

AUDIT & ADMINISTRATION COMMITTEE MEETING
Held In Room 318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512

Members: Chairman Castellano, Legislators Nacerino & Tartaro

Monday September 29, 2014
(Immediately Following the Eco Dev. Meeting Beginning at 6:30pm)

The meeting was called to order at 7:25 P.M. by Chairman Castellano who requested Legislator Tartaro lead in the Pledge of Allegiance. Upon roll call, Legislators Nacerino, Tartaro, and Chairman Castellano were present.

Item #3 - Approval of Minutes – August 25, 2014

The minutes were approved as submitted.

Item #4 - Correspondence/County Auditor

- a. **Sales Tax Report – Duly Noted**
- b. **Board In Revenue Report – Duly Noted**
- c. **OTB Report**

Transportation Manager Vincent Tamagna stated he would be attending a meeting pertaining to this matter soon.

Chairman Castellano requested an update be given to the Committee after the meeting.

- d. **Transfer/Revenue Report – Duly Noted**
- e. **Contingency/Sub-Contingency Report – Duly Noted**

Item #5 - Correspondence/Commissioner of Finance

- a) **Overtime/ Temporary Report – Duly Noted**
- b) **Approval/ Budgetary Amendment (14A081)/ Health Department/
Correct Staff Reorganization**

Chairman Castellano made a motion to approve Budgetary Amendment 14A081; Seconded by Legislator Nacerino. All in favor.

- c) **Approval/ Budgetary Amendment (14A082)/ Sheriff's Department/
Overtime**

Legislator Nacerino made a motion to pre-file the necessary resolution; Seconded by Legislator Tartaro. All in favor.

d) Approval/Budgetary Amendment (14A084)/ DSS/ Child Fatality Review Team Grant Renewal/ August 1, 2014 – July 31, 2015

Legislator Nacerino made a motion to approve Budgetary Amendment 14A084; Seconded by Legislator Tartaro. All in favor.

e) Approval/ Budgetary Amendment (14A085)/ DSS/ Child and Family Safety Grant/ October 1, 2014 – September 30, 2015

Legislator Tartaro made a motion to pre-file the necessary resolution; Seconded by Chairman Castellano. All in favor.

f) Approval/Budgetary Amendment (14A087)/ Sheriff's Department/ Correct FY13 Homeland Security Lines/ Grant Runs September 1, 2013 – August 31, 2015.

Legislator Nacerino made a motion to pre-file the necessary resolution; Seconded by Legislator Tartaro. All in favor.

g) Approval/ Budgetary Amendment (14A088)/ Finance/ Vacancy Control Factor June – August 2014

Legislator Nacerino made a motion to pre-file the necessary resolution; Seconded by Chairman Castellano. All in favor.

h) Approval/ Budgetary Amendment (14A090)/ Board of Elections/ Reimbursement Through Help Americans Vote Act (HAVA)

Legislator Nacerino made a motion to pre-file the necessary resolution; Seconded by Legislator Tartaro. All in favor.

i) Approval/ Budgetary Amendment (14A091)/ District Attorney/ Fund Victim/Witness Assistant

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Tartaro. All in favor.

j) Approval/ Budgetary Amendment (14A092)/ Health Department/ New York State Association of County Health Offices (NYSACHO) Awarded Putnam County

Commissioner Carlin stated this is a coordinated effort funded through all the Counties in the region for epidemiologists. He stated this is the first time Putnam County has been a part of this.

Legislator Nacerino made a motion to pre-file the necessary resolution; Seconded by Legislator Tartaro. All in favor.

Item #6 - Approval/ Fund Transfer (14T188)/ Highways & Facilities/ Combine & Cover Contractual Obligations for Janitorial

Legislator Tartaro made a motion to pre-file the necessary resolution; Seconded by Legislator Nacerino. All in favor.

Item #7 - Approval/ Fund Transfer (14T205)/ OSR/ Senior Citizen Holiday Events/ October – December 2014

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Nacerino. All in favor.

Item #8 - Approval/ Fund Transfer (14T211)/ Legislative Office/ Purchase Display TV for Meeting Room #318

Legislator Albano stated comments were received regarding the poor visual aspects of Meeting Room #318. He stated three (3) screens will be purchased along with a computer.

Commissioner Carlin stated presentations will be much better on the new system.

Chairman Castellano questioned if the divider in the middle of the room is used or if it can be removed.

Legislator Albano stated that will be looked into.

Chairman Castellano stated it is a great idea and it will be an improvement to the room.

Chairman Castellano made a motion to approve Budgetary Amendment 14T211; Seconded by Legislator Nacerino. All in favor.

Item #9 - Approval/ Fund Transfer (14T213)/ Weights & Measures/ Office Coverage and Assistance due to Vacant Positions

Legislator Oliverio stated he would like to commend the Consumer Affairs Department. He stated he was aware of an incident in Putnam Valley in which the Department was very caring and he was assisted to go in the right direction.

Director of Consumer Affairs Jean Noel thanked Legislator Oliverio.

