

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SOCIAL SERVICES

DATE: APRIL 27, 2007

Committee Members Present:

Supervisors Tessier
Bentley
Kenny
F. Thomas
Mason

Others Present:

Representing Department of Social Services:
Robert Phelps, Commissioner
Michael Jabaut, Director, Administrative Svces.
Lillian Hayes, Fraud Investigator
Joan Sady, Clerk, Board of Supervisors
JoAnn McKinstry, Deputy Commissioner, Administrative & Fiscal Services
Supervisor Caimano, Budget Officer
Supervisor Geraghty
Supervisor Haskell
Supervisor Sokol
Katy Goodman, Secretary to the Clerk

Committee Members Absent:

Supervisors O'Connor
Sheehan

Mr. Tessier called the Social Services Committee meeting to order at 10:06 a.m.

Motion was made by Mr. Bentley, seconded by Mr. F. Thomas and carried unanimously to approve the minutes of the previous meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Robert Phelps, Commissioner of the Department of Social Services, who distributed copies of his agenda packet for the meeting. A copy of the packet is on file with the minutes.

Pursuant to Agenda Item No. 1, Mr. Phelps requested permission to fill a Social Services Investigator position in the Department's Fraud Investigation Unit. He explained the employee in the position had accepted a lateral move to a Social Welfare Examiner position in the Medicaid Unit which created the vacancy in the Fraud Investigation Unit. Mr. Phelps noted the employee had come from the Medicaid Unit to the Fraud Investigation Unit and had supervisory experience from a previous job. The Social Welfare Examiner position was a supervisory position and it was the same grade as the Social Services Investigator position, Mr. Phelps added.

Motion was made by Mr. Kenny, seconded by Mr. Mason and carried unanimously to approve the aforementioned request, as presented, and to refer it to the Personnel Committee. A copy of a Notice of Intent to Fill Vacant Position is on file with the minutes.

Next, Mr. Phelps requested approval to close Capital Project No. H.9552 34 280 (Agenda Item No. 2). He stated the Capital Project was established in 2003 to fund the purchase of vehicles and a van for the Veterans' Services Department. Mr. Phelps apprised that the remaining balance in the Project was \$4,859 and needed to be closed out.

Motion was made by Mr. Mason and seconded by Mr. F. Thomas to approve the request, as presented. Mr. Phelps confirmed for Mr. Tessier that the funds would be returned to the County's General Fund.

Mr. Tessier called the question and the motion was carried unanimously to refer the item to the Finance Committee. Copies of a resolution request form and attachments pertinent to the request were included in the agenda packet.

Mr. Phelps noted Agenda Item No. 3, was the Department's Overtime Report that was provided to the Committee members at each meeting. Copies of the Report were included in the agenda packet. He pointed out that the Report showed the overtime had dropped for the four pay periods listed (3/4/07 through 4/15/07). Mr. Phelps explained the overtime for the first three pay periods of the year had been higher because they had deferred it until the first of the year in order to adjust the Medicaid COLA (Cost of Living Adjustment) for those cases. He stated the overtime amounts shown in this Report were more in the normal range. Mr. Phelps pointed out that most of the overtime was in the Child Protective Services (CPS) Unit for after-hours work.

Mr. Haskell entered the meeting at 10:10 a.m.

Pursuant to Agenda Item No. 4, Mr. Phelps presented requests for approval of authorizations to attend meetings/training events and travel. He stated Mr. Tessier had copies of the requests to sign, subject to the Committee members' approval. Copies of the requests and attachments pertinent thereto are on file with the minutes.

The requests were as follows:

- 1) Requests for Diane Coughlin and Anne O'Neil to attend "Suicide and Substance Use" training at Crowne Plaza and Resort, Lake Placid on May 3, 2007, at no cost, using a county vehicle.
- 2) Request for new CPS (Child Protective Services) Caseworker, to attend mandatory "C/W (Child Welfare)/CPS Common Core Training for Caseworkers", at CDHS Albany Regional Office in Albany, on May 14 - May 15, 2007, May 29 - June 1, 2007, June 11 - June 15, 2007, June 26 - June 29, 2007 and July 10 - July 13, 2007, at a cost of \$14 per day, using a county vehicle.
- 3) Request for Douglas Herschleb to attend "NYPWA (New York Public Welfare Association) Deputy Commissioners' Leadership Network Training Program" at Albany Best Western Sovereign Hotel in Albany on May 16, 2007, at no cost, using a county vehicle.

