

BARNSTABLE COUNTY ASSEMBLY OF DELEGATES
Standing Committee on Finance
Minutes
March 15, 2017

The Standing Committee on Finance met to review the 2018 proposed budgets of the Resource Development Office / AmeriCorps, Regional Commissioners, Finance Department including Shared Costs and Debt, Unfunded Liabilities, Capital Improvements, Joint Initiatives and the Assembly budget. In addition the committee reviewed the Joint Initiatives request that was not brought forward by the Commissioners. The Committee met on March 15, 2017, beginning at 1:00 p.m.

Committee members present: Chairman Ronald Bergstrom, Edward Lewis, Deborah McCutcheon, John Ohman and Patrick Princi.

Chair Ronald Bergstrom opened the committee meeting.

1:05 PM Resource Development Office/AmeriCorps (RDO):

Present from the Resource Development Office: Interim Director Julie Ferguson and AmeriCorps Coordinator Dan Chow

Background Information:

- Proposed FY18 department budget represents a 20% reduction over FY17.
- Majority of reduction proposed for FY18 reflected in salaries and benefits due to reorganization and restructuring.
- Matching grant line has been eliminated – approximately \$44,488 – no discretionary line for leveraging other grants – will need to go to Commissioners for grant requests from other departments.
- Department has budgeted for 1 full-time Director, 2 full-time RDO Officers and 1 part-time RDO Officer.
- Reference materials were provided to the committee: Personnel Schedules, department budget breakdown and Department Needs Assessment Report.
- Utility costs are now portioned out for the department – main office location only (white house).
- AmeriCorps is staffed with five staff members: the Program Coordinator, a Program Specialist and three House Supervisors.
- A \$425,000 grant is used to support AmeriCorps.
- AmeriCorps costs the county approximately \$200,000.
- AmeriCorps is a one-to-one match – determined by number of members and cost formula.
- There are in-kind contributions from towns that can be used for grant matches – including training opportunities.
- Over the past 18 years AmeriCorps has provided over 22 million back in volunteer service hours.
- Grant management is now the focus of the RDO especially obtaining federal grants.
- RDO is monitoring approximately 4 million in federal, state and local grants – this number can change.

- Cost of RDO, exclusive of AmeriCorps, is approximately \$550,000.
- RDO does not charge towns for technical assistance – but management of funds (fiscal agent) will generate a fee to the towns.
- Administrative charges for grants are now at 10%.

Motion made by Edward Lewis, and was seconded, to forward and recommend the Resource Development Office/AmeriCorps FY18 proposed budget, as submitted, to the Assembly. 5-0-0.

1:55 PM: County Commissioners and Finance

Present for the County Commissioners: County Administrator Jack Yunits and Finance Director Mary McIsaac.

Background Information: Commissioners Office

- Reference materials were provided to the committee: Personnel Schedule.
- Largest increase in Commissioners budget is within staffing salaries.
- Assistant County Administrator position was budgeted at \$98,253 (with no benefits) but on a going forward basis can be accomplished on a contracted basis. Funds will remain unencumbered for FY17 and can be approached on a contracted basis for FY18.
- Executive Assistant position was upgraded due to the county's inability to attract and retain qualified staff.
- Assistant Human Resource Director position was refined and hours increased for FY18 due to demand on HR.
- Administration will be looking at step and labor grades in FY18 for possible revisions.

Motion made by Edward Lewis, and was seconded, to reduce the Commissioners FY18 proposed budget by \$98,253, to the Assembly. The Commissioners proposed FY18 budget recommended to the Assembly to be \$353,760. 4-0-1. Deborah McCutcheon voted to abstain.

Background Information: Finance Office

- Reference materials were provided to the committee: Personnel Schedule.
- Increases in proposed FY18 budget are related to increases in salaries (2% COLA) and fringe benefit costs (health care @ 12%).
- There was no restructuring within the department.

Motion made by Edward Lewis, and was seconded, to forward the Finance Department FY18 proposed budget, as submitted, to the Assembly. 5-0-0.

