

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HUMAN SERVICES

DATE: JANUARY 31, 2008

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

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| SUPERVISORS | BENTLEY | WILLIAM RESSE, DIRECTOR OF EMPLOYMENT & TRAINING |
| | SOKOL | ADMINISTRATION |
| | SIMMES | SHARON SANO, SENOR COUNSELOR OF EMPLOYMENT & |
| | TAYLOR | TRAINING ADMINISTRATION |

COMMITTEE MEMBERS ABSENT:

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| SUPERVISORS | GIRARD | CANDACE KELLY, DIRECTOR OF OFFICE FOR THE AGING |
| | STEC | CHRISTIE SABO, FISCAL MANAGER, OFFICE FOR THE |
| | VANNESS | AGING |
| | | MARGARET SING SMITH, DIRECTOR OF THE YOUTH |
| | | BUREAU |
| | | HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE AND |
| | | FISCAL SERVICES |
| | | JOAN SADY, CLERK OF THE BOARD |
| | | KEVIN GERAGHTY, BUDGET OFFICER |
| | | JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST |
| | | CHARLENE DiRESTA, LEGISLATIVE OFFICE SPECIALIST |

Mr. Bentley called the meeting of the Health Services Committee to order at 9:31 a.m.

Motion was made by Mr. Sokol, seconded by Mr. Taylor and carried unanimously to approve the minutes of the Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to William Resse, Director of the Employment & Training Administration (ETA), who distributed copies of the Agenda to the Committee members; *a copy of the Agenda is on file with the minutes.*

Mr. Resse stated that he was requesting permission for Sharon Sano, Senior Counselor for the ETA, to attend the 2008 NYATEP/NYSDOL (New York Association of Training and Employment Professionals/New York State Department of Labor) Youth Academy on February 25-27, 2008 in Syracuse, New York, using a County vehicle. He said that this was the annual meeting for the Association. He noted that the cost of the conference would be paid for with Federal funds.

Motion was made by Mr. Sokol, seconded by Mrs. Simmes and carried

unanimously to authorize Sharon Sano to attend the conference, as outlined above. *A copy of the Authorization to Attend Meeting or Convention is on file with the minutes.*

Mr. Resse apprised that he was requesting permission to host the Workforce Investment Board (WIB) meeting at the Ramada Inn in the Town of Queensbury on June 19, 2008. He said that the cost would be approximately \$110 to rent the room and \$385 for food and beverages. He noted that the cost of the meeting would be paid for using Federal funds.

Motion was made by Mr. Taylor, seconded by Mrs. Simmes and carried unanimously to authorize the ETA to host the WIB meeting, as outlined above. *A copy of the Request to Host a Meeting or Conference is on file with the minutes.*

Mr. Resse extended an invitation for the Committee members to visit the ETA at the One Stop Career Center to receive a tour. He said that they were located in the Northway Plaza across from the Home Depot. He noted that the ETA was a County Department that was 100% Federally funded. He expounded that they were part of a three-county consortium, which consisted of Saratoga, Washington and Warren Counties and worked in conjunction with the local NYSDOL Office. He noted that they were also responsible to the State Department of Labor as to how the programming was operated. He said that the consortium had to plan funding and activities together and have consistent operations in each of the offices. He noted that the State considered them all part of the same operation.

Candace Kelly and Christie Sabo entered the meeting at 9:35 a.m.

Mr. Resse apprised that the ETA generally had two types of customers, which were the job seeker and the business customer. He said that they helped the job seeker to obtain a job, obtain a better job or to acquire the necessary skills to be successful in the workplace. He stated that the focus over the years had been on adults in general, dislocated workers (as a result of lay-offs or closures) and youths (age 14-21). He noted that he had been employed at the ETA since 1979 and had seen numerous changes over the years. He added that in the 1980's and 1990's the ETA primarily dealt with low income adults and laid-off workers. He said that this had changed in 2000 with the creation of the Workforce Investment Act (WIA). He added that the WIA had opened the ETA's services, such as resume services and writing services, to any adult.

