

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH, HUMAN AND SOCIAL SERVICES

DATE: MARCH 19, 2019

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS FRASIER  
MCDEVITT  
LEGETT  
LOEB  
DRISCOLL  
HYDE  
MAGOWAN  
SOKOL

COMMITTEE MEMBER ABSENT:

SUPERVISOR BRAYMER

OTHERS PRESENT:

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

MARY ELIZABETH KISSANE, COUNTY ATTORNEY

AMANDA ALLEN, CLERK OF THE BOARD

TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR

FRANK THOMAS, BUDGET OFFICER

SUPERVISORS GERAGHTY

HOGAN

MERLINO

SIMPSON

WILD

MICHAEL SWAN, COUNTY TREASURER

JULIE BUTLER, PURCHASING AGENT

REPRESENTING THE BOARD OF ELECTIONS:

WILLIAM VANNESS, COMMISSIONER (R)

BETH MCLAUGHLIN, COMMISSIONER (D)

DON LEHMAN, *THE POST STAR*

LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

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Please note, the following contains a summarization of the March 19, 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 9:33 a.m.

Motion was made by Mr. Loeb, seconded by Mr. Magowan and carried unanimously to approve the minutes of the previous Health Services Committee meeting, subject to correction by the Clerk of the Board.

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:

- To fill the position of Assistant Social Services Attorney - Part-Time (20 hours per week), *Annual Salary \$34,260*, due to resignation.
- To fill the position of Social Welfare Examiner #43, *Grade 8, Base Annual Salary \$34,988*, in the Temporary Assistance Unit, due to promotion.
- To fill the position of Social Welfare Examiner #17, *Grade 8, Base Annual Salary \$34,988*, in the Medicaid Unit, due to promotion.

A brief discussion ensued in regards to the salaries for the positions listed above, following which a motion was made by Mr. Magowan, seconded by Mr. Driscoll and carried unanimously to approve all

three requests and forward same to the Personnel & Higher Education Committee for reporting purposes. *Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

Mr. Hanchett apprised the next requests were for Countryside Adult Home, and he presented them as follows:

- To amend the Table of Organization and Salary Schedule to create and fill the new position of Senior Aide, Part-Time, Temporary, *Grade 7, Base Annual Salary \$33,600*, effective April 22, 2019 for a period of six months with review after six months.
- To fill the position of Institutional Aide #12, *Grade 3, Base Annual Salary \$28,026*, due to retirement.
- To fill the position of Institutional Aide Per-diem, *Grade 3, Base Annual Salary \$28,026*, due to resignation.
- To fill the position of Food Service Helper #TBD, *Grade 2, Base Annual Salary \$27,438*, due to promotion.

Motion was made by Mr. Sokol, seconded by Mr. Magowan and carried unanimously to approve the requests as outlined above and forward same to the Personnel & Higher Education Committee. *Copies of the resolution request forms are on file with the minutes.*

Mr. Hanchett continued with the action agenda presenting the following requests:

- 1) To authorize a new contract with Homeless Management Information System in an amount not to exceed \$5,000 to provide various services related to temporary assistance to the homeless, including reporting/collecting data and making referrals, for the term of March 1, 2019 through February 29, 2020.

Motion was made by Mr. Driscoll, seconded by Mr. Loeb and carried unanimously to approve the request and the necessary resolution was authorized for the April 19<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To authorize payment of a New York State Department of Health fine in the amount of \$2,673 for a violation at Countryside Adult Home.

Mr. McDevitt inquired what the violations were and Mr. Hanchett replied a Criminal Record History Check form was missing from an employees' file; he noted the form had been completed, but was not placed in the file. In addition, he advised that during an inspection an employee was seen touching the back of a chair wearing gloves which were not replaced upon return to the kitchen.

Following a brief discussion in regards to the fine, a 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 April 19<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 3) Authorizing a new contract with Jennifer Linehan, *Dietary Consultant*, in an amount not to exceed \$3,840 for dietician services at Countryside Adult Home for the term commencing March 2, 2019 and terminating March 1, 2020.

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 April 19<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 4) To appoint Josh Patchett, *Town of Hague*, and Susan Sheplar, *Town of Thurman*, to the Warren County Youth Board for the term of January 1, 2019 through December 31, 2019.

