

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HUMAN SERVICES

DATE: SEPTEMBER 29, 2014

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS FRASIER
GIRARD
SOKOL
WOOD
VANSELOW
BROCK
SEEBER

CHRIS HUNSINGER, DIRECTOR OF THE EMPLOYMENT & TRAINING
ADMINISTRATION
CHRISTIE SABO, DIRECTOR OF OFFICE FOR THE AGING
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISOR TAYLOR
DON LEHMAN, *THE POST STAR*
THOM RANDALL, *THE ADIRONDACK JOURNAL*
SAMANTHA HOGAN, ASSISTANT SECRETARY TO THE CLERK OF THE BOARD

Mrs. Frasier called the meeting of the Human Services Committee to order at 9:30 a.m.

Motion was made by Mr. Sokol, seconded by Ms. Wood and carried unanimously to approve the minutes of the Human Services Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Chris Hunsinger, Director of the Employment & Training Administration (ETA), who distributed copies of the ETA Agenda to the Committee members; *a copy of the Agenda is on file with the minutes.*

Commencing the Agenda review, Mr. Hunsinger presented a request to amend the County Budget in the amount of \$48,016 to include unanticipated revenues and appropriations related to the receipt of Federal Trade Adjustment Act funding for reimbursement of costs associated with the training of ten dislocated workers.

Motion was made by Mr. Girard, seconded by Mr. Vanselow and carried unanimously to approve the request as presented and refer same to the Finance Committee; *a copy of the request is on file with the minutes.*

Item 2, Mr. Hunsinger stated, was a request to authorize the Chairman of the Board to sign the Local Plan for the Saratoga-Warren-Washington Workforce Investment Board. He added that this was a formality required every year and he noted the Plan itself had not changed; Mr. Hunsinger added that this process was required of each participating County.

Motion was made by Ms. Wood, seconded by Mr. Vanselow and carried unanimously to approve the request as presented and the necessary resolution was authorized for the October 17th Board meeting; *a copy of the request is on file with the minutes.*

Moving on to Old Business, Mr. Hunsinger provided a brief update on the issues his Department faced with their office space in the Northway Plaza. He noted that back in April the ETA staff had been temporarily relocated to the Human Services Building due to leaks in the roof at their Northway Plaza Office. Mr. Hunsinger stated that in June they had returned to the Northway Plaza Offices that they shared with the New York State Department of Labor (NYSDOL), but advised that since the first leak was found in March, additional leaks had been reported, the most recent of which had been detected on the Tuesday after Labor Day weekend. He advised most of the leaks had been caused by a series of errors, primarily related to the heating/ventilation/air conditioning units located on the roof of the building. Mr. Hunsinger further advised that the leak over the Labor Day

weekend had been caused by bees that had plugged the air conditioning condensate line. He noted that at the end of 2014 the lease for the ETA/NYSDOL office space at the Northway Plaza would expire and they were awaiting the completion of a Request for Information from New York State on possible new sites for placement of the offices. Mr. Hunsinger concluded they were waiting for the landlord to complete final vacuuming work to ensure a clear air test, at which point the last ETA staff member would move from the Human Services Building back to the Northway Plaza Office.

Mr. Brock inquired as to whether all the moving around had adversely affected their ETA office. Mr. Hunsinger stated that while it had definitely been an inconvenience, employment rates were up and this has helped because the number of displaced workers visiting the ETA offices was down.

Ms. Seeber asked why they the ETA Office could not be moved to the Human Services Building permanently. Mr. Hunsinger replied the ETA Office had to be housed with the NYSDOL Office and there was not sufficient space available in the Human Services Building for both offices, as per information received from Frank Morehouse, Superintendent of Buildings.

This concluded the review of the ETA Agenda. Privilege of the floor was extended to Christie Sabo, Director of the Office for the Aging (OFA), who distributed copies of the OFA Agenda to the Committee members; *a copy of the Agenda is on file with the minutes.*

Commencing the Agenda review, Ms. Sabo presented the following requests:

1. Request to extend the existing lease agreement with Lake Pleasant Senior Citizen's group to house the Lake Pleasant nutrition site for the term commencing January 1, 2015 and terminating December 31, 2017.

Motion was made by Mr. Sokol, seconded by Mr. Vanselow and carried unanimously to approve the request and the necessary resolution was authorized for the October 17th Board meeting. *A copy of the resolution request form is on file with the minutes. (Note: Subsequent to the meeting it was determined that this request was previously approved by Resolution 344 of 2014).*

2. Request to extend the existing contract with Synergy Software Technologies for the State mandated reporting system for the term commencing November 1, 2014 and terminating October 31, 2015 at a cost not to exceed \$1,496.00.

Motion was made by Mr. Girard, seconded by Ms. Wood and carried unanimously to approve the request and the necessary resolution was authorized for the October 17th Board meeting. *A copy of the resolution request form is on file with the minutes.*

3. Request to fill the vacant position of Typist, *Grade 3, Annual Base Salary \$24,699*, due to resignation.

Motion was made by Mr. Girard, seconded by Ms. Wood and carried unanimously to approve the request to fill the vacant Typist position 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.*

4. Request to fill the vacant position of Food Service Manager, *Grade 4 Annual Base Salary \$25,851*, at the Cedars Meal Site, due to resignation.

Motion was made by Mr. Vanselow, seconded by Ms. Seeber and carried unanimously to approve the request to fill the vacant Food Service Manager position 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.*

5. Request for authorization to submit a grant application to the New York State Office for the Aging for New York Connects Funding in the amount of \$85,880.

Motion was made by Mr. Sokol, seconded by Mr. Girard and carried unanimously to approve the request and the necessary resolution was authorized for the October 17th Board meeting; *a copy of the request is on file with the minutes.*

6. Request to submit the Annual Implementation Plan (AIP) for the State Fiscal Year (SFY) 4/1/15 - 3/31/15 to the New York Office for the Aging. The Annual Plan, and budget, were submitted to the New York State Office for the Aging for program funding.

Motion was made by Mr. Vanselow, seconded by Mr. Girard and carried unanimously to approve the request as presented and the necessary resolution was authorized for the October 17th Board meeting; *a copy of the request is on file with the minutes.*

7. Request to retain services of Deborah Coalts as a consultant to the Nutrition Program to assist exclusively in the completion of Home Delivered Meal (HDM) visits on an as needed basis at a rate of \$21.00 per hour, not to exceed 40 hours per month.

Ms. Sabo explained that it was difficult to provide the number of home visits required by New York State for the HDM program. She further explained that there were approximately 700 to 900 people in the program and the State required that each participant be visited within ten (10) days of starting the program. Ms. Sabo noted the inability to provide the mandated visits was something they had been written up for during the State evaluation performed last year; she added the ability to use services provided by Ms. Coalts to assist with these visits was invaluable.

Motion was made by Mr. Vanselow, seconded by Mr. Brock and carried unanimously to approve the request and the necessary resolution was authorized for the October 17th Board meeting. *A copy of the resolution request form is on file with the minutes.*

8. Request for transfer of funds totaling \$40,404 between various Budget Codes to make end of year adjustments.

Motion was made by Mr. Girard, seconded by Ms. Seeber and carried unanimously to approve the request for a transfer of funds and to refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

9. Request to rescind the Title IIIIE contract with Hamilton County Public Health Nursing (*authorized by Resolution No. 692 of 2012*).
10. Request to increase contract with Helping Hands by \$9,500 to provide home care services in Hamilton County under the Title IIIIE contract (*authorized by Resolution No. 62 of 2012*).

Ms. Sabo advised due to a lack of workforce, Hamilton County Public Health Nursing was unable to assist in providing home care services in Hamilton County. Therefore, she continued, she was seeking to increase the Helping Hands Contract by \$9,500 to provide these services. When asked if this would incur an additional cost to the County, Ms. Sabo responded in the negative, advising these funds were already included in her budget; she clarified that she would be transferring the unused funding budgeted for the Hamilton County Public Health Nursing contract to the Helping Hands Contract for the additional assistance.

Motion was made by Mr. Girard, seconded by Mr. Vanselow and carried unanimously to approve Items 9 and 10, as outlined above, and the necessary resolutions were authorized for the October 17th Board meeting. *Copies of the resolution request forms are on file with the minutes.*

11. Request for RoseAnn O'Rourke, to attend the New York State Senior Nutrition Conference at the Century House in Latham, NY on 10/2-10/3/2014, using a private vehicle for her travel.

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

12. Request for Ms. Sabo, to attend the Aging New York Leadership Institute at Watkins Glen, NY on 10/21-10/23/2014, using a County Vehicle for her travel.

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

Concluding the Agenda review with the Old Business/Pending Items section, Ms. Sabo acknowledged a previous inquiry about increases in electricity costs for the Johnsbury mealsite. She stated that she believed that this issue had come up at a meeting she was unable to attend and advised she was unsure what the exact question was. Ms. Sabo noted that the electrical usage at the Johnsbury mealsite had not increased and any increase in cost was attributed to increased energy rates.

Mrs. Frasier noted that Denise Diresta, Director of Veterans Services, was unable to attend the meeting but had forwarded a request for Committee approval to fill the vacant position of Typist/Keyboard Specialist, *Grade 3, Annual Base Salary of \$17,289*. Mrs. Frasier noted that this was a part-time position.

Ms. Seeber mentioned that she had the privilege of sitting in on a budget discussion for the Veterans' Services Department and wondered whether they had been able to identify a grant opportunity to support the costs of changing this Typist/Keyboard Specialist position to a full-time secretarial position. Mrs. Frasier stated Ms. DiResta had indicated that she had been in her current position for five (5) years and had five (5) different secretaries during that time due to the position being only part-time. Mrs. Frasier mentioned that Ms. Diresta had commented if she had a full-time secretary she would have more time to search for and attain additional revenue streams if she did not have to worry about answering phones in the afternoon when the part-time position was not available.

Paul Dusek, County Administrator, stated he had contacted another county to inquire what grant funding they had obtained, but had found the same opportunities could not be used in Warren County. Mrs. Frasier stated that a full-time position would be beneficial to the Veterans' Services Department.

Motion was made by Ms. Wood, seconded by Mr. Girard and carried unanimously to fill the Typist/Keyboard Specialist, as requested 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.*

As there was no further business to come before the Human Services Committee, on motion made by Ms. Wood and seconded by Mr. Girard, Mrs. Frasier adjourned the meeting at 9:51 a.m.

Respectfully submitted,
Samantha Hogan, Assistant Secretary to the Clerk of the Board