

## Warren County Board of Supervisors

**Committee: Social Services**

**Date: July 2, 2012**

---

---

**Committee Members Present:**

Supervisors Loeb  
Kenny  
Bentley  
Strainer  
Wood  
Sokol  
Westcott

**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  
Daniel G. Stec, Chairman of the Board  
Paul Dusek, County Administrator  
Joan Sady, Clerk of the Board  
Kevin Geraghty, Budget Officer  
Supervisor Mason  
Supervisor Taylor  
Supervisor Thomas  
Nicole Livingston, Second Deputy Clerk

---

---

Mr. Loeb called the meeting of the Social Services Committee to order at 10:02 a.m.

Motion was made by Mrs. Wood, seconded by Mr. Kenny and carried unanimously to approve the minutes of the May 30, 2012 and June 20, 2012 Committee meetings, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Deanna Park, Director of 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 with Item 1 and requested authorization to renew a contract with Hudson Headwaters Health Network for Clinician Services for 2013, commencing January 1, 2013 and terminating December 31, 2013, for an annual amount of \$12,500. She noted it was a 3% increase from the 2012 contract.

Motion was made by Mr. Strainer, seconded by Mrs. Wood and carried unanimously to approve the request to renew a contract as outlined above, and the necessary resolution was authorized for the July 20, 2012 Board meeting. A copy of the resolution request form is on file with the minutes.

Ms. Park apprised Item 2 was a request to authorize a new contract with Warrensburg Laundry & Dry Cleaning, Inc. for laundry services, commencing August 1, 2012 and terminating July 31, 2013 for an amount not to exceed \$19,000 per year. She noted that contracting with Warrensburg Laundry & Dry Cleaning, Inc. at a cost of \$0.49 per pound would result in a yearly savings to Countryside of \$10,000, as well as employee time and wear and tear on their vehicles because they would no longer have to transport the laundry back and forth. She referred to cost comparison sheets included in the Agenda packet, as well as spread sheets reflecting the cost of doing laundry at Westmount Health Facility for 2010 and 2011.

---

---

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

Mr. Strainer acknowledged that this would have an adverse effect on Westmount Health Facility and Ms. Park countered that this change would result in the Laundry Worker position at Countryside being abolished; thereby resulting in a cost savings.

Paul Dusek, County Administrator, apprised that the impact on Westmount would be very minimal and the advantages to Countryside outweighed any argument to keep the laundry services at Westmount. Mr. Strainer questioned if the contract could be executed for a longer term as opposed to a one year term. Mr. Dusek informed that it was preferred to execute three year contracts and many vendors agreed; however, he said, some could not project their costs that far ahead. In response to an inquiry, Ms. Park reported that the laundry would be picked up and delivered three times a week.

Following discussions, Mr. Loeb called the question and the motion was carried unanimously to approve the request for a new contract as outlined above, and the necessary resolution was authorized for the July 20, 2012 Board meeting. A copy of the resolution request form is on file with the minutes.

Item 3 on the Action Agenda, Ms. Park stated, was a request to abolish the part time Laundry Worker position, twenty hours per week, annual salary of \$13,667, due to contracting with an outside vendor for laundry services. She noted this would result in a savings of \$6,833.50 local share, as well as savings associated with health insurance costs, for an overall annual savings of \$10,000.

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

Ms. Park remarked the next item was a request for a transfer of funds in the amount of \$4,500 from Salaries-Regular to Contract. She noted this would provide funding for the contract with an outside vendor for laundry services as previously discussed.

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

Ms. Park added Item 5 was another request for a transfer of funds in the amount of \$100,000 from Salaries-Regular to Salaries-Part-Time to provide the necessary funds for the elimination of full time positions and creation of part time positions that had occurred so far this year.

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

---

Ms. Park advised Item 6 on the Action Agenda was a request to fill a part time position of Institutional Aide, twenty-four hours per week, annual salary of \$16,754, Grade 3, due to termination. She noted the New York State Department of Health required one Aide per forty residents on duty at all times and this would assist in fulfilling that requirement. She stated the annual cost savings would be approximately \$1,000, which was only the 50% local share.

