

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH, HUMAN AND SOCIAL SERVICES

DATE: JANUARY 25, 2019

COMMITTEE MEMBERS PRESENT:

SUPERVISORS FRASIER
MCDEVITT
BRAYMER
LEGETT
LOEB
DRISCOLL
HYDE
MAGOWAN
SOKOL

OTHERS PRESENT:

ROBERT YORK, DIRECTOR, OFFICE OF COMMUNITY SERVICES
DEANNA PARK, DIRECTOR, OFFICE FOR THE AGING
REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:
CHRISTIAN HANCHETT, COMMISSIONER
JULIE MONTERO, FISCAL MANAGER
REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:
GINELLE JONES, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES
VALERIE WHISENANT, ASSISTANT DIRECTOR, PATIENT SERVICES
TAWN DRISCOLL, FISCAL MANAGER
RONALD F. CONOVER, CHAIRMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
AMANDA ALLEN, CLERK OF THE BOARD
AMY LAVINE, FIRST ASSISTANT COUNTY ATTORNEY
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS DIAMOND
HOGAN
MERLINO
SIMPSON
STROUGH
WILD
JOANNE CONLEY, TOURISM DIRECTOR
MICHAEL SWAN, COUNTY TREASURER
DINA CLEMENTS, THE CLEMENTS FIRM
FRED AUSTIN, FORT WILLIAM HENRY
TIMOTHY McNULTY, TOWN OF QUEENSBURY RESIDENT
DON LEHMAN, *POST STAR*
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the January 25, 2019 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/2019/health>

Mrs. Frasier called the meeting of the Health, Human & Social Services Committee to order at 10:47 a.m.

Privilege of the floor was extended to Robert York, *Director, Office of Community Services*, who distributed copies of his agenda to the Committee members; *a copy of the Office of Community Services agenda is on file with the minutes.*

Commencing his agenda review with the Action Agenda/New Business section, Mr. York presented the following request:

- 1) To authorize Carrie Wright, *Program Analyst*, to enroll in job related course entitled "Intro to Public Administration" at Marist College.

Mr. Loeb expressed his support for education. Mr. Sokol inquired if funds were available in Mr. York's budget and Mr. York replied he had not budgeted for education, but he did have money in other budget codes that he could transfer from.

Motion was made by Mr. Loeb, seconded by Mr. McDevitt and carried unanimously to approve the request and refer same to the Personnel & Higher Education Committee. *A copy of the resolution request*

form is on file with the minutes.

Ms. Braymer entered the meeting at 10:48 a.m.

Mrs. Frasier apprised a motion was necessary to approve the minutes of the previous Committee meeting. The necessary motion was made by Mr. McDevitt, seconded by Mr. Loeb and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

There being no further Office of Community Services business to discuss, privilege of the floor was extended to Deanna Park, *Director, 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.*

Prior to commencing the review of the OFA agenda, Ryan Moore, *County Administrator*, informed action needed to be taken relative to services performed by The Clements Firm for four Office for the Aging clients who had incurred fees in a total amount of \$1,070 in January and February 2018, after their annual limit for services was reached. He asked if it was the pleasure of the Committee to pay those fees, as both Federal and State funding for the program had been exhausted and there was a question as to whether or not the clients were active referrals from the OFA.

A brief discussion ensued following which a motion was made by Mr. McDevitt, seconded by Mr. Driscoll and carried unanimously to amend the existing contract with The Clements Firm and authorize payment in the amount of \$1,070 and to refer same to the Finance Committee to determine a source of funding. *A copy of the resolution request form is on file with the minutes.*

Commencing her agenda review, Ms. Park presented the following requests:

- 1) To amend Community Services for Elderly Program contracts to show additional funding received for April 1, 2018 - March 31, 2019 term.

Motion was made by Mr. Sokol, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the February 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To authorize a reduction in the hours for the Meal Site Cook #10 position at the Johnsbury Meal Site from 30 hours per week to 25 hours per week, based on the staffing requirements outlined by New York State Office for the Aging and the number of meals provided at the meal site.
- 3) To fill the Meal Site Cook #10 position (*Johnsbury Meal Site*), *Grade 2, Base Annual Salary \$27,438 (25 hours per week)*, due to resignation.

