

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH, HUMAN AND SOCIAL SERVICES

DATE: SEPTEMBER 30, 2019

COMMITTEE MEMBERS PRESENT:

SUPERVISORS MCDEVITT
BRAYMER
LEGETT
LOEB
DRISCOLL
MAGOWAN
SOKOL

COMMITTEE MEMBERS ABSENT:

SUPERVISORS FRASIER
HYDE

OTHERS PRESENT:

REPRESENTING THE OFFICE OF COMMUNITY SERVICES:
ROB YORK, DIRECTOR
HARRY CARLSON, DEPUTY DIRECTOR - FISCAL
REPRESENTING THE EMPLOYMENT & TRAINING ADMINISTRATION
CHRIS HUNSINGER, DIRECTOR
ANNIE MCMAHON, ACCOUNT MANAGER
DEANNA PARK, DIRECTOR, OFFICE FOR THE AGING
DENISE DIRESTA, DIRECTOR, VETERANS' SERVICES
REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:
CHRISTIAN HANCHETT, COMMISSIONER
JULIