

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HUMAN SERVICES (Including Employment & Training, Office for the Aging, Veterans' Services, Youth Programs)

DATE: AUGUST 28, 2009

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SIMMES
BENTLEY
VANNESS
SOKOL
TAYLOR

COMMITTEE MEMBERS ABSENT:

SUPERVISORS GIRARD
STEC

OTHERS PRESENT:

CANDACE KELLY, DIRECTOR, OFFICE FOR THE AGING
CHRISTIE SABO, FISCAL MANAGER, OFFICE FOR THE AGING
WILLIAM RESSE, DIRECTOR, EMPLOYMENT AND TRAINING
ADMINISTRATION
MARGARET SING SMITH, DIRECTOR, YOUTH BUREAU
FREDERICK MONROE, CHAIRMAN OF THE BOARD
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE AND FISCAL
SERVICES
JOANN MCKINSTRY, DEPUTY COMMISSIONER OF
ADMINISTRATIVE AND FISCAL SERVICES
JOAN SADY, CLERK OF THE BOARD
SUPERVISORS O'CONNOR
PITKIN
STRAINER
THOMAS
SARAH MCLENITHAN, LEGISLATIVE OFFICE SPECIALIST

Mrs. Simmes called the meeting of the Human Services Committee to order at 10:08 a.m.

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

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

Mr. Resse requested approval to appoint Patricia Carte to the Saratoga-Warren-Washington Counties Workforce Investment Board (SWWWIB) commencing September 18, 2009 and terminating June 30, 2012.

Motion was made by Mr. VanNess, seconded by Mr. Bentley and carried unanimously to authorize the appointment to the SWWWIB as outlined above and the necessary resolution was authorized for the September 18, 2009 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Resse requested authorization for Sharon Sano to attend the New York State Association of Training and Employment/New York State Department of Labor (NYATEP/NYS DOL) Fall Conference from October 19 through October 21, 2009 in Rochester, New York.

Motion was made by Mr. VanNess, seconded by Mr. Bentley and carried unanimously to authorize Sharon Sano to attend the NYATEP/NYS DOL Fall Conference as outlined above. A copy of the request to Attend a Meeting or Convention is on file with the minutes.

Mr. Resse requested authorization for the Chairman of the Board to sign the plan modification with the New York State Department of Labor for the Saratoga-Warren-Washington workforce area. He explained that this would extend the current plan from July 1, 2009 through June 30, 2010.

Motion was made by Mr. Sokol, seconded by Mr. VanNess and carried unanimously to authorize the Chairman of the Board to sign the plan modification with the New York State Department of Labor for the Saratoga-Warren-Washington workforce area and the necessary resolution was authorized for the September 18, 2009 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Resse requested a transfer of funds in the amount of \$500 from WIA Youth Stim-Salaries-Part-time to WIA Youth Stim-Salaries-Full-time to align the budget with expenditures.

Motion was made by Mr. Bentley, seconded by Mr. Sokol and carried unanimously to approve the request for a transfer of funds as outlined above and forward same to the Finance Committee. *A copy of the Request for Transfer of Funds is on file with the minutes.*

Mr. Resse presented a request for a contract with the Washington-Saratoga-Warren-Hamilton-Essex Board of Cooperative Educational Services (WSWHE BOCES) to provide General Equivalency Diploma (GED) basic skills instructional services for the Workforce Investment Act (WIA) Youth Employment Program, commencing October 1, 2009 and terminating June 30, 2010, for a total amount not to exceed \$9,600.

Motion was made by Mr. VanNess, seconded by Mr. Sokol and carried unanimously to authorize the contract with WSWHE BOCES as outlined above and the necessary resolution was authorized for the September 18, 2009 Board meeting. *A copy of the resolution request form is on file with the minutes.*

With regards to program activity updates, Mr. Resse apprised that he felt the Summer Employment Program had been successful in instilling proper work ethics in the young people involved. He pointed out that an article had been written in the *Glens Falls Leader* about the awards picnic that took place on August 20, 2009, a copy of which is on file with the minutes. He noted that there had been a total of 115 youths participating in this years summer program, which was more than usual due to the additional Federal Stimulus funds received.