Motion was made by Mr. Bentley, 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 form is on file with the minutes.

Under Old Business/Pending Items, Ms. Park referred to Item 1, an RFP (Request for Proposal) had been prepared for a consultant to research the possibility of privatizing Warren County's nursing homes and a multi-year plan would be presented to the Board of Supervisors in the near future. Mr. Dusek asserted that the multi-year plan had been presented and the Budget Committee had begun looking at all of the different elements of that plan, including cost impacts with regard to the nursing home; however, he said, a decision had not been made as to how the Supervisors would like to proceed. He added that hiring a consultant at this time would be premature as the Budget Committee had yet to return with its' recommendations.

Ms. Park apprised Item 2 was for the County Attorney to determine whether or not the County had the ability to enter into a legally binding contract for private payment of the County's portion of residency costs for a non-Warren County resident. She noted that the matter was still being reviewed, and therefore should remain on the Pending Items list.

The third item, Ms. Park said, concerned the laundry services which had been addressed and could be removed from the Pending Items list.

Concluding the Agenda review with Topics for Discussion, Ms. Park expounded the Overtime Report was attached for review. She pointed out that there were 97 hours of overtime for the past pay cycle, including the Memorial Day Holiday, which was a decrease of 31.9 hours overall from last years figures. She informed that the current census was 41 residents, 15 men and 26 women. She added that they had received two referrals for Long Term Residents, both of which were at a skilled level of care and could not be accepted; and no new referrals were received for the Day Care. She stated they had one new admission last week.

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 the agenda is also on file with the minutes.

Mrs. Smith presented a request to amend the 2012 County budget to increase estimated revenues and appropriations in the amount of \$500 to reflect receipt of the Junior Tennis Foundation grant.

---

---

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

Mrs. Smith requested authorization for a contractual agreement with the Towns of Chester and Lake Luzerne for the youth tennis program, commencing June 1, 2012 and terminating December 31, 2012 for a total amount of \$500.

Motion was made by Mrs. Wood, seconded by Mr. Bentley and carried unanimously to approve the request for a contractual agreement as outlined above, and the necessary resolution was authorized for the July 20, 2012 Board meeting. A copy of the resolution request form is on file with the minutes.

Next, Mrs. Smith requested to amend the 2012 County budget to increase estimated revenues and appropriations in the amount of \$278 to reflect receipt of State Special Delinquency Prevention funds.

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

Concluding the Agenda review, Mrs. Smith requested to amend the 2012 County budget to increase estimated revenues and appropriations in the amount of \$5,500 to reflect receipt of State funds.

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

Mrs. Smith recognized that the Social Services Accounting Unit had assisted with these budget items and she expressed her appreciation.

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 with Announcements, Ms. Wheeler informed that the Team Leader selected for the month was Christian Hanchett, Case B Supervisor in the Foster Care Unit, who was unable to attend the meeting today. She further reported that the Team Player for the month was Debra Schreiber, Confidential Secretary to the Commissioner, who was present and she congratulated Ms. Schreiber. She noted that the Agenda included praising comments from Mr. Hanchett's and Ms. Schreiber's coworkers. The Committee members responded with a round of applause.

---

Item II on the Agenda, Ms. Wheeler said, was the DSS Program Information and Education, and she stated that this month's presentation would be provided by Diane Coughlin, Case Supervisor B in the Child Preventive Services Unit.

Ms. Coughlin distributed a handout to the Committee members which outlined the Preventive Services program and the roles of a Preventive Caseworker and she reviewed the handout in detail, a copy of which is on file with the minutes.

