

Warren County Board of Supervisors

Committee: Social Services

Date: March 23, 2012

Committee Members Present:

Supervisors Loeb
Kenny
Bentley
Strainer
Wood
Sokol

Others Present:

Representing the Department of Social Services:
Suzanne Wheeler, Acting Commissioner
Julie Montero, Fiscal Manager
Deanna Park, Director, Countryside Adult Home
Margaret Sing Smith, Director, Youth Bureau
Paul Dusek, County Administrator
Amanda Allen, Deputy Clerk
Kevin Geraghty, Budget Officer
Supervisor McDevitt
Supervisor Taylor
Supervisor Thomas
Don Lehman, *The Post Star*
Nicole Livingston, Second Deputy Clerk

Committee Member Absent:

Supervisor Westcott

Mr. Loeb called the meeting of the Social Services Committee to order at 10:45 a.m.

Motion was made by Mr. Sokol, seconded by Mr. Strainer and carried unanimously to approve the minutes of the February 24, 2012 Committee meeting, subject to correction by the Clerk of the Board.

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

Commencing the Agenda review, Ms. Smith provided an update on the status of the Warren County Youth Court budget. She advised that from January through March, the Youth Court had been operating on funds received from the City of Glens Falls and the Warren/Washington Victim Impact Panel and she noted that as of March 31, 2012 those funds would be exhausted. She added that the New York State Bar Foundation grant had been awarded to the Youth Court in the amount of \$1,000, the Town of Thurman had donated \$500 and a fundraising event held during the Lake George Winter Carnival had generated \$148.

Ms. Smith presented a request for a contract with the Council for Prevention of Alcohol & Substance Abuse, Inc., to continue funding for the operation of the Youth Court, commencing January 1, 2012 and terminating December 31, 2012, in the amount of \$18,735.

Motion was made by Mr. Strainer and seconded by Mrs. Wood to approve the request as presented.

Mr. Strainer questioned if the \$18,735 would fund the Youth Court for the remainder of the year and Ms. Smith responded that the intention was to make monthly payments per the agreement. Paul Dusek, County Administrator, explained that the Youth Court required approximately \$6,000 per month to operate. Relative to State funding, Ms. Smith advised she had estimated \$11,000 to be received; however, she said, the formula for funding was based on the County's youth population

which had decreased and therefore she anticipated a reduction in State funding. She mentioned that there were additional municipal funds that had been committed and not expended. A brief discussion ensued with regard to the possible shortfall in funding for the Youth Court. Mr. Dusek reminded the Committee members that this program had been having funding difficulties for the past few years and if additional funding streams could not be realized, the program would be eliminated.

Following discussion, Mr. Loeb called the question and the motion was carried unanimously to authorize a contract with the Council for Prevention of Alcohol & Substance Abuse, Inc. as outlined above, and the necessary resolution was authorized for the next Board meeting. A copy of the resolution request form is on file with the minutes.

Ms. Smith requested authorization for the submission of a grant application to the Junior Tennis Foundation, for an amount up to \$2,000, to get more youth involved in the active game of tennis. She reported that fifty-two children in the Towns of Chester and Lake Luzerne had gained tennis skills through this grant in 2011.

Motion was made by Mr. Bentley, seconded by Mrs. Wood and carried unanimously to authorize the submission of a grant application to the Junior Tennis Foundation as outlined above, and the necessary resolution was authorized for the next Board meeting. A copy of the resolution request form is on file with the minutes.

Ms. Smith informed that she did expect receipt of State Youth Development funds and she would be contacting each municipality to determine which towns desired renewal of their applications for said funds to support the youth programs within their townships. She further stated that all towns had received State reimbursement for their youth development programs.

Privilege of the floor was extended to Deanna Park, Director of the Countryside Adult Home, who distributed copies of her agenda to the Committee members; a copy of the agenda is also on file with the minutes.

Ms. Park commenced the Action Agenda review and requested permission to create a part time Institutional Aide position at thirty-two hours per week and to abolish a full time Institutional Aide position at forty hours per week, due to retirement; thereby amending the Department's Table of Organization. She further requested permission to backfill any positions vacated as a result of promotion from within.

Motion was made by Mr. Strainer, seconded by Mr. Bentley and carried unanimously to approve the request as outlined above, and to refer same to the Personnel Committee. A copy of the resolution request form is on file with the minutes.

