

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: SOCIAL SERVICES**

**DATE: SEPTEMBER 25, 2013**

---

---

**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS LOEB  
KENNY  
STRAINER  
WOOD

**OTHERS PRESENT:**

REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:  
SUZANNE WHEELER, COMMISSIONER  
JULIE MONTERO, FISCAL MANAGER  
DEANNA PARK, DIRECTOR OF COUNTRYSIDE ADULT HOME  
PAUL DUSEK, COUNTY ADMINISTRATOR  
JOAN SADY, CLERK OF THE BOARD

**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS BENTLEY  
SOKOL  
WESTCOTT

SUPERVISORS FRAISER  
MASON  
TAYLOR  
KATHERINE CHAMBERS, COUNCIL FOR PREVENTION  
SAMANTHA HOGAN, LEGISLATIVE OFFICE SPECIALIST  
DON LEHMAN, *THE POST STAR*  
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

---

---

Mr. Loeb called the meeting of the Social Services Committee to order at 10:00 a.m.

Motion was made by Mrs. Wood, seconded by Mr. Kenny 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 Deanna Park, Director of Countryside Adult Home, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the Agenda review, Ms. Park requested a contract renewal with Catherine Keating for Dietician Services in the amount of \$40.00/hour, not to exceed \$3,840/year, for the term commencing January 1, 2014 and terminating December 31, 2016 to meet Department of Health requirements that a consulting Dietician be kept on staff for the residents. She clarified that there would be no increase from the prior contract.

Motion was made by Mr. Strainer and seconded by Mr. Kenny and carried unanimously to approve the contract renewal and the necessary resolution was authorized for the October 18<sup>th</sup> Board Meeting. *A copy of the request is on file with the minutes.*

Continuing, Ms. Park presented a request for a transfer of funds in the amount of \$30,000.00 from Budget Code A.6030.434 (Allowances) to Budget Code A.6030.130 (Part Time Salaries).

In response to Mr. Loeb's request for further clarification, Ms. Park explained that a monthly allowance of \$50.00 was given to each resident qualifying for Temporary Assistance/Medicaid, which they were allowed to spend as they pleased. She further explained that when the annual County Budget was established for Countryside Adult Home, it included sufficient funding to provide the \$50.00 allowance for up to 48 residents, the maximum the facility could house. Ms. Park advised that since Countryside was not filled to capacity, nor did all of the residents present qualify for the allowance, there were funds remaining in the budget which she intended to use to cover part time and Per Diem salary costs until the end of the year. She commented that there had been several lengthy staff medical leaves at Countryside, resulting in the need for more funding to cover per diem salaries to cover these absences, as well as to cover for the several newly hired employees that required 80 hours of training.

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

Ms. Parks then addressed the Topics of Discussion portion of her agenda, which she read aloud as follows:

Overtime - 95 hours of overtime was used for the past two pay cycles, including holiday pay for Labor Day; this is an increase of 17.5 hours in comparison to the prior years figures.

Current Census - 40 residents; 25 women and 15 men.

Monthly Statistics - 5 referrals were received: 1 is currently in rehabilitation, 1 is seeking placement near the end of October, 2 are awaiting placement pending the proper paperwork, and 1 has been admitted.  
Admissions/Discharges: there have been 3 admissions and 1 discharge of a short-term respite stay patient.

In closing, Ms. Park shared that Countryside's Annual Family Picnic had been held on September 15<sup>th</sup>; she said the event was a success and had received a great turn out.

This concluded the Countryside Adult Home portion of the Committee meeting and the Department of Social Services (DSS) portion commenced at 10:15 a.m.

Privilege of the floor was extended to Suzanne Wheeler, Commissioner of the DSS, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the Agenda review Ms. Wheeler, introduced Katherine Chambers, of the Council on Prevention. Ms. Chambers shared a power point presentation entitled "2012 Student Substance Use Survey - Warren County", a copy of which is on file with the meeting minutes, following which a brief discussion ensued.

