



Onondaga County Legislature

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WAYS AND MEANS COMMITTEE REVIEW OF 2012 BUDGET OF WAYS & MEANS DEPARTMENTS – September 16, 2011

MEMBERS PRESENT: Mr. Lesniak, Mr. Kilmartin, Mr. Kinne, Mr. Warner, Mr. Buckel

ALSO PRESENT: Mr. Meyer, Mrs. Rapp, Mrs. Ervin, Chairman Rhinehart,

MEMBERS ABSENT: Mr. Stanczyk, Mr. Holmquist, Mr. Corbett

Chairman Jordan called the meeting to order at 9:05 a.m.

PERSONNEL – pg. 3-193 – Peter Troiano, Commissioner, Lorraine Bissi Greenlese, Exec. Assistant; Jennifer Wells, Dir., Civil Svc. Admin.; Carl Hummel, Dir. Employ. Rel; Patrice Gile, Budget Analyst III

Mr. Troiano, Commissioner, presented the following:

I would like to describe the Personnel Department functions and activities of the Personnel Department before you review the specifics of the 2012 budget proposal. The Onondaga County Personnel Department has two major functional areas:

- 1. To serve as the centralized human resource management and employee and labor relations office for 3,800 county employees and managers. The activities associated with our overall HR role for County government include labor relations, contract administration and collective bargaining, training, salary and wage administration and benefits administration and workplace investigations*
- 2. To serve as the administrator of the NYS Civil Service Law for nearly 15,000 classified positions in the County, City of Syracuse, 19 towns, 15 villages, 17 school districts, 3 library districts, 4 fire districts and 4 special districts and community college. This function requires the devotion of department resources critical to our role as municipal civil service administrator. The Personnel Department provides services to the public at large and ensures compliance with Civil Service Law by all 66 municipalities and districts within Onondaga County in their role as public employers and includes all aspects of recruitment, testing, and payroll certification.*

DIVISION OF CIVIL SERVICE ADMINISTRATION

The Onondaga County Department Personnel has functioned as a consolidated sourcing entity for Civil Service Law administration for all public employers within Onondaga County for over 49 years.

The Division of Civil Service Administration staff will process over 13,500 personnel transactions this year. These include appointments, promotions, salary changes and terminations. New York State law also requires that we certify the payrolls of all 66 municipal entities at least once each year. Another major activity of the Division involves administration of the state-prepared civil service examinations for all the municipalities within Onondaga County. 148 different competitive examinations have been scheduled this year. When the economy is slow and unemployment is high, public employment tends to become more attractive. As a result, we continue to experience a greater number of examination applicants this year- we are on pace to exceed 7,000 exam applications to be received and reviewed-although fewer exams will be administered as a result of the decline in hiring and head count replacement in public employment. That trend is expected to continue in 2012.

Our website continues to be our most popular source of information and communication on employment. It generates almost one quarter of our applicants in the examination process. The automatic e-mail notification of exam announcements has continued to be a great customer service enhancement that is both economical and efficient. Instead of periodically checking our website or visiting the office, candidates can sign up on our website to get an automatic e-mail alert whenever an exam announcement that interests them is published. We have over 6,800 people registered for that service. The Division has all but eliminated paper medium for information available to our customers. Job descriptions, eligible list results and other information is all available by electronic means. Paper versions of forms and documents that walk-up customers can take with them remain available.

For 2012 going forward, the Division will be heavily involved in bringing up the HR component of the PeopleSoft platform. That will enhance our ability to support personnel functions of each county department and agency with respect to position and pay history, personnel transactions and record-keeping, and data management. These services will be made available to towns, villages, school districts and other public employers with PeopleSoft capabilities to participate.

Personnel Department staff has been fully engaged in department staffing reorganizations and redesigns including most recently the Hillbrook Detention Facility and the Division of Purchase. We have provided guidance and expertise in position classification and design and help navigate through Civil Service Law compliance and collective bargaining obligations with respect to staff appointments in order to move these initiatives forward.

DIVISION OF PERSONNEL ADMINISTRATION AND EMPLOYEE RELATIONS



Activities for the Division of Personnel Administration and Employee Relations involve assisting departments with administration of terms and conditions of employment contained in the seven collective bargaining agreements, grievance handling, pursuing disciplinary proceedings and work rule enforcement, investigating harassment and discrimination complaints, and advising departments regarding a variety of federal and state labor, employment and Equal Employment Opportunity laws.

Collective bargaining activities in 2011 included preparations for negotiations with two units of deputy sheriffs. Negotiations are presently under way.

The Personnel Administration and Employee Relations staff has been actively engaged in outsourcing initiatives during 2011. These initiatives include the food service operation at the Department of Long Term Care Services and the Pre-Trial Release Program in the Probation Department. These initiatives require fulfillment of the labor relations obligations under the Taylor Law as well as considering and assessing alternatives which may be brought forward by employees or their employee organization representatives.


Division staff also monitors the status of Retirement Incentive Program rehired employees to ensure that the local and state earnings thresholds are enforced.

The Division will also manage and administer the logistics for training over 450 employees in various levels of the business processes associated with the PeopleSoft platform for financial systems coming online by January 1, 2012

<p style="text-align: center;">TABLE OF CONTENTS</p> <p>Section 1: 2011 Accomplishments 2011 Budget Review and Metrics</p> <p>Section 2: 2012 Budget Overview</p> <p>Section 3: 2012 Strategic Priorities</p> <p>Section 4: 2013-2015 Strategic Priorities</p> 	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">TABLE OF CONTENTS</p> <ul style="list-style-type: none"> ➤ Conducted preparations for and carried out collective bargaining negotiations with Onondaga County Sheriffs Police Association and Onondaga Sheriffs Captains Association bargaining units. ➤ Assisted in Department of Parks and Recreation/Facilities Management technical services initiative. ➤ Amended transfer rules and appendices under the Onondaga County Rules for the Classified Service. ➤ Developed partnership with the Syracuse Educational Opportunity Center as a means to provide access and entrance into the civil service recruitment process for its client population. ➤ Provided assistance to municipalities and school districts with reductions of force and transfers of functions. <p style="text-align: right;">2011 Accomplishments (cont.)</p> 
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2011 Budget Review and Metrics


- 410 and 810 accounts will be reconciled depending on the number of exam applicants.
- On pace to process over 7,000 applicants, up 19.4% from 2010.
- 148 competitive examinations held to date; down 26% from 2010.
- Over 6,800 persons registered for electronic examination notifications. Up 13.3% from 2010.
- 13,000 personnel transactions will be processed in 2011; up 4.2% from 2010.
- Retirement Incentive Program rehired employees declined from an initial 95 to 60 as of today.



SECTION 3

2012 Strategic Priorities

- Prepare for and negotiate five (5) Collective Bargaining Agreements that expire on December 31, 2012:
 - Central and Northern New York Basic Building Trades Council (24 employees),
 - New York State Nurses Association (89 employees),
 - Civil Service Employees Association, Local 834 (2,770 employees),
 - International Union of Operating Engineers Local 832S (37 employees), and
 - Deputy Sheriff Benevolent Association (287 employees).
- PeopleSoft Platform
 - Management and administration of logistics for training for financial system
 - Participate in the design and installation of HR/Payroll system
- Continue to identify opportunities and implement initiatives to right size the work force through consolidation and outsourcing.



SECTION 2


2012 Budget Overview

Personnel (101)
Total Personnel funding increased by \$72,600 due to standard salary and wage adjustments.

Supplies & Materials (300)
Increase of \$7,600 due to ID card system license and materials.

Travel and Training (401)
Reduction of \$4,000 due to computer training.


Professional Services (408)
Reduction of \$3,000 in anticipation of reduced public safety hiring.



SECTION 4

2013 – 2015 Strategic Priorities

- Complete contract negotiations with those bargaining units with expired labor agreements, if any.
- Collaboration with towns and villages on utilizing the PeopleSoft platform for Civil Service administration and record keeping.
- Collaboration with towns and villages on labor relation data, trends, innovations and initiatives.




2012 Budget Overview (Cont.)

All Other Expenses (410)
Reduction of \$8,800 to reflect anticipated decrease in exam schedule and fees collected.

Maintenance, Utilities, Rents (413)
Increase of \$1,821 to allow for contingency when OCC exam site is not available or appropriate for some exams.

Revenues (810)
Modified to reflect anticipated decrease in collections of Civil Service Exam fees with reduced exam request and applicants.



Mr. Lesniak noted that there are 2 personnel changes and questioned why they go from 31e to 31g step. Mr. Troiano explained that the step difference is a simply a placeholder in terms of where the MC schedule will be next year. They are vacant positions presently – technicians that will become personnel officer positions. The title change will broaden scope of responsibilities they will have – helpful for PeopleSoft on HR/payroll side at end of next year/beginning of 2012. Step G reflects where they will be at the end of the year – rates for MCs are composite – 2 steps next year. Mr. Seitz said that the salaries are prorated – 25% at f and 75% at g.

Mr. Lesniak asked about examinations – not a lot of hiring within the municipalities at this point. Mr. Troiano said that the exams are scheduled by the State. If the County has provisional appointments, or is requested to offer an exam, it will be offered upon the State's scheduled. They have seen a decrease in the number of exams – less head count replacement and overall decline in hiring. Conversely, when the economy is bad more people look to take Civil Service exams

Mr. Lesniak asked about 500 physicals and agility tests for police officers and Deputy Sheriff's. Mr. Troiano said that there is some hiring; provide for Sheriff, city, town and village police – about 200 deep on list. Those candidates have passed written exam and physical agility. There is a tendency to move through list quickly – a lot of people decline or report that they are temporarily unavailable. Medical exams are only administered when someone has been given the conditional offer of employment.

Mr. Lesniak referred to increase of \$1,812 for contingency when OCC exam site is not available or appropriate for exams. Mr. Troiano said that most of the exams are offered at OCC. Some of the exams, because of size, and ability to monitor them and keep discipline and integrity of exam in the best shape, are better suited for a gym or cafeteria – where easier to see and conducive to monitors. Mr. Lesniak questioned if the SRC Arena can be used for exams once complete. Mr. Troiano said that it is possible – could do physical agility testing there. If it presents itself to be used as an exam venue, they will take a look at it.

Mr. Warner referred to pg. 3-199 and asked about the grant. Mr. Troiano said that it is a grant in a sense – that money comes from the insurance fund to subsidize the Wellness Program and the person assigned to run that program. That money is now coming out of Personnel Dept. budget and will stay in the insurance fund and will run out of Risk Management office.

Mr. Lesniak referred to Human Rights and that 150 complaints were resolved; questioned if that is the number of complaints or just the number resolved. Mr. Troiano said that it represents the bulk of the complaints; if not resolved, they are not reflected in that number.