- 4) Requests for John Lord and Cemanda Roberts to attend "Supervisor Core Training Module I", at CDHS Albany Regional Office in Albany, on May 16 - May 17, 2007, and May 30 - June 1, 2007, at a cost of \$14 each per day, using a county vehicle.
- 5) Requests for Jody Bills, Judy Rist and Roette Rheel to attend "Medicaid Consortium" at Schenectady County Department of Social Services in Schenectady, on May 17, 2007, at a cost of \$14 each per day, using a county vehicle.
- 6) Requests for Tina Murray to attend "Child Sexual Abuse Leader Certification" at CDHS Albany Regional Office in Albany, on May 22 - May 24, 2007 and June 5 - June 8, 2007, at a cost of \$14 per day, using a county vehicle.
- 7) Requests for Nicole Pustolka, Kim George, Maureen Schmidt, Douglas Herschleb and Emily Kladis to attend "Overview of Foundations" at CDHS Albany Regional Office in Albany, on May 23, 2007, at a cost of \$14 each per day, using a county vehicle.
- 8) Request for Marie Trombley to attend "Chronic Care Institute" at Hilton Garden Inn in Albany, on May 22 - May 25, 2007, at a cost of \$14 per day, using a county vehicle.
- 9) Request for Harold McGee to attend "Elder Law Seminar" at Albany Marriott in Albany, on June 1, 2007, at a cost of \$150, using a county vehicle.
- 10) Request for William Reed to attend "Medicaid New Worker Institute" at Hilton Garden Inn in Albany, on June 4 - June 8, 2007 and June 18 - June 22, 2007, at a cost of \$14 per day, using a county vehicle.
- 11) Request for Aaron Whitted to attend "NYS Cyber Security Conference" at Empire State Plaza in Albany, on June 6 - June 7, 2007, at no cost, using a county vehicle.
- 12) Requests for John Lord, Cemanda Roberts, Douglas Herschleb and Nicole Pustolka to attend "Supervisor Core Training Module I" at CDHS Albany Regional Office in Albany, on June 5 - June 7, 2007 and June 26 - June 27, 2007, at a cost of \$14 each per day, using a county vehicle.
- 13) Request for Elizabeth Burke to attend "NY Welfare Fraud Investigators Conference" at Riveredge Resort in Alexandria Bay, on June 10 - June 13, 2007, at a cost of \$285, using a county vehicle.

Mr. Phelps asked if the Committee members would like to review each request individually. He highlighted some of the conferences and trainings being requested. Mr. Phelps advised that a County vehicle would be used to travel to each conference or training. Mr. Kenny commented he

did not have a problem with the requests as long as they complied with the County's Travel Policy.

Motion was made by Mr. Bentley, seconded by Mr. Mason and carried unanimously to approve the aforementioned requests, as presented.

Mr. Phelps noted the last Agenda Item (No.5) was the Department's Budget Performance Report for the year through April 25, 2007. He stated he had e-mailed the Report to the Committee members prior to the meeting and copies were also included in the Agenda packet.

Mr. Phelps stated he hoped to have the Department's Comprehensive Annual Report for 2006 ready to present at the next Committee meeting. He reminded the Committee members that they had previously received copies of the Supplemental Statistical Report to the Annual Report.

Mr. Caimano asked how the State budget would affect the Department's budget. Mr. Phelps replied because the budget would pretty much carry forward, it would have little impact on the Department's budget. He commented the good news was that the Medicaid Cap was now fixed and permanent so they could budget for it. Mr. Phelps apprised without the Cap, he would be looking for a million dollars for the Department's budget instead of a little over \$300,000 for the Medicaid costs.

Mr. Kenny asked Mr. Tessier if Todd Lunt, County Human Resources Director, had responded to either Mr. Phelps or him with an evaluation of the new position in the Department. Mr. Tessier replied they had not done anything on it yet. He stated he thought they had delayed further action until Mr. Lunt provided the evaluation. Mr. Tessier stated then they would have a separate meeting to discuss the issue.

There being no further business, on motion by Mr. Mason and seconded by Mr. Bentley, Mr. Tessier adjourned the meeting at 10:15 a.m.

Respectfully submitted,

Katy Goodman, Secretary to the Clerk