Mr. Resse advised that a training effort was underway in conjunction with BOCES related to a mechanical technology training program. He explained that it provided the skills that local manufacturers were seeking in prospective employees. He said that when the student completed the program they received a State certification in mechanical technology that was recognized across the United States.

Mr. Resse apprised that the Department had been able to help more displaced workers due to the additional Federal Stimulus funds that were received.

With regards to the listing of pending items from prior meetings, Mr. Resse advised that the County Attorney's Office and Human Resources were still reviewing the Policy for staff supervision/oversight of the One Stop Centers.

Pending Item two, Mr. Resse apprised, pertained to whether County Nursing Facilities within the three Counties could be used for placement of licensed practical nursing program students. He apprised that he had been informed that WSWHE BOCES was in the process of implementing the local facilities into their training program.

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 which is on file with the minutes.

Ms. Kelly requested to amend the 2009 County budget to increase estimated revenues and appropriations in the amount of \$8,000 to reflect the receipt of funds allocated by the New York State Office for the Aging for NY Connects Point of Entry (POE) in Hamilton County.

Motion was made by Mr. Sokol, seconded by Mr. Taylor and carried unanimously to amend the 2009 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.*

Ms. Kelly requested to amend the 2009 County budget to increase estimated revenues and appropriations in the amount of \$11,000 to reflect the receipt of funds allocated by the New York State Office for the Aging for NY Connects Point of Entry (POE) in Warren County.

Motion was made by Mr. VanNess, seconded by Mr. Bentley and carried unanimously to amend the 2009 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.*

Ms. Kelly requested to amend the existing contract with Greater Adirondack Home Health Aides to increase the contract for an amount not to exceed \$15,000. She stated that the money was included within the budget.

Motion was made by Mr. Sokol, seconded by Mr. VanNess and carried unanimously to amend the contract with Greater Adirondack Home Health Aides as outlined above and the necessary resolution was authorized for the September 18, 2009 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Ms. Kelly request to amend the contract with Catherine Keating-Stauch, to allow her to cover Hamilton County under her existing contract terms, when necessary.

Motion was made by Mr. Taylor, seconded by Mr. VanNess and carried unanimously to amend the contract with Catherine Keating-Stauch as outlined above and the necessary resolution was authorized for the September 18, 2009 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Ms. Kelly requested to fill the vacant position of Meal Site Cook (Long Lake), base salary of \$17,176, due to resignation. Ms. Kelly explained this position was 100% funded by Hamilton County.

Motion was made by Mr. Bentley, seconded by Mr. VanNess and carried unanimously to approve the request to fill the vacant position of Meal Site Cook (Long Lake), as outlined above and to forward same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.*

Ms. Kelly requested a transfer of funds in the amount of \$3,500 from Code A.6774 445 to Code A.6774 260 to purchase a new dishwasher for the Town of Bolton Landing meal site.

Motion was made by Mr. Sokol, seconded by Mr. Bentley and carried unanimously to approve the request for a transfer of funds as outlined above and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds is on file with the minutes.*

Ms. Kelly requested permission to apply to the New York State Office for the Aging for Medicare Improvements for Patients and Providers Act (MIPPA) funding commencing June 1, 2009 and terminating May 31, 2010 for an amount not to exceed \$9,206.

Motion was made by Mr. VanNess, seconded by Mr. Bentley and carried unanimously to authorize the application to the New York State Office for the Aging for MIPPA funding as outlined above and the necessary resolution was authorized for the September 18, 2009 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Ms. Kelly requested permission to host the Long Term Care Council Meeting on September 16, 2009.