Mr. Lesniak asked if public employee safety complaints come through Personnel Dept. Mr. Troiano said “very rarely”; they work with Risk Management that has the primary function of handling and responding to them through the Incident Committee and through the PESH processes.

Mr. Kilmartin referred to pg. 3-200, increase over \$73,000 salary & wage adjustments. Mr. Troiano said that it is only salaries only; fringe is broken out in interdepartmentals – part MC and part union represented per contract. Contract increase for 2012 is 3.5%.

In answer to Chairman Jordan, Mr. Troiano explained that there is one vacant funded position currently; 5 vacant unfunded. The vacant funded position is a Personnel Service Aide; being retained for a person who was recently promoted to a Personnel Technician I; there are no plans to eliminate the position. If for some reason the person leaves the Personnel Technician position, she has retention rights to that job; the position she is holding now would become vacant with the money in it.

In answer to Mrs. Rapp, Mr. Troiano noted that there are 2 contracts that expire at the end of this year and are under negotiation now. It is hoped to have them done by end of year, but unlikely. There are 5 that expire by the end of next year. Mrs. Rapp asked if there is any reflection in the 2012 budgeted for the 2 contracts that expire this year. Mr. Seitz said that there is an estimate in county general accounts for salary and wage for OCSPA and Captains in 2012.

Mr. Kilmartin asked to be provided with a summary of the other 5 entities that expire next year, the process involved if it comes to negotiated terms, and if it does not come to agreed negotiated terms.

Chairman Jordan asked what the vacant unfunded positions are. Mr. Troiano said that the vacant unfunded positions are: Typist I; Information Aide; 2 Personnel Officers; Personnel Services Representative.

Mr. Kinne thanked the Personnel Dept, specifically Mrs. Bissi-Greenlese, who has always been extremely helpful anytime he called.

PURCHASE: pg. 3-214

Mr. Chairman, members of the Legislature, I am pleased to present the Division of Purchase 2012 Budget.

For the Onondaga County Division of Purchase, the 2012 budget reflects several operational changes and a recommitment to procurement as a strategic function. In 2012 the focus will be on consolidation, the transition to PeopleSoft, and increased opportunities for local and MWBE companies. Procurement fundamentals will continue to highlight the effectiveness of a professional full time staff dedicated to purchasing. Whether it is helping Van Duyn recover \$150,000 dollars more in Medicaid reimbursements by changing vendors, proposing that all ink cartridges be remanufactured instead of new, saving \$40,000, or the more than \$500,000 recovered for municipalities through the surplus auction process, the Division of Purchase is proud of its record as a cost effective County department. In fact, the Division of Purchase has been averaging more than \$60 dollars managed for every administrative dollar spent. The savings and revenue generated by the Division of Purchase has exceeded our expenditures over each of the last two years.

The Division of Purchase has been responsible for procuring approximately \$80 million dollars of goods and services for the County through purchase orders, contracts or Requests for Proposals, using less than 1% of the County's personnel and budget. We expect to be responsible for nearly triple the spending under consolidation, while only adding \$315,000 local dollars to our expenses.

Consolidation has been a much discussed topic.. Our 2012 budget year will be the first year that will begin with a consolidated program already in place. Purchasing consolidation has been discussed in this body for more than a decade. One year ago the County Executive proposed a consolidation initiative, and shortly after this body authorized some of the monies needed, with the promise that a program that could prove itself would be fully funded. The program took several months to be embraced by the other municipal organizations, but on July 1, 2011, Onondaga County began integrating the purchasing functions of the other municipalities in the County. We have tackled consolidation with the City of Syracuse and the Syracuse City School District. We have presented the program to many of the towns and villages, more than twenty of which have either already passed a resolution joining the program or have begun that process. We have even begun the purchasing consolidation with fire departments. We have submitted a resolution with the budget this year to support this third component. I am proud to report that as of this presentation the program is 78 days old and has generated contracts that will save Onondaga County more than \$200,000 annually and gross savings to participants of more than \$900,000 annually to date. We have more than a half a dozen consolidated contracts pending and the program has received rave reviews generally. While all of the participating organizations have been very supportive, it would be a huge failure of this presentation to not acknowledge the hard work and dedication of the Purchasing staff as the driving force behind the success of this program so far.

We have worked closely with the Office of County Comptroller to make sure that when we take on purchasing responsibilities from other municipalities, we are carefully monitoring the savings for the County as well as the other municipalities in a manner that the Comptroller can later audit and report upon to this Legislature.

As with any project there have been hurdles. We continue to use multiple software systems to manage the purchasing for various organizations until PeopleSoft goes live. We have just finished standardizing contract terms and conditions to protect all of the participants without jeopardizing the County's position. We have had some success providing contractual services to towns and villages, and several have already joined our office supply and paper contracts as additional users. We have not been able to provide comprehensive solutions to towns and villages yet, as our current staffing levels do not permit it. We believe this problem is only symptomatic of the program not being fully funded yet, and the release of 2011 contingency dollars followed by the approval of the recommended staffing level in 2012 will resolve this issue. We have added one additional stock attendant position to support the increased activity in our auction program.

Part of maintaining a professional staff requires that they have access to changing industry models and trends. In addition a modernized consolidated government procurement agency does not wait for vendors to come to them, but actively recruits them and facilitates their participation. For both of these reasons we have included in the budget resources for training programs, vendor recruitment advertising and for the technology to pursue these goals without the addition of more staff.

The 2012 Budget as recommended is an accurate representation of the staffing levels appropriate to support a modernized department and the additional roles now a part of our operating framework. The staff additions keep the organization a lean service provider and as the consolidation transition is completed over the next several months they will move to actively reviewing all purchasing for savings beyond just the volume savings we are recognizing so far. This will include strategic sourcing initiatives and changes to how Purchasing does business.

Here are some highlights of the Division of Purchase 2012 Budget:

101-4101 Regular Employees Salaries (Increase of \$260,614)

Net personnel funding increased \$260,614 over 2011 BAM due to obligations to our employees, the consolidation of county, city and school district procurement function, expansion of the MWBE program and administration of additional/revised state and local purchasing ordinances.

103-4103 Other Employee Wages (Increase of \$4,090)

Net funding for part time personnel has increased \$4090 due to the addition of two summer help employees for document management.

650-6650 Contingent Account (Decrease of \$61,646)

Net funding has decreased by \$61,646. This budget does not recommend any dollars be held in contingency.

300-9300 Supplies and Materials (Increase of \$1,538)

Net increase of \$1,538 due to the total expected cost of office supplies. This restores the department to the levels requested in 2010.

401-9401 Travel/Training (Increase of \$7,612)

Net increase of \$7,612 due to increased travel for regular work, and new training programs for staff, internal customers and vendors.

408-9408 Professional Services (Decrease of \$8,965)

Net decrease of \$8,965. 2011 BAM included software support for Buyspeed which will no longer be needed and one time funds for a consultant to help prepare "How to do Business with Onondaga county" materials carried over from 2010.

410-9410 All Other Expenses (Increase of \$1,965)

Net increase of \$1,965 due to additional memberships and advertising under consolidation, and additional advertising for business recruitment efforts.

413-9413 Maintenance, Utilities, Rent (\$0)

Net change of 0 dollars. The same amount was appropriated in 2011 for contractual maintenance agreements, although BAM does reflect \$62 dollars in 2010 carryover dollars.

This concludes the Division of Purchase Budget summary 2012. We have included in your packets additional specifics about our programs. If you have any questions about our budget request, or how these changes will affect our service in 2012, I will be happy to answer them.

2012 ANNUAL BUDGET

Ways & Means Committee Report

DIVISION OF PURCHASE

JOANNE M. MAHONEY, COUNTY EXECUTIVE
SEAN CARROLL, DIRECTOR



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PROCUREMENT AS A STRATEGIC FUNCTION

The Division of Purchase saves or recovers more money every year than it spends on operating costs.

Examples of Money Saved

- Van Duyn Medicaid Reimbursement Increased by \$150,000 by changing vendors
- Lowered the Base Rate for Natural Gas saving \$39,860 against budget and locked in pricing saving \$653,411 against budget
- Proposed change in policy to mandate remanufactured ink cartridges saving \$40,000 (being implemented)
- Strategic Sourcing of electricity for the city of Syracuse saving \$155,000

Examples of Monies recovered

- Auction Surplus - more than \$500,000 recovered in 2011 to date
- Items returned to use from Surplus - approximately \$50,000
- Cash generated from Junk Items (scrap metal etc) more than \$40,000

Surplus Auction Program

To Date in 2011 Onondaga County has hosted 65 online surplus auctions recovering more than \$521,000.

Municipal Participants include East Syracuse Minoa School District, Fabius Pompey School District, Marcellus School District, Metro Water, OCC, OCM BOCES, Solvay Fire Department, Towns of Camillus, Clay, Dewitt, Lysander, Manlius, Marcellus and Salina, Tully Central Schools, Village of Minoa and Village of Solvay

MWBE PROGRAM ADMINISTRATION

\$14,486,028 of the County's construction funds went to Minority & Women-Owned Businesses Enterprise achieving a combined goal of 15% participation. \$6,826,623 (7%) of the County's construction funds went to Minority-Owned Businesses and \$7,659,405 (8%) went to Women-Owned Businesses.

In addition to the continued success of the program, the 2012 Budget reflects increased MWBE recruitment and training. One of the strongest ways for a County to invest in economic development is to do business with local small businesses, particularly when owned by a generally underrepresented class.

STAFF RECOGNITION

All of these accomplishments and the material included in this presentation are thanks to the hard work and dedication of the purchasing staff:

Contracts Team	Buyers	Materials Manager	Admin Staff
Karin Dromgoole	James Corbett	Mike Flaherty	James Swan, Jr.
Tony Laneve	Cindy Heck	Tierza Judkins	Alyca Guy
Stephanie Cunningham	Valerie Gould	James Jackson	Julie McCarthy
	Mark Seigal		Susan Bailey
		Contracts Compliance Officer	Kim Julian
		Herman Howard	



2011 KEY ACCOMPLISHMENTS

CONSOLIDATION PROJECT PROGRESS

Sept, 2010 Oct, 2010 March, 2011 June, 2011 July, 2011 Present

Prior to Sept 2010, purchasing consolidation with the City of Syracuse had been tried several times

In March 2011 the Syracuse City School District School Board approves entering into Inter-Municipal Agreement

In September, 2010, County Executive Mahoney expands the concept by inviting interest from the towns and villages

In June 2011 the City of Syracuse Common Council approves entering into Inter-Municipal Agreement

In October, 2010 the Onondaga County Legislature approves entering into Inter-Municipal Agreements to provide Procurement Services.

In July 2011 Onondaga County absorbs 3 staff members from the City of Syracuse and implements first regional Consolidation of its kind statewide

One Year from initiation and only two months after implementation, the program shows successful savings. Meanwhile, the Village of Elbridge and Town of Clay sign Inter-municipal agreements and other towns and villages begin the process, with more than twenty municipalities expressing interest

CONSOLIDATION: NEXT STEPS

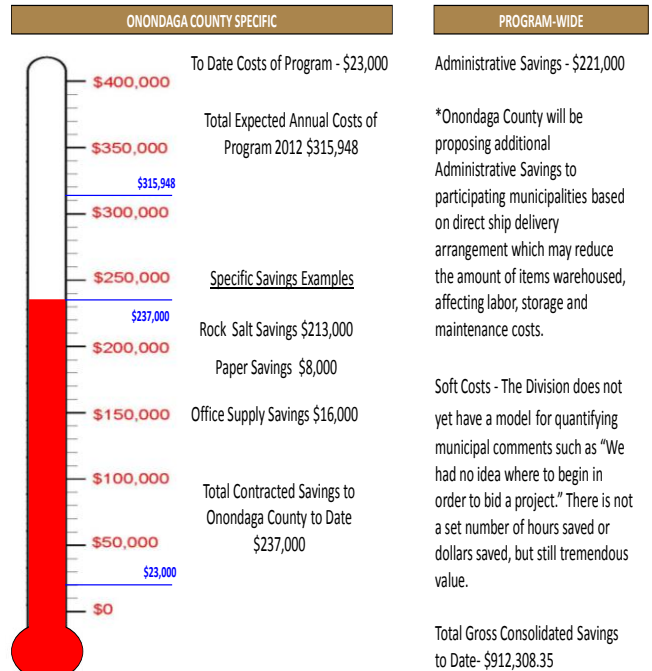
As part of the 2012 Budget package, the Division of Purchase has submitted a resolution authorizing the expansion of consolidation to include all fire departments. This will allow the County to help drive down the costs of municipal, and volunteer fire departments passed on to taxpayers annually.

While several municipalities have signed IMA agreements already, many towns and villages are anxiously waiting to join this project. The project plan calls for facilitating these agreements as soon as the Division of Purchase is fully staffed.

The Division of Purchase Continues to look for ways to leverage the consolidation program into savings, and will be pursuing all grant opportunities offered by the state or other entities to support consolidation efforts.



CONSOLIDATION PROJECTSAVINGS TO DATE



*For year one of this program, we can not calculate real savings based on actual 2011-2012 usage. We can, however calculate savings against 2010 usage or against anticipated usage as proscribed in the bid documents. All anticipated savings numbers have been submitted to the Comptroller for independent review.



CONSOLIDATION PROJECT PROGRESS AND NEXT STEPS

2012 RECOMMENDED BUDGET AGAINST 2011 BAM

101-4101 Regular Employees Salaries (Increase of \$260,614)
 Net personnel funding increased \$260,614 and net funded positions increased by 3 over 2011 BAM due to the consolidation of county, city and school district procurement function, expansion of the MWBE program and administration of additional/ revised state and local purchasing ordinances.

103-4103 Other Employee Wages (Increase of \$4,090)
 Net funding for part time personnel has increased \$4090 due to the addition of two summer help employees for document management.

300-9300 Supplies and Materials (Increase of \$1,538)
 Net increase of \$1,538 due to the total expected cost of office supplies. This restores the department to the levels requested in 2010.

650-6650 Contingent Account (Decrease of \$61,646)
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410-9410 All Other Expenses (Increase of \$1,965)
 Net increase of \$1,965 due to additional memberships and advertising under consolidation, and additional advertising for business recruitment efforts.

401-9401 Travel/Training (Increase of \$7,612)
 Net increase of \$7,612 due to increased travel for regular work, and new training programs for staff, internal customers and vendors. See plan under separate cover.

413-9413 Maintenance, Utilities, Rent (\$0)
 Net change of 0 dollars. The same amount was appropriated in 2011 for contractual maintenance agreements, although BAM does reflect \$62 dollars in 2010 carryover dollars.

408-9408 Professional Services (Decrease of \$8,965)
 Net decrease of \$8,965. 2011 BAM included software support for Buyspeed which will no longer be needed and one time funds for a consultant to help prepare "How to do Business with Onondaga county" materials carried over from 2010.

2011 BUDGET REVIEW



Maintaining a Professional Staff

This requires that staff constantly be pushed to be familiar with the newest laws and industry methods and newest products. This can be achieved through industry conferences hosted by NIGP or SAMPO and trade shows hosted by Vendors or Industries.

Staff should also have access to professional organizations and credentials classes increasing the credibility of the overall operation. This includes FEMA, and CPPM certification, along with strategic sourcing coursework.

Training for Internal Customers (Departments)

How and why Purchasing should be involved from the beginning of a project


How to leverage PeopleSoft to make Procurement easier

How to write specifications for quotes, bids and RFPS

Training and Education for Vendors

Workshop 100 - Doing Business with Onondaga County	Workshop 101 - Navigating the Public Bidding Process	Workshop 102 - How to Respond to a Request for Proposals (RFP) or a Request for Qualifications (RFQ).
Workshop 103 - Compliance Documentation for Projects with MWBE Requirements	Workshop 104 - Minority and Women's Business Enterprises (MWBE) Contracting for Success	

TRAINING AND EDUCATION



POLICY ISSUES

Improvements to the Purchase card system including cash back incentives : Onondaga County has many opportunities to recover additional dollars by changing how procurement cards are used. Early Pay discounts and Cash Back programs are a few of the opportunities.

Sustainable Purchasing and Whole life Costing: The Onondaga County Legislature has acknowledged that on big projects, we should be willing to make investments based on life-span and total life value instead of just on current low price. The Division of Purchase believes that this should be our philosophy of purchasing on all items not just on big capital projects. As sustainable products become more cost efficient they become more attractive, as often their storage and use require far smaller investments.

Expanding Emergency Management Role: The Division of Purchase is an integral team member in an emergency. Increasing the Division's role in the preparedness process is an essential policy goal for the near future

Consolidation Expansion Opportunities: The Division of Purchase looks forward to pursuing any and all opportunities to expand the volume purchases we represent. We continue to work with the law department to identify opportunities. In fact, as of October 1st, Cayuga County will be using our office supply contract. These initiatives reinforce that the Division of Purchase is approaching critical mass, where adding additional volume or units will not longer require additional staffing or investment.


PEOPLESOFT

Contracts Management Opportunities: The PeopleSoft implementation is expected to change how the Division of Purchase conducts business in many ways. Maximizing the features in the software will be a priority over the next 18-24 months to capture all available efficiencies.

Spend Analytics: At the new size of the consolidated department, purchasing efficiencies can be gained, not just through how much we buy, but by when we buy it and how we transport it, along with a host of other factors. This science of spend analysis should give our department additional opportunities to generate savings

CHANGE MANAGEMENT

Staff turnover and continuity of government: Within the next 8 years many of the staff we depend on become eligible for a retirement program. It is imperative that we begin planning for the capture and preservation of knowledge now, and that we review all operations to guarantee they are process based not personality based. We will also be identifying efficiencies through leveraged technology that may allow for lower staff requirements in the future.



2013 AND BEYOND

Chairman Jordan questioned:

- Creating 2 additional buyer I positions and one stock attendant
- Duties of stock attendant

Mr. Carroll explained:

- 2 buyer positions have been before the legislature for most of the year
- Identified as creates because they haven't been created yet
- Stock attendant will help facilitate the added volume being done in surplus auctions
- Stock attendant – items from all people participating in auction are dropped off at the warehouse; items have to be catalogued, sorted into lots, posted through vendor onto online service, warehouse maintained and manned; at same time items have to be identified in the field. Used to be a 9 person job; it is not a 9 person job, but more than a one person job

Mr. Lesniak questioned the supposed savings received thus far – to date cost of program \$23,000. Mr. Carroll:

- To date \$23k cost of program -in just it just over two months
- Expect total local dollars cost of program to be \$315,948

- Current gross savings is approx. \$237,000 for County across the few contracts they have been able to execute
- Submitted savings material to Comptroller for review for independent opinion of the number--numbers based against the expected budgeted amount of product they would be buying

Mr. Lesniak questioned rock salt:

- who else is using rock salt from purchase contract
- does number factor in the drop in cost that rock salt took in general/not just bid

Mr. Carroll:

- Purchase contract for rock salt: City of Syracuse, City School District and 38 other municipalities.
- Have provided CPI information to Comptroller's office that shows a net \$0 change from July 2010 – to July 2011 in the price of rock salt. Believes there are not external market factors that were driving the drop.
- Believes that the drop in price is reflective of their consolidation

Mr. Lesniak disagreed, noting that there are municipalities not buying on the County contract and their rock salt price went down. Mr. Carroll said that if they are buying off of the State contract; it is about \$2 more than the county's right now. The State contract price last year was about \$42.50, which is slightly less than what the County's contract price is for 2010/2011 at approx. \$43.00. New county Contract price went down to \$40; State remained about the same. He doesn't know of any Onondaga municipalities that are paying less the County right now.

Mr. Lesniak asked for explanation of the paper savings. Mr. Carroll:

- Released a paper bid, which reflected the consolidated volume so far of just City and City School Dist.
- It does not reflect volume for towns and villages, but does reflect a statement in the bid that the towns and villages will probably be customers
- Don't have all information yet from towns and villages about their purchases, so they roll it up into a number; but they did identify them as customers
- The price went from \$27.27 down to \$25 and change
- Believes that it is an environment where price of paper is going up
- Will be providing same material, any savings opportunities, to Comptroller for review

Mr. Lesniak asked how much the state bid was paper; Mr. Carroll said that he will have to go back and check.

Mr. Lesniak questioned if the County bought off of State contract when it was lower. Mr. Carroll said that they typically found that in about 7 out 10 opportunities, when they put a local bid out, they are able to beat the State contract bid price. Paper has been one of them. State contract renewal date is offset from the County; there is an escalation in each contract. County is a year behind State – for 2010/2011 State prices fell below County's. County tried to capitalize on that to mitigate its prices.

Mr. Lesniak asked about the 3 positions to be created: 1 at a grade 9a; one at a grade 2a; one at a grade 9 step 2 (buyer) and **questioned the step 2**. Mr. Carroll said that it was set up that way because of the way they were originally contracting with the City– bringing their employees over. **He was not sure if it has to be a "b" or an "a" based on what they negotiated with City employees--will check.**

Mr. Lesniak asked about the management of over \$300,000 in auctions to date., and asked how much was done last year. Mr. Carroll:

- \$300k may be a misprint – are over \$500k already this year
- Typically manage more than \$500k
- 2 yrs ago OCRRA did auctions through County – sold some large pieces of equipment- drove numbers above \$700k
- Last year did over \$500k
- Above \$500k this year going into 4th quarter – before begin auctions for City and City School Dist.
- Program gaining popularity as they prove validity of online auction process

Mr. Lesniak asked about facilitated RFP program including VOIP. Mr. Carroll deferred to counsel, who spoke to Mr. Lesniak privately.

Mr. Lesniak asked about implementing cell phone plan change and cell phone procurement policy. Mr. Carroll:

- Opportunity to look at how they were buying cell phones and plans
- Put out RFP; had vendor come in to look at all cell phone bills across all users

- Vendor was surprised at how low the County rates are
- There were procedural changes that would standardize how to order and use phones; those changes would help decrease cost carry on the phone
- There were phones that had features that the users weren't using; there were phones that were seasonal that were not shut off during the off season.
- Considerable opportunity to standardize and reduce costs
- Vendor is currently reporting about \$25,000 in costs being proposed or implemented based on their review – mostly operation and plan changes

Mr. Lesniak asked with the proposed plan is to purchase card limits. Mr. Carroll:

- After into PeopleSoft program would like to explore what the features are
- Advantages with some vendors to prompt pay
- Opportunity to get cash back when they buy a commodity or secure prompt pay discounts

Mr. Lesniak asked if there is a plan in place to pick one type of vehicle for all departments. Mr. Carroll:

- Management & Budget has reviewed the types of vehicles
- Through V.U.R.B, it has been discussed at length
- Vehicles in each type class have been identified as the best value and for work they need to do
- There is not a single vehicle, but there is a set of single vehicles in each category that they are recommending
- There may be an opportunity to help drive the price down with standardized – part is about volume
- Standardization on equipment buying to fix vehicles

Mr. Lesniak asked if Purchasing has told other departments what the contract price will be. Mr. Carroll said that so far they have only had that discussion with the Sheriff's Dept., and City Police Dept. He believes there has been discussion with departments through Management and Budget. No solicitation has been put out for standardized vehicles yet. Mr. Rowley said that at V.U.R.B there will be an extensive review of an analysis that Management and budget did V.U.R.B. in terms of trying to standardize vehicles.

In answer to Mr. Warner, Mr. Carroll indicated that there isn't any real estate involved in the auction process.

Mr. Kinne asked about the process for auction items sold on behalf of a town or village; do they pay a percentage. Mr. Carroll explained:

- Before they implemented the online auction process, there was a fee associated with the cost to manage the auction that would come from any of the municipalities that the County provides the service to
- When they went to the online process, there was not a continuation of the cost initially
- Realized that it was an oversight; came to legislature, which passed a resolution which allowed charging a fee, capped at 5% up to \$200
- The fee required an IMA with all participating bodies
- The proposal under consolidation, municipalities getting out of doing purchasing, does not continue to include that fee in 2012 -- fee is not part of IMA

Mr. Kilmartin asked for more detail on more towns participating in the purchasing program – how might they have participate 12 -24 mos. ago, and how are the participating or looking to participate now. Mr. Carroll:

- In the past Purchasing issued a contract, if a municipality was inclined they would call Div. of Purchase, and then buy off of County contract
- Most were not taking that opportunity
- Other part County offers is public bidding – a service not available to municipalities 21 months ago
- Savings in office supplies is not going to change how municipalities do business; but ability to rely on Div. of Purchase professional staff to put documents together, without relying on counsel and paying exorbitant fees, seems to be well received amongst towns and villages
- County is learning how to do this – right now don't have contracts posted to the website, but provide municipalities with a static list
- Several have signed an IMA - allows municipalities to call Purchase and ask questions
- Commodities are divided among certain number of buyers; gives buyers opportunity to respond to 30 organizations and be experts in the commodities - the reason for the last 2 buyers is to flush this out
- Don't want to promise to deliver, and then not be able to deliver because he doesn't have the staff

Mr. Kilmartin referred to pg. 3-216, position summary, in 2010 actual 15 positions; in 2011 modified 17 positions – what are the two additional positions. Mr. Carroll:

- Original plan was for a spec. writer, a clerk, 2 buyers for the consolidation
- Two of those positions were included in last year's budget – hoping to complete that process through releasing contingency money and through the 2012 budget
- The titles of the positions in 2011 budget were Spec Writer and Clerk II
- In bringing staff over from City, did the best they could to match up with what their titles were
- 2 buyer positions in contingency – hope to have Legislature take it up in October
- Net increase from 2011 modified to 2012 recommended is 3 positions – two Buyer I's and a stock attendant

Mr. Kilmartin asked how many employees have cell phones; what the aggregate cost of hardware and plans are on annual basis for cell phones and cell phone services. Mr. Carroll noted that he did not have that information with him, but will report back on it.

Chairman Jordan asked if there is a review of the process to see whether the number of employee provided with cell phones should be trimmed back in any way. Mr. Carroll explained that that vendor indentified a function to each of the phones – what does the person do and do they need to do that. They made recommendations – some to reduce number of cell phones; biggest recommendation was how County was managing cell phone contracts. **Chairman Jordan asked to be provided with the number of cell phones the vendor recommended.**

Chairman Jordan asked about the revised travel authorization directive – how was it revised. Mr. Carroll:

- Looked at how County did travel and a lot of employees were fronting dollars and being reimbursed
- RFP was done to look at different travel agents and whether they could provide services that are not available under current plan
- Travel card program –attached to purchase card program -- travel cards don't leave Purchase unless there is a travel authorization; cards are signed out – know where they are; look at usage
- Should be maintaining a contract with the travel agent; have had trouble with the current travel agent they contract with
- Travel card(s) are in each depts. name – when there is a travel authorization for a dept, they can be issued the card. Most functionality of the cards have been turned off – can only be used for travel

Chairman Jordan asked about the current cooperative arrangement, that municipalities that are using County services for purchasing are being charged a 5% fee; are the City of Syracuse and City School District are being charged the 5% fee. Mr. Carroll:

- There is no fee associated with the consolidation at all for any municipality
- The 5% had only ever been on the auction service – not a large revenue producer; encourage people to participate in program by removing fee
- In general, no one participating in the program is being charged a fee

Chairman Jordan asked if the County is doing auctioning services for City of Syracuse and City School District. Mr. Carroll:

- an auction hasn't been held yet, but will be providing those services
- will not be charged 5% fee
- They had never participated in the process before; it was something that City purchasing department had done. It came to the County, as part of them getting out of the business of purchasing

Chairman Jordan asked if the County is still charging other municipalities a 5% fee to do their auctioning. Mr. Carroll:

- Only until they sign the IMA
- If County is doing all purchasing for them, then it is part of the package
- If not doing the purchasing, right now the fee is still there

Mr. Lesniak referred to cell phones and asked if the cell phone is assigned to the duty, not the person. Mr. Carroll said that he believes they are – assigned to job title or function, not to an individual person. **Mr. Lesniak asked for this information to be confirmed – shouldn't be turning them off, reactivating if assigned to a function – the cell phone stays with the job. Mr. Carroll will check and report back.**

Chairman Jordan asked to be provided with a list of titles that have cell phones provided through the County.

Mr. Lesniak noted that Mr. Carroll mentioned twice the 3 positions to get immediately. Mr. Carroll noted that he only has dollars in contingency fund for the 2 buyers, not the stock attendant. Mr. Lesniak said there is \$61,646 in contingency; even if activated now, \$61,646 wouldn't be spent and asked if some of the money will get rolled back into fund balance. Mr. Seitz and Mrs. Venditti said that it would. Mr. Lesniak asked when Mr. Carroll intends to bring a resolution over for this. Mr. Carroll said that there is a resolution pending that was table din June and asked if it could be brought back off the table and addressed.

Chairman Jordan asked if the 101 line, \$991,302 includes the salaries for the positions being asked to be created. Mr. Carroll said that they are included in the request.

CNY WORKS – Pg. 3-206, Lenore Sealy, Executive Director

Ms. Sealy presented the following:

Background

1. *Non-profit 501(c)(3), and one of 33 Local Workforce Investment Boards across New York State*
2. *Consolidation of 2 former municipal agencies (City and County)*
3. *Provide services through partnership model*
 - *31 NYS Department of Labor employees*
 - *28 CNY Works employees (2 through Onondaga County; 2 through City of Syracuse)*
4. *Location – 443 North Franklin Street, Syracuse, NY*
5. *Operating budget derived mainly derived from federal and State workforce development grants*
 - *Federal Workforce Investment Act (WIA) formula grants*
 - *Temporary Assistance to Needy Families (TANF)*
 - *State and federal discretionary grants, including WIA*
6. *Accountability – CNY Works accountable for all strategic and operational goals and metrics*

Key accomplishments

1. *Provided workforce development services to 25,558 (increase of approximately 14.4% over previous year) unique job seekers. Services included orientation, labor market information, assessment, career counseling, resume preparation assistance, job search assistance, technology training, job matching, resource services, skills development, training, education and/or job search assistance*
2. *Extended workforce development partnership with Newschannel 9, SUNY Upstate Medical University and C&S Companies to produce 2 new installments of Career Connections, a premier workforce development and career event that attracted employers ready to hire and approximately 2000 job seekers. Career Connections included a wide variety of presentations given by professionals to give job seekers information regarding in-demand careers; sessions on interviewing, social media, networking, exploring training opportunities, as well as one-on-one resume reviews; and a staffed computer lab to facilitate online applications*
3. *Expanded job search assistance and workforce services to individuals with special needs through a \$127,685 competitive grant from the New York State Department of Labor to assist individuals receiving Social Security Disability Insurance (SSDI) to obtain and retain employment.*
4. *Assisted Onondaga County businesses become more competitive and upgrade the skills of their workforce by accessing \$45,565 in grants to train 118 employees*
5. *Provided training to develop and upgrade the skills of 1053 job seekers*
6. *Assisted 18 businesses to access \$151,623 in on-the-job training grants to hire and train 25 new employees*

Strategic goals

1. *To develop, attract and retain a workforce that will support economic prosperity for the community and region*
2. *To develop workforce development strategy for Onondaga County (State reference to geographic area - Local Workforce Investment Area/LWIA)*
 - *Partnership between Chief Elected Officials – Onondaga County Executive, Mayor of Syracuse and Board*
 - *Defined via local workforce plan*
3. *To define workforce policies that support Onondaga County's workforce development strategy*
4. *To garner resources that drive local and regional workforce strategy*
 - a. *Financial*
 - *Workforce Investment Act (WIA) Formula grants - US Department of Labor, NYS Department of Labor*
 - *State competitive grants – NYS Department of Labor, NYS Office of Child and Family Services, NYS Office of Temporary and Disability Assistance*
 - *Federal competitive grants – US Department of Labor (Employment and Training Administration)*
 - b. *Partnerships/Collaborations*
 - *Business*