Background Information: Capital Improvement Program

- Proposed Ordinance for FY18 capital items will be delivered to the Assembly by the Commissioners today (3/15/17).

Background Information: *Shared Costs*

- These costs are mandated and include previous early retirement incentives and coverage for hospital employees, health insurance for retirees and workers compensation.
- Claims experience for workers compensation has been increasing due to a few large claims and AmeriCorps claims (injuries in the workplace).

Motion made by John Ohman, and was seconded, to forward the Shared Costs FY18 proposed budget, as submitted, to the Assembly. 5-0-0.

Background Information: *Miscellaneous and Contingency*

- Proposed budget increases related to the re-negotiating insurance coverage levels for exposures but should now be stable going forward.
- Legal services proposed FY18 budget increasing from \$55,000 to \$95,000.

Motion made by John Ohman, and was seconded, to forward the Miscellaneous and Contingency FY18 proposed budget, as submitted, to the Assembly. 5-0-0.

Background Information: *Debt Service*

- The proposed FY18 budget request reflects a restructuring of the capital deficit from previous budget years.
- Proposed budget for FY18 reflects an increase of \$315,000 to \$750,000.

No action taken on this budget item until additional information can be supplied to Finance Committee related to justification for the cost increase.

Background Information: *Unfunded Liabilities*

- Represents costs related to sheriffs retirees.
- Mandated costs that cannot be changed.

Motion made by Edward Lewis, and was seconded, to forward the Unfunded Liabilities FY18 proposed budget, as submitted, to the Assembly. 5-0-0.

3:10 PM: County Commissioners Joint Initiatives

Present for the County Commissioners and Joint Initiatives: County Commissioner Leo Cakounes, County Administrator Jack Yunits, Cape Cod Commission Deputy Director Kristy Senatori and Finance Officer Gail Coyne.

Background Information: *Joint Initiatives*

- Reference materials were provided to the committee: Finance account breakdown and CCC project cost breakdown.
- Proposed budget for FY18 was submitted by the Cape Cod Commission to the County Commissioners.
- ***County Commissioners did not move the proposed budget of \$561,354 for FY18 for Joint Initiatives to the Assembly.***

- There are two employees at the Commission that are involved in projected related to the Joint Initiatives Programs – due to concerns related to funding one employee has already given notice of departure at month's end.
- Fifth year of running the program.
- Joint Initiatives budget is used to assist towns by lowering costs and creating efficiencies such as the e-permitting program.
- \$875,000 budgeted in FY17 and could have \$550,000 left at end of FY17. Some programs did not go forward.
- Commissioners would like to re-appropriate or encumber money from left over funds but will need an ordinance to do so. Funds will be used to support FY18 programs.
- Looking to transfer the program to somewhere else in the County and work on a transition plan that will involve IT and could involve a restructuring of that department.
- Cape Cod Commission does not want to be the servicer of IT support services to towns. It needs to transition to a department. The Cape Cod Commission is planners not implementers.
- The Cape Cod Commission is willing to work with IT and the County Commissioners on a transition plan within the timeframe proposed (during FY18).

Motion made by Deborah McCutcheon, and was seconded, to approve \$0 for FY18, as submitted, to the Assembly. 2-3-0. Edward Lewis, John Ohman, and Patrick Princi voted no.

3:35 PM: Assembly

Present for the Assembly: Assembly Clerk/County Clerk Janice OConnell.

Background Information:

- Reference materials were provided to the committee: Personnel Schedule and Memo from Assembly Clerk to Finance Committee regarding budget cuts proposed by Commissioners.
- Salary account includes Assembly Clerk/County Clerk and Assembly Delegates.
- Cuts to the Assembly budget represent legal service (\$15,000) and professional services (\$15,750).

Motion made by Deborah McCutcheon, and seconded, to add \$15,750 to the Assembly budget and recommend budget to the Assembly. 4-1-0. Patrick Princi voted no.

Motion to adjourn the meeting was unanimous.
The meeting adjourned at 3:55 p.m.

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