Following some brief discussion regarding the reduction of hours requested, a motion was made by Mr. Sokol, seconded by Mr. Magowan and carried unanimously to approve the requests as outlined above and refer same to the Personnel & Higher Education Committee. *Copies of the resolution request and Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

- 4) To authorize a new contract with Fort Hudson Health Systems, Inc., to provide personal care level 1, personal care level 2, case management and social adult day care services to residents of Warren and Hamilton Counties.

Motion was made by Mr. McDevitt, seconded by Mr. Loeb and carried unanimously to approve the request and the necessary resolution was authorized for the February 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 5) To authorize a new contract with Home Aide Services of the Central Adirondacks, Inc., to

provide personal care level 1 and 2 services under Expanded in-Home Services for the Elderly Program for residents of Hamilton County.

Motion was made by Mr. Loeb, seconded by Mr. Driscoll and carried unanimously to approve the request and the necessary resolution was authorized for the February 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 6) To authorize a new contract with Countryside Adult Home to provide Social Adult Day Care services to residents of Warren and Hamilton Counties under Expanded in-Home Services for the Elderly Program.

Motion was made by Mr. Loeb, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the February 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 7) To authorize a new contract with Hamilton County Public Health Nursing Services to provide evidence based health promotion services for residents of Hamilton County.

Motion was made by Mr. Sokol, seconded by Mr. Loeb and carried unanimously to approve the request and the necessary resolution was authorized for the February 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 8) To amend Schedule "A" documents for Title III-E contracts to optimize funding received from the NYS Office for the Aging.

Motion was made by Mr. Loeb, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the February 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 9) To amend the contract with Countryside Adult Home for the provision of meals to clients of Warrensburg and the surrounding areas to include a reimbursement rate of \$3.65/meal, rather than a flat rate of \$16,000 per quarter.

Motion was made by Mr. Loeb, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the February 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 10) To authorize the Chairman of the Board of Supervisors to sign an agreement with ESHA Research to perform an upgrade to food processor software, as required by the NYS Office for the Aging, at a cost of \$499.

Motion was made by Mr. Loeb, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the February 15th Board meeting. *A copy of the resolution request form is on file with the minutes. Note: subsequent to the meeting it was determined by the County Attorney's Office that there was no agreement for the Chairman to sign on this item and so no resolution was necessary.*

- 11) To authorize submission of the 2019 - 2020 Annual Implementation Plan to NYS Office for the Aging.

Motion was made by Mr. McDevitt, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the February 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 12) To authorize submission of the 2018 - 2019 MIPPA (*Medicare Improvements for Patients and Providers Act*) grant application.

Motion was made by Mr. Sokol, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the February 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 13) To amend the contract with Catherine Keating-Stauch for dietician services to change the language pertaining to authorization for two days of training conferences and seminars to allow “necessary training conferences and seminars as approved by the Director of the Office for the Aging”.

Ms. Braymer asked why training was provided for a contractor and Ms. Park explained it was required for the services she carried out; she noted the County had always provided reimbursement this training. Ms. Braymer inquired why this person was not just employed by the County instead of being contracted with and Ms. Park explained it was more cost efficient to contract for the services rather than to pay a salary and benefits which would be considerably more expensive.

Motion was made by Mr. Driscoll, seconded by Mr. Magowan and was carried by majority vote, with Ms. Braymer voting in opposition, to approve the request and the necessary resolution was authorized for the February 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 14) To fill the position of Food Service Manager, *Grade 4, Base Annual Salary \$29,333*, due to resignation.

Motion was made by Mr. McDevitt, seconded by Mr. Magowan and carried unanimously to approve the request and forward same to the 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.*

Moving on to the Information/Discussion portion of the agenda, Ms. Park informed her Department would be accepting Senior of the Year nominations until February 8th. She informed the annual evaluation by NYSOFA (*New York State Office for the Aging*) had been completed on September 25 - 26, 2018 which resulted the following notations:

- i) Reporting: CAARS Reports were not submitted by the due date. Ms. Park advised the report was submitted, but did not show up as submitted at NYSOFA; it was re-submitted the next day.
- ii) Client Assessment: One client case file reviewed did not contain the most recent Care Plan, Financial Information, Medicaid Prescreen or Client Agreement. Ms. Park explained the information was completed by the contractor, but had not yet been sent to NYSOFA.