Ms. Park requested to fill the vacant position of part time Institutional Aide at thirty-two hours per week, annual salary of \$24,215, due to creation. She noted the position was mandated and 50% reimbursed.

Motion was made by Mr. Sokol, seconded by Mr. Strainer and carried unanimously to approve the request to fill the vacant position as outlined above, and to refer same to the Personnel Committee. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Continuing the Agenda review with Old Business, Ms. Park referred to the Pending Items listed and advised Item 1 was for Mr. Dusek to contact Washington County pertaining to the information they received from their consultant and to release an RFP (Request for Proposal) for a consultant to research the possibility of privatizing Warren County's nursing homes, in order to determine the cost. Mr. Dusek reported that the RFP had been prepared and actually related more to Westmount Health Facility. He further stated that a multi-year plan would be presented to the full Board of Supervisors in the near future, including a separate break-out of the Westmount Health Facility information.

Item 2, Ms. Park said, was for the County Attorney to determine whether the County had the ability to enter into a legally binding contract for private payment of the County portion of residency costs for a non-Warren County resident. She noted the matter was still being reviewed.

Ms. Park informed Item 3 pertained to an updated quote for laundry services at Countryside Adult Home and she would provide information on that later in the meeting.

Under Topics for Discussion, Ms. Park reported 80.5 hours of overtime were utilized for the past pay cycle, which included a holiday, and overtime had decreased 46.7 hours overall from last year's figures. She advised the current census was 39 residents, 13 men and 26 women. She remarked that one new referral had been received for a long term resident from another county and they were currently working on four referrals from last month. Ms. Park noted there had been no new admissions and one resident was discharged. She added that one person remained in attendance for the Day Care and there had been no new referrals. She stated that brochures would be sent out to advertise the facility and the Day Care service that was offered.

Relative to the meal site relocation, Ms. Park expounded that the New York State Department of Health had requested a signed Memorandum of Understanding between Countryside and the Office for the Aging, which was executed and forwarded for approval.

Ms. Park apprised the next item for discussion concerned the laundry services for Countryside Adult Home and she had included a spreadsheet in the Agenda that detailed the cost for 2010 and 2011, as well as the updated quotes from outside vendors to provide laundry services for the facility. She added that she had contacted Westmount Health Facility, and was advised that they were not interested in providing an updated quote or bid. She stated that the bid sheets reflected the lowest bidder to be Warrensburg Laundry, at an approximate annual fee of \$17,150 and currently the facility was paying Westmount Health Facility \$27,952 a year. Mr. Dusek expressed his concern with this and reminded the Committee members that Westmount Health Facility would be the topic of conversation over the next few months; therefore, he recommended that the laundry matter be addressed at that time.

Ms. Park remarked that the last item in the Agenda was a request for authorization to purchase a 100 foot cable drum machine auger (power snake) to clear clogged drains at the facility. She explained that the facility rented the equipment when necessary at a cost of \$50 to \$100, depending on the amount of time it took to clear the drain. She noted the equipment could be purchased for \$400, plus \$40 for accessories, which would be a cost savings to the County. She added that Westmount Health Facility had rented the equipment also and the two facilities would share the power snake.

Motion was made by Mr. Kenny, seconded by Mr. Bentley and carried unanimously to authorize the purchase of a 100 foot cable drum machine auger (power snake) at a cost of \$400, plus \$40 for accessories, as outlined above. *Please note, this action does not require a resolution.*

Mr. Dusek referred to an employee issue that needed to be discussed and asked Ms. Park if there was an update to provide. Ms. Park advised the matter had been discussed between herself, the Acting Commissioner of Social Services, and the Committee Chairman and the issue had been resolved. Mr. Loeb added that the issue concerned the moving of staff from one position to another. Mr. Dusek opined this related to the employment history of a particular person or matters leading to the appointment of a particular person; and therefore, he said, an executive session would be appropriate.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously that executive session be declared pursuant to Section 105 (f) of the Public Officers Law.

Executive session was declared from 11:17 a.m. to 11:25 a.m.

The Committee reconvened and Mr. Loeb announced no action was necessary pursuant to the executive session.