Mr. Resse apprised that when he had started with the ETA, Federal funding had been approximately \$2.5 million per year and now it was approximately \$500,000 for the main programs with an additional \$50,000 to \$125,000 in supplemental

funds. He added that since 2000 the ETA's funding had been decreased by more than 50%. He said that a few years ago the ETA had 14 employees and currently had 7 employees. He stated that there had been two offices and now there was only one.

Mr. Resse apprised that the law required that each area form a Workforce Investment Board (WIB). He added that the WIB was intended to be a full partner with each county. He expounded that the ETA reported to the County, was equally responsible to the WIB and was overseen and given a lot of direction by the NYSDOL. He stated that for our three-county area, Saratoga County was the grant recipient or lead county, which meant that they received all of the grant funding. He added that the three counties had an agreement as to how the funding was divided among them. He said that the amount of funding that was received was based on formulas that were part of Federal law. He stated that the WIB was responsible for approving and operating the One Stop Career Centers. He added that the Centers were run in conjunction, as a consortium, with those of the three counties and the local NYSDOL. He apprised that since the ETA was designated as operating a One Stop Career Center they were allowed to have the funding go through their County Department.

Mr. Resse apprised that all of the adult programs operated by the ETA were for the purpose of helping customers obtain their next job. He stated that the ETA had provided full scholarships in the past; however, he added, they now had a maximum amount of \$3,000 per scholarship. He said that there were scholarship programs to allow job seekers to attend school or job training. He stated that a variety of services were provided for youths, including a summer program. He added that the majority of the participants were low income youths. He explained that the youth was placed at the worksite, which provided supervision and meaningful work activities for the youth. He said that the purpose of the summer youth program was to train the youths to be good employees. He stated that there was also a year round youth program with an in-house instructor to teach GED (General Education Degree) classes and worksite placement.

Mrs. Sano apprised that for the youth programs the ETA worked in conjunction with the Youth Bureaus, the foster care program, public assistance, and the Probation Department. She stated that participation in the summer program had decreased from 200 people to 40 to 50 people.

Mr. Taylor asked how many adult clients were served by the ETA. Mr. Resse responded that over the past year, one of the major changes had been that the NYSDOL had mandated that the operations at the Center be merged with those of the NYSDOL staff. He added that all of the customers that came to the Center

were considered to be part of a common customer pool. He stated that a few years ago the ETA had approximately 100 customers that received training and now it was 30 to 40 customers. He added that approximately 350 customers per month visited the Center. He said that over the course of a year approximately 4,000 customers received some type of service. Mrs. Sano said that from December through April the Center usually saw an increase in the number of customers.

Mr. Resse noted that the Agenda packet contained brochures for the One Stop Career Center, the Calendar of Events for January 2008, a flyer for the Job Discovery 2008 and a flyer pertaining to E-Learning, copies of which are on file with the minutes. He said that the Calendar of Events was created every month and listed the dates of workshops and employer panels. He stated that the employers like to attend the panels for a chance to interact with prospective employees. He explained that Job Discovery 2008 was a job fair and would mark its 20th anniversary this year. He added that it would be held at Adirondack Community College on March 13, 2008, from 10:00 a.m. to 5:00 p.m. He noted that he had been one of the founding fathers and a past chairman of the Job Discovery program. He said that the program was operated by a community group which consisted of local employers and agencies. He explained that E-Learning was a service available through the ETA which allowed customers to receive training via the internet for an economical price.

Mr. Resse stated that in December the ETA had assisted in holding a regional workshop in the Town of Lake George. He said that it had been for agencies that were involved in providing literacy services. He stated that the ETA had an initiative with the City of Glens Falls Schools to provide transitional services for disabled youths. He apprised that the ETA would work in conjunction with the NYSDOL to operate a summer job fair on April 10, 2008 in the Town of Lake George to help the business owners in Lake George recruit employees for the summer season.

