

**AUDIT & ADMINISTRATION COMMITTEE MEETING
HELD IN ROOM #318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Members: Chairman Castellano and Legislators Albano & Gouldman

Monday **6:30pm** **March 28, 2022**

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

Item #3 – Approval of Minutes – February 22, 2022

The minutes were approved as submitted.

Item #4 – Discussion/ Office of the New York State Comptroller Hudson Valley Representative Joe Orlando

Office of the New York State Comptroller Hudson Valley Representative Joe Orlando provided an overview of what the Office of the New York State Comptroller does aside from audits such as keeping pensions funded. He stated pensions are currently fully funded and this year a discount on the required contribution is being offered to employers without changing the benefits. He stated there are two (2) programs he would like to highlight; Unclaimed Funds and NY Able. He stated NY Able is a program where an account can be structured for an individual who has a developmental or physical disability. He stated the funds in this account can be used for a variety of things including housing and medical bills. He stated he is currently meeting with local municipalities to discuss or answer questions about ARPA (American Rescue Plan Act) Funds. He stated he is aware the County plans to send some ARPA funding to other municipalities within Putnam County. He stated he is available to address questions related to ARPA funding the Legislators may have.

Chairman Castellano requested more information about the discounted pension contribution.

Mr. Orlando stated each year a notice is sent out with a percentage of what the State will be charging for employers to contribute into the State pension fund. He stated this year that percentage is being lowered from where it was last year because of how well the pension fund is currently doing. He stated they are hopeful this trend will continue to next year as well.

Chairman Castellano questioned where Mr. Orlando's office is located.

Mr. Orlando stated his office is in New Windsor.

Legislator Albano requested further information on NY Able.

Mr. Orlando stated NY Able is a program where a caretaker or parent can establish an account for a disabled individual. He stated these accounts are structured the same way 529 College Savings Accounts are structured. He stated any money put into the account is tax deductible and can be used to pay for all potential expenses that individual has such as rent or medical bills.

Item #5 – Proposed Personnel Changes within Health Department

a. Approval/ Fund Transfer 22T049/ Health Dept./ Reorganization

Director of Environmental Health Shawn Rogan stated Fiscal Manager Bill Orr is unable to attend the meeting this evening because he is not feeling well. He stated this request pertains to three (3) positions in the Health Department. He stated the first position was a Senior Typist in Environmental Health who retired after more than 20 years of service. He stated they are looking to fill this position immediately and are going through the canvassing process. He stated that employee retired at a higher salary than what a new, entry level employee will be hired at so there will be a cost savings as a result. He stated the second position is a Receptionist that is vacant because the employee left for another job. He stated this is a critical position as this employee is the face of the department and is the person who is reached via telephone. He stated they have struggled filling this position as well. He stated they have someone who they believe is an excellent candidate. He stated this individual currently works as a part time receptionist in another County department. He stated to bring this individual in, they would need to increase the budget line for this position as they would not be an entry level employee. He stated the third position is a Nurse, which they would like to fill immediately as well. He stated they would like to upgrade this position to a Grade 18, Step 3 which is consistent with what they have done in the past when hiring. He stated the individual who vacated the position was at a lower grade because of their qualifications at the time. He stated ultimately, these requested changes will have a \$0 fiscal impact to the budget.

Chairman Castellano stated these changes will result in a savings for 2022, but an increase in 2023.

Legislator Montgomery questioned if the position the part time employee will be vacating in another department will be easily filled.

Personnel Director Paul Eldridge stated filling that position should not be an issue.

Legislator Montgomery questioned if the individual filling the part time position would come from a list.

Personnel Director Eldridge stated yes, taking an individual from the list makes it easier and they will then be eligible to transfer, as is the case with this employee.

Legislative Clerk Diane Schonfeld stated the memorandum states that the table reflects effective dates of April 5, 2022 and April 19, 2022. She stated she spoke with Fiscal Manager Orr about the dates on the chart being different. She stated she has the Typist effective April 5, 2022 and the other two (2) positions effective April 19, 2022.

Director Rogan stated that is correct. He stated they do not yet have a candidate for the Typist position, they are having a difficult time. He stated even though the effective date is April 5, 2022 it could be another month until the position is filled.

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

Item #6 – Correspondence/County Auditor

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

Sheriff Kevin McConville stated the Board In program has been successful with bringing in Federal inmates, which helps offset costs and increase revenue.