There being no further OFA business to discuss, privilege of the floor was extended to Christian Hanchett, *Director, 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 his agenda review, Mr. Hanchett presented the following requests:

- 1) To fill the position of Intake Clerk #7, *Grade 4, Base Annual Salary \$29,333*, due to termination;
- 2) To fill the position of Medicaid Clerk #3, *Grade 5, Base Annual Salary \$30,520*, due to promotion;
- 3) To fill the position of Caseworker #32, *Grade 16, Base Annual Salary \$43,390*, due to promotion;
- 4) To fill the position of Senior Aide #1, *Grade 7, Base Annual Salary \$33,600*, due to retirement; and
- 5) To fill the position of Account Clerk #3 Part-time, *Grade 4, Base Annual Salary \$29,333*, due to resignation.

Motion was made by Mr. Magowan, seconded by Ms. Braymer and carried unanimously to approve the requests to fill vacant positions, as outlined above, and refer same to the Personnel & Higher Education

Committee for reporting purposes. *Copies of the Notice of Intent to Fill Position forms are on file with the minutes.*

- 6) To authorize temporary out-of-title pay for the Senior Aide #2, *Grade 7*, at Countryside Adult Home effective retroactive to November 19, 2018 to reflect the responsibilities and workload undertaken until the Director of Countryside Adult Home position is evaluated, posted and filled.
- 7) To authorize temporarily increasing the total weekly hours of the Part-Time Senior Account Clerk #2, *Grade 7*, position from 24 hours to 32 hours per week until the Part-Time Account Clerk #3 position is filled.

Following some discussion regarding the out-of-title pay request, a motion was made by Ms. Braymer, seconded by Mr. Magowan and carried unanimously to approve the requests as outlined above and refer same to the Personnel & Higher Education Committee. *Copies of the resolution request forms are on file with the minutes.*

- 8) To extend the contract with KMG Electronic Monitoring Services for Youth for a term commencing January 1, 2019 and terminating December 31, 2019.

Motion was made by Ms. Braymer, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the February 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 9) To authorize a new agreement with Warren County Public Health Department in the amount of \$50,000 to provide child welfare and community health services for a term commencing December 1, 2018 and terminating November 30, 2019.

Motion was made by Ms. Braymer, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the February 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 10) To amend the County Budget in the amount of \$50,000 to reflect the receipt of grant funding from the CAPTA/CARA Program.

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

- 11) To authorize a contract with Warren-Washington Homeless Youth Coalition dba Wait House in an amount not to exceed \$30,000 to provide services related to sexually exploited youth for a term commencing January 1, 2019 and terminating December 31, 2019.

Motion was made by Ms. Braymer, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the February 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 12) To appoint and re-appoint members to the Warren County Youth Board for a term commencing January 1, 2019 and terminating December 31, 2019.

Motion was made by Mr. McDevitt, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the February 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 13) To authorize out-of-State travel for Caseworkers Mary Pugh and Sarah Rowell to transport a child

in custody of the Warren County Department of Social Services from Greensburg, Pennsylvania back to Warren County.

Motion was made by Mr. Leggett, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the February 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Moving on to the Information for Discussion/Review portion of the agenda, Mr. Hanchett reported on his activities for the previous month. He provided an update on DSS as well as Countryside Adult Home. Mr. Hanchett recognized Ms. Park for the assistance she provided to Countryside Adult Home in the absence of a Director, following which Julie Montero, *Fiscal Manager*, provided an overview of the Budget Analysis and Overtime Reports. She informed both revenues and expenses appeared to be below budget for 2018; however, she noted that would not be able to confirm this until next month. She informed more than 400 overtime hours were used in 2018.

Chairman Conover exited the meeting at 11:55 a.m.

This concluded the review of the Department of Social Services agenda; privilege of the floor was extended to Ginelle Jones, *Director, Public Health/Patient Services*, who distributed copies of the Health Services agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing her agenda review, Ms. Jones presented the following requests:

- 1) To appoint and re-appoint members of the Warren County Health Services Professional Advisory Committee for a term commencing January 1, 2019 and terminating December 31, 2019.