Resuming the agenda review, Ms. Wheeler reported the loss of six Medicaid Social Welfare Examiners to NY State since the last Committee meeting. Mr. Strainer questioned whether the workload of the Medicaid staff had decreased and Ms. Wheeler replied that it had not because the State was currently accumulating and training staff, but had not taken over any of the Medicaid caseloads. She advised her staff would incur overtime costs in order to cover for the lack of staffing until the vacant positions could be filled. Ms. Wheeler noted that the remaining staff in the Medicaid Unit were becoming increasingly anxious over the situation because new staff would have to be trained to assume their current positions, and once again when the State began their Medicaid operations and the procedures changed.

Ms. Wheeler noted that Agenda Items 5A and 5B included requests for authorization to attend meetings or conventions, and she outlined them as follows:

Item 5A - Senior Caseworker, Cindy Mulcahy to attend mandated Supervisory Child Protective Core Training in Albany, NY on October 30<sup>th</sup> - 31<sup>st</sup> and November 6<sup>th</sup> and 7<sup>th</sup>, 2013.

Item 5B - Child Protective Service Caseworker Lindsey Montanye to attend mandated Sexual Abuse Dynamics and Intervention Training in Albany, NY on October 30<sup>th</sup> - November 1<sup>st</sup>, 2013.

Motion was made by Mr. Strainer, seconded by Mr. Kenny and carried unanimously to approve both

of the aforementioned travel requests. *Copies of the Authorization to Attend Meeting or Convention forms are on file with the minutes.*

Moving on to Agenda Item 5C, Ms. Wheeler presented a request to fill the vacant position of Keyboard Specialist #6 position, (Grade 3, Base Annual Salary of \$30,854) in the Child Support Unit, due to retirement.

Motion was made by Mr. Kenny, seconded by Mr. Strainer and carried unanimously to fill the vacant Keyboard Specialist #6 position and refer same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with minutes.*

Ms. Wheeler announced that Item 5D included a request for a transfer of funds in the amount of \$25,000.00 from Budget Code A.6010.110 (Salaries-Regular) to Budget Code A.6010.130 (Salaries Part-Time and Temporary) to cover the salary costs of HEAP staff beginning October 1, 2013.

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

Item 5E included another request for a transfer of funds, Ms. Wheeler advised, this one for \$10,000.00 from Budget Code A.6010 110 (Salaries-Regular) to Budget Code A.6010 862 (Exclusive Provider Organization (EPO) Co Pay) to cover co-pay reimbursements through December 31, 2013.

Mrs. Wood questioned what the co-pays were for and Ms. Wheeler responded that these were employee health insurance co-payments which the County currently provided reimbursement for. She noted that typically, employees submitted for reimbursements at the end of the year, so they wanted to be prepared.

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

Proceeding to Item 5F, Ms. Wheeler presented a request for the Chairman of the Board to approve a proclamation naming the month of November 2013 as Adoption Month.

Mr. Loeb asked why November was named Adoption Month and Ms. Wheeler responded this was something proclaimed by President Obama and Governor Cuomo.

Motion was made by Mr. Kenny, seconded by Mrs. Wood and carried unanimously to authorize a proclamation naming November 2013 as Adoption Month.

Concluding the agenda review, Ms. Wheeler addressed her Overtime and Budget Analysis Reports. With respect to the Overtime Analysis, she advised the figures reported were higher than last year, mainly due to on-call and after hours on-call work for the Child Protective Service and homeless assistance divisions. As for the Budget Analysis, Ms. Wheeler advised she and Julie Montero, Fiscal Manager, were both happy with the numbers provided, which indicated reimbursements and revenues were being received at a good rate.

As there was no further business to come before the Social Services Committee, on motion made by Mr. Kenny and seconded by Mrs. Wood, Mr Loeb adjourned the meeting at 10:48 a.m.

Respectfully submitted,  
Samantha Hogan, Legislative Office Specialist