- c. OTB Report – Duly Noted**
- d. Transfer/Revenue Report – Duly Noted**
- e. 2022 Contingency/Sub-Contingency Report – Duly Noted**

Item #7 – Correspondence/ Commissioner of Finance

Commissioner of Finance William Carlin introduced the Committee and everyone present to Chief Deputy Commissioner of Finance Michael Lewis. He stated Chief Deputy Commissioner Lewis comes to Putnam County with extensive government accounting experience. He stated he has spent about a decade with the County's outside auditors, O'Connor Davies and another decade as the Deputy Commissioner of Finance for the City of New Rochelle. He stated he has hit the ground running here in Putnam County.

Chairman Castellano welcomed Chief Deputy Commissioner Lewis.

- a. Overtime/Temporary Report – Duly Noted**
- b. Approval/ Budgetary Amendment 22A015/ Sheriff's Dept./ Insurance Reimbursement Received for Cost of Repairing Vehicle Involved in Accident (Also reviewed in Protective)**

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

c. Approval/ Budgetary Amendment 22A017/ Veterans Affairs/ Peer to Peer Program/ Comply with Latest State Aid Levels

Commissioner Carlin stated this budgetary amendment is correcting what is shown on the allocation table. He clarified that this is not a decrease in funding to the Peer to Peer program; it is a correction.

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

d. Approval/ Budgetary Amendment 22A018/ Advance Funding to PCSPCA to be Recouped upon their Receipt of NYS SAM Grant Funds

Chairman Castellano stated this grant funding will go toward the purchase of a new vehicle.

Commissioner Carlin stated that is correct. He stated the DASNY (Dormitory Authority of the State of New York) grants are reimbursable, however the PCSPCA (Putnam County Society for the Prevention of Cruelty to Animals) was unable to provide the funding up front. He stated the PCSPCA requested the funding from the County to be reimbursed once the grant is received.

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

Item #8 – Approval/ Fund Transfer 22T018/ Sheriff’s Dept./ Cover Salary Differences due to Position Swap for Remainder of 2022 (Also reviewed in Personnel)

Sheriff McConville stated the position swap is the result of a medical situation an employee is facing. He stated that employee is being reassigned and the difference comes from the employee being placed into the position, which covers all utilities. He stated most, if not all, is reimbursable through the school system as it involves an SRO (School Resource Officer).

Legislator Montgomery requested further clarification of what the position swap is for. She questioned if as a result of a medical situation, a deputy from Road Patrol is being moved into an SRO position.

Sheriff McConville stated that is incorrect. He stated the employee with a medical condition is assigned as an SRO and is being placed on modified assignment based on their medical documentation. He stated since that employee is being placed on modified assignment, the vacancy left in the SRO position needs to be filled by a member of the Sheriff’s Department who is certified and trained as an SRO.

Legislator Montgomery stated it is her understanding that the Sheriff's Department went from six (6) to five (5) Road Patrol members and she questioned if one of the Road Patrol units were lost.

Sheriff McConville stated this position swap is unrelated to Road Patrol. He stated questions pertaining to Road Patrol should be brought up in a Protective Services Committee Meeting.

Legislator Montgomery stated she would make a request to have the topic of Road Patrol on the Protective Services agenda.

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

Item #9 – Approval/ Fund Transfer 22T023/ Sheriff's Dept./ BCI/ Cover Salary due to Position Move (Also reviewed in Personnel)

Sheriff McConville stated there was an officer who was improperly assigned to the incorrect division, therefore the funds for salary, uniform, etc. were allocated to the incorrect division as well. He stated the individual has been reassigned to the correct division, BCI (Bureau of Criminal Investigation), and the necessary funds are being moved accordingly.

Legislator Montgomery stated from these two (2) position swaps it looks like officers have been taken off of Road Patrol.

Sheriff McConville stated that is incorrect.

Legislator Montgomery questioned how the Patrol personnel is being filled.

Sheriff McConville stated it will be filled with new hires.

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

Item #10 – Approval/ Fund Transfer 22T025/ Sheriff's Dept./ BCI/ Licensing Software (Also reviewed in Protective)

Sheriff McConville stated this was incorrectly listed as software, however it is licensing allocation, therefore the correction has been made to list it properly.

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

Item #11 – Approval/ Budgetary Transfer 22T028/ Emergency Services/ E911 Consolidation (Also reviewed in Personnel)

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

Item #12 – Approval/ Fund Transfer 22T036/ Finance/ Emergency Services/ Pay Differences between CSEA & PCSEA Employees in E911 Center (Also reviewed in Personnel)

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

Item #13 – FYI/ 2021 Unaudited Annual Report – Duly Noted

Item #14 – Other Business – None

Item #15 – 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.