Motion was made by Mr. Loeb, seconded by Mr. Magowan and carried unanimously to approve the

request and the necessary resolution was authorized for the April 19<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

Privilege of the floor was extended to Julie Montero, *Fiscal Manager*, who apprised the 2018 Revenue & Expenditure report showed the year to date actual was below the amount budgeted, adding the revenue was good and expenses were down. Ms. Montero stated she had included the Revenue & Expenditures Report for February 2019 and she indicated revenue was a little slow in the beginning of the year, but expenses were right where she expected them to be. She said overtime continued to be high due to training of new caseworkers.

Mr. Hanchett reported on his activities for the previous month. He apprised he had offered the Countryside Adult Home Director position to an individual who had accepted the position and they were just waiting on the Department of Health approval of this individuals credentials. He added the census for the home was up to 36 residents.

Chairman Conover commended Ms. Montero and Frank Thomas, *Budget Officer*, on the great fiscal management for the Department.

This concluded the review of the DSS agenda. Privilege of the floor was extended to Ginelle Jones, *Director, Public Health/Patient Services*, who distributed copies of her 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 authorize Laura Monroe, RN, to enroll in job related course entitled "IDS 400 Diversity" at Southern New Hampshire University.

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

- 2) To authorize a new contract with Amanda Rose Mastroiopietro for speech therapy services at the approved rates provided to provide speech therapy services for the Home Care and Preschool programs for the term commencing May 1, 2019 and continuing unless terminated by either party upon 30 days written notice.

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 April 19<sup>th</sup> Board meeting. *A copy of the resolution request is on file with the minutes.*

- 3) To authorize application to the Adirondack Health Institute for \$1,500 in grant funding.

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 April 19<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 4) To amend the contract with Waystar/Zirmed, Inc. to reflect changes in fees as outlined in the resolution request form.

Motion was made by Mr. Magowan, seconded by Mr. Loeb and carried unanimously to approve the request and the necessary resolution was authorized for the April 19<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 5) To amend the County Budget in the amount of \$1,500 to reflect receipt of additional funds from Adirondack Health Institute's population Health Improvement Program Healthy Community

Design Project to benefit families participating in the WIC Program.

Motion was made by Mr. Sokol, seconded by Mr. Magowan and carried unanimously to approve the request and forward same to the Finance Committee. *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 2019 - Tawn Driscoll, *Fiscal Manager*, reviewed the Revenue and Expenditure Report for 2019 in Attachment #1. She noted 2018 had not yet been closed. She informed salaries were under in regular salaries due to vacant positions and overtime was slightly higher due to the new software system being used, as well as nurses working on weekends.

Revenue and Expense Comparison Report for 2018 vs 2019 - Ms. Driscoll reviewed the Revenue and Expense Comparison Report for 2018 vs 2019 in Attachment #2. She noted salaries were under and contractual expenses were higher due to the timing of invoices. She added benefits were down due to the vacant positions.

Status of Referrals - Valerie Whisenant, *Assistant Director of Patient Services*, reviewed the referrals, included as Attachment #3. She informed the rate of referrals was lower and coincided with Glens Falls Hospitals. She informed more referrals were being received from Albany Medical Center, Saratoga Hospital, St. Peters Hospital, and local physicians offices. She apprised there had been two new hires, but one had resigned after working for a week.

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 January 2019 rabies report.

Meetings: Ms. Jones reported a request to host meeting form had been approved and a copy of same was included to provide a light lunch for the Board of Supervisors Tobacco-21 Lunch and Learn held on March 15, 2019.

Staffing Update - Ms. Jones noted there had been two nursing position resignations, four vacant CHHA positions and one position in Public Health. She requested to fill the following positions:

- Registered Professional Nurse #31, *Grade 19, Annual Salary \$47,523*, due to resignation.
- Registered Professional Nurse #37, *Grade 19, Annual Salary \$47,523*, due to resignation.

Motion was made by Mr. Magowan, seconded by Mr. Driscoll and carried unanimously to approve the requests and forward 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.*

There being no further business to come before the Health, Human & Social Services Committee, on motion made by Mr. Loeb and seconded by Mr. McDevitt, Mrs. Frasier adjourned the meeting at 10:26 a.m.

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