- Education
 - Economic development
 - Community services
 - Government
5. To measure success as defined by Board (Chief Elected Officials, business, community, education), funders, public
 - Common measures (Follows WIA funding)
 - Performance indicators (follows NYS DOL – Wagner-Peyser requirements)
 - Grantors
 - Board
 - Customer service
 - Partners, public expectations
 6. Major challenges
 - To address the alignment of skills (educational, career) of available workforce with needs of employers to be competitive and thrive
 - To support the strategic community and regional workforce development efforts within the confines of funding requirements
 - To address (often competing) missions and goals of administrative and funding entities, authorities while positively impacting real workforce development issues facing Central New York community
 - To provide goals and funding requirements in an environment of increasing customer demand and declining resources

Operational goals

1. To implement workforce services and strategies for job seekers, unemployed, underemployed, emerging workers (youth), employed workers and businesses in Central New York
2. To provide services through (One Stop) Career Center model
3. To provide summer workforce program for income-eligible youth
4. To provide decentralized career services to improve access for dislocated workers, youth, low income and individuals under-represented in the workforce
5. To provide specific services defined by specific grant sources

Customers by program year (July 1 – June 30) since 2007

	2007 7/1/07 - 6/30/08	2008 7/1/08 - 6/30/09	2009 7/1/09 - 6/30/10	2010 7/1/10 - 6/30/11	% change since 2007	% change since prior year
Customers	15,330	19,458	22,350	25,558	66.7	14.4

Major funding by program year (currently required to spend minimum 75% of WIA grants during award year and 100% of TANF during summer award period)

Accountability		2009 Allocation (7/1/09 - 6/30/10)	2010 Allocation (7/1/10 - 6/30/11)	2011 Allocation (7/1/10 - 6/30/11)	% Change 2010 - 2011	
1. US Labor –						Department of statutory, regulatory
2. NYS Labor –	Adult	877,068	837,043	741,684	(11.4)	Department of policy, performance measures
	Youth	1,014,757	947,605	943,811	(.40)	
	Dislocated Worker	860,167	952,305	814,073	(14.5)	
	TANF (Summer Youth Employment)	707,167	325,733	363,760	(11.7)	
	TOTAL	3,459,159	\$3,062,686	2,863,328	(6.5)	

3. Onondaga County – grant recipient (legal obligation)
4. Board – 50 % members appointed by County Executive, fiduciary responsibility; fiscal agent (on behalf of County)
5. Other grantors
6. Other elected officials – Congress, Assembly
7. Public – officials, citizens

Reporting requirements

1. Financial

- *Monthly expenditure to NYSDOL*
 - *Weekly cash to NYSDOL*
 - *Monthly to other funding sources*
 - *Monthly to Board's Executive Committee*
 - *Bi-monthly to Board*
2. *Program*
- *Monthly to NYSDOL*
 - *Quarterly reconciliation with NYSDOL*
 - *Depending on other funding requirements*
 - *Monthly To Board's Executive Committee*
 - *Bi-monthly to Board*
3. *Ad Hoc*
- *Regularly, at least twice per month*
 - *Financial and program*

Chairman Jordan asked if CNY Works is the entity that deals with those receiving public assistance and unemployed directed to by Social Services for employment training. Ms. Sealy said that they are not; believes Mr. Jordan is referring to Jobs Plus, under administrative umbrella of OCC. JobsPlus is an important partner to CNYWorks.

Chairman Jordan asked about the level of success. Ms. Sealy:

- They have a detailed report; each major funding source – WIA, Youth, Dislocated Works and Adults have very specific measures attached to them: retention, placement, retention for period of time, wages at placement.
- Youth are different – goals are attached to staying in school or going into higher education.
- If out of school, there are goals attached to increasing literacy, getting them into employment.
- Goals are defined by funding sources and NYS Dept. of Labor
- For last several years, have passed all goals
- 70% of people who are dislocated workers enrolled in their system, who terminate within a given year, are successful in obtaining employment
- Subsequent measures to the people who do obtain employment – are they being retained, at what wages
- Will forward the performance package to the Clerk

Mr. Lesniak asked about the funding for the 2 positions; Ms. Sealy said that the County pays them initially and CNY Works reimburses the County. The County policy is that when people are retirees from County government, they can continue to receive health insurance benefit; the local dollars pay for it. Because CNY Works is grant funded, it is precluded from the grants paying for health insurance benefits for people who are no longer contributing to the grant. Those costs are for past employees. To the County, the only additional exposure are for two people, herself and the Employment Service Specialist 1. Mr. Lesniak asked if the Employment Services Specialist 1 is Civil Services, tested position represented. Ms. Sealy explained that it is; the person was grandfathered in. He asked if once the positions are vacated, then the positions go to CNYWorks. Ms. Sealy said that they do.

Mr. Lesniak asked what the basis is for the rest of the funding. Ms. Sealy said:

- Most are Federal funds channeled through the NYS Dept. of Labor – Workforce Investment Act
- Some other funds – mixed federal and state
- Some from Office of Temporary and Disability Assistance (TANF funds)
- Competed for Workforce Investment funds at Federal level – funds go directly to CNY Works
- Beneficiary of some small philanthropic grants

Mr. Lesniak referred to an advertisement for a position at CNY Works in the newspaper. Ms. Sealy said that they don't normally advertise for positions – normally us NYS Dept. of Labor and list in their database, use their search engines, and list it on the website. There was some advertising done for one of the local programs, E-Cuse, a special grant that they competed for at the federal level and obtained.

Mr. Warner asked if a person loses his/her job, why would they go to CNY Works rather than an employment agency. Ms. Sealy:

- CNY Works is not an employment agency – provide much deeper work force services
- Are about helping not to quickly place them, but to look at skills, how they can repackage their skills for jobs, demonstrate and market skills
- Different because they are free
- Everyone certified for unemployment insurance benefits are obligated by the NYS Dept. of Labor to connect with CNY Works. If they don't, they are sanctioned by the State of New York

BOARD OF ELECTIONS, pg. 3-123; Edward Ryan, Commissioner; Kathy Olszewski, Elections Supervisor; Carol Murphy, Elections Supervisor; Hank Vercillo, Elections Assistant 3; Chris Duncombe, Management & Budget

Mr. Ryan presented the following:

First of all, thanks to you and the County Executive for providing us with a facility to consolidate our operation. Our machines are there now and we expect to have our offices moved by the end of the month. We also would like to thank the Facilities Management for all the effort they have put into renovating the building. Special thanks should go to our project manager Archie Wixson.

We did our best to estimate ongoing costs in the new facility. These costs include National Grid, Time Warner Security and building maintenance.

The transition to the new voting system seemed to go well. We completed a primary this past Tuesday. We had very few problems. The voters and inspectors have embraced the new technology. It is our hope that by 2013 we will be able to reduce the need for voting machine technicians as the inspectors become more comfortable with the machines. Also we will probably need fewer technicians to assist with Pre-lat at the new facility because we can utilize our permanent staff at peak times.

Assigning inspectors different responsibilities has resulted in more efficient use of our personnel. Inspectors who wish to be trained on the voting system are, and those that are uncomfortable with technology continue to sign in voters and distribute ballots.

2012 is a Presidential Year. We will have one additional primary in April. Our budget requests for ballots, inspectors, technicians and postage reflect this.

Our continued partnership with the print shop has resulted in a huge savings in ballot printing. We estimate we saved over \$90,000 in 2010. The print shop staff and the IT staff did a wonderful job creating a process for producing ballots.

We likewise continue to work with OCC. The political science professors make being an election inspector part of their curriculum. This allows the students to be part of the democratic process and provides us with a young, energetic group of poll workers.

We implemented a system of Memory Card runners in the 2010 General Election to visit the suburban polling sites, collect the cards and return them to our facility. We had all the results by 10:15 PM. In Tuesday's Primary all the result were in by 10 PM.

Mr. Lesniak asked about extra money set aside for the presidential election. Mr. Fisher said that there is an appropriation in the fund balance list. Mr. Lesniak said that in looking at the 2012 budget, there are significant increases in some accounts, i.e. overtime, other employee wages. He asked if a portion of those are being funded out of the fund balance number. Mr. Duncombe said that they are not; they didn't put any personnel expenses in the fund balance. The fund balance \$198,134 is for the additional in the 410 for election inspectors and the transportation cost for the additional primary. The increase in the 102 is based on overtime hours from the 2008 actual, last presidential election – not on fund balance. Mr. Rowley said that in 2008, the actual expenditure for overtime was about \$61,000.

Mr. Lesniak referred to the near \$80,000 increase in 410 account. Mr. Duncombe said that there were two changes, the one put on the fund balance was the increased number of inspectors needed due to the primary, the machines, bags, privacy booths, delivery and return tables. There is an increase in compensation for inspectors. Mr. Lesniak asked about the additional amount in 103 line. Mr. Ryan said that they are clerical people that have to be brought in – 6–10 people during the course of the year. Mr. Lesniak asked if the 103 includes temporary staff in the office; 401 includes inspectors, runners, etc. Mr. Ryan confirmed that it is.

Mr. Warner asked how much it cost to run a county legislator primary. Mr. Ryan said that they spent \$46,000 - \$49,000 on the primary this year, which included all primary races.

Chairman Jordan asked about some of the concerns, such as privacy, when County first switched over to the scanners. He asked if there has been feedback; are people getting more acclimated, or are there still concerns to be addressed. Mr. Ryan said that they went from 203 polling sites down to 175; there are people who will harbor ill feelings about having to vote somewhere different and find fault. They learned that some complaints were legitimate. The staff goes over in detail how the room is set up at each polling site; to set up privacy booths in a fashion that people aren't looking over their shoulder. They are given an envelope to insert their ballot into. Inspectors have been told to stand 5'–10' away from the machine. With the privacy screens and sleeves, they had very few complaints.

Chairman Rhinehart asked for a breakdown of the items relegated to the fund balance list by next week.

COUNTY CLERK – pg. 3-22, Chris Plochocki, Deputy County Clerk; Brian Hall, Deputy County Clerk; Jackie Norfolk, Principal Deputy County Clerk; Elizabeth Ducett, Accountant; Edit Williams, Budget Analyst

The County Clerk sends her apologies for missing this presentation this is the first time since becoming county clerk she has not been able to adjust her schedule to accommodate the legislative budget review. She has sent all of us to hopefully accommodate the presentation for the review process.

Honorable members of the Onondaga County Legislature I thank you for allowing us to come before you today to speak about the County Clerk budget for 2012 and to take this opportunity to apprise you of the changes and improvements to the clerk's operation made this past year.