Mr. Sokol asked if customers were able to access the internet for training and Mr. Resse responded that the E-Learning program allowed customers to receive training via the internet for an economical price and added that there were computers at the Center which were available for their use. Mr. Sokol asked if the formula that was used to determine the amount of funding changed based on the number of people who required training. Mr. Resse replied that the formula was primarily based on unemployment insurance rates. Mr. Taylor asked if the E-Learning program was available to customers who were currently employed and Mr. Resse responded that all adult services offered at the ETA were for both employed and unemployed individuals. He added that if the customers were currently employed they were required to provide documentation showing that they earned less than \$15 per hour.

Mr. Resse apprised that the fiscal year for the ETA was from July 1st to June 30th. He stated that the State disbursed funds for a two-year period and allowed the WIB's to carry over funds from the first year to the second year. He said that there would be decreases in funding for areas that had unused funds remaining in their budgets and that their WIB should have little or no impact from this decrease. He apprised that the State was predicting a 16% decrease in Federal funding after the next fiscal year; however, he added, that the State may absorb some of that decrease.

Having concluded the Employment & Training portion of the Committee meeting, Mr. Resse and Mrs. Sano exited the meeting at 10:00 a.m.

Proceeding with the Office for the Aging (OFA) portion of the Committee meeting, privilege of the floor was extended to Candace Kelly, Director of the Office for the Aging, who distributed copies of the Agenda to the Committee members; *a copy of the Agenda is on file with the minutes.*

Mrs. Kelly apprised that she was requesting to extend the existing E.I.S.E.P. (Expanded In-Home Services for the Elderly Program) contracts, as outlined on Schedule A of the resolution request form, commencing April 1, 2008 and terminating March 31, 2009, for a total amount not to exceed \$323,452. She noted that these contracts were renewed every year and had not changed from last year. Hal Payne, Commissioner of Administrative & Fiscal Services, said that Andy Cruickshank from Fort Hudson Home Care Agency, had inquired about contracting with the County. Mrs. Kelly stated that she had met with Fort Hudson Home Care Agency and had funds available in the budget to contract with them; however, she added, they were currently certified for level 1 services and she would contract with them when they were certified for level 2 services.

Motion was made by Mr. Sokol, seconded by Mr. Taylor and carried unanimously to extend the E.I.S.E.P. contracts, as outlined above. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

Mrs. Kelly stated that she was requesting to extend the existing Community Services contracts, as outlined on Schedule A of the resolution request form, commencing March 31, 2008 and terminating April 30, 2009, for a total amount not to exceed \$66,910. She added that there had been slight changes to last year's contracts, one of which was the addition of the Town of Horicon for transportation services.

Motion was made by Mrs. Simmes, seconded by Mr. Sokol and carried unanimously to extend the Community Services contracts, as outlined above. A

copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.

Mrs. Kelly stated that she was requesting to amend the current contract with Peer Place Networks, LLC to increase the contract for an amount not to exceed \$10,000 to cover the cost of the subscription fees for additional users not covered in the original contract as a result of the Point of Entry (POE) Program. She explained that the State had mandated the need for a reporting system for all the OFA programs. She said that it had been installed approximately 1½ years ago and the program would be used by the Health Nurses, Coordinated Care and the OFA to access information on clients.

Motion was made by Mr. Sokol, seconded by Mrs. Simmes and carried unanimously to amend the contract with Peer Place Networks, LLC, as outlined above. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

Mrs. Kelly apprised that she was requesting to reappoint members of the Advisory Council, effective date of January 1, 2008 and terminating December 31, 2008. She said that a list of all members was attached to the resolution request form and the last page noted any changes from last year. She noted that the OFA was required to have an Advisory Council.

Motion was made by Mrs. Simmes, seconded by Mr. Taylor and carried unanimously reappointing the members of the Advisory Council, as outlined above. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

Mrs. Kelly said that she was requesting a new contract with the Town of Horicon for transportation services under the Community Services for the Elderly (CSE) Program, commencing April 1, 2008 and terminating March 31, 2009, for a total amount not to exceed \$1,280.

Motion was made by Mr. Sokol, seconded by Mrs. Simmes and carried by majority vote to authorize the new contract with the Town of Horicon, as outlined above, with Mr. Bentley abstaining. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

Mrs. Kelly stated that she was requesting to fill the vacant position of Food Service Helper, base salary of \$19,690, Employee No. 8899, due to retirement. She noted that the funds were available in her budget. Mr. Sokol asked if the position was necessary and Mrs. Kelly replied affirmatively and added that the staff had

requested additional help. She said that the main mealsite was in the senior housing across from Adirondack Community College.