Legislator Nacerino made a motion to pre-file the necessary resolution; Seconded by Legislator Tartaro. All in favor.

Item #10 - Approval/ Fund Transfer (14T214)/ OSR/ Temporary

Legislator Nacerino questioned if this was an extension or a new leave.

Director of the Office for Senior Resources Pat Sheehy stated it is an extension.

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Nacerino. All in favor.

Item #11 - Approval/ Fund Transfer (14T217)/ Highways & Facilities/ Cover Expenses of Animal Pens

Legislator Nacerino made a motion to approve Budgetary Amendment 14T217; Seconded by Legislator Tartaro. All in favor.

Item #12 - Approval/ Repeal Resolution #180 of 2014/ Renew Lease Agreement between Putnam County and American Legion Post #275

Legislator Oliverio stated this a two (2) year extension.

Chairman Castellano stated the new contract is two (2) years.

Director Sheehy stated an opt-out clause is included.

Legislator Oliverio stated he was just making sure the lease was no more than two (2) years.

Chairman Castellano questioned if two (2) separate resolutions should be moved.

Legislative Counsel Clem VanRoss stated one (1) resolution will suffice.

Chairman Castellano made a motion to approve the repeal of resolution #180 of 2014, Seconded by Legislator Nacerino. All in favor.

Item #13 - Update/ Probation Department/ In-House Drug Testing Machine

Probation Director Gene Funicelli stated the machine was received in the beginning of September. He stated after receiving the machine, a technician then had to come to put the machine together. He stated a trainer then must come to test the machine and train staff. He stated the Probation Department has two (2) primary operators who oversee use of the machine. He stated these two (2) people will be responsible for starting the machine up, calibrating it, and maintaining it. These primary operators will also run tests. He stated there is a bit of a hold up as the protective equipment that was ordered turned out to be incorrect and must be reordered. He stated the next step is to train the testers on the use of personal protective equipment. He stated this will not take long, however the equipment must be in their possession before doing so.

Legislator Nacerino questioned when Director Funicelli would anticipate this would all come together. She questioned if Probation Officers would be testing as well as the two (2) primary people.

Director Funicelli stated he would like to have everything up and running within the month. He stated the primary people would be the main testers.

Legislator Nacerino questioned why the process is taking so long.

Director Funicelli stated there are many steps that have to be in place before the machine can be run. He stated a protocol needs to be written up, which is almost complete, and operators need to be trained in use of the safety equipment.

Legislator Nacerino questioned who will write the protocol.

Director Funicelli stated he worked with Probation Supervisor John Osterhout and Safety Officer John O'Connor to write the protocol. He stated it is almost finished.

Legislator Nacerino questioned if the machine would be utilized within the month.

Director Funicelli stated it is his hope to have it running within the month. He stated the Probation Department is taking their time because they want to do everything correctly.

Chairman Castellano questioned if the two (2) primary operators are Probation Officers.

Director Funicelli stated one (1) is a probation assistant, who will be the primary, and the other is the Treatment Court Coordinator, who will be the secondary.

Deputy County Executive Bruce Walker stated they are working with the union to ensure the safety aspects are met. He stated two (2) people were trained as primary operators. He stated a part time position in Probation was included in the budget. He stated with the immediate results this machine will provide, the Probation Officers will have to do the follow up steps quickly, rather than sending the test to the lab where there is lag time. He stated this will provide the best information to the Probation Officers and judges.

Chairman Castellano stated he would like to have an update at the November Audit & Administration Meeting.

Item #14 - Discussion/ Medical Transportation for Veterans/ Transportation Manager Tamagna

Transportation Manager Tamagna stated the transportation for Veterans for medical appointments was started in August of 2013. He stated in August of 2013, nine (9) Veterans were transported and a total of 428 miles were driven. He stated in August of 2014, 88 Veterans were transported and approximately 3,802 miles were driven. He

stated this is a 1,000% increase in ridership. He stated this program accounts for less than 5% of the Transportation budget. He also stated Veterans are more than 10% of the overall population. He stated he receives four (4) or five (5) calls a week from residents inquiring how to get on the roster. He stated right now, the person must register for the Return the Favor Program unless they are traveling to a VA (Veterans Affairs) facility. He stated they have found that the Veterans are going to Castle Point and Montrose. He stated in the beginning, the program was costly because the Veterans were traveling to New York City, Kingsbridge, and West 23rd Street. He stated the program has partnered with the Veterans Montrose facility by meeting their bus, which then takes the Veterans the rest of the way to New York City. He stated doing this saves the Department from paying those miles. He stated although the Transportation Department is requesting more funds, the money is being spent smarter. He stated the increase in money needed is because of the increase in ridership. He stated the transportation is strictly to and from medical appointments and as Veterans continue to age, the services they will require will increase. He stated the Veterans are taken to VA facilities as well as local doctor appointments. He stated about \$60,000 was spent on this program this year. He stated Deputy County Executive Bruce Walker has put together a team and is currently investigating how to run this program with the help of volunteers as well. He stated dispatch is handled by Transportation and in the event a volunteer would not be able to help, the responsibility would fall to the Department.

