EC LEG SEP08'16 PM 4:15

COUNTY OF ERIE

MARK C. POLONCARZ
COUNTY EXECUTIVE

September 7, 2016

Honorable Members
Erie County Legislature
92 Franklin Street, 4th Floor
Buffalo, New York 14202

Re: Director of Fiscal Administration

Dear Honorable Members:

Please find attached a resolution requesting legislative authorization for a reallocation of the Department of Mental Health's Director of Fiscal Administration position from a job group 14 to a job group 15 (via B100 #8786). The position is entirely funded by a combination of federal and state aid; thus no additional county funding is needed to satisfy this request.

Both Commissioner Michael Ranney and Assistant Commissioner John Grieco believe the duties and responsibilities of the current Director of Fiscal Administration are commensurate with those of a JG 15. In addition, the Department of Mental Health seeks to better align its existing senior leadership structure, and approving this reallocation request will place all three of the department's directors in the same job group.

If your Honorable Body requires any further information, please contact Commissioner Michael Ranney at the Department of Mental Health. Thank you for your consideration of this request.

Sincerely yours,

Mark C. Poloncarz, Esq.
Erie County Executive

MCP

cc: Commissioner of Mental Health Michael Ranney
Asst. Commissioner of Mental Health John Grieco

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Mental Health
Re: Director of Fiscal Administration
Date: September 7, 2016

SUMMARY

Legislative authorization is requested for a reallocation of the Department of Mental Health's Director of Fiscal Administration position from a JG 14 to a JG 15. In addition to this helping to better align the department's senior leadership structure, the job responsibilities and performance of the current Director of Fiscal Administration are commensurate with those of a JG 15.

FISCAL IMPLICATIONS

No additional county funds are required. This position is funded entirely by federal and state aid.

REASONS FOR RECOMMENDATION

Commissioner Michael Ranney and Asst. Commissioner John Grieco believe the duties and responsibilities of the current Director of Fiscal Administration justify this reallocation request. Both the Commissioner and Asst. Commissioner believe this upgrade will more appropriately reflect the broadened scope of duties and responsibilities associated with the fiscal director's role.

BACKGROUND INFORMATION

Since taking over the position in March of 2014, the current director has worked closely with the Division of Budget and Management to reduce both the number and size of over-advances made to the Department's provider agencies – which has a direct positive impact on the overall County's cash flow. This is part of a departmental initiative to hold the providers more accountable: instead of automatically advancing funds against the current contracts at periodic intervals during the course of the year, the fiscal office now requests providers to offer feedback based on their spending patterns throughout the year – which helps to lessen the potential for unnecessary over-advances. In addition, the fiscal office no longer honors invoices to an agency which is delinquent in its reporting, which also helps to ensure more and better communication on a continuous basis for the entire contract year between the Department and its 40+ provider agencies. This approach seems to benefit not just the County, but the providers as well; better rapport being established leads to more informed decision-making about funding and services for both the Department and the agencies – which ultimately allows for better outcomes to the residents of Erie County.

CONSEQUENCES OF NEGATIVE ACTION

The Department of Mental Health will not be able to effectively align its senior leadership team in a way it considers necessary and appropriate. Moreover, the concern is that a valued member of the staff could be lost should this position remain undervalued. The Department believes it would be extremely difficult in the future to recruit quality candidates for this very critical position at a JG 14, especially considering the broadened scope of duties and responsibilities now associated with the fiscal director's role.

STEPS FOLLOWING APPROVAL

The Department of Mental Health will continue to work tirelessly with its community partners to deliver desperately needed behavioral and mental health services to the residents of Erie County. More specifically, under the guidance and supervision of the Asst. Commissioner of Planning and Analysis, the Director of Fiscal Administration will seek to maximize additional outside funding opportunities while always striving to manage and mitigate the use of County share whenever and wherever possible.

A RESOLUTION SUBMITTED BY:
DEPARTMENT OF MENTAL HEALTH

Re: Director of Fiscal Administration

WHEREAS, the Erie County Department of Mental Health (ECDMH) is responsible for the delivery of a comprehensive range of mental and behavioral health services for the residents of Erie County; and

WHEREAS, the ECDMH receives funding from the New York State Office of Mental Health (OMH), the New York State Office of Alcohol and Substance Abuse Services (OASAS), the New York State Office of People with Developmental Disabilities (OPWDD), the U.S. Department of Housing and Urban Development (HUD), and the New York State Division of Criminal Justice Services (DCJS); and

WHEREAS, the ECDMH requests a reallocation of the JG 14 Director of Fiscal Administration civil service position (#51009140), to a JG 15 Director of Fiscal Administration to more appropriately reflect the broadened scope of duties and responsibilities associated with the Director title; and

WHEREAS, the ECDMH requires legislative approval to reallocate the Director of Fiscal Administration position from a JG 14 to a JG 15; and

WHEREAS, current federal and state funding will cover 100% of the personnel cost increase of this reallocation, with no additional county funds required.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature does hereby authorize the County Executive to allow the ECDMH to reallocate its Director of Fiscal Administration position from its current JG 14 to a JG 15; and be it further

RESOLVED, that effective on or around October 1, 2016 the Director of Fiscal Administration position #51009140 be reallocated from a JG 14 to a JG 15 (via B-100 #8786); and be it further

RESOLVED, that the 2016 Mental Health Program Administration budget be amended as follows:

		INITIAL BUDGET	CHANGE	AMENDED BUDGET
APPROPRIATIONS				
Account	Description			
500000	Full Time Salaries	$ 847,519	+$1,935	$ 849,454
502000	Fringe Benefits	467,580	+ 1,073	468,653
		$1,315,099	$3,008	$1,318,107

and be it further

RESOLVED, that the Director of Budget and Management is hereby authorized to adjust items of appropriations and revenues which may be impacted by changes to this position; and be it further

RESOLVED, that certified copies of this resolution be forwarded to the County Executive's Office, the Division of Budget and Management, the Comptroller's Office, and the Department of Mental Health.

SUSPENSION

COUNTY OF ERIE

MARK C. POLONCARZ
COUNTY EXECUTIVE

August 30, 2016

Honorable Members
Erie County Legislature
92 Franklin Street, 4th Floor
Buffalo, New York 14202

Re: Request Job Grade 15 for Director of Fiscal Administration

Dear Honorable Members:

Please accept this communication as a placeholder for a resolution package which will be submitted to your Honorable Body requesting a reallocation of the Department of Mental Health's Director of Fiscal Administration position from a JG 14 to a JG 15.

Both Commissioner Michael Ranney and Asst. Commissioner John Grieco believe the duties and responsibilities of the current Director of Fiscal Administration are commensurate with those of a JG 15. In addition, the Department of Mental Health seeks to better align its existing senior leadership structure, and approving this reallocation request will place all three of the department's directors in the same job grade. The forthcoming resolution package will request Legislative authorization to reallocate the current title of Director of Fiscal Administration from a JG 14 to a JG 15 (via B-100 #8786), without the need of any additional county funding.

If your Honorable Body requires any further information, please contact Commissioner Michael Ranney at the Department of Mental Health. Thank you for your consideration of this request.

Sincerely yours,

Mark C. Poloncarz, Esq.
Erie County Executive

MCP

cc: Commissioner of Mental Health Michael Ranney
Asst. Commissioner of Mental Health John Grieco