Ms. Coughlin apprised that the Child Preventive Services was a program which served families with severe and multiple problems, including child or adult mental illness, mental retardation, alcoholism, drug abuse, domestic violence and child sexual abuse. She added that they worked with parents who were unable or unwilling to provide proper discipline, direction or care for their children. She noted that Preventive's goal was to improve family functioning so that children could remain in their own home and prevent foster care. She reported that Preventive Services began 2011 working with 264 children and 130 families and by the end of 2011 they had worked with a total of 387 children and 206 families. Of the 387 children they served in 2011, she said, only 14 entered foster care for a 3.6% entry rate and of those 14 children, 11 were removed for health and safety issues, 1 child was removed for a thirty day evaluation and 2 children were removed for PINS/serious school related behaviors. Ms. Coughlin informed that Preventive Caseworkers engaged families to help them recognize problematic or inappropriate behaviors and promote changes in these behaviors to help prevent their children from out of home placement. She asserted that Caseworkers used interpersonal helping skills and took a strength based/solution oriented approach to accomplish that. She reviewed the list of services they provided.

Ms. Wheeler resumed the Agenda review with Action Items and presented seven requests for authorization to attend meetings or conventions as follows:

- 1- Suzanne Wheeler, Kelly Barker, Maureen Schmidt, Patricia Nenninger, Julie Montero, Anthony Jordan, Christian Hanchett, Winston Varnum, Jamie Brochu, Diane Coughlin, Tammy Breen and Karen Whitted, to attend the New York Public Welfare Association 143<sup>rd</sup> Annual Summer Conference in Saratoga Springs, NY from July 8-11, 2012;
- 2- Preventive Services Senior Caseworker, Cynthia Mulcahy, to attend CPS Response Training in Albany, NY on July 9-13 and July 23-27, 2012;
- 3- Case Supervisor B, Tammy Breen, and Senior CPS Caseworker, John Lord, to attend the DV Forum in Latham, NY on July 11, 2012;
- 4- Social Services Attorney, Patricia Nenninger, and Case Supervisor B in Adult protective services Unit, Julianna Pearl, to attend the Article 81 Guardianship for PSA Training in Albany, NY on July 17, 2012;
- 5- Foster Care Caseworker, Heather Ranado, to attend Domestic Violence Training for Child Welfare Workers in Albany, NY on July 17-18, 2012;
- 6- Preventive Services Senior Caseworker, Cynthia Mulcahy, to attend Supervisory Core Modules Training in Albany, NY on September 6-7 and September 19-21, 2012; and
- 7- Preventive Services Senior Caseworker, Cynthia Mulcahy, to attend the CPS

---

Supervisory Core Module Training in Albany, NY on October 30-November 1 and November 14-16, 2012.

Motion was made by Mr. Kenny, seconded by Mrs. Wood and carried unanimously to approve the seven requests for training as outlined above. Copies of the Authorization to Attend Meeting or Convention forms are on file with the minutes.

Ms. Wheeler requested to fill the vacant position of Account Clerk #2, in the Child Support Unit, annual salary of \$25,344, grade 4, due to resignation. She noted this position was mandated and 87% reimbursed.

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

Next, Ms. Wheeler requested a transfer of funds in the amount of \$25,000 from Salaries-Regular to Salaries-Part Time to cover the cost of temporary help during two maternity leaves, as well as a long-term medical absence.

Motion was made by Mrs. Wood, seconded by Mr. Strainer and carried unanimously to approve the request for a transfer of funds as outlined above, and to refer the same to the Finance Committee. A copy of the Transfer of Funds request form is on file with the minutes.

Ms. Wheeler referred to the Overtime Report included in the Agenda and noted it reflected an increase in hours in June 2012 compared to June 2011 due to the amount of on-call hours. With regard to the Budget Status Report in the packet, she added they were where they expected to be for this time of year.

Mr. Dusek asked about the recent Treasurer's Report that projected a significant deficit in the Department's budget by the end of the year. Ms. Wheeler replied she had not seen the report and was not aware of any projected deficit. Mr. Dusek advised he would look into the matter further with Ms. Wheeler and report back any findings at a later date.

Mr. Loeb remarked that an executive session was necessary to discuss matters leading to the hiring of a particular person.

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

Executive session was declared from 10:40 a.m. to 11:01 a.m.

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

---

---

There being no further business to come before the Social Services Committee, on motion made by Mr. Bentley and seconded by Mrs. Wood, Mr. Loeb adjourned the meeting at 11:03 a.m.

Respectfully submitted,

Nicole Livingston, Second Deputy Clerk