

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH, HUMAN & SOCIAL SERVICES

DATE: AUGUST 24, 2016

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: SOKOL
SIMPSON
FRASIER
VANSELOW
MCDEVITT
MACDONALD
BRAYMER

OTHERS PRESENT:

ROB YORK, DIRECTOR OFFICE OF COMMUNITY SERVICES
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
FRANK E. THOMAS, BUDGET OFFICER
BRIAN REICHENBACH, COUNTY ATTORNEY
MARY ELIZABETH KISSANE, ASSISTANT COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
SUPERVISORS BROCK
MONTESI
DON LEHMAN, *THE POST STAR*
MOLLY GANOTES, LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBERS ABSENT:

SUPERVISORS: SEEBER
STROUGH

Please note, the following contains a summarization of the August 24, 2016 meeting of the Health, Human & Social Services Committee; the meeting in its entirety can be viewed on the Warren County website using the following link:
<http://www.warrencountyny.gov/gov/comm/Archive/2016/health/>

Mr. Sokol called the meeting of the Health, Human & Social Services Committee to order at 9:31 a.m.

Motion was made by Mr. Simpson, seconded by Ms. Braymer 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 Robert York, Director, of Mental Health, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing his agenda review, Mr. York presented a request to amend Resolution 590 of 2015 to replace 820 River St., Inc., with The Addictions Care Center of Albany, Inc. He informed 820 River St., Inc. was in a management agreement with The Addictions Care Center of Albany, Inc. for the last quarter of 2016. and they were going through a formal merger process. He added New York State Office of Substance Abuse Services (NYS OASAS) asked that the contract with the County be changed, effective October 1, 2016 through December 31, 2016. He informed the funding associated with the fourth quarter was \$55,599.

Motion was made by Mr. McDevitt, seconded by Mr. MacDonald and carried unanimously to approve the request as presented and the necessary resolution was authorized for the September 16th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Proceeding, Mr. York presented a request to amend the County Budget to transfer funds in the amount of \$55,599 from Budget Code A 4320.0150, 820 River St., Inc., to Budget Code A 4321.0145 470, Addictions Care Center of Albany, Inc., in connection with the previous request.

Motion was made by Mrs. Frasier, seconded by Mr. Simpson and carried unanimously to approve the request as outlined above and to forward same to the Finance, Personnel & Higher Education Committee. *A copy of the request is on file with the minutes.*

Finally, Mr. York presented a request to amend the County Budget in the amount of \$343 to accept funds from the New York State Office of Alcoholism and Substance Abuse Services for a Cost of Living Adjustment (COLA).

Motion was made by Mr. Vanselow, seconded by Ms. Braymer and carried unanimously to approve the request as outlined above and forward same to the Finance, Personnel & Higher Education Committee. *A copy of the request is on file with the minutes.*

Mr. York notified there would be a walk in downtown Glens Falls on September 10th to promote drug and alcohol recovery that he said was sponsored by a local self-help group. He notified he would email more information when it became available.

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

Commencing her agenda review, Ms. Schmidt presented a request to fill the vacant position of Keyboard Specialist #4, Grade 3, Annual Base Salary \$25,823, due to resignation; she informed this was a mandated and reimbursed position.

Motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to approve the request and refer same to Finance, Personnel & Higher Education Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Ms. Schmidt introduced a request to fill the vacant position of Case B Supervisor #1, Grade 20, Annual Base Salary \$45,661, in the Preventative Unit, due to resignation. She informed this was a mandated and reimbursed position.

Motion was made by Ms. Braymer, seconded by Mr. MacDonald and carried unanimously to approve the request and refer same to Finance, Personnel & Higher Education Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Mr. Sokol inquired what the reimbursement percentage was and Mrs. Schmidt responded 78%.

Next, Ms. Schmidt presented requests to fill the following Caseworker positions:

- ❖ Caseworker #5, Grade 16, Annual Base Salary \$39,979, in the Preventative Unit, due to resignation;
- ❖ Caseworker #22, Grade 16, Annual Base Salary \$39,979, in the Adult Protective Unit, due to resignation;
- ❖ Caseworker #26, Grade 16, Annual Base Salary \$39,979, in the Adult Protective Unit, due to resignation;
- ❖ Caseworker #30, Grade 16, Annual Base Salary \$39,979, in the Adult Protective Unit, due to resignation.

Ms. Schmidt expressed the Caseworker positions were stressful and difficult and they were on-call positions that were mandated and reimbursed.

Motion was made by Mr. Vanselow, seconded by Ms. Braymer and carried unanimously to approve the requests and refer same to Finance, Personnel & Higher Education Committee for reporting purposes. *Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

Continuing, Ms. Schmidt presented a request to create and fill the position of Case Supervisor A, Annual Base Salary \$59,000, effective January 3, 2017. She added additional training for on-call positions would be helpful.