The County Clerk's Office is mandated and directed by The New York State Constitution along with Federal, State and Local Law. The County Clerk wears many hats as the Registrar of Judicial and Real Property Records, she performs the duties of the Clerk of the State Supreme Court and the Combined Court system. The mission of the County Clerk's Office is to record, maintain, protect, and make available for public inspection all open documents filed in the County Clerk's Office. We ensure the fulfillment of Federal, State and County laws; it is our responsibility to timely process transactions, safeguard and provide responsible records management in a customer friendly atmosphere with fiscal responsibility and quality services.

Over 250 thousand records were filed in 2010. The County Clerk's Office is responsible for the collection of taxes and fees related to the recording of these documents and timely distribution of these funds to Federal, State and County government subdivisions.

We collected and distributed over \$25 million dollars in 2010 sending over \$14 million to various subdivisions within Onondaga County including returning approximately \$1 million dollars to Onondaga County General Fund.

Our County IT Department has loaded the tables and queries for the change over of our computerized indexing records system with staff training and public directions. In 2011 we have again been working with the IT department to finalize over half of our system upgrade to improve the county clerk indexing and imaging system. It is designed to improve our paper flow and automate many of our filing procedures. We need to keep moving forward with this project to achieve a complete computerized system that will allow our office to function to the best of its ability. The new programs we now utilize still have areas where 2 systems are required and these areas remain somewhat cumbersome and repetitive. Although a vast improvement we are not yet complete. Keeping on track with the addition of the remaining department upgrades is vital to our office operation.

Web access for our County Clerk indexes for Land Records can be found on the ONGOV.NET county clerk website. It is with the upgrading of our land record system that we were able to take advantage of grant funds to give free public web access for our land record indexes.

With the realization of the new computerized indexing system from IT we are now at a point that gives new direction to our office. There are many department functions that are improved and changed, working with other agencies Local, State and Federal filings are now e-filed, taking many steps out of the daily department operation. This is one of the main reasons we have been able to accommodate the reduced number of employees in the Clerks office. We went from 43 FTE to 36. A reduction of 7 full time staff positions.

It has been many years since the clerk's office has been reviewed for recommendations for the betterment of the office and last year we requested assistance in this and were unable to have this accommodated we are again requesting this legislature assist the clerk's office in forming an organizational study to assure we meet all required needs of this office, a need to review the procedures and policies for records within the office and recommend record removal or storage for archival records. A Service feasibility Study and Implementation Plan will identify and review the services provided by the County Clerk and identify any duplication with a focus on shared services and, where feasible, potential for consolidation of programs. From this information an informative analysis can be completed that identifies areas where combining space, service, departments, or employees would result in positive outcomes including a cost savings and/or an increase in the quality and amount of service delivery.

For example we also now have the ability for county clerk records to be placed on an additional host website. We would like to ask the assistance and cooperation of the county legislature in making this happen. The proposal we have received is a Partnership Program at no cost to County. If implemented it will include for the first time in many years electronic access to the 1970 –77 records. It is anticipated that not only will the program be free it will generate additional revenue

and allow the offsite access to indexes with images and is keyed to allow additional revenues generated to Onondaga County. Broome County, a county with less than half the population of Onondaga County has seen \$30,000 to \$60,000 annually by implementing a similar program.

A bill to allow electronic -filing of land records in NYS is awaiting needed approvals. To implement land record e-filing in Onondaga County my system required the updates we have in place and we now need to investigate the possibility for Onondaga County.

We have been added to a bill awaiting the Governors signature for mandatory e-filing for court records in Onondaga County. We have been working with the Unified Court system to implement this hopefully starting sometime in 2012.

With the change to Empire the new county storage facility we have the opportunity to review the storage of the off site County Clerk records and address the need to correctly identify and label our records stored off site.

As part of the budget for 2011 we requested a Local Law addressing the fees that are charged in the county clerks office for services that are not covered by any of the many Legislated fees we charge. This Resolution has raised a substantial amount of revenue in 2011 fees and we ask that the funds be directed to the needs of this office for improving the storage of records, for scanning our court records to electronic storage and providing the needed staff and services to accomplish this. Electronically stored the records would be available for public view and many would be eligible for destruction making much needed room in our office. A Tentative Budget for Clerk Upgrade is appropriate but without a real analysis of our operations it would be only approximate costs and needs to be based on the information gathered from evaluations done on the office by contractors and County personnel.

The budget as submitted covers the normal needs of this office to give the required mandated services and provides limited storage of vital records. The request proposed here today adds to the direction of the office and with your help and cooperation will create a plan for the betterment of the office.

This budget as submitted is more than lean; I do not see where any of the needed improvements or changes can be accomplished without setting aside funds to do this. We always work to improve our methods of operation and continue to find ways to do more with less. This budget is for daily operations of this office to allow services for Attorneys, law firms, State and County Agencies, and abstract and title companies that depend on us, for our services, on a daily basis.

We will try to maintain some level of quality service within the budget you approve for this office but know that the reality is many changes will have to be made to accommodate needed improvements and to more fully computerize and modernize. We have managed to achieve many goals, however, please note we have been doing more with less for many years. We have reached a plateau where there is so much more to achieve, we hope we have provided the needed information to address our requests. Our government challenge will be to work together to improve services and eliminate duplication of work efforts so that while giving quality service we will over all continue to provide cost savings to our taxpayers.

As always we ask for your approval of what we are doing and request your help in achieving our goals for this office. As an elected official in Onondaga County for the past 15 years Ann has maintained a strong dedication and high standard of work ethics to give quality bi-partisan service and use one- stop-shop solutions to every aspect of our office. . Ann enjoys being a public servant and has dedicated her life to public service. She believes we must retain principles worth retaining, yet always be receptive to new ideas, to seek to maintain an outlook broad enough to accommodate thoughtful change and varying points of view while assuring all staff are trained to give good quality service and assure our policies are adhered to.

Our proposed 2012 budget includes a net personnel funding increased by \$73,630 due to standard salary and wage adjustments, net funded positions remain the same.

Our budgeted supplies have decreased \$3740 due in part to reallocating \$2,000 in computer software purchases to the 413 account as well as reduced supplies allocation.

We anticipate an increase in revenue due in part to an increase in County Clerk fees caused by an increase in mortgage activity, which accounts for the greatest share of revenue in this category. We also anticipate an increase in copy revenue from the additional charges for copies increased by a 2011 budget resolution to 50 cents a page for 2011. This has already generated \$32,873 in new revenue through July of this year.

Thank you for allowing me to come before you today and I ask that consideration to the many needs of the Clerk's Office be given.

Chairman Jordan referred to 102 and 103 increases and asked for elaboration on the reasons for the increases and exactly what other employee wages involves. Mr. Plochocki said that he will wait for Mrs. Ciarpelli to address that when she gets back.

Chairman Jordan asked about the significant increase in travel and training. Mr. Plochocki noted that a lot of it is mandated – i.e. Passport Dept. requires that training is attended every year and people are recertified annually; it used to be long-standing. Chairman Jordan noted that the account has more than doubled. Ms. Williams stated that the Clerk had been paying her own travel expenses for quite some time; part of this is just to mirror reality – what their costs truly are. Mr. Plochocki noted that additionally, they are moving forward with e-filing, which require a lot more meetings.

Mr. Buckel asked for the record what the justification is for the County Clerk's raise in this budget. Mr. Plochocki stated that Mrs. Ciarpelli will address that herself. Mr. Buckel said that she is not present and asked from the department's perspective what it is – is there additional work, additional responsibilities, something new under the sun that the legislature doesn't know about. Mr. Plochocki said that Mrs. Ciarpelli has not had a raise in many years. Mr. Buckel noted that the statement isn't accurate. Mr. Plochocki noted that compared to other county clerks around the state, she is definitely towards the bottom. Onondaga Co. is the third largest county in upstate New York and because of the responsibilities she has in the job, that should be reflected in the salary. Mr. Buckel reiterated asking if there is something new, or some additional responsibility that wasn't there when first or second elected or are things pretty much the same as last year and the year before that. Mr. Plochocki said the moving forward with the new programs has resulted in a lot more meetings for e-filing and upgrading IT

Mr. Lesniak referred to the hand out (on file with Clerk) and referred to line 6283-6340 and asked for clarification of what they are., i.e. Road Machinery Service. Mrs. Williams said that it is an interdepartmental charge. Mr. Plochocki said that they have off-site storage; Mrs. Williams said that it is storage space at Molloy Road. It is DOT charging, and Road Machinery is the way it presents itself.

Mrs. Williams said that they changed the way the accounting is done; these are new codes. She noted that in the bottom half of the document are the corresponding codes from previous years; they are supposed to be more descriptive. **Mr. Lesniak asked to be provided with some more break down of these accounts,** noting that the Data Processing to Information Technology services has a significant increase of over \$100,000.

In answer to Mr. Lesniak, Ms. Williams said that there are 3 unfunded position – secretary, messenger and recording clerk. Mr. Lesniak asked who does the messenger service. Ms. Norfolk said that they have different people performing the duty. Mr. Lesniak asked if there is any reason the messenger position is being maintained at the Clerk's office. Ms. Norfolk said that it is helpful for the mail runs, bank runs, pulling files. Mr. Lesniak said it is unfunded, and there isn't one now, assumes there is no intent to fill it. Ms. Norfolk said that if it were funded, they would fill it; want to maintain it for flexibility.

Mr. Lesniak referred to Passports and Conservation; noted that passport numbers have continually been dropping from year to year. He questioned if passports are not being sold enough to concern ourselves with that position. Mr. Plochocki noted that the employees in that department do not just process passports; they handle DEC , business certificates, and corporations, which are required to be filed by state law

In answer to Chairman Jordan, Ms. Norfolk said that there are two vacant funded positions, a recording clerk and a deputy clerk.


