



COMMITTEE MEMBERS PRESENT:

Larry K. Pritchett, Treasurer
Debbie Williams, Commissioner of Revenue
Mary Sorrell, Finance Director
David Ross, Board Member
Paul D. Trampe, Board Member

OTHER STAFF MEMBERS PRESENT:

Susan Hahn, Bridges Project Manager
Karl Holsten, County Attorney
Major Carter Wells, Sheriff's Office
Annette D'Alessandro, Grants Manager
Bonnie Jewell, Budget Manager
Richard Zinky, Senior Financial Analyst
Beckie Forry, Controller
Greg Leitz, Division Chief FREMS

**Modification to Bridges Grant Program Award for July 1, 2016 – June 20, 2017
Appropriation**

Susan Hahn, Bridges Project Manager, explained that there has been a mid-year modification to the FY 2017 Bridges Grant. The modification offered by the grantor agency was an increase of \$10,000 and there is no local match requirement. The additional \$10,000 will be used to increase the adult education teacher resources accessed through the grant.

On a motion by Mr. Pritchett, seconded by Ms. Williams, and passed unanimously, the Finance Committee recommended approval of the acceptance of the mid-year modification for the Bridges grant and the associated budget amendment.

**Authorization of Transfer from Contingency to External Legal Counsel for Assessment
Appeals**

Karl Holsten, County Attorney, explained that the Board has authorized the County Attorney's Office to engage outside counsel to defend two tax assessment appeals. Mr. Holsten explained that as contemplated, additional funds are needed to conclude litigation in the trial court. The County Attorney's Office is requesting a \$75,000 transfer from the Contingency account to pay for the additional legal costs associated with these two appeals. The trial in these matters is scheduled for March 1 and 2, 2017.

On a motion by Mr. Pritchett, seconded by Ms. Williams, and passed unanimously, the Finance Committee recommended approval of the transfer of \$75,000 from the Contingency account to the County Attorney's legal services account.

Adjustment for Additional Grant Funds Received for Conversion to Propane

Major Carter Wells, Sheriff's Office, explained that the Sheriff's Office has successfully converted five of their existing low-mileage vehicles to propane using funding from the Alternative Fuels Program Government Fleet Vehicle Incentive funding that was received in January 2016.

He explained that the budgeted cost for the conversion kits and installations was based on converting Crown Victorias, however the Sheriff's Office ended up converting Ford Explorers to propane instead. In compliance with the CMAQ program, the Sheriff's Office filed and received reimbursement of \$31,593 for the project, \$3,593 more than was budgeted. The reimbursement has been paid by the grantor and has been received by the Sheriff's Office and this budget adjustment is to appropriate the additional \$3,593 that the Sheriff's Office has received beyond the funding that was included in the project's original budget.

On a motion by Ms. Williams, seconded by Mr. Pritchett, and passed unanimously, the Finance Committee recommended approval of the proposed budget amendment.

Request to Convert Two Part-Time Accounting Technician Positions to one Full-Time Position

Beckie Forry, Controller, explained that the Finance Department has been making efforts to ensure that we are moving forward with our long-term staffing strategy to reduce lower level data entry staffing needs through the introduction of new technology and greater decentralization. We currently have two part-time (PT) positions, an Accounting Technician I & an Accounting Technician II, that combine for a total 1.2 Full Time Equivalency (FTE). The Accounting Technician II position was recently vacated when that employee filled a similar full-time (FT) position within FREM.

Ms. Forry explained that this vacancy caused staff to review the current staffing needs and it was evident that we should consider consolidating the two PT positions into one FT position. Ms. Forry explained the factors that played a role in this conclusion, including addressing the growing workload in Payroll, providing additional coverage, and providing staffing stability during the Financial System migration. Ms. Forry explained that there is no increased cost related to this requested conversion and staff would like to maintain the excess funding, to cover the potential need for temporary PT services, should we need that support as we work through the process of reallocating duties among staff.

