Sullivan County Executive Finance Committee Meeting
Sullivan County Probate Court
Main St. Newport
June 10, 2013

Present: Reps. Gottling, Irwin, Gagnon, Schmidt and Grenier
Staff present: Greg Chanis, County Administrator

The meeting was convened at 1PM per the official posting and then was recessed until 2 PM so that all the members could be present. The following minutes were approved by voice vote.
May 10 moved, seconded; vote 5-0
May 13 moved, seconded: vote 4-0-1
May 17 moved, seconded: vote 5-0
May 24 moved, seconded: vote 5-0

The first discussion was report from Rep. Irwin who reported on her meeting with Sheriff Prozo. The report is attached.

Rep. Gottling brought up the matter of Unexpended Funds. She stated that in the past, the EFC (and perhaps the entire delegation) has to approve any expenditure of $5,000 or more from unexpended funds within the same fiscal year. Greg reviewed the practice of assigning these funds at the end of the fiscal year. Rep. Gottling suggested that the delegation have a policy regarding the expenditure of these funds in the future. Rep. Gagnon asked how the policy would work. Greg suggested that there are two approaches. One is within the fiscal year and the other is after the close of the fiscal year before the audit is final.

The general consensus is that we propose a policy requiring the EFC approval for expenditures of Unexpended Fund Balance items. Greg will develop model language with help from the auditors.

Discussion of the 3% raise. Rep. Grenier recommended that we keep the 3% raise as proposed by the Commissioners. Rep. Gagnon and Schmidt agreed. Rep. Irwin did not. General discussion about salaries and the fact that there are no steps in the salary schedule. Greg reminded the EFC that there have been some lean years without raises. Rep. Schmidt moved and Rep. Grenier seconded a 3% raise for non-union staff. Vote 4-1

Rep. Schmidt suggested that we review the vacation days policy for non-union employees. This is known as "earned time' which means all leave other than sick leave. We will review the personnel policies before the next budget cycle.

Next discussion was how to get the proposed tax rate down. We looked at the anticipated amount of Pro share (the Medicaid payment to the Sullivan County Home for patient care) and how much of the Unexpended Fund Balance will be applied to reduce taxes. The amount of the additional supplement of Pro share for this fiscal year is anticipated to be $800,000 more. Discussion was regarding how much to budget for FY 14. Moved by Irwin and seconded by Grenier that we budget an additional $250,000 in Pro share revenue for FY 14. Vote 5-0.

With the proposed changes, the amount to be raised by taxes will be $6,471 less than this fiscal year. Rep. Schmidt moved and Rep. Grenier seconded the approval of the proposed Commissioners budget with amendments. (Attached) Vote: 5-0

The EFC reviewed and approved the agenda for the June 25th Delegation.
Meeting adjourned at 4 PM

Respectfully submitted,

Rep. Virginia O'Brien Irwin
Secretary Pro-Temp

Meeting with Sheriff Prozzo
June 7, 2013
To: Executive Finance Committee
From: Representative Virginia O'Brien Irwin

The Sheriff's Department has several divisions. These include:

*Outside Detail
*Highway Safety
*Underage Drinking
*Drug Taskforce
*Bailiffs
*Sheriff Dept.

All of these divisions/areas of service are staffed by specific people, some of whom service in more than one capacity.

The following divisions bring in revenue:

Bailiffs – the revenue is equal to the expenditure. Funding is from the State Court System. Anticipated expenditure/revenue: $ 59,905. (10.443)

Highway Safety – the revenue is equal to the expenditure. Funding is from Department of Safety. (Note Sheriff Prozzo will get the name of the exact agency). Anticipated expenditure/revenue: $ 6,505. (24.646)

Outside Detail – the revenue is equal to the expenditure. Funding is from the towns of Lempster and Unity. Anticipated expenditure/revenue: $95,455. (24.645)

Underage Drinking and Drug Taskforce programs are grant funded. The Drug Taskforce funding is being significantly reduced. Underage Drinking is $10,000 and the expenditure is $10,000. (24.345). Drug Taskforce was $52,558 and is now anticipated to be $12,052. Some of the general funds from the county funds will be used to support part of this program for the next year.

The Sheriff's Department is funded by county taxes and fees. The fees are called Writ Fees and the amount, including the mileage reimbursement, are set by the State; Escort Fees (in budget as Miscellaneous) which come from private companies; Secure Juvenile Transports again a fee set by the State. The Sheriff has anticipated revenue of $113,000 for FY 13 and to date has received $109,677.53. He anticipates making the anticipated amount and having some extra which goes into the General Fund.

To accomplish all this work, there are four FTE's in the Sheriff's Office (five staff) plus the Sheriff; 1.5 secretaries; three part-time Bailiffs (seven staff). These twelve people serve all the above programs.
Hourly wages are a bit higher than some departments but we have experienced staff. Only full time staff is eligible for time and a half. The Bailiffs are limited to 32 hours a week and cannot go over. (Note; Sheriff Prozzo will provide wage rates.)

The amount of the budget while showing a reduction of $150 ,440.40 has actually increased 2.38%.