

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HUMAN SERVICES - EMPLOYMENT & TRAINING ADMINISTRATION AND OFFICE FOR THE AGING

DATE: JULY 22, 2011

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<b>COMMITTEE MEMBERS PRESENT:</b>	<b>OTHERS PRESENT:</b>
SUPERVISORS STRAINER	CHRIS HUNSINGER, DIRECTOR, EMPLOYMENT & TRAINING
GIRARD	ADMINISTRATION
SOKOL	CHRISTIE SABO, DIRECTOR, OFFICE FOR THE AGING
BENTLEY	DANIEL G. STEC, CHAIRMAN OF THE BOARD
CHAMPAGNE	JOAN SADY, CLERK OF THE BOARD
WOOD	JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
	KEVIN GERAGHTY, BUDGET OFFICER
<b>COMMITTEE MEMBER ABSENT:</b>	SUPERVISORS TAYLOR
SUPERVISOR VANNESS	THOMAS
	AMANDA ALLEN, SR. LEGISLATIVE OFFICE SPECIALIST

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Mr. Strainer called the meeting of the Human Services Committee to order at 11:15 a.m.

Motion was made by Mrs. Wood, seconded by Mr. Girard and carried unanimously to approve the minutes of the prior meeting, subject to correction by the Clerk of the Board.

Mr. Strainer began the meeting by presenting a travel request on behalf of Denise DiResta, Director of Veterans' Services, who had been unable to attend. He explained Ms. DiResta was seeking authorization to attend the 2011 CVSOA (County Veterans Service Officers Association) Annual Conference at American Legion Post #230 in Sherrill, NY on August 12<sup>th</sup>, as well as for use of a County fleet vehicle for said travel.

Motion was made by Mr. Bentley, seconded by Mr. Sokol and carried unanimously to approve the aforementioned travel request; *a copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

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

Commencing with Agenda Item 1, Ms. Sabo presented a request to fill the vacant position of Meal Site Manager #2, base salary of \$20,743. She apprised the vacancy had been created when the previous employee had been unable to return to work after one year of cumulative disability leave and noted that all requirements of the Civil Service Law had been met prior to seeking to fill the position, including providing written notification to the employee on three separate occasions. Ms. Sabo said a substitute had been used to fill the position on a temporary basis and they were now seeking to fill it permanently; she concluded that there would be a savings in salary costs to the County.

Motion was made by Mr. Sokol, seconded by Mr. Girard and carried unanimously to approve the request to fill the vacant position of Meal Site Manager #2, base salary \$20,743, and refer same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Ms. Sabo advised Agenda Item 2 consisted of a request for authorization to attend the New York State Area Agencies on Aging 2011 Leadership Institute on November 2<sup>nd</sup> - 4<sup>th</sup> in Watkins Glen, NY. She noted that overnight accommodations would be required at a rate of \$195 per night, as well as the use of a County vehicle.

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

Moving on, Ms. Sabo provided the Committee with an update on the Warrensburg meal site, noting that they had contacted both the New York State Office for the Aging and Department of Health to advise of their plans to move it to the Countryside Adult Home, but had not yet given notice to the church where it was currently located as final approvals had not been received to indicate there would be no reductions in State funding to Countryside resulting from this change. She added that if the meal site were moved, there might be some disappointment from certain members of the Warrensburg community, but said they would deal with these issues as they arose. JoAnn McKinstry, Assistant to the County Administrator, apprised that because the State currently funded 50% of Countryside operations, they would need to obtain written approvals from the State relative to the meal site relocation confirming there would be no resulting effects on the level of funding received at that facility; she said she was currently working with the Department of Social Services to resolve this issue.

In response to a question posed by Mr. Strainer, Mrs. McKinstry advised that if Countryside staff prepared food for the meal site, the State would not provide reimbursement for those wages. Mr. Strainer then pointed out that both the meal site and Countryside already had their own food preparation staff intact and he was confused as to why one would be used for the other. Ms. Sabo responded that she too was confused by this issue and did not understand why the costs could not be assessed on a per meal basis as the staff would be helping each other. She advised they would be able to clearly reflect the difference in the number of meals served at the facility once the meal site was introduced and noted the Office for the Aging would pay for use of the facility, thereby ensuring no additional costs would be incurred by Countryside. Mrs. McKinstry clarified that although there would be no additional costs to Countryside, the State might be resistant to providing the maximum reimbursement to the facility dependent upon the way in which the meals were charged out. She then reiterated that approvals from the State were necessary prior to moving the meal site location to confirm there would be no loss of financial assistance to Countryside relating to this issue and advised the Social Services staff were currently reviewing the matter and should have it resolved within the next month. Mrs. McKinstry concluded that while she did not believe the State would disapprove the planned relocation, she did not think they could move forward without their input.

Mr. Geraghty stated his displeasure with the need for State review and approval in this matter as he felt it caused unnecessary delays and advised that if provided with the proper contact name, he would forward a letter to this effect.

Discussion ensued.

Concluding her review, Ms. Sabo apprised that thus far in 2011, 73,294 meals had been served at the meal sites with 54% of those having been prepared at the Cedars site where one position had recently been reduced by five hours per week.

Privilege of the floor was extended to Chris Hunsinger, Director of the Employment & Training Administration, who distributed copies of the meeting agenda to the Committee members. *A copy of the agenda is also on file with the minutes.*

Mrs. McKinstry left the meeting at 11:26 a.m.

Mr. Hunsinger announced Agenda Item 1 included a request for a new contract with BOCES for educational services provided for GED (General Education Diploma)-basic skills instruction in connection with the Workforce

Investment Act Youth Employment program. He said the contract would be for an amount not to exceed \$12,600 with a term beginning on or after June 30, 2011 and terminating no later than June 30, 2012.

Motion was made by Mrs. Wood, seconded by Mr. Bentley and carried unanimously to approve the request for a new contract as previously noted and the necessary resolution was authorized for the August 19<sup>th</sup> Board meeting. *A copy of the request is on file with the minutes.*

Continuing, Mr. Hunsinger presented a request to amend the County Budget in the amount of \$15,046 to reflect the receipt of Federal funding to reimburse the costs of training for eligible adults. Additionally, he noted, the agenda included a request for a transfer of funds in the amount of \$1,000 to cover overtime costs. Mr. Hunsinger apprised that although his staff typically adjusted their schedules to refrain from incurring overtime expenses, in this case it had been unavoidable.

Motion was made by Mr. Girard, seconded by Mr. Sokol and carried unanimously to approve both the request to amend the County Budget and for transfer of funds as outlined above and refer same to the Finance Committee. *Copies of both the requests are on file with the minutes.*

Mr. Hunsinger stated Agenda Item 3 consisted of a travel request for himself and Sharon Sano, Senior Counselor, to attend the Workforce New York 2011 Fall Conference in Albany, NY on October 18<sup>th</sup> - 19<sup>th</sup>, as well as for use of a County fleet vehicle to facilitate such travel. He noted that although attendance at the Conference was not mandatory, it was highly recommended.

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

Concluding his review, Mr. Hunsinger announced the agenda included a flyer advertising the annual awards ceremony for the Warren County Youth Employment Program which was scheduled to be held on August 15<sup>th</sup> at noon and he invited any interested Supervisors to attend. Mr. Strainer said that he had attended the 2010 ceremony and had been very impressed by the performances of the youth involved in the Employment Program; he encouraged all of the Committee members to attend, noting that their presence would be appreciated.

A brief discussion ensued.

There being no further business to come before the Human Services Committee, on motion made by Mr. Sokol and seconded by Mr. Champagne, Mr. Strainer adjourned the meeting at 11:32 p.m.

Respectfully submitted,  
Amanda Allen, Sr. Legislative Office Specialist