BARNSTABLE COUNTY ASSEMBLY OF DELEGATES
Standing Committee on Finance
Minutes
March 2, 2016

The Standing Committee on Finance met to review the 2017 proposed budgets of the Resource Development Office including AmeriCorps, and to continue its review of the Regional Commissioners, Finance, Shared Costs and Debt, Capital Improvement Plan, Unfunded Liabilities, and Joint Initiatives on March 2, 2016, beginning at 1:45 p.m.

Committee members present: Chairman John Ohman, Teresa Martin, Suzanne McAuliffe, and Deborah McCutcheon. Absent: Julia Taylor.

1:45 PM: Regional Commissioners, Finance, Shared Costs and Debt, C.I.P., Unfunded Liabilities, and Joint Initiatives

Finance Director Mary McIsaac and Finance Assistant Bob Lawton met with the committee to review the proposed FY 2017 budgets as follows…

Regional Commissioners

Mary McIsaac provided a summary report, a line account summary and a personnel schedule for the Regional Commissioners budget. These handouts will be attached to the minutes and available in the Clerk's Office.

Several cuts were made by Finance to the Commissioners budget due to a re-examination of historical costs. Fringe benefit costs have increased due to plan selection changes, and a restructuring of the Commissioners' Office including changes in executive staff. The Human Rights Coordinator position now falls under the County Administrator. Costs attributed to CLC are tracked and charged back to the organization by the Finance Office. CLC have been invoiced but the County has not been reimbursed including any infrastructure related costs. There was general discussion regarding deficits, capital expenses and the bonding process.

There are no sources of revenue for the Commissioners' Office.

Services, programs and fees will need a thorough examination in FY17 due to constraints in revenue. If revenues are not sufficient the County may experience cuts to staff, programs and services in FY18.

Unfunded Liabilities

Explanation of the summary report handout provided to the committee was made to committee by Mary McIsaac. The handout will be attached to the minutes and available in the Clerk's Office. There were questions regarding the large increase in FY16 to the Sheriff's unfunded liability assessment from PERAC. The Finance Director has made a request for information related to the justification of the increase and has not received a response as of this date.

Joint Initiatives

Copy of a memo to the Commissioners was provided to the committee dated 1/20/16 from Paul Niedzwiecki. The memo offered an explanation of the components of the Joint Initiatives FY17 budget priorities. Revenue is anticipated to offset project costs. The Joint Initiatives budget was also reviewed by the Natural Resources Committee as part of their review of the Cape Cod Commission budget. The memo will be attached to the minutes and available in the Clerk's Office. Cape Cod Commission staff was present and available to answer questions and offered brief explanations of a few projects.

Shared Costs

A summary report was provided on the '900" accounts by Mary McIsaac. These are accounts that include retirement, debt service, auditing services, legal services, and property and casualty insurances. The budgeted amounts are based on vendor estimates and historical actuals. The summary handout will be attached to the minutes and available in the Clerk's Office.

CIP

A summary report of capital projects for FY17 was provided by Mary McIsaac to the committee. The summary handout will be attached to the minutes and available in the Clerk's Office. The FY17 plan ($850,000) represents a bare-bones capital plan. Items included are: Replacement of the Second District Court (Orleans) Roof (reimbursed 96% by the state); Ancient Wall Repair at Superior Court ($56,250 reimbursed by state); Sound Wall at exterior of Health Lab (to prevent a potential law suit); Renovations at the former House of Corrections (on-going for office relocations); Microsoft Licensing (last year of three year commitment); and a Chromatograph (for the lab). Borrowing for any of these capital expense items will only take place if necessary.

Finance

A summary report and personnel schedule was provided by Mary McIsaac to the committee. These handouts will be attached to the minutes and available in the Clerk's Office.

Finance Department operational costs are largely personnel related. There are little if any other expenses for this department. The department budget contains $15,000 for part-time assistance that is needed at various times during the year. This represents a $10,000 reduction from FY16 for part-time assistance.

Motion made by Suzanne McAuliffe, and seconded, to forward the budgets of the Regional Commissioners, Unfunded Liabilities, Joint Initiatives, Shared Costs, Finance, and C.I.P to the Finance Committee meeting with the Chairs on April 6, 2016 for consideration. 3-0-1. Deborah McCutcheon voted to "abstain".

3:00 PM: Resource Development Office (RDO) / AmeriCorps

Director Darlene Johnson-Morris and Deputy Director Julie Ferguson met with the committee to review the proposed FY17 budget for the Resource Development Office and AmeriCorps of $922,587. A packet of information was provided to each committee member, a summary report and a personnel schedule. This packet and information sheets will be available in the Clerk's Office.

Darlene Johnson-Morris reviewed the budget for the Resource Development Office and noted that line item costs have been reduced by $31,671 (corrected figure compared to handout sheet) from the department's FY17 request. The total RDO budget including salaries and fringes is $639,019. An explanation was provided regarding the line item costs that have been reduced. There is sufficient money to carryover in FY16 to accommodate the reductions.

Americorps budget for FY17 is a total of $283,567. Line items requests for FY17 were not reduced. The committee expressed appreciation for the work done by Americorps. There are 49 individuals working on Cape Cod that were previously Americorps participants.

Americorps member service hours represent 54,400 hours and 1,000 volunteer hours. The total value of these hours is $1,541,228.

Motion made by Suzanne McAuliffe, and was seconded, to forward the Resource Development Office and AmeriCorps proposed budget for FY17 to the Finance Committee. 4-0-0.

3:30 PM: Assembly of Delegates

Assembly Clerk Janice O'Connell presented the department's budget of $318,605 and answered specific inquiries related to Assembly accounts lines. A personnel schedule handout was provided. This handout will be attached to the minutes and available in the Clerk's Office. No reductions were made to the budget by the Commissioners. The budget consists of $277,405 in salary and personnel related costs associated with the Clerk's position including health insurance for elected officials (for those who participate). Removal of health insurance for elected officials was not executed against this budget.

The meeting adjourned at 3:40 p.m.

Submitted by:
Janice O'Connell, Clerk
Assembly of Delegates