

Management and Budget Committee Report

Budget Office

3rd Quarter 2022

1. Budget:

- The 2023 Operating Budget requests have been reviewed and meetings have been conducted with various departments. These meetings assist the budget staff in gaining a better understanding of the details behind requests and the department's goals and/or new initiatives for 2023.
- The 2023 – 2028 Capital requests are being reviewed in conjunction with the 2023 Operating Budget to analyze the net impact on 2023 monies being requested.
- The budget staff continues to monitor 2022 Budget Performance Reports and budget modification requests to ensure departments remain within their budgetary appropriations and are on target to achieve budgetary revenues. Notable variances are reviewed with the departments. Reviewing this information also assists the budget staff in projecting yearend financial status.

2. Financial Management:

- The 2021 Medicaid cost reports have been completed and filed on time for both the Care Center and Public Health Services.
- The budget office attended a kick off meeting with Planning, Grants and IT to discuss strategy for implementation of Amplifund, the grants management software chosen by the County. Anna Novello, Senior Budget Analyst, will be part of the implementation team. This software will not only be used to track discretionary funding, but also other revenue streams including entitlements, allocations, etc.
- Regular meetings have been conducted with finance staff throughout the county with a concentration on Public Health. With input from management, Jason Nuhn, Budget Analyst, has been working closely with finance staff to streamline, increase efficiencies and offer suggestions for possible reorganization.
- Continued to attend negotiations and work with Human Resources and the County Manager's Office on proposals with various unions.
- The budget office met with Purchasing, Audit, IT and Treasurer's to discuss usage, monitoring and reporting of the County's Purchasing Card (P-Card). Changes to New World set up were reviewed. Creating P-Card functional

departments was discussed and agreed upon. This will enable departments to more easily track and view their P-Card purchases. Since Purchasing's Assistant Director, Sheila Parks, has taken on the role of Administrator for the P-Card not only has usage increased, which increases the County's rebate, but the process has been streamlined and relationships with local vendors have improved.

- Attended standing Commissioner's and County Manager meetings.
- 2021 Indirect Cost Allocation and Space Occupancy Cost Analysis reports have been completed and distributed to departments that use these reports to claim funding.
- As a recipient of the Coronavirus State and Local Fiscal Recovery Funds (SLFRF), authorized by the American Rescue Plan Act (ARPA) of 2021, the county is required to submit Project and Expenditure Reports on the use of the funds. The third report was filed by the July 31, 2021 deadline.
- As a member of the committee, the Budget Director attended the initial Corporate Compliance meeting. The mission of the committee, roles and responsibilities of committee members and goals were discussed.
- Participation in both the New World security team and Kronos security team continues.

3. Payroll

- The Budget Office continues to work with Human Resources and Kronos to implement the Family Medical Leave Act module in Kronos, the timekeeping software. Anna Novello, Sr. Budget Analyst, is the main contact for Kronos maintenance. Anna maintains security, staff changes, rule changes and upgrades in the system.
- We are continuing to review payroll processes and working on updating user manuals. We are also working with IT to update custom reports needed to verify payroll, report information to outside vendors, etc.
- New York State Local Retirement System has implemented retirement on-line and, at this point, is requiring enhanced reporting be implemented by the end of 2022. The Budget Office, with payroll staff, has attended webinars for informational purposes and will begin this implementation later this year.
- As contract negotiations conclude and final signed contracts are received retroactive payments are being calculated and paid to employees. Retroactive payments have been completed for NYSNA, Teamsters Probation Unit and Laborers International Unit.