide services to other organizations. There is interest in seeing that costs assigned to the County are being tracked and reimbursed. Mark Zielinski indicated that he would seek input from the County Administrator and the Commissioners with regards to this endeavor.

#### Unfunded Liability

There is no funding in this category for FY15 for OBEB.

Revenues for FY15 are anticipated at \$8.75 million which is an increase over FY14. The County is on track with revenues anticipated for FY14.

**No recommendation was made and no vote was taken.**

**3:10 PM: Information Technology (IT)**

Bill Traverse, IT Director, Chris Burt and Keri Peters met with the committee to review the proposed budget for FY 2015.

Salaries and wages are increasing by 47%. The explanation provided for the FY15 increase reflects a plan to bring staff in-house versus through a contractual obligation. The new positions will be for a Project Coordinator and a Technical Support Specialist. The department asked for more positions but was only approved for two,

The contractual services budget category decreased slightly. The projected savings that were anticipated, due to the shift of expenses from this account to salaries and wages, was offset by an increase in telephone system upgrades.

The equipment budget category is increasing due to major computer software and hardware upgrades. Upgrades are related to security and will focus on centralizing operations. Increases related to software and hardware are operational costs and will be reoccurring in the budget. The County is using more hosting services. It is less expensive to contract this type of service versus owning it. Some costs are shared with the Cape Cod Commission and the IT Department is working closely with them so efforts and costs are not duplicated.

Supplies and materials related to office expenses are increasing because older furniture is being replaced and office space needs have expanded. This increase is not expected to be reoccurring from year to year. It is only necessary when infrastructure increases.

The capital outlay expense category reflects a \$75,000 increase for internal renovations. Room 11/12 in the Superior Court Building and the Assembly Hall Chamber are the campus locations that are under consideration for an audio and video upgrade. The IT Department is working on a projects plan and will forward a copy when it is ready to the Clerk for distribution to the committee.

Mark Zielinski stated that consideration could be given to the establishment of a renovation/replacement fund for future needs. A space needs plan is being developed by the County Administrator and will focus on a five year plan that will help the County identify where resources should be spent for future needs.

The County continues to offer and charge for its services to other municipalities for IT services. Mark Zielinski stated the goal is to recoup our expenses. Leo Cakounes would like to review a cost analysis that will insure that the County is receiving full reimbursement for the use of the County's IT services by others. Bill Traverse stated that providing services to other municipalities could result in the need for additional staff in the future.

**No recommendation was made and no vote was taken.**

**3:50 PM: Assembly**

Janice O'Connell, Assembly Clerk, met with the committee to review the proposed budget for FY 2015. The proposed Assembly budget reflects an increase for Group 1, adjusted for a step for the Clerk. Fringe benefits decreased based on a calculation of actual plan selections taken in FY14 and a rate increase for FY15. Overall, this is what is contributing to a decrease in the Assembly budget of 7.6% for FY15.

The charges and obligations account line is increasing due to the Clerk's request to have a subscription to the Cape Cod Times delivered to the County for the Assembly of Delegates Office.

**No recommendation was made and no vote was taken.**

The meeting adjourned at 4:00 p.m.

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