INSURANCE – pg. 3-147 – Mark Stasko, Risk Manager; Robert Bratek, Director of Loss Control; Denise Downing, Employee Benefits Manager; Jason Dean; Budget Analyst

Slide 1

2012 ANNUAL BUDGET
Ways & Means Committee Report

INSURANCE FUND

JOANNE M. MAHONEY, COUNTY EXECUTIVE
MARK STASKO, DIRECTOR OF RISK MANAGEMENT



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2011 Accomplishments

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2011 KEY ACCOMPLISHMENTS



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2012 Insurance Fund Budget Summary

INSURANCE FUND BUDGET	2008	2009	2010	2011	2011	2012	Variance
The "BIG FIVE" Summary	Actual	Actual	Actual	Adopted	BAM	Recomm	2012 Rec vs. '11 BAM
Benefits (125) Health, Dental, WC, Unemployment, LTD	73,731,119	69,580,704	71,999,046	77,049,345	77,171,851	82,741,043	7.22%
Fees For Services	2,055,226	2,124,826	2,148,231	3,107,138	3,344,369	3,265,389	-2.36%
Insurance	1,155,861	1,178,162	1,124,124	1,243,269	1,243,269	1,170,883	-5.82%
Judgement & Claims	2,885,789	4,650,622	(784,215)	525,000	525,000	525,000	0.00%
Interdepartmental	1,062,152	953,562	1,375,836	1,333,831	1,333,831	1,333,831	0.00%
The "Big Five" Total	\$ 80,890,147	\$ 78,487,876	\$ 75,863,022	\$ 83,258,582	\$ 83,618,319	\$ 89,036,145	6.48%
Other Employee Wages and Benefits		5,487	2,780	7,500	7,500	7,500	0.00%
Supplies	5,486	6,574	5,202	3,760	4,033	4,033	0.00%
Travel & Training	3,486	1,559	2,380	1,559	1,559	4,000	156.57%
All Other Expenses	5,739	5,770	11,704	6,500	6,500	6,500	0.00%
Maintenance, Utilities, & Rent	2,506	2,324	2,426	5,196	6,484	6,484	0.00%
Self Insurance	-	-	5,894	100,000	100,000	100,000	0.00%
Total Appropriations	\$ 80,907,364	\$ 78,509,590	\$ 75,893,408	\$ 83,383,097	\$ 83,744,395	\$ 89,164,662	6.47%

Total Appropriations

Summary

- Overall Insurance Fund Budget
- Benefits Line Makes up about 93% of the total
- Benefits made up of
 - Health
 - HMO
 - Dental
 - Workers' Comp
 - Unemployment
 - Long Term Disability

BUDGET SUMMARY ANALYSIS

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2012 Benefits (125) Breakdown

Insurance Fund Benefits (125) Breakdown	2008 Actual	2009 Actual	2010 Actual	2011 Adopted	2011 BAM	2012 Recomm	Variance 2012 Rec vs. '11 BAM
Health**	53,314,072	57,633,520	58,098,249	63,325,176	63,325,176	68,583,755	8.30%
Hmos	211,755	242,954	142,792	323,170	378,413	350,639	-7.34%
Sub-Total Health	\$53,525,827	\$57,876,474	\$58,241,042	\$63,648,346	\$63,703,589	\$68,934,394	8.21%
Dental	3,234,873	3,182,863	2,985,436	2,982,840	3,050,103	3,189,615	4.57%
Workers' Compensation	15,484,607	6,858,475	8,729,945	8,678,371	8,678,371	8,811,939	1.54%
Unemployment	306,056	451,456	836,884	451,456	451,456	598,100	32.48%
Long Term Disability	1,179,756	1,211,436	1,205,739	1,288,332	1,288,332	1,206,994	-6.31%
Total Benefits (125) Account	\$73,731,119	\$69,580,704	\$71,999,046	\$77,049,345	\$77,171,851	\$82,741,043	7.22%

**Medical, Pre Drugs, Vision, GME, Accrual

2012 Benefits (125) Breakdown

Important Points

- 2012 Recommended increase of 7.22% overall vs. 2011
- Details of each category follow

BUDGET SUMMARY ANALYSIS

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BUDGET SUMMARY ANALYSIS

2012 Overview of County Health, HMO's and Dental Expenses						
INSURANCE FUND	2008	2009	2010	2011	2011	2012
HEALTH BENEFITS BREAKDOWN	Actual	Actual	Actual	Adopted	BAM	Recomm
Medical (OnPoint, POMCO)	34,932,996	38,177,882	39,765,858	43,409,561	43,409,561	47,449,329
Prescription Drugs (ProAct)	17,007,469	19,015,900	17,304,099	18,515,615	18,515,615	19,724,070
Vision (Davis)	634,532	685,866	678,567	803,765	803,765	763,442
Net Accrual	739,075	-285,060	350,016	596,235	596,235	646,915
Miscellaneous		38,932	-290	0	0	-
Sub-Total Health Plan	\$ 53,314,072	\$ 57,633,520	58,098,249	63,325,176	63,325,176	68,583,755
HMO (MVP)	211,755	242,954	142,792	323,170	378,413	350,639
Sub-Total HMO and Health	\$ 53,525,827	\$ 57,876,474	58,241,042	63,648,346	63,703,589	68,934,394
DENTAL	3,234,873	3,182,863	2,985,436	2,982,840	3,050,103	3,189,615
TOTAL	\$ 56,760,700	\$ 61,059,337	61,226,477	66,631,186	66,753,692	72,124,009

Health Breakdown

Important Points

- Medical notes:
 - 2012 increase based on 3-year trend analysis of our claims (8.3%) vs. Industry trend (9%)
 - 2010 Actual includes ERRP subsidy of \$755,570
 - 2011 Adp and BAM assumes ERRP revenues of \$580,000 to offset budgeted approps
 - 2012 Rec assumes no ERRP subsidy, as the program is ending
- PPACA and its effect on State Assessments
- Vision projecting to decrease 5.02%
- Dental is up 4.57% in 2012, after a decrease of 12.99% in 2011

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Slide 7

BUDGET SUMMARY ANALYSIS

2012 Total Costs per Subscriber							
INSURANCE FUND HEALTH COSTS PER SUBSCRIBER	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Adopted	2012 Recomm	Variance 2012 Rec v. 2011 Adp
Total Health Plan	\$ 48,869,869	\$ 53,314,072	\$ 57,633,520	\$ 58,098,249	\$ 63,325,176	\$ 68,583,755	8.30%
Number of Subscribers	6,643	6,643	6,692	6,779	6,766	6,766	0.00%
Cost Per Subscriber	\$ 7,357	\$ 8,026	\$ 8,612	\$ 8,570	\$ 9,360	\$ 10,137	8.30%
Total HMO Plan	\$ 200,038	\$ 211,755	\$ 242,954.00	\$ 142,792	\$ 323,170	\$ 350,639	8.50%
Number of Subscribers	36	33	25	15	15	26	73.33%
Cost per HMO Subscriber	\$ 5,557	\$ 6,417	\$ 9,718	\$ 9,519	\$ 21,545	\$ 13,486	-37.40%
Total Health + HMO	\$ 49,069,907	\$ 53,525,827	\$ 57,876,474	\$ 58,241,042	\$ 63,648,346	\$ 68,934,394	8.31%
Number of Subscribers	6,679	6,676	6,717	6,794	6,781	6,792	0.16%
Health + HMO Cost Per Subscriber	\$ 7,347	\$ 8,018	\$ 8,616	\$ 8,572	\$ 9,387	\$ 10,150	8.13%

Health Costs per Subscriber

Important Points

- Cost per subscriber projected to increase \$763 or 8.13% vs. 2011

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BUDGET SUMMARY ANALYSIS

2012 Unemployment Expenses

CLAIM YEAR	TOTAL CLAIMS FILED	BENEFITS PAID	Benefits / Claim
2007 Actual	141	\$253,009	\$1,794.39
2008 Actual	142	\$306,056	\$2,155.32
2009 Actual	263	\$451,456	\$1,716.56
2010 Actual	238	\$836,884	\$3,516.32
2011 Adopted	209	\$451,456	\$2,155.32
2011 BAM	209	\$451,456	\$2,155.32
2012 Recomm	209	\$598,100	\$2,861.72

Unemployment Expenses

Important Notes

- 2011 Costs artificially deflated due to Early Retirement Incentive plan
- 2012 Costs are projected less than 2010 Actual
- Up to 86 week extension proposed

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BUDGET SUMMARY ANALYSIS

2012 Long Term Disability Expense

YEAR	PLAN PARTICIPANTS	TOTAL COST	COST PER PARTICIPANT
2008 Actual	3,600	\$1,179,756	\$327.71
2009 Actual	3,809	\$1,211,436	\$318.05
2010 Actual	3,608	\$1,205,739	\$334.18
2011 Adopted	3,781	\$1,288,332	\$340.74
2011 BAM	3,608	\$1,288,332	\$357.08
2012 Recomm	3,608	\$1,206,994	\$334.53

Long Term Disability Expense

Important Points

- 6.31% Decrease
- Due to 173 Fewer Participants than 2011 Adopted

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BUDGET SUMMARY ANALYSIS

2012 County Insurance Policies							
INSURANCE FUND	2008	2009	2010	2011	2011	2012	Variance
COUNTY POLICIES (9406)	Actual	Actual	Actual	Adopted	BAM	Recomm	2012 Rec vs. '11 BAM
PROPERTY	607,177	524,330	523,726	560,387	560,387	556,555	-0.68%
INLAND MARINE		1,250	3,275	3,250	3,250	3,250	0.00%
AVIATION LIABILITY	126,730	56,735	53,387	28,267	28,267	56,056	98.31%
EXCESS LIABILITY	407,454	585,650	533,073	640,138	640,138	543,200	-15.14%
OTHERS							
INSURANCES SUBTOTAL	\$1,141,361	\$1,167,965	\$1,115,194	\$1,232,042	\$1,232,042	\$1,159,062	-5.92%
COUNTY BONDS							
CHIEF FISCAL OFFICER	745	1,250	0	1,404	1,404	2,000	42.45%
CRIME	13,755	8,947	8,930	9,823	9,823	9,821	-0.02%
Blanket		0	0	0			
BONDS SUBTOTAL	\$14,500	\$10,197	\$8,930	\$11,227	\$11,227	\$11,821	5.29%
TOTAL Insurance	\$1,155,861	\$1,178,162	\$1,124,124	\$1,243,269	\$1,243,269	\$1,170,883	-5.82%

County Insurance Policy Costs	Important Points
	<p>•5.82% decrease in premiums</p>

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Slide 11

BUDGET SUMMARY ANALYSIS

2012 Insurance Fund Professional Services							
INSURANCE FUND	2008	2009	2010	2011	2011	2012	Variance
PROFESSIONAL SERVICES (9408)	Actual	Actual	Actual	Adopted	BAM	Recomm	2012 Rec vs. 2011 BAM
OnPoint Administration	1,762,598	1,837,282	1,911,753	1,979,580	2,091,094	2,077,849	-0.63%
Disease Management				500,000	500,000	500,000	0.00%
Dental Plan Administration				149,558	149,558	155,540	4.00%
Employee Assistance Program (incl. supervisor traini	33,008	23,266	26,269	35,000	51,558	35,000	-32.12%
Unemployment Administration	10,000	8,000	12,000	10,000	10,000	14,000	40.00%
Safety & Loss Prevention Training	23,317	(1,359)	17,400	25,000	55,954	25,000	-55.32%
Benefits Consultant	19,938	32,188	15,250	40,000	44,803	75,000	67.40%
Elevator Inspection Services	16,875	19,660	16,560	52,500	64,655	28,000	-56.69%
Claims/Benefit Audit	-	13,500	12,500	12,500	12,500	12,500	0.00%
Independent Medical Exams	2,293	700	-	5,500	7,248	5,500	-24.11%
Workers' Compensation Administration	187,500	183,000	123,500	297,500	357,000	337,000	-5.60%
Wellness Training						-	
TOTAL	\$ 2,055,226	\$ 2,124,826	2,148,231	3,107,138	3,344,369	3,265,389	-2.36%

