

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: SOCIAL SERVICES**

**DATE: JANUARY 23, 2015**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS SIMPSON  
WOOD  
SOKOL  
FRASIER  
STROUGH  
VANSELOW  
SEEBER

**OTHERS PRESENT:**

REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:  
MAUREEN SCHMIDT, COMMISSIONER  
JULIE MONTERO, FISCAL MANAGER  
DEANNA PARK, DIRECTOR OF COUNTRYSIDE ADULT HOME  
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD  
PAUL DUSEK, COUNTY ADMINISTRATOR  
JOAN SADY, CLERK OF THE BOARD  
SUPERVISORS BROCK  
TAYLOR  
DON LEHMAN, *THE POST STAR*  
SAMANTHA HOGAN, ASSISTANT SECRETARY TO THE CLERK OF THE BOARD

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Mr. Simpson called the meeting of the Social Services Committee to order at 9:30 a.m.

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

Privilege of the floor was extended to Maureen Schmidt, Commissioner of the Department of Social Services (DSS), who distributed copies of the DSS Agenda to the Committee members; *a copy of the Agenda is on file with the minutes.*

Commencing the Agenda review, Ms. Schmidt presented a request to reappoint the following members of the Warren County Youth Board for a term commencing January 1, 2015 and terminating December 16, 2016:

Wendy Burkowski, Bolton Landing;  
Mindy Conway, Chestertown;  
Philip Goodman, Johnsburg; and  
Steven Lovering, Queensbury.

Motion was made by Ms. Wood, seconded by Mr. Strough and carried unanimously to reappoint members to the Warren County Youth Board as outlined above 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.*

Next, Ms. Schmidt presented a request to ratify the actions of the Chairman of the Board in signing the Annual Update to the 2012 - 2016 Child & Family Services Plan (CFSP) for the term January 1, 2015 to December 31, 2015. She added that the CFSP contained County outcomes and strategies that responded to community needs, specifically identifying local DSS strategies in the area of adoption, foster care, preventive, protective and other services for children, as well as protective services for adults.

Motion was made by Mr. Strough, seconded by Mrs. Frasier and carried unanimously to approve the request as presented 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.*

Moving to Item 3, Ms. Schmidt presented a request for herself and five other DSS management staff to attend the New York Public Welfare Association's 146<sup>th</sup> Annual Winter Conference on January 28-30, 2015 at the Albany Marriott Hotel in Albany, NY. Ms. Schmidt explained that the conference provided essential information recommended for Commissioners and DSS management staff; she noted that Conference attendance would be rotated among the Unit Supervisors in accordance with program offerings.

Motion was made by Ms. Wood, seconded by Mr. Strough 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.*

Item four, Ms. Schmidt stated, included a request for two Social Welfare Examiners in the Temporary Assistance Unit to attend The Institute for Temporary Assistance Programs on February 23 - 27, 2015 and March 9-13, 2015 at the PDP Training Center, Albany NY using a County Vehicle. She added that this training was mandatory for all Temporary Assistance Staff.

Motion was made by Ms. Wood, seconded by Mrs. Frasier 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.*

Next, Ms. Schmidt presented a request to amend the Table of Organization in regards to Intake Clerk #6. She stated that the position was currently listed as two part-time positions under two separate departments, *Dept. 00 half-time (20hrs), and Dept. 03 half-time (20 hrs)*, and she would like to move it to Dept. 02 as a full-time (*40 hrs*) position.

Mr. Taylor asked if this position was already funded in the existing Budget and Ms. Schmidt replied affirmatively, explaining that she was seeking to turn two existing part-time positions into one full-time position. She added that this change would provide additional clerical support for the Social Services Attorneys.

Motion was made by Mr. Sokol, seconded by Ms. Wood and carried unanimously to approve the request and refer same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Seeber asked if the previously approved travel requests included any overnight stays and Ms. Schmidt replied they did not. She advised it was less of an expense to use a County Vehicle and travel back and forth to Albany which would result in some overtime rather than the cost to stay overnight. She referred to the cost analysis that broke down the costs of both of the aforementioned travel requests and the amount that would be saved by commuting. *Copies of the cost analysis can be found on file with the minutes.*

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

Commencing her Agenda review, Ms. Park noted that Items 1-5 consisted of requests to delete and create positions, due to the retirement of a full-time Leisure Time Activity Aide. She outlined the requests, as follows:

1. Request to delete a full-time Leisure Time Activity Aide position (*Grade 3; 40 hours/week*) effective February 10, 2015;

2. Request to create and fill two part-time Leisure Time Activity Aide positions, (*16 and 24 hours per week, annual salaries \$24,664*), effective February 10, 2015;
3. Request to delete Institutional Aide/P #1, (*Grade 3, part-time, 8 hours per week*) effective February 9, 2015;
4. Request to delete part-time Institutional Aide/P #4, (*Grade 3, part-time, 32 hours per week*) effective February 9, 2015; and
5. Request to create and fill Institutional Aide FT position (*Grade 3, full-time (40 hours/week), annual salary \$24,644*) effective February 9, 2015.

Motion was made by Mr. Strough and seconded by Mr. Vanselow to approve Items 1-5.

Mr. Strough asked if the retiree was being hired back for one of the part-time positions and Ms. Parks answered affirmatively, noting that the employee would be starting in the part-time position at the base salary.

There being no further discussion, Mr. Simpson called the question and the motion was carried unanimously to approve Items 1-5, as presented, and refer same to the Personnel Committee. *Copies of the resolution request and the Notice of Intent to Fill forms are on file with the minutes.*

Moving on to Item 6, Ms. Park presented a request to enter into an agreement with Dr. Shannon Gould for Psychological Services at Countryside Adult Home. She explained she had received notification that as of January 31, 2015 the current contractor, Adirondack Neuropsychological Associates, would no longer be offering these services. Ms. Park pointed out that no fee was charged to Countryside for these services and she noted that Dr. Gould currently provided the psychological services through Adirondack Neuropsychological Associates and would continue independently.

Motion was made by Mr. Strough, seconded by Ms. Wood and carried unanimously to approve the request 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.*

Lastly, Ms. Parks addressed the Overtime Report for Countryside which was included in the Agenda packet. She asked if there were any questions; there being none privilege of the floor was extended to Julie Montero, Fiscal Manager for DSS, who reviewed the Monthly Revenue & Expenditure Reports as well as the Overtime Report for DSS. *Copies of these reports can be found on file with the minutes.*

Ms. Schmidt noted the final Item on the Agenda pertained to the appointment of the Deputy DSS Commissioner.

Mr. Simpson advised an executive session would be necessary to discuss matters leading to the appointment of Deputy DSS Commissioner.

Motion was made by Mr. Sokol, seconded by Mr. Vanselow and carried unanimously to enter into an executive session pursuant to Section 105(f) of the Public Officer's Law.

An executive session was held from 9:47 a.m. until 10:21 a.m.

Upon reconvening, Mr. Simpson announced that no action had been taken during the executive session.

Ms. Schmidt requested to appoint Cynthia Schrock Seeley, DSS Attorney, as Deputy Commissioner on a part-time basis while continuing her DSS Attorney responsibilities, at a total annual salary of \$78,460.50 for carrying out the responsibilities of both positions.

Motion was made by Mr. Vanselow, seconded by Mrs. Frasier and carried unanimously to approve the appointment and salary as presented, and to refer same to the Personnel Committee.

Ms. Schmidt then requested to create the position of 3<sup>rd</sup> Social Services Attorney, part time at an annual salary to be determined depending on the qualifications of the person chosen to fill the position.

Motion was made by Mr. Strough, seconded by Ms. Wood and carried unanimously to approve the request and refer same to the Personnel Committee.

For the record, Ms. Seeber pointed out that Ms. Schrock Seeley would not receive two separate salaries and that a total of \$78,460.50 would be paid for both the DSS Attorney and Part-Time Deputy DSS Commissioner positions.

There being no further business to come before the Committee, on motion by Ms. Wood and seconded by Mr. Vanselow, Mr. Simpson adjourned the meeting at 10:25 a.m.

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