

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HUMAN SERVICES

DATE: DECEMBER 2, 2008

COMMITTEE MEMBERS PRESENT:

SUPERVISORS BENTLEY
SOKOL
SIMMES
TAYLOR

OTHERS PRESENT:

CANDACE KELLY, DIRECTOR, OFFICE FOR THE AGING
CHRISTIE SABO, FISCAL MANAGER, OFFICE FOR THE AGING
WILLIAM RESSE, DIRECTOR, EMPLOYMENT & TRAINING
SHARON SANO, SENIOR COUNSELOR OF EMPLOYMENT &
TRAINING
MARGARET SING SMITH, DIRECTOR, YOUTH BUREAU
FREDERICK MONROE, CHAIRMAN OF THE BOARD
SUPERVISOR TESSIER
NICOLE LIVINGSTON, DEPUTY CLERK, BOARD OF SUPERVISORS
JOANN MCKINSTRY, DEPUTY COMMISSIONER OF
ADMINISTRATIVE & FISCAL SERVICES
JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBERS ABSENT:

SUPERVISORS GIRARD
STEC
VANNESS

Mr. Bentley called the meeting of the Human Services Committee to order at 1:00 p.m.

Motion was made by Mr. Sokol, seconded by Mrs. Simmes and carried unanimously to approve the minutes of the October 29, 2008 Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Candace Kelly, Director, Office for the Aging, who distributed copies of the agenda to the Committee members, a copy of which is on file with the minutes.

Commencing the agenda review, Christie Sabo, Fiscal Manager of the Office for the Aging, presented a request to submit the four-year annual Implementation Plan for 2009-2010. She stated that the Plan which would be sent to the New York State Office for the Aging, was a comprehensive summary of all of the Departmental Programs, and reflected all program changes.

Motion was made by Mr. Sokol, seconded by Mr. Taylor and carried unanimously to approve the request to submit the Implementation Plan as presented and the necessary resolution was authorized for the December 19, 2008 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mrs. Kelly presented a request to extend the contract with Warren County Health Services for the period January 1, 2009 through December 31, 2009, which authorized the Memorandum of Understanding (MOU) to provide meals to patients under the Long-Term Health Care Program.

Motion was made by Mr. Taylor, seconded by Mr. Sokol and carried unanimously to approve the request to extend the contract with Warren County Health Services for the period January 1, 2009 through December 31, 2009 as outlined above, and the necessary resolution was authorized for the December 19, 2008 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mrs. Kelly requested to extend the various subcontracts under Title IIIB, IIID, and IIIE for one year as outlined in Schedules A, copies of which are on file with the minutes.

Mrs. Kelly stated that due to the lack of available funds, increases had not been imposed for the items outlined in Schedule A and, she said, the tentative allocation schedule for the Federal Programs had

not yet been received. Any decreases would be negligible, she said.

Motion was made by Mrs. Simmes, seconded by Mr. Sokol and carried unanimously to approve the request to extend the various subcontracts as outlined in Schedules A for the period January 1, 2009 through December 31, 2009, and the necessary resolution was authorized for the December 19, 2008 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Next, Mrs. Kelly requested to extend the contract with Warren/Hamilton Counties A.C.E.O., Inc. for one year, to provide daily meal site transportation to and from the meal site, Monday through Friday, for Glens Falls and Queensbury Senior Citizens, in the amount of \$19,000 which reflected a \$1,000 increase over 2008.

Motion was made by Mr. Sokol, seconded by Mr. Taylor and carried unanimously to approve the request to extend the contract with Warren/Hamilton Counties A.C.E.O., Inc. for the period from January 1, 2009 through December 31, 2009 for meal site transportation as outlined above, in the amount of \$19,000 for the year and the necessary resolution was authorized for the December 19, 2008 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Tessier exited the meeting at 1:05 p.m.

Mrs. Kelly presented a request to amend the County Budget to increase estimated revenues and appropriations in the amount of \$7,025 to include Program Year 3 funds to cover claimed expenses for Hamilton County.

Motion was made by Mr. Sokol, seconded by Mrs. Simmes and carried unanimously to approve the request to amend the County Budget in the amount of \$7,025 as outlined above, and to refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Continuing with the agenda review, Mrs. Kelly presented a request to amend the County Budget to increase estimated revenues and appropriations in the amount of \$10,000 due to an increase in travel and food costs.

Motion was made by Mr. Taylor, seconded by Mr. Sokol and carried unanimously to approve the request to amend the Budget in the amount of \$10,000, as outlined above, and to refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

The next request, Mrs. Kelly stated was a request to transfer funds in the amount of \$1,000 from Code A.6785 220 POE-W-Office Equipment to Code A.6785 422 POE-W-Repair/Maintenance Equipment.

Motion was made by Mr. Sokol, seconded by Mrs. Simmes and carried unanimously to approve the transfer of funds in the amount of \$1,000 as outlined above, and to refer same to the Finance Committee. *A copy of the request for Transfer of Funds is on file with the minutes.*

Mrs. Kelly reviewed the issue of a shortfall in funds which, she said, had been discussed back in January, and she stated that she had anticipated an increase in food and fuel costs. Mrs. Sabo noted that the cost of transportation in 2007 was \$54,000, and \$40,000 had been budgeted for transportation in 2008. She asserted that the significant increase in fuel costs had resulted in the need to transfer funds.

With respect to cost savings, Mrs. Kelly apprised that the Department considered removing the evening meal and canvassed the evening meal recipients to assess the need. Additionally, she said, a Dietician was hired who reviewed the existing menu for cost saving opportunities.

Mrs. Sabo presented a request to transfer funds from the Contingent Code A.1190 469, to various Title IIIC and SNAP Codes as listed. She stated that the Department would be judicious with the transferred funds and that all of the funds may not need to be used; however, she said, it was best to obtain sufficient funds at this time.

A discussion ensued.

Motion was made by Mr. Sokol, seconded by Mr. Taylor and carried unanimously to approve the request for transfer of funds from Contingent Fund as outline above, and to refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

This concluded the Office for the Aging portion of the Human Services Committee meeting.

Chairman Monroe entered the meeting at 1:14 p.m.

Privilege of the floor was extended to William Resse, Director of Employment and Training, who distributed the agenda to Committee members, a copy of which is on file with the minutes. Mr. Resse presented the first request to amend the County Budget to increase estimated revenues and appropriations in the amount of \$47,875 to reflect receipt of Federal Funds.

Motion was made by Mr. Sokol, seconded by Mrs. Simmes and carried unanimously to approve the request to amend the Budget as outlined above and to refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

The second item, Mr. Resse stated, was a request for a transfer of funds as listed on page two of the agenda which would move funds from WIA Office Equipment to Salaries, and from WIA Overtime to Office Equipment, in the amount of \$6,921.

Motion was made by Mr. Sokol, seconded by Mr. Simmes and carried unanimously to approve the request to transfer funds within various codes as listed, and to refer same to the Finance Committee. *A copy of the request for Transfer of Funds is on file with the minutes.*

Agenda Item 3, he stated was a request to appoint three individuals to the Workforce Investment Board (WIB) as follows: Mike Regan and Debra Meier who represented the Business sector, and Scott Martel, who would represent Organized Labor.

Motion was made by Mr. Taylor, seconded by Mr. Sokol and carried unanimously to approve the three appointments to the Workforce Investment Board as outlined above and the necessary resolution was authorized for the December 19, 2008 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Resse presented the next item, the Performance Standards report for Warren, Washington and Saratoga Counties and referred the Committee to the chart included with the agenda. Mr. Resse noted the Federal Common Measures and the New York State System Goals, and asserted that all

Federal performance standards had been met. He stated that the State goals included incentive dollars for the purpose of performance improvement, and only one standard had not been met.

Concluding the agenda review, Mr. Resse addressed the pending item pertaining to the Supervision Policy and he stated that the revised text would be reviewed by the appropriate individual and forwarded on to the County Attorney in an effort to align the policy with State policy standards. He stated that the Supervision Policy was a joint effort of the State Department of Labor and the Warren County Department of Employment and Training, and once approved, the necessary resolution would be submitted, or if necessary, further discussions with the Union could be arranged.

This concluded the Employment and Training portion of the Human Services Committee meeting.

Mr. Bentley extended privilege of the floor to Margaret Sing Smith, Director of the Youth Bureau, who distributed copies of the agenda to the Committee members, a copy of which is on file with the minutes. She commenced the agenda review with new business which included the 2009 Youth Bureau Goals and she stated she would email the report to the Committee members.

Mrs. Smith presented a request for the reappointment of the members of the Warren County Youth Board and she noted the list of names was included with the agenda. She reported that following today's meeting she would obtain signatures from the Town Supervisors to confirm reappointment, and would provide the certificates of appointments for same. Additionally, she stated, there were a few openings on the Youth Board and she stated that she would report on the status of the openings at a later time.

Pertaining to State funding for the 2008 Youth Programs, Mrs. Smith apprised that there were no additional reductions in State local assistance funds for local Youth programs and that all municipalities had filed their claims for 2007 funding, and only two municipalities had not yet filed their 2008 claims.

Regarding State funding for 2009 Youth Programs, Mrs. Smith requested permission to prepare and send a letter to Senator Little regarding 2009 funding and assert that difficult economic conditions impacted working families. Mrs. Smith stated that program applications had been received; however, she said, information regarding State local assistance funding had not.

Mrs. Smith requested approval on the Annual Plan Update for the Warren County Children's Youth Services Plan which was prepared in a joint effort with the Warren County Department of Social Services (DSS) and the Warren County Probation Department. She noted that she would submit the update to the 3-year plan which provided the focus for Youth Services and identified shared needs among the Youth Bureau, DSS, and the Probation Department.

The last item, she stated, which had not been included on the agenda, was an in-state travel request to attend the Association of New York State Youth Bureau 2009 Youth Leadership Forum in Albany, New York, on February 9 and 10, 2009, requesting use of a County vehicle, and meal costs not to exceed \$100.

Mrs. Smith expounded that she had attended the annual forum for several years with local students and the event offered students the opportunity to meet State Legislators which included Senator Little and Assemblywoman Sayward.

Motion was made by Mr. Sokol, seconded by Mr. Taylor and carried unanimously to approve the travel request as presented. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

There being no further business before the Human Services Committee, on motion by Mr. Sokol and seconded by Mrs. Simmes, Mr. Bentley adjourned the meeting at 1:31 p.m.

Respectfully submitted,

Joanne Collins, Legislative Office Specialist