Chairman Castellano stated the numbers are outstanding. He stated this is a great service to provide the men and woman who have served our Country.

Legislator Nacerino stated the numbers are increasing and the need for the service is evident. She stated perhaps ridership can be condensed and improved.

Transportation Manager Tamagna stated Director of Veterans Affairs, Karl Rohde and Deputy Director of Veterans Affairs, Arthur Hanley are the foundation of the program. He stated the appreciation from the Veterans is heartwarming. He stated he would rather spend the money on the Veterans than an other section of Transportation.

Legislator Nacerino stated the program is for medical appointments and is not frivolous.

Legislator Oliverio stated this is what government is about. He stated if volunteers are able to be utilized that is a great thing, however this program is well worth the money.

Transportation Manager Tamagna stated it would be great if the Legislature would send a letter to the Veterans Administration, our Congressman, and the US Senate. He stated those who live in Westchester and Dutchess Counties are provided transportation, including taxi-cabs to go to the VA. He stated the Veterans Administration does not support transportation in Putnam because the County is out of the radius of where the VA hospitals are. He stated the County government has picked up the ball in this regard. He stated the letter being sent should show support and strongly suggest reimbursement for the program.

Legislator Albano stated a letter could absolutely be sent.

Director Rohde stated in reference to Legislator Nacerino's comments earlier: is it difficult to consolidate rides with a small numbers of riders at a time. He stated VA facilities do not always care for all the needs of each Veteran and one person may have to travel to multiple facilities to meet their needs. He provided an example of there being just one (1) dermatologist in the Hudson Valley who travels between a few clinics. He stated when more riders are participating; it will become easier to consolidate. He stated the number of riders would need to be around 20 or 30 in a day. He stated there is a Rural Veterans Initiative that just came out that provides for Veterans in rural areas being able to go to specialists within their own community. He provided an example of a Veteran who was on dialysis and had to travel to Kingsbridge four (4) times a week. He stated that person can now go to the dialysis clinic located by Putnam Hospital.

Legislator Oliverio stated that is outstanding.

Director Rohde stated the Office of Veteran's Affairs is aware that the Legislature supports the Veterans and they do not need to apologize when making inquiries or comments pertaining to matters involving Veterans. He stated Veterans today are surviving wounds that would have killed them in the past. He stated Putnam County is fortunate to not experience problems in their VA facilities. He stated there is a new woman in charge of the Hudson Valley VA system who is doing an excellent job. He thanked the Legislature for addressing this program and the volunteer portion is being worked on.

Chairman Castellano stated a letter should be sent to the Congressman and to the Veterans Administration.

Item #15 - Tilly Foster Farm Improvements/ Materials Used/ FYI

Legislator Oliverio stated he would like to thank Commissioner of Highways & Facilities Fred Pena for the information.

Item #16 - Board of Plumbing & Mechanical Trades/ Revenue/Fines Report/ FYI – Duly Noted

Item #17 - Other Business

- a) Approval/ Fund Transfer (14T221)/ Health Department/ Flu Clinic/ Increase in Cost per Dose**

Legislator Nacerino made a motion to approve Budgetary Amendment 14T221; Seconded by Legislator Tartaro. All in favor.

- b) Approval/ Probation Department/ NYS STOP-DWI Foundation Grant Application**

Director Funicelli stated this grant is to fund DWI checkpoints and for DRE (Drug Recognition Expert) call out reimbursement. He stated the grant will allow local police to set up four (4) checkpoints and will run from October 1, 2014 to September 30, 2015. He stated the checkpoints will be held on St. Patrick's Day, Memorial Day, Labor Day, and Thanksgiving. He stated the DRE is trained to perform a field examination on a person who may be on drugs. He stated a DRE is called to an incident in which the person tests negative for alcohol, but the Officer feels they are on another type of drug. The DRE can further clarify or confirm the person is in fact under the influence of drugs. He stated within Putnam County, there are two (2) DREs. He stated one (1) is with the Sheriff's Department and the other is with the Town of Kent. He stated if the Officer is not on duty, they will be paid overtime to respond to a call. He clarified the Kent Officer can be called to anywhere in the County. He stated the grant allows for reimbursement for DRE overtime.

Chairman Castellano questioned if the Sheriff's Department and the Town of Kent Police coordinate the schedules of the two (2) DREs to reduce the amount of overtime.

Director Funicelli stated he was unaware if their schedules were coordinated.

Legislator Nacerino questioned how much the grant was for.

Director Funicelli stated the grant is for just over \$27,000, which will be split between the checkpoints and DRE overtime.

Chairman Castellano made a motion to pre-file the necessary resolution; Seconded by Legislator Nacerino. All in favor.

Item #18 – Adjournment

There being no further business, at 8:16 P.M., Chairman Castellano made a motion to adjourn; Seconded by Legislator Nacerino. All in favor.

Respectfully submitted by Administrative Assistant Beth Green