Motion was made by Mr. Simpson, seconded by Mrs. Frasier and carried unanimously to amend the Table of Organization and Salary Schedule to create and fill the new position of Case Supervisor A effective January 3, 2017 and refer same to the Finance, Personnel & Higher Education Committee. *A copy of the resolution request form and the Notice of Intent to Fill Vacant Position form are on file with the minutes. (Note: Subsequent to the meeting the Commissioner of the Department of Social Services withdrew the request to create & file the Case Supervisor A position as the matter would be addressed through the 2017 Budget process.)*

Ms. Schmidt introduced a request to increase Petty Cash from \$200 to \$500, to allow for the increase of witness fees.

Motion was made by Ms. Braymer, seconded by Mr. McDevitt and carried unanimously to approve the request as presented and the necessary resolution was authorized for the September 16th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Next, Ms. Schmidt presented a request for a transfer of funds from Budget Code A.6010 110, Salaries – Regular, to Budget Code A.6010 130, Salaries – Part Time, in the amount of \$50,000, she indicated the purpose was to cover Heap salaries and current part-time staff until the end of the year.

Motion was made by Mr. Vanselow, seconded by Mr. MacDonald and carried unanimously to approve the request as presented and refer same to the Finance, Personnel & Higher Education Committee. *A copy of the Request for Transfer of Funds is on file with the minutes.*

Next, Ms. Schmidt presented a request for Linda Pechette, Carrie Maldonado, Beth Mabie and Debra Frenette to attend the Welfare to Work Caseload Management training in Rensselaer, NY, August 17-18, 2016, with the use of a County vehicle.

Motion was made by Mr. McDevitt seconded by Mrs. Frasier and carried unanimously to approve the travel request to attend the Welfare to Work Caseload Management training. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Finally, Ms. Schmidt presented a request for Kerry Watkins and Penny Barlow to attend the University of Albany Online training- Patient Review Instrument/Screen training for Nursing Home Placements.

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

Ms. Braymer asked if the training was necessary and Ms. Schmidt replied in the affirmative.

Privilege of the floor was extended to Deanna Park, Director of Countryside Adult Home, who indicated she had mistakenly forgotten her agenda, but would email copies of the agenda to the Committee members after the meeting; *a copy of the emailed agenda is on file with the minutes.*

Commencing her agenda review, Ms. Park presented a request to renew the contract with Hudson Headwaters Health Network (HHHN) to provide clinician services for residents of Countryside Adult Home in an amount no to exceed \$14,136.26 for 2017 and \$14,560.35 for 2018 for a contract term to commence January 1, 2016 and terminate December 31, 2018. She indicated there was a 3% increase from the previous year.

Motion was made by Mrs. Frasier, seconded by Mr. Vanselow and carried unanimously to approve the request as presented and the necessary resolution was authorized for the September 16th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Next, Ms. Park presented a request to authorize a new contract with Orkin in an amount not to exceed \$1,200 annually, (\$91.85/month) to provide pest control services at Countryside Adult Home commencing May 1, 2016.

Motion was made by Mr. Simpson, seconded by Ms. Braymer and carried unanimously to approve the request as presented and the necessary resolution was authorized for the September 16th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Ms. Park then presented a request to authorize a new contract with B-Lann Equipment in an amount not to exceed \$2,000 annually (\$668.40 per inspection) to provide semi-annual inspections of the kitchen fire suppression unit at Countryside Adult Home for a term to commence June 1, 2016 and terminate May 31, 2019.

Motion was made by Mr. McDevitt, seconded by Ms. Braymer and carried unanimously to approve the request as presented and the necessary resolution was authorized for the September 16th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Continuing, Ms. Park introduced a request to authorize a new contract with Warrensburg Laundry & Dry Cleaning for an amount not to exceed \$35,000 annually to provide laundry services at Countryside Adult Home for a term to commence September 1, 2016 and terminate August 31, 2017.

A discussion ensued during which Ms. Park addressed the cost of purchasing new laundry equipment and upgrades, and noted the contract with Warrensburg Laundry & Dry Cleaning could be terminated with 30-60 days notice if the County elected to provide laundry services on an in-house basis.

Motion was made by Mr. Simpson, seconded by Mr. MacDonald and carried unanimously to approve the request as presented and the necessary resolution was authorized for the September 16th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Ms. Park then presented the following requests related to the recent boiler replacement at Countryside Adult Home.

- ❖ Request for a transfer of funds from Budget Code A.1990 469.02, Contingent Account, Other Payments/Projects, to Budget Code A.6030.260, Other Equipment, in the amount of \$6,000;
- ❖ Authorize additional payment in the amount of \$5,990 to Madden Mechanical for installation of piping for the new boiler at Countryside Adult Home. *Note: Original contract with Madden Mechanical for the boiler replacement was authorized by Resolution No. 256 of 2016.*

Ms. Park explained an unforeseen cost had been incurred for the installation of piping for the new boiler.

Motion was made by Mr. McDevitt, seconded by Mr. Simpson and carried unanimously to approve the request as presented and refer same to the Finance, Personnel & Higher Education Committee and the necessary resolution was authorized for the September 16th Board meeting. *Copies of the Request for Transfer of Funds and the resolution request form are on file with the minutes.*

Finally, Ms. Park advised a family picnic would be held at Countryside Adult Home on Sunday September 11th, from noon until 4:00 p.m., and she encouraged the Supervisors to attend.