Important Points
<ul style="list-style-type: none"> •Care Management proposal •Workers' Compensation adjustment due to recent RFP

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Slide 12

BUDGET SUMMARY ANALYSIS

2012 Workers' Compensation Breakdown

	2008 Actual *	2009 Actual	2010 Actual	2011 Adopted	2011 BAM	2012 Recomm	Variance 2012 Rec vs. '11 BAM
TOTAL CLAIM PAYMENTS	8,106,722	6,816,629	8,671,611	8,328,371	8,328,371	8,399,439	0.85%
NYS ASSESSMENTS	960,593	927,237	1,252,155	1,250,000	1,250,000	1,312,500	5.00%
LESS NYS RECOVERIES	(908,856)	(885,391)	(1,193,821)	(900,000)	(900,000)	(900,000)	0.00%
TOTAL OPERATING EXP.	\$8,158,459	\$6,858,475	\$8,729,945	\$8,678,371	\$8,678,371	\$8,811,939	1.54%
ADJ TO LT ACCRUAL	\$7,326,148	(\$2,527,425)	\$3,976,013	\$0	\$0	\$0	0.00%
TOTAL	\$15,484,607	\$4,331,050	\$12,705,958	\$8,678,371	\$8,678,371	\$8,811,939	1.54%

Workers' Comp (total operating expenses)

Year	Actual	Actual	Actual	Actual	BAM	Recomm
2007	\$6,816,629					
2008		\$8,158,459				
2009			\$6,858,475			
2010				\$8,729,945		
2011					\$8,678,371	
2012						\$8,811,939

Important Points

- Increase in state AWW to 773.00/week
- Increase in provider reimbursements
- Anemic implementation of permanent partial disability caps

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Slide 13

BUDGET SUMMARY ANALYSIS

2012 Judgments and Claims Breakdown

	2007 Actual	2008 Actual	2009 Adopted	2009 Actual	2010 Actual	2011 Adopted	2011 BAM	2012 Recomm
JUDGEMENTS & CLAIMS	\$1,477,205	\$1,086,952	\$525,000	\$4,650,622	-\$784,215	\$525,000	\$525,000	\$525,000

Judgments & Claims

Year	Actual	Actual	Actual	Actual	Adopted	Recomm
2007	\$1,477,205					
2008		\$1,086,952				
2009			\$525,000			
2010				\$4,650,622		
2011					\$525,000	
2012						\$525,000

Important Points

- Varies due to timing of claim adjudication

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Chairman Jordan referred to slide 11, benefits consultant cost went up 67% and asked why the significant increase. Mr. Stasko:

- Mainly due to what is going on in the market today
- Examining a lot more options i.e. Medicare Advantage Plans, Eggwhip Plans, Care Management Program; National Health Care Plan
- Need actual attestation of RDS reimbursement for Medicare
- Protecting the grandfathered in health plan, which is because County is self insured plan, we are able to not have to implement all of the requirements of Obama Care, if the plan is kept within a certain parameter – health care consultant is helping to make sure that they adhere to that standard - it is worth almost \$600k/year if they can remain grandfathered
- A lot of complexity with the national health care – a lot going on that wasn't going on in the past

Chairman Jordan asked if the County receives a reimbursement from the federal government. Mr. Stasko said that it does, the RDS reimbursement for Medicare eligible employees. In answer to Chairman Jordan, Mr. Stasko said that it will not be eliminated; as a public employer, we are being treated differently, and it will continue. It is worth about \$1.3 million/year. RDS reimbursement is treated as a revenue but noted credited against expense.

Mr. Lesniak referred to unemployment insurance noting there were 209 claims--asked if they last they whole year. Mr. Stasko said that they vary; based on an average paid per claim based on past trending. They take a look at how much has been paid out on each claim over the last 3 or 4 years – could last anywhere from 2 weeks to 100+ weeks. Mr. Lesniak said that the bulk of our layoffs would have been at the beginning of last year from 2011 budget. Mr. Stasko said that they can claim 116 weeks now and are actually running over that in benefits paid this year; there is a potential for another 86 weeks per President Obama.

Mr. Lesniak referred to health insurance, slide 7, \$10,137/subscriber. In answer to Mr. Lesniak, Mr. Stasko agreed that that is inclusive of individual or family. The cost for single plan is approximately \$6,300; family plan is approximately \$11,000 for family – **he will provide the exact numbers.**

Mr. Lesniak referred to \$525,000 adopted in 2011 for judgment and claims and asked the status of that number at this point for the claims that have been paid. Mr. Stasko noted that about a month ago it was at \$65,000, but noted that there are a couple of significant one out there. **Mr. Lesniak asked to be provided with the potential number for year end.**

Mr. Lesniak asked about the charge for county departments net of revenues provided by insurance fund have increased by \$5 million due to an increase in direct expenditures. Mr. Dean explained that it is the PER. Insurance fund is balanced by charge to the individual employees and departments. Mr. Lesniak asked if the charge to department increase is \$5 million, not counting what the employee contribution was. Mr. Stasko said that the reason for that was because of the artificially low PER because of the fund balance used in 2010. **Mr. Stasko said that they will provide detail.** Mr. Dean said it is comparing the 2012 recommended to 2011 BAM – it is assuming there will be an increase in the cost of health care, about 8.5%; and that they won't be getting ERRP subsidy next year; program is drying up.

Mr. Lesniak referred to training for employee assistance. Mr. Stasko said that it includes supervisor training, but it is the utilization of the program. An hourly rate is paid based on how many people utilize the program.

Mr. Lesniak asked if the department gets a lot of PESH complaints. Mr. Stasko said that they don't – they have had 2 DOT facilities inspected and 2 Parks facilities inspected. They came back with limited findings on all of them, and all of them have been corrected. They are proactively going out and doing their own internal risk management PESH inspection. Mr. Bratek said that they have partnered with the regional director at the PESH office; who said that Onondaga Co. is on the bleeding edge (internal risks management PESH inspections), there is nobody else in the industry in the public sector that it doing anything remotely close to it. Also, they have had conversations and have been actively involved in the labor management group, which spurs what issues are on the forefront.

Mr. Warner asked if people can be forced to use generic drugs. Mr. Stasko said no, but in NYS if there is a generic available, doctors have to justify why a generic is written. If there is a generic or a generic alternative, they are asking them to try it; ProAct is even offering a free script for it to entice them to go to a generic. Mr. Fisher said that they can't force employee to use generic, but there are ways to incentivize them. Mr. Stasko

said that the most successful is the personal contact—pharmacist at ProAct will see that there is a generic or equivalent and contact with the employee as well as the physician to encourage that change. Some of the blockbuster drugs are coming off of brand next year, i.e. Lipitor, but Lipitor raised their prices by 30% for 2011 to maximize their profit for the next 2 years; it is the number one filled drug for the County. Mr. Lesniak asked if ProAct charges the County for contacting the employee; Mr. Stasko said “no”, it is part of their contract.

Mr. Warner referred workers comp and that with certain cases after a period of time they transfer from our responsibility to State responsibility. Mr. Stasko said that there are two types: second injury fund – program where \$1.5 million was received in recoveries – it is for people with preexisting permanent conditions. After a period of 5 years, the County gets reimbursed dollar for dollar if it is proved that they had a preexisting condition. The other type is 25A – if a case is over 7 years old, and the employee hasn’t lost time, in 3 years, they take over the handling of those cases entirely. In answer to Mr. Warner, Mr. Stasko said that there are police officers that fall under both second injury fund and 25A.

Mr. Lesniak referred to mail order prescriptions – 1 co-pay for 90 day order – noted that some places are talking about two co-pays on a 90-day script and asked what kind of savings it would generate. Mr. Stasko said that if it was brand it would be significant savings; if it is generic it wouldn’t be as much savings. Right now 32% of prescriptions are filled with mail order – looking to increase it. In the 3 tier pharmaceutical, it is a lot better as far as cost savings to the county, than most other counties.

Mr. Jordan asked if an outside vendor has been looked at for post retirement health care Medicare supplement program. Mr. Stasko said that they have looked at Medicare Advantage plans and the problem is that the subsidy for them is going away under national health care. The advantage of the Medicare Advantage is not as great as it was, and in 2014 it won’t be very good at all. Mr. Jordan asked if it is a subsidy that federal government pays to insurance companies to offer the Medicare Advantage program. Mr. Stasko said that it is; they would actually leave the County health plan and go to a private company for their health benefits, and he is not sure if it would be popular with retirees. Mr. Jordan asked if a cost comparison has been done if we went with an outside vendor. Mr. Stasko said that a company came in that led to savings; they got sanctioned and couldn’t write the plan. They have spoken to other companies about it and it is all over the place— can revisit it.

Chairman Rhinehart referred to page 2-7 summary of fund balances – insurance fund and questioned the same number in both columns. Mr. Seitz said that the 2nd to last column should reflect a “0” in each item.

In answer to Chairman Rhinehart, Mr. Stasko noted that slide 7, 6,700 subscribers refers to employees or former employees - could be single or family – there are about 13,400 lives. Chairman Rhinehart asked how many are current employees and how many are retirees. Mr. Stasko said that 1,241 are retirees; noting that Medicare becomes primary, but they stay on as secondary on the health plan. In answer to Chairman Rhinehart noted that the \$2 million for OnPoint Administration, slide 11, is for BlueCross and Pomco; Pomco has the old indemnity plans. Chairman Rhinehart noted that when that is added to the cost of our health care, it is \$70 million. He noted that in 2007 it was \$50 million; questioned where we go in another 5 years. Mr. Stasko said \$96 million. Chairman Rhinehart asked if there will ever be an end to it; Mr. Stasko said not if there isn’t a change in the plan.

Mr. Warner asked why county taxes are up in some towns and down in others. Mr. Rowley said that it is effect of the sales tax sharing agreement being phased out. For a town that kept the sales tax as a credit, last year they had more of a credit to offset property tax; this year they had less of a credit. In that scenario, there would be an increase in county rate. Mr. Fisher noted that it also has to do with whether the town takes the sales tax revenues they are receiving next year as cash or credit. In the Town of VanBuren, they took it all this year as cash, which made their taxes a lot higher. Next year Van Buren is taking none of it as cash, so next year their tax goes down a lot.

The meeting was adjourned at 3:30 p.m.

Respectfully submitted,



DEBORAH L. MATURO, Clerk
Onondaga County Legislature