

BARNSTABLE COUNTY ASSEMBLY OF DELEGATES
Standing Committee on Finance
DRAFT Minutes
February 28, 2018

The Standing Committee on Finance met to review the 2019 proposed budgets of the:

- Resource Development Office (RDO)/AmeriCorps
- Board of County Commissioners
- Finance Department and Capital Budget
- Assembly of Delegates

The committee met on February 28, 2018, beginning at 1:30 p.m.

Committee members present: Chairman Ronald Bergstrom, John Ohman, and Patrick Princi.

Also present, in the audience, and responding to committee inquiries: County Commissioner Leo Cakounes, Assistant County Administrator Steven Tebo, Finance Director Mary McIsaac, Assembly Speaker E. Suzanne McAuliffe, Assembly Clerk Janice O'Connell, Health & Environment Director Sean O'Brien, County Accountant Steven Amara, RDO Director Julie Ferguson, Dan Schell AmeriCorps Program Coordinator, Human Rights Commission (HRC) Vice-Chairperson Dr. Kate Epperly, HRC Truro Town Representative Laurie Venninger, and HRC Eastham Town Representative Dave Schropfer.

Chair Ronald Bergstrom opened the committee meeting and proceeded as follows:

1:30 P.M. Summary: Resource Development Office (RDO)/AmeriCorps

Present from the Resource Development Office: Director Julie Ferguson and from AmeriCorps: Program Director Dan Schell.

Director Julie Ferguson and AmeriCorps Program Director Dan Schell provided a general explanation of programs and the grant structure. A Personnel Schedule, program handouts and annual report were made available to Committee Members.

The proposed FY19 budget reflects a reduction in the number of AmeriCorps Program Members from 32 to 24 representing a decrease in County matching funds from \$260,000 to \$207,000 which is a 25% staff reduction. The overall AmeriCorps budget for FY19 will be reduced from \$850,000 to \$745,642.

The RDO budget reflects a reduction of approximately \$99,931. Approximately \$66,000 is attributed to AmeriCorps cost reductions and \$33,000 attributed to RDO cost reductions. There may be a cost savings at the end of FY18 due to the Early Retirement Incentive Plan (ERIP). Staff reductions at RDO, from 4 to 2, accounted for the savings in the budget.

The value of services provided to the towns is estimated at approximately \$29.00 per hour. The effect on towns of reduction in RDO/AmeriCorps staff is difficult to determine for FY19. Budget reductions reflect efficiency efforts by the department and a request from the County Commissioners to reduce costs. Cost savings were also the result of a retiring director.

No vote or recommendation was made on the Resource Development Office/AmeriCorps.

1:45 P.M. Summary: Board of County Commissioners

Present from the Board of County Commissioners: County Commissioner Leo Cakounes and Assistant County Administrator Steven Tebo.

County Commissioner Leo Cakounes explained the difference in their budget from FY18 to proposed FY19. Committee members received a Personnel Schedule related to this budget review.

The Commissioners are proposing a split of the Assembly Clerk/County Clerk between the Assembly budget and the Commissioners budget. The pay rate and grade will not be affected. The Commissioners determined that the Assembly Clerk position only requires a 25-hour work week and 12.5 hours per week would be charged to the Commissioners Office for County Clerk duties for a total of 37.5 hours of work per week. No action will be taken until the budget for FY19 is adopted. Job descriptions are in draft form. Examples of projects intended for the County Clerk were outlined by Commissioner Cakounes and Steven Tebo.

The Commissioners have budgeted, and level funded the Human Rights Coordinator position. The Human Rights Commission expressed interest in increasing the budget by \$8,569 to bring the scheduled work hours from 13.5 to 19 per week. The HRC Representative present indicated that the work load is great, and 19 hours per week are necessary to do the job. The County Commissioners would like to investigate a restructuring of the HRC and the possibility of moving away from being an agency of the county government structure.

No vote or recommendation was made on the Board of County Commissioners budget.

2:35 P.M. Summary: Capital Budget

Present from the Commissioners Office and Finance Department: Assistant County Administrator Steven Tebo, Finance Director Mary McIsaac.

Committee members received a copy of Proposed Ordinance 18-02 representing the capital requests for FY19. The request for capital expenses in FY19 will be offset with increased revenues from the laboratory and the Fire Training Academy. The revenue generated from the capital expenses will offset loan and debt service associated with these expenses.

No vote or recommendation was made on the Capital Budget.

2:45 P.M. Summary: Finance Department (including Shared Costs, Debt Service, Public Safety-Sheriff's Liability, Fringes, and Misc. & Contingency)

Present from the Finance Department: Finance Director Mary McIsaac.

Committee members received a Personnel Schedule for the Finance Office.

The Finance Office budget reflects a \$95,000 reduction due to:

- a shift of the Payroll/Benefits Coordinator position over to the Commissioners Office budget and
- a split of a Finance Assistant position between the Finance Office and the laboratory to handle invoicing and billing.

The organizational structure of the Finance Office was outlined by the Finance Director and compared to previous years.

There were no issues or questions with other sections of the Finance budget (Shared Costs, Debt Service, Public Safety-Sheriff's Liability, Fringes, and Misc. & Contingency).

No vote or recommendation was made on the Finance Department budget.

3:00 P.M. Summary: Assembly of Delegates

Present from the Assembly of Delegates: Assembly Clerk Janice O’Connell.

Committee members received a Personnel Schedule for the Assembly of Delegates Office.

The committee was reminded by Commissioner Cakounes that the Assembly Clerk position was split by the Commissioners to reflect 25 hours per week for the Assembly Clerk position and 12.5 hours per week for the County Clerk position. In addition to this budget change, Professional Services (stenographer) was reduced to \$0. Commissioner Cakounes told the committee that a transcript of a meeting does not fit the definition of minutes as required by the state. Commissioners had discussion regarding the In-State-Travel budget but no action to reduce this line item was taken by the Commissioners but may be a topic of discussion in the future.

Assembly Clerk Janice O’Connell mentioned that the FY17 budget was under spent by approximately \$1,000. The FY18 budgeted expenses as compared to FY19 as submitted by the Assembly represents an approximate \$1,000 decrease. The Commissioners recommended a FY19 budget reduction of \$59,700 which reflects fringe benefit adjustments, the spilt of the Clerk’s position, and the elimination of the stenographer.

No vote or recommendation was made on the Assembly budget.

Motion to adjourn the meeting was unanimous.

The meeting adjourned at 3:15 p.m.

Submitted by:

Janice O’Connell, Clerk

Assembly of Delegates

List of Meeting Materials:

- FY19 Proposed line item budgets for Resource Development Office (RDO)/AmeriCorps, Board of County Commissioners (including the Human Rights Commission), Finance Department, Capital Budget, and Assembly of Delegates
- Personnel schedules for Resource Development Office/AmeriCorps, County Commissioners (including the Human Rights Commission), Finance Department, and Assembly of Delegates
- RDO handouts and annual report
- Proposed FY19 Budget Ordinance 18-01
- Proposed FY19 Capital Budget 18-02
- Standing Committee on Finance 2/28/18 meeting notice and agenda