Motion was made by Mr. Taylor, seconded by Mr. Sokol and carried unanimously to authorize the filling of the vacant position, as outlined above and to forward same to the Personnel Committee. *A copy of resolution request is on file with the minutes.*

Mrs. Kelly apprised that she was requesting a new contract with Kelly Hamlin to provide registered dietician services to Hamilton County mealsites, as well as some menu development and/or review, commencing February 1, 2008 and terminating January 31, 2009, for a total amount not to exceed \$5,000. She noted that the OFA was required to have a registered dietician for a minimum of 20 hours per week. She stated in the past they had one dietician who had covered Hamilton and Warren Counties. She added that they had been advertising for a dietician for Warren County but had not found one yet. She said they would hire Ms. Hamlin to save money on mileage, as the \$5,000 included the cost of her transportation.

Motion was made by Mr. Sokol, seconded by Mrs. Simmes and carried unanimously to authorize the new contract with Kelly Hamlin, as outlined above. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

Discussion ensued pertaining to the cost of gas and mileage reimbursement.

Mrs. Kelly stated that she was requesting a new contract with Goldenlane Associates, Inc. to provide for administration of Title III-E (National Caregivers Support Program) using carry over program funds, commencing January 1, 2008 and terminating December 31, 2008, for a total amount not to exceed \$35,000. She said that Goldenlane Associates, Inc. was a contract agency out of Delmar, New York, who also ran a long term care insurance education program. Christie Sabo, Fiscal Manager of the OFA, apprised that funds were carried over at the end of the year and the carry over funds were expended prior to regular allocations. She added every year there were additional funds carried over; however, she further added, this year they were trying to expend the carry over funds that had accumulated over a number of years. Mrs. Kelly noted that there was a proposal packet from Goldenlane Associates, Inc. included in the Agenda packet that outlined the services that would be provided. Mr. Sokol asked if the carry over funds could be used elsewhere and Mrs. Sabo replied that they could not and added that they were specific to the Title III-E Program.

Motion was made by Mrs. Simmes, seconded by Mr. Sokol and carried unanimously to authorize the new contract with Goldenlane Associates, Inc., as

outlined above. *A copy of the resolution request is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

Discussion ensued.

Mrs. Kelly apprised that she was requesting to amend the 2008 County budget to increase estimated revenues and appropriations in the amount of \$46,667 in order to expend Title III-E carry over funds. Joan Sady, Clerk of the Board, noted that the appropriations were more than the revenues. Mrs. Sabo stated that there was a 75% Federal share and a 25% County share (for both Hamilton and Warren Counties) and added that she did not have a budget code for the Title III-E for Warren County. Mrs. Sady said that they would have to discuss the budget codes with the Treasurer's Office and added that the New World System dealt in whole dollar amounts only.

Motion was made by Mr. Sokol, seconded by Mr. Taylor and carried unanimously to amend the 2008 County budget, as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes. Note: subsequent to the meeting, it was determined that the County share of the Title III-E carry over funding would be done through a transfer of funds from Contingent Fund (A.1990 469), as this was not budgeted in the 2008 OFA budget.*

Mrs. Kelly advised that Goldenlane Associates, Inc. would hold a long term care insurance seminar that afternoon at 12:00 p.m. and 1:00 p.m in Room 6-103 of the Municipal Center.

Having concluded the Office for the Aging portion of the Committee meeting, Mrs. Kelly and Mrs. Sabo exited the meeting at 10:19 a.m.

Margaret Sing-Smith, Director of the Youth Bureau, entered the meeting at 10:26 a.m.

Mr. Bentley reconvened the meeting of the Health Services Committee at 10:30 a.m.

Motion was made by Mr. Sokol, seconded by Mr. Taylor and carried unanimously to approve the minutes of the November 1, 2007 Committee meeting, subject to correction by the Clerk of the Board.