On a motion by Ms. Williams, seconded by Mr. Pritchett, and passed unanimously, the Finance Committee recommended approval of the conversion of the two part-time positions to one full-time position.

Capital Project Adjustments

Richard Zinky, Senior Financial Analyst, explained that staff was requesting approval of several budget adjustments for capital projects that are complete. He explained that staff is requesting that the balances shown below be unappropriated and returned to their respective fund balances:

| | |
|---------------------------------------------------------|-----------------|
| Replacement Fire Equipment (FR1702) | \$30,620 |
| Rural Additions (TR0001) | <u>42,429</u> |
| Total to Return to Capital Projects Fund balance | \$73,049 |

| | |
|-------------------------------------------------------------------|------------------|
| Sewer Line Extension - Benchmark to Thornton Rolling (SR1402) | \$27,082 |
| Waverly Village Sewer Line Rehabilitation (SR1603) | <u>154,721</u> |
| Total to Return to Utilities Capital Projects Fund balance | \$181,803 |

On a motion by Mr. Pritchett, seconded by Ms. Williams, and passed unanimously, the Finance Committee recommended approval of the proposed budget amendment and unappropriation of associated funding.

Mr. Ross arrived for the meeting.

Grant Application Request for the FY18 Rescue Squad Assistance Fund for Fire, Rescue and Emergency Management

FREMS Division Chief, Greg Leitz, explained that the Department of Fire, Rescue and Emergency Management (FREM) would like to submit a grant application to the Rescue Squad Assistance Fund (RSAF) Program requesting \$79,757 for the purchase of twenty-nine AEDs for County owned buildings in which AEDs currently do not exist (\$30,334) and four Stryker Power Load Systems to lift patients into ambulances (\$49,423).

Chief Leitz explained that the power load systems will lift and lower a patient and cot into and out of the ambulance, reducing the potential for further injuries to the patient and back injuries for first responders. He explained that we are requesting the Board's approval to request funding for four power load systems which will update the remaining four ambulances that do not have this system.

Chief Leitz explained that placing AEDs on-site in each of the County buildings that do not currently have AEDs provides a potential life-saving option for victims of cardiac arrest and helps to bridge the gap between when the emergency is discovered and when first responders arrive on the scene. This initiative creates a safer workplace and gives employees and building visitors the best chance of survival in the event of cardiac arrest. Units will be mounted to a wall in a location central to building occupants and, when needed, the unit will talk a user through the steps needed to allow the system to analyze the victim's heartbeat and, if necessary,

deliver a lifesaving shock. These AEDs will be compatible with rescue equipment utilized by FREM. Staff estimates the annual operational cost of these units at approximately \$5,100 every 18 months, which includes the cost of replacement pads and batteries.

If awarded, the grant would require a local match of \$79,757. Funding for the local match is included in the FY18 Recommended Budget. The grant application is due on March 15th.

On a motion by Mr. Trampe, seconded by Mr. Ross, and passed unanimously, the Finance Committee recommended approval of the request to apply for the FY18 Rescue Squad Assistance Fund grant.

Other Business:

- Bonnie Jewell, Budget Manager, explained that there will be an item on the Board's February 28th consent agenda for approval of a purchase order for the 911 system upgrade. That item includes a budget amendment to combine approved funding for this project from two separate projects into one single project and to shift the funding for on-going maintenance to the General Fund to allow for the appropriate accounting of those ongoing costs.
- Annette D'Alessandro, Grants Manager, explained that on February 14th the Board authorized staff to submit a grant application to the Highway Safety Grant Program which included a request to fund 120 Body Worn Cameras (BWC). She received notification today from the grant program officer that they had just received word from the National Highway Traffic Safety Administration that body cameras will not be a fundable item for this grant. Staff will adjust the grant application request to remove the request for the BWC's and will continue to seek other grant opportunities for those purchases.

ADJOURNMENT

Ms. Sorrell adjourned the meeting.