

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HUMAN SERVICES

DATE: JANUARY 21, 2015

COMMITTEE MEMBERS PRESENT:

SUPERVISORS FRASIER
GIRARD
SOKOL
WOOD
VANSELOW
BROCK

OTHERS PRESENT:

CHRIS HUNSINGER, DIRECTOR, EMPLOYMENT & TRAINING ADMINISTRATION
SHARON SANO, SENIOR COUNSELOR, EMPLOYMENT & TRAINING
ADMINISTRATION
CHRISTIE SABO, DIRECTOR, OFFICE FOR THE AGING
PAUL DUSEK, COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER

COMMITTEE MEMBER ABSENT:

SUPERVISOR SEEBER

SUPERVISORS BEATY
CONOVER
DICKINSON
KENNY
MERLINO
SIMPSON
STROUGH
TAYLOR
DON LEHMAN, *THE POST STAR*
CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mrs. Frasier called the meeting of the Human Services Committee to order at 10:12 a.m.

Motion was made by Ms. Wood, seconded by Mr. Sokol and carried unanimously to approve the minutes of the previous 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 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 2015 County Budget to increase estimated revenues and appropriations in the amount of \$15,203 to reflect the receipt of Trade Adjustment Act funding to reimburse for the training of five dislocated workers.

Motion was made by Ms. Wood, seconded by Mr. Girard and carried unanimously to approve the request as presented and forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

The next item on the agenda, Mr. Hunsinger advised, was a request for authorization for himself and Sharon Sano, ETA Senior Counselor, to attend the 2015 New York Association of Training and Employment Professionals Youth Academy from February 23-25, 2015 in Saratoga Springs, New York utilizing a County vehicle. He stated they would be discussing the Workforce Innovation and Opportunity Act which commenced on July 1, 2015. He explained this would replace the Youth Investment Act they had been operating under since 1999.

Motion was made by Mr. Sokol, seconded by Ms. Wood and carried unanimously to approve the request for authorization to attend a meeting or convention as outlined above. *A copy of the Authorization to Attend Meeting or Convention is on file with the minutes.*

With regards to the ETA office space, Mr. Hunsinger apprised the lease on their current office space had expired on December 31, 2014. He said there was a short list of office space available in the area that the New York State Office of General Services was negotiating lease rates with. He explained the time frame for the State to execute a lease agreement with a landlord was about three months; therefore, he surmised an announcement would not be made until the end of March or early April as to where their new office would be located. He stated he would provide updates to the Committee regarding the matter as they became available.

In reference to the WIOA (Workforce Innovation and Opportunity Act), Mr. Hunsinger advised the policy board for the program would be changing from the WIB (Workforce Investment Board) to the WDB (Workforce Development Board). He said there would be fewer members on this Board and he was unsure of whether Committee approval would be required for all of the appointments to the Board. He pointed out about 1/3 of the appointments to the WIB currently required Committee approval. He said the proposed regulations for the WIAO were scheduled to be released in the Spring of 2015. He added a handout featuring some of the changes and the focus of the WIOA was included in the agenda packet. He noted one of the focuses of the WIOA was greater ties to higher education, specifically with community colleges, and he said he felt his office excelled in this area through their affiliations with SUNY (State University of New York) Adirondack for various programs.

Mr. Hunsinger stated one request that had not been included on the agenda referred to a request to fill the vacant position of Employment and Training Counselor #1, annual salary of \$32,553 prorated not to exceed 30 hours per week, due to resignation. He explained their part-time Youth Counselor had submitted a resignation that morning to become effective March 10, 2015.

Mrs. Frasier asked for a brief summary of the job description for the position. Ms. Sano explained the position was responsible for the day-to-day operations of the Youth Program. She continued, the position was charged with overseeing the TASC (Test Assessing Secondary Completion) Program; case management with the Youth Program participants; working closely with the Crew Leader and the youth that were on the crew; assisting with the Summer Youth Employment Program, as well as the Youth Experiences Program; and assisting any visitors to the office under the age of 21.

Mr. Hunsinger added he had spoken with Paul Dusek, County Administrator, and Patricia Nenninger, Personnel Officer, regarding the steps required to fill the vacant position. Mr. Sokol questioned whether this request would be forwarded to the Personnel Committee and per Joan Sady, Clerk of the Board, explained the filling of the vacant position would be reported at the February 11, 2015 meeting of the Personnel Committee, as long as approval was received from the County Administrator, the Budget Officer and the Chair of the Human Services Committee.

Motion was made by Mr. Vanselow, seconded by Mr. Brock and carried unanimously to approve the request as presented and forward same to the Personnel Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant position is on file with the minutes.*

This concluded the ETA portion of the Committee Meeting and the Office for the Aging (OFA) portion commenced at 10:21 a.m.

Privilege of the floor was extended to Christie Sabo, Director of the OFA, 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. Sabo presented a request to amend Resolution No. 766 of 2010 to reflect an increase in the amount of the lease with the Town of Lake Luzerne from \$8,000 to \$13,000 for the Lake Luzerne meal site. She explained when the meal program was restructured the Town of Lake Luzerne took over the responsibility of a Nutrition Site Employee which resulted in substantial savings for the County. She said the lease was structured in the same manner as the lease had been with the Fire Department; however, she said, due to the cost comparisons she completed, the Budget Committee had agreed with her recommendation to increase the lease rate with the Town of Lake Luzerne by \$5,000 and the increase was included in the 2015 County Budget.

Mr. Merlino advised he was pleased with the increase, as the number of meals they served at their meal site had grown by 70% since 2011. He added they delivered 5,950 meals for the Meals on Wheels Program in the Town of Lake Luzerne, which equated to a 215% increase. He commended the OFA staff for working well with the employees of the Town of Lake Luzerne, as well as the volunteers.

Motion was made by Ms. Wood, seconded by Mr. Girard and carried unanimously to approve the request as presented and the necessary resolution was approved for the February 20, 2015 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Ms. Sabo requested a transfer of funds in the amount of \$3,500 from Budget Code A.6771 445, Nutrition for Eld Ham Cty-Food, to Budget Code A.6771 260, Nutri for Eld Ham Cty-Other Equipment, to fund the purchase of a new commercial dishwasher for the Indian Lake meal site. She said as per the NYSDOH (New York State Department of Health) guidelines, a commercial dishwasher was mandatory to ensure the temperature was high enough to properly sanitize the dishes.

Mr. Vanselow asked whether Ms. Sabo knew what the cost of the dishwasher would be and she replied affirmatively. She said the total cost of delivery, installation and removal of the old dishwasher was \$3,300.

Motion was made by Mr. Girard, seconded by Ms. Wood and carried unanimously to approve the request as presented and forward same to the Finance Committee. *A copy of the Request for Transfer of Funds is on file with minutes.*

Moving along, Ms. Sabo apprised she was withdrawing Action Items 3 and 4 from the agenda, as she was awaiting further information. She said she may bring these forward as Pre/Post Resolution Requests depending upon the information she received from Hamilton County. She noted there would be no increase in the contract costs, as this would only change the in-home care service provider since the current provider was closing.

Ms. Sabo requested to enter into new contracts with various MLTC (Managed Long Term Care) companies to provide meals for their MLTC clients. She explained the various companies would be paying the County on a per-meal basis for their MLTC clients. She said MLTC Companies were required by NYSDOH to have contracts in place with the counties they were contracting with in order to be approved by the NYSDOH to provide services there. She advised she currently had requests from VNA (Visiting Nurses Association), VNSNY (Visiting Nurse Service of New York), and Elder Plan pending. She apprised she would like to have one set rate for all of the contracts; however, she commented, she did not have specifics. She added there was a contract in place with Fidelis but there were no participants utilizing it at this time.

Mr. Dusek questioned how the pricing for the meals would be determined. Ms Sabo advised she would like to review what the meals cost the County to assist with determining a set rate that would be charged to all of the MLTC companies for providing the meals to their clients. She said the price would be dependent upon several factors such as whether the company wanted to include both Hamilton and Warren Counties, as well as the number of individuals who required service to ensure her Office had adequate staff and volunteers to provide the meals to their clients. Mr. Dusek advised all expenses should be considered when determining the meal cost, such as the rental of the facility, the number of personnel that were used, the mileage paid to the volunteers, etc. He added it was pertinent to ensure this would not have a negative impact on the current operation. Ms. Sabo advised she had calculated an average cost per meal; however, she said, she needed to factor in mileage costs.

Mr. Dusek recommended Ms. Sabo present her findings prior to the full Board voting on the matter at the February 20, 2015 Board meeting. Mrs. Frasier asked Ms. Sabo if she could email her findings to the Committee members prior to the Board meeting and Ms. Sabo replied affirmatively.

Motion was made by Mr. Girard, seconded by Ms. Wood and carried unanimously to approve the request to enter into new contracts with various MLTC companies to provide meals to their MLTC clients and the necessary resolution was authorized for the February 20, 2015 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mrs. Frasier questioned whether the other meal sites had increased the number of meals they served such as the Town of Lake Luzerne's had. Ms. Sabo advised they had observed a trend towards home meal delivery. She said this was the first year since 2010 they had not seen a steady increase in the number of meals served at the meal sites. She added the home delivery meals had generally increased every year.

As there was no further business to come before the Human Services Committee, on motion made by Ms. Wood and seconded by Mr. Vanselow, Mrs. Frasier adjourned the meeting at 10:32 a.m.

Respectfully submitted,
Sarah McLenithan, Secretary to the Clerk of the Board