Proceeding with the Youth Services portion of the Committee meeting, privilege of the floor was extended to Margaret Sing Smith, Director of the Youth Bureau, who distributed copies of the Agenda to the Committee members; *a copy of the Agenda is on file with the minutes.*

Ms. Smith noted that the Youth Bureau was located in the CNA Building in the City of Glens Falls. She added that they shared space with the Office for the Aging. She stated that the Youth Bureau had been in existence since the 1970's and it's purpose was as an advocate for the welfare, protection and the positive development of youths up to age 21. She said that New York State provided funding in order for the community to get involved in programming for youths. She added that the legislation for the funding was in a per capita formula, which was \$4.52 per youth for Warren County. She said that Warren County had approximately 17,550 youths (under age 21), which represented 29% of the population.

Ms. Smith stated that the Youth Bureau worked with the Warren County Youth Board, which consisted of representatives from each municipality including 2 members that were under age 21. She said that she was in the process of updating the Youth Bureau brochure which would include the names of the newly appointed members of the Warren County Youth Board.

Ms. Smith said the Warren County youths received benefits from a variety of cost-free programs that received funds through the Youth Bureau. She added that some of those programs were listed on the yellow page in the Agenda packet, a copy of which is on file with the minutes. She apprised that the Youth Bureau contracted with non-profit agencies and worked with the municipalities to help them to receive funding for cost-free youth programming in their towns. She added that the Youth Bureau received approximately \$38,000 for recreation, which was divided among the municipalities based on the recommendations of the Warren County Youth Board. She stated that the Youth Board had requested that the municipalities research the needs of their youths and find new ways to meet those needs. She said that some municipalities had developed new ideas and as a result had been awarded additional funds. She apprised that the New York State restriction on the funding was that no fees could be charged for the programs that were operated with those funds.

Ms. Smith expounded that the members of the Warren County Youth Board were selected by their municipality. She said that there were 20 members, two of which needed to be under age 21. She stated that there were currently 3 openings on the Youth Board. She said that the youth members of the Youth Board were recruited by her using an application process. She added that the Youth Board met at the Warren County Municipal Center and had approximately 6 meetings per year.

She apprised that she was requesting to reappoint Annie McMahon from the Town of Lake Luzerne as a member of the Warren County Youth Board, effective January 1, 2008 and terminating December 31, 2010.

Motion was made by Mr. Sokol, seconded by Mr. Taylor and carried unanimously to reappoint Annie McMahon as a member of the Warren County Youth Board, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the February 15, 2008 Board meeting.*

Ms. Smith expounded that Americorps was a Federally funded program that placed volunteers into communities in a variety of capacities. She said it was similar to a domestic version of the Peace Corps. She said that the youths, who obtained a position with Americorps, would receive either a stipend or funding towards their education. She stated that the Youth Bureau had hoped to sponsor some Americorps positions; however, she added, she did not have any specifics at this time.

Ms. Smith apprised that she was requesting to host the Warren Washington Youth Leadership Summit on March 12, 2008, at Adirondack Community College, at a cost of approximately \$800 for food and beverages. She noted that there was some funding available from the ACT for Youth grant; however, she added, she needed Committee approval in the event that additional funds were needed.

Motion was made by Mr. Taylor, seconded by Mr. Sokol and carried unanimously to authorize the Youth Bureau to host the Warren Washington Youth Leadership Summit, as outlined above. *A copy of the Request to Host Meeting or Conference is on file with the minutes.*

Ms. Smith stated that the County Youth Needs Forum would be held on February 6, 2008 and added that she had invited Youth Board members to help develop focus areas for 2008. She said that the New York State Youth Leadership Forum would be held on February 11-12, 2008 in Albany, New York. She added that she would be transporting 4 youths there to meet the Senator and Assemblywoman. She apprised that an ACT for Youth Workshop would be held on March 8, 2008 in Albany, New York.

As there was no further business to come before the Health Services Committee, on motion made by Mr. Sokol and seconded by Mrs. Simmes, Mr. Bentley adjourned the meeting at 10:52 a.m.

Respectfully submitted,

Charlene DiResta, Legislative Office Specialist