AUDIT & ADMINISTRATION COMMITTEE MEETING Held via Audio Webinar Pursuant to Temporary Emergency Orders

Members: Chairman Castellano, Legislators Albano & Gouldman

Monday 6:30pm February 22, 2021

The meeting was called to order at 6:30pm by Chairman Castellano who led in the Pledge of Allegiance. Upon roll call Legislators Albano and Gouldman and Chairman Castellano were present.

Item #3 - Approval of Minutes - January 25, 2021

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. Transfer/Revenue Report Duly Noted
- d. 2021 Contingency/Sub-Contingency Report Duly Noted

Item #5 – Correspondence/Commissioner of Finance

- a. Overtime/Temporary Report Duly Noted
- b. Approval/ Budgetary Amendment 20A080/ Finance/ Year End Journal Entry #2

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

c. Approval/ Budgetary Amendment 21A008/ Highways & Facilities/ Increase Tilly Foster Farm Renovations Line due to Stormwater Basin Project (also reviewed in Physical)

Legislator Albano stated this is a great project that the County took on at Tilly Foster Farm (the Farm). He stated the Farm is an environmentally sensitive area and this addresses water quality issues and most of the work was done in-house. He stated the project cost more than originally anticipated.

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

Legislator Montgomery stated she had difficulties unmuting herself and requested to speak to this item although it has been moved forward to the Full Legislative Meeting by the Committee. She stated in regard to the remote meetings, there are other formats to use that are more accessible. She stated at the Physical Services Committee Meeting

she requested an accounting of the 50% cost overage on the storm water basin project at the Farm, and Deputy Commissioner of Highways & Facilities John Tully stated those records are being maintained and he would provide them; however the information has yet to be sent to the Legislature. She stated she does not know why it was forwarded to the Full Legislative Meeting for approval while the Legislature has not had an opportunity to properly discuss the issue in Committee since those records have not been received. She stated there is a 50% cost increase on this project and it is important to have the records to be able to track the project.

Deputy Commissioner Tully apologized for not sending that information after committing to do so at the Physical Services Committee Meeting; he will send it first thing tomorrow morning. He stated he would like to clarify his comment about overages. He stated it really was the actual cost of the project given the circumstances, they have never taken on a project like this before and they monitored all costs. He stated this additional funding provides the opportunity to continue to reinvest in the Farm.

Legislator Montgomery thanked Deputy Commissioner Tully.

Legislator Albano stated this project was reviewed by East of Hudson and it was clear that the cost associated with this project is appropriate. He agreed that it would be great to see the details on this, but the costs were reviewed by East of Hudson, who are the experts.

Legislator Montgomery requested a copy of that review as well.

Deputy Commissioner Tully stated he would provide a copy of the minutes from the East of Hudson Board Meeting.

Item #6 – Approval/ Fund Transfer 21T013/ Social Services/ Reappoint Coordinator of IT/Staff Development on Part-Time Basis/ Temporary (also reviewed in Health & Personnel)

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

Item #7 – Approval/ Budgetary Transfer 21T022/ County Attorney/ Create New Personnel Line/ Part Time Position "Paralegal" (also reviewed in Personnel)

Legislator Montgomery stated she would like to see a staff chart for 2020 and 2021 indicating these staff changes. She stated the discussion of this at the Personnel Committee Meeting was confusing. She questioned how the impact of civil service agreements when creating a full-time position was not known during the budget process last year. She stated understands a new position is being created but is unclear what exactly is taking place.

Chairman Castellano stated a part time paralegal position is being created in the County Attorney's Office. He stated the funds are being taken from the Temporary line, which would have been used for the same individual. He stated since this is a part-time position there are not benefits attached to the position.

Legislator Jonke stated this individual is currently working for the County Attorney's Office 21 hours per week and being paid through the Temporary line. He stated this budgetary transfer is establishing a part-time position with a dedicated personnel line. He stated there is zero fiscal impact.

Legislator Montgomery stated the Legislature created a full-time position during the 2021 budget process to bring the Confidential Secretary position from part-time to full-time. She stated this is now creating another position.

County Attorney Jennifer Bumgarner stated a part-time line is being created, however it is not an additional position in the County Attorney's Office, they will still have the same number of employees. She stated the only difference this year as compared to last year is the fact that the Confidential Secretary position will be filled on a full-time basis as opposed to a part-time basis.

Legislator Montgomery stated there is a newly created full-time position; the Confidential Secretary.

County Attorney Bumgarner stated that position was not newly created, there has been a Confidential Secretary position in the County Attorney's Office for at least 25 years. She stated the Confidential Secretary position was being filled on a part-time basis and the change made during the 2021 budget process was to fund the same position on a full-time basis.

Legislator Montgomery stated a full-time position was created and another part-time position is now being created, even though an additional employee is not being added.

County Attorney Bumgarner stated the individual is currently working part-time and will continue to do so, just from a budgeted line rather than the temporary line. She stated this change will allow the employee to work three (3) days per week as opposed to 17.5 hours per week.

Legislator Montgomery questioned if the Temporary line would still be funded.

County Attorney Bumgarner stated no, the funds in the Temporary line are being moved into the budgeted line.

Chairman Castellano stated \$27,000 from the Temporary line is being moved to the personnel line for the part-time paralegal position and it is a zero fiscal impact.

Legislator Montgomery stated her concern is that during the budget process for next year, the Temporary line will be funded at \$27,000 and in addition, there will be a part-time Paralegal new position created in 2021 and a full-time Confidential Secretary position created in 2020.

Chairman Castellano stated that will be reviewed during the budget process.

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

Item #8 – FYI/ County's Deposit & Investment Policies for the 4th Quarter Ending December 31, 2020 – Duly Noted

Item #9 - Other Business

a. Discussion/ Format of Remote Legislative Meetings

Legislator Albano stated earlier Legislator Montgomery mentioned there may be better ways to run the remote Legislative Meetings. He requested that any suggestions be provided to the Clerk of the Legislature for review.

Chairman Castellano stated this is a difficult time and everyone is trying their best to get through it. He stated he is looking forward to meeting in person again and hopes it happens soon.

Legislator Montgomery stated she has written memorandums suggesting other formats, such as Zoom which has been used by the County for other meetings. She stated she cannot see her colleagues or make eye contact through this format. She stated her previous suggestions have been ignored or a reason has been given that does not make sense. She stated every format has its limitations and liabilities.

Legislator Albano stated the suggestions were not ignored, they did not seem to work out. He stated he would be glad to look into this.

Item #10 – Adjournment

There being no further business, at 6:55p.m. Chairman Castellano made a motion to adjourn; Seconded by Legislator Albano. All in favor.

Respectfully submitted by Administrative Assistant, Beth Robinson.