Motion was made by Mr. Loeb, seconded by Mr. Magowan and carried by majority vote, with Mr. Driscoll abstaining, to approve the request and the necessary resolution was authorized for the February 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To appoint and re-appoint members to the Local Early Intervention Coordinating Counsel for a term commencing January 1, 2019 and terminating on December 31, 2019.

Motion was made by Mr. Magowan, seconded by Mr. Driscoll and carried unanimously to approve the request and the necessary resolution was authorized for the February 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 3) To amend the contract with Kinney Management Services, LLC of Latham, NY, which provides KCHECKS, to reflect a \$50 increase.

Motion was made by Mr. Sokol, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the February 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 4) To amend Resolution No. 242 of 2018, adopting the Warren County Corporate Compliance Policy, to name the Assistant to the County Administrator as the County's Corporate Compliance Officer.

Motion was made by Mr. Driscoll, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the February 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 5) To authorize Laura Monroe, *Registered Professional Nurse*, to enroll in job related course entitled "NUR 305 Information Management and Patient Care Technologies".

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

- 6) To authorize Jignasha Shah, *Public Health Coordinator*, to enroll in job related course entitled "Biology 210 Anatomy and Physiology I with Laboratory Works".

Motion was made by Mr. Magowan, seconded by Mr. Loeb and carried unanimously to approve the request and refer same to the Personnel & Higher Education Committee. *A copy of the resolution request form is on file with the minutes.*

- 7) To authorize an agreement with Warren-Washington-Albany Counties ARC, to provide volunteerism opportunities for credentialed ARC clients, with no compensation, to provide support services work under the direction of the ARC Job Coach for a term commencing March 1, 2019 and continuing unless terminated with thirty days written notice by either party.

Motion was made by Mr. McDevitt, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the February 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

A review of the Information for Discussion/Review portion of the agenda proceeded as follows:

Report of Expenditures, Revenues, Overtime and Per Diem Use for 2018 - Tawn Driscoll, *Fiscal Manager*, reviewed the Revenue and Expenditure Report for 2018 in Attachment #1. She noted revenues for Homecare, WIC and the Preschool Programs were anticipated after December billing and estimated that would increase the figures by \$1 million or more. She said salaries comprised 85.32% of the 2018 Budget compared to 100% of the 2017 Budget.

Revenue and Expense Comparison Report for 2018 vs 2017 - Mrs. Driscoll reviewed the Revenue and Expense Comparison Report for 2018 vs 2017 in Attachment #2. She noted the increase in salaries by 1.62% was a result of the new Crescendo system for the CHHA for patient charting and billing. She explained the expenses were down due to timing of invoices for both the Preschool program and CHHA for therapy services. She apprised she expected to close the year at what was budgeted or slightly less.

Status of Referrals - Valerie Whisenant, *Assistant Director of Patient Services*, reviewed the referrals, included as Attachment #3. She informed referrals were lower due to the County employee, who was the liaison at the hospital for referrals, being taken out of the hospital to see patients which prevented referrals from being done.

Emergency Response and Preparedness - Ms. Jones advised Attachment #4 in the agenda packet included a review of the Emergency Response and Preparedness Activities for the month.

Rabies Program Report - Ms. Jones advised Attachment #5 outlined the rabies report for the year 2018.

Meetings -Ms. Jones apprised she had submitted a Request to Hold Meeting or Conference form for the quarterly Professional Advisory Meetings which served a light lunch in an amount not to exceed \$550 for the year.

Staffing Update -Ms. Jones noted a majority of positions had been filled with qualified candidates.

Nursing Positions - Ms. Jones apprised there were still three or four nursing positions that needed to be filled.

Mr. Loeb spoke in regards to the local anti-vaccine movement and suggested the Public Health Department develop an aggressive vaccine campaign. He also mentioned as a result of the decreased care at Warren Center he would recommend the Public Health Department create a hotline designated for nursing home resident complaints that could be forwarded to New York State Department Of Health, the Governor's Office, Legislative representatives in Albany and to the media in an effort to promote better care in the local nursing homes.

There being no further business to come before the Health, Human & Social Services Committee, on motion made by Mr. Sokol and seconded by Mr. McDevitt, Mrs. Frasier adjourned the meeting at 12:28 p.m.

Respectfully submitted,
Leslie Lovelace, Secretary to the Clerk of the Board