Motion was made by Mr. Sokol, seconded by Mr. Taylor and carried unanimously to approve the request to host a meeting or conference as outlined above. *A copy of the request to Host Meeting or Conference is on file with the minutes.*

Ms. Kelly requested permission for Harriet Bunker to attend the Long Term Care Ombudsman Annual Training in Syracuse, NY from October 7 through October 9, 2009.

Motion was made by Mr. VanNess, seconded by Mr. Bentley and carried unanimously to approve the request to Attend Meeting or Convention as outlined above. *A copy of the request to Attend meeting or Convention is on file with the minutes,*

With regards to the OFA Budget, Ms. Kelly apprised that she was working with Hal Payne, Commissioner of Administrative and Fiscal Services, to calculate the amount of money necessary to budget for rental expense for their Office space in the Human Services Building (HSB). Mr. Payne advised that the annual rental charge would be \$49,504, which was an increase of \$685.

Christie Sabo, Fiscal Manager, queried whether the office space that would be utilized by the Department of Social Services was subtracted from the total square footage and Mr. Payne replied in the negative. He advised that if the total square footage used by the OFA could be reduced to 3,190 square feet, there would be a savings of \$3,000 in rental expense from the prior year. Ms. Kelly interjected that although the rental expense had been decreased, it would still be necessary to reduce the 2010 OFA Budget request.

Privilege of the floor was extended to Margaret Sing Smith, Director of the Youth Bureau, who distributed copies of her agenda to the Committee; a copy of which is on file with the minutes.

Ms. Smith advised that it was necessary to discuss the Youth Bureau 2010 Budget request and she apologized for not making the presentation prior to the August 25, 2009 Budget meeting. She explained that she focused on three goals when presenting her Budget request, which were maximizing State funds to the County, downsizing the Department and doing what was best for the County youth.

Ms. Smith proposed reducing the Youth Bureau Director to a part-time position, which would allow for the County to be reimbursed from the State for the position, as well as to receive 50% reimbursement for the staff salaries. She pointed out that when she first started with the County she worked part-time which caused her credited time in the retirement system to be pro-rated.

She apprised that if the Youth Bureau was reduced to one position, a plan would need to be developed with regards to the administration and funding to manage the Youth Bureau to ensure that the maximum amount of revenue was received from the State.

Ms. Smith advised that it was necessary address the Youth Court Budget, as the Budget Committee felt that

no County funds were allocated to the Youth Court which was not the case. She explained that for accounting purposes the funds were allocated to the Youth Court through the DSS.

Mr. VanNess asked Ms. Smith if she had earned enough credit in the New York State Retirement System to retire and she replied she was unsure of the retirement credits she had earned because a number of the qualifying positions she had held in the past were part-time temporary positions. Mr. VanNess directed Ms. Smith to research the matter to determine her retirement eligibility and return to the Committee with her findings. He stated that the Committee did not desire to force any employee into retirement who was not eligible to receive their maximum benefits.

Mr. Payne advised that Sheila Weaver, Commissioner of the Department of Social Services (DSS), had expressed an interest in absorbing the Youth Bureau Department within the DSS when they moved to the HSB due to the fact that some of the funding received for the Youth Bureau was allocated through DSS. He suggested transferring the Deputy Director of the Youth Bureau into the vacant position of Senior Account Clerk within the DSS with a specialization in Youth funding and retaining Ms. Smith as the part-time Youth Bureau Director.

Motion was made by Mr. VanNess, seconded by Mr. Taylor and carried unanimously to refer the above matter to the Budget Committee for further review.

For informational purposes, Ms. Smith requested a proclamation in recognition of National Youth Court Month in September and added she would provide the necessary documentation to the Clerk of the Board. She then said she would be requesting a few moments at the September 18, 2009 Board meeting to recognize the youths involved with the Warren County Youth Court Program.

As there was no further business to come before the Human Services Committee, on motion made by Mr. VanNess and seconded by Mr. Sokol, Mrs. Simmes adjourned the meeting at 11:51 a.m.

Respectfully submitted,

Sarah McLenithan, Legislative Office Specialist