Privilege of the floor was extended to Julie Montero, Fiscal Manager for the DSS, who reviewed the Revenue and Expenditure Reports ending July 31st, she noted expenditures were on target and at or under Budget for the year, while revenue was starting to pick up after a slow start for the first six months of the year. In regards to the Overtime report, she noted hours were starting to pick up due to two Caseworkers in training and; she said if there were additional Caseworkers in training the overtime hours would increase. She stated the training was 100% reimbursed, however the overtime hours would be paid by regular administration funds.

Mr. Sokol advised there were a few items pertaining to the Department of Public Health that needed to be addressed; he advised Pat Auer, Director of Public Health/Patient Services was unavailable and he would present the items on her behalf. He proceeded to present requests to fill two Registered Nurse positions (#8 & #37). Amanda Allen, Clerk of the Board, advised the positions were budgeted with no salary change and 100% reimbursed. The requests were addressed as follows:

- ❖ To fill the vacant position of Registered Professional Nurse #8, Grade 19, Annual Base Salary \$43,787, due to retirement.

Motion was made by Ms. Braymer, seconded by Mr. McDevitt and carried unanimously to approve the request and refer same to Finance, Personnel & Higher Education Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

- ❖ To fill the vacant position of Registered Professional #37, Grade 19, Annual Base Salary \$43,787, due to retirement.

Motion was made by Mr. Simpson, seconded by Ms. Braymer and carried unanimously to approve the request and refer same to Finance, Personnel & Higher Education Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Next, Mr. Sokol pointed out the agenda distributed for Employment & Training Administration, noting he would review the agenda in the absence of Chris Hunsinger, Director of Employment & Training Administration, who was unavailable. *A copy of same is on file with the meeting minutes.* Mr. Sokol proceeded to review the requests included in the Department of Employment & Training Administration, as follows:

- ❖ To amend the Warren County Budget in the amount of \$38,956 to add Federal Trade Adjustment Act Funds for reimbursement of training for two dislocated workers.

Motion was made by Mr. Simpson, seconded by Mrs. Frasier and carried unanimously to approve the request as outlined above and forward same to the Finance, Personnel & Higher Education Committee. *A copy of the request is on file with the minutes.*

- ❖ To authorize a new contract with Washington-Saratoga-Warren-Hamilton-Essex Board of Cooperative Educational Services (BOCES) in an amount not to exceed \$14,500 to provide youth educational program services for the WIOA youth employment program and prepare youth for the Test Assessing Secondary Completion (TASC) high school equivalency assessment for the 2016-2017 school year, for a term to commence September 20, 2016 and terminate June 30, 2017.

Motion was made by Mrs. Frasier, seconded by Mr. MacDonald and carried unanimously to approve the request as presented and the necessary resolution was authorized for the September 16th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- ❖ To authorize Chris Hunsinger and Kathy Albert to attend the 2016 New York Association of Training and Employment Professionals (NYATEP) Fall Conference, in Albany, NY, on October 25-27, 2016.

Motion was made by Mr. McDevitt 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.*

Continuing, Mr. Sokol advised Christie Sabo, Director of Office of the Aging, had resigned and as the position had yet to be filled, he would present the agenda items. Copies of the Office for the Aging agenda were distributed to Committee members; *a copy of same is on file with the meeting minutes.* Mr. Sokol proceeded to review the requests included in the Office for the Aging agenda, as follows:

- ❖ To authorize submission of application and execution of the subsequent agreement, to the New York State Office for the Aging for MIPPA grant funding in the amount of \$16,410.

Motion was made by Mr. Simpson, seconded by Mrs. Frasier and carried unanimously to approve the request as presented and the necessary resolution was authorized for the September 16th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Requests to fill the following part-time positions:

- ❖ Meal site Manager #6, Grade 2, Annual Base Salary \$25,281, due to retirement.
- ❖ Meal site Manager #8, Grade 2, Annual Base Salary \$25,281, due to promotion.
- ❖ Meal site Cook #11, Grade 2, Annual Base Salary \$25,281, due to resignation.

- ❖ Food Service Helper #3, Grade 2, Annual Base Salary \$25,281, due to resignation.

Motion was made by Ms. Braymer, seconded by Mr. MacDonald and carried unanimously to approve the requests and refer same to Finance, Personnel & Higher Education Committee for reporting purposes. *Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

Concluding, Mr. Sokol provided an update of the Organization Chart, he indicated action was taken to fill the existing Memorandum of Agreement (MOU) for State University of New York (SUNY) collaboration in administering the Alzheimer's Disease caregiver support initiative request, at no cost to the County and a software contract was authorized by Kevin Geraghty, Chairman of the Board of Supervisors with New York State Office of the Aging (NYS OFA) to continue client history software.

There being no further business to come before the Health, Human & Social Services Committee, on motion made by Mr. McDevitt and seconded by Mr. MacDonald, Mr. Sokol adjourned the meeting at 10:08 a.m.

Respectfully submitted,
Molly Ganotes, Legislative Office Special