There being no further business to present relative to the Countryside Adult Home, privilege of the floor was extended to Suzanne Wheeler, Acting Commissioner of the Department of Social Services (DSS), who distributed copies of her agenda to the Committee members; *a copy of the agenda is also on file with the minutes.*

Commencing the Agenda review, Ms. Wheeler recognized Julie Montero, Fiscal Manager, as Team Leader for the month of February. She also informed that Ana Kerst, Provisional Social Welfare Examiner/Keyboard Specialist, had been chosen as the Team Player for February. She noted that comments from their peers were included in the Agenda packets. The Committee members responded with applause.

Ms. Wheeler advised there were ten travel requests under the Action Items portion of the Agenda, and she presented them as follows:

1. Case Supervisor B, Tammy Breen and staff: Kristy Neel, Andrea Corbin, Denice Spinosa, Melissa Wilkins, Penny Barlow, Betsey Johnson, Katie Lambert, Meaghan Gorman, Pam Parker and Lauren Berry, to attend Penal Code Training at Washington County DSS on April 5, 2012;
2. CPS Caseworkers, Denice Spinosa and Meaghan Gorman, to attend Helping People Change: Techniques for Engaging & Motivating Training at Saratoga County DSS on April 10, 2012;
3. Caseworkers, Penelope Barlow, Melissa Wilkins, Liana Depew and Rachel Johnson, to attend Working with Child Welfare Clients Diagnosed with Co-Occurring Disorders at Saratoga County DSS on April 12, 2012;
4. Caseworkers, Diane Coughlin and Cindy Mulcahy, and Social Services Fraud Investigators, Sharon Walter, Elizabeth Burke and Lisa Zulauf, to attend Child Care Subsidy Training in Albany on April 23-24, 2012;

5. Principal Social Welfare Examiner, Kelly Barker, and Senior Social Welfare Examiner, Mary Wilcox, to attend HEAP 2012-2013 HEAP Coordinators Statewide Meeting in Albany on April 26-27, 2012;
6. Caseworker B Supervisor, Christian Hanchett, to attend two days of Supervisory Training at Saratoga County DSS during the months of May through November 2012;
7. Caseworkers, Rachael DuRose and Christina Mastrianni, to attend GPSII/MAP Leader Certification Training in Albany on May 21-24, 2012 and June 4-8, 2012.
8. Social Welfare Examiners, Josette Kill, Ashley McKinney, Ann Hayden, Genevieve O'Brian, Linda Pechette, Ana Kerst and Heidi Knickerbocker, to attend Welfare to Work Core Training in Albany on June 12-14, 2012 and June 26-28, 2012;
9. Social Services Investigators, Elizabeth Burke, Sharon Walter and Lisa Zulauf, to attend the NYWFIA 2012 Regional Meeting in Albany on October 18, 2012; and
10. John Lord, Kristy Neel, Maureen Taylor, Patricia Martin, Doris Gonnely and Julie Montero, to attend Leadership Training in Albany on October 18, 2012.

Motion was made by Mr. Kenny, seconded by Mr. Bentley and carried unanimously to approve the ten travel requests as presented. Copies of the Authorization to Attend Meeting or Convention forms are on file with the minutes.

Ms. Wheeler directed the Committee members to the Overtime Report included in the Agenda packets. She noted that the amount of overtime for 2012 was still less than the amount used in 2011. She pointed out that the CPS After Hours/On Call Division overtime had increased compared to prior months.

Item IV on the Agenda, Ms. Wheeler stated, pertained to the Budget Status Report, and she requested Ms. Montero to discuss the report. Ms. Montero apprised she had included the Budget Analysis for January through December 2011 which reflected an increase in revenue; however, she said, it was still short of the estimated revenue budgeted for 2011.

Ms. Wheeler expounded Item 5 on the Agenda concerned DSS Program Information and Education. She noted the topic this month was regarding the Fiscal Unit and the processing of checks, which Ms. Montero would explain. Ms. Montero remarked that the DSS received approximately \$200,000 in payments a month from various sources, such as Medicaid, Social Security and Child Support. All money received, she continued, was entered into a computer program to keep track of the funds received and where they were going and a weekly deposit was made. She added that they received around fifty checks per week. A brief discussion ensued relative to the Fiscal Unit. Ms. Wheeler confirmed there were 'checks and balances' in place regarding the process of incoming checks.

There being no further business to come before the Social Services Committee, on motion made by Mrs. Wood and seconded by Mr. Strainer, Mr. Loeb adjourned the meeting at 11:43 a.m.

Respectfully submitted,

Nicole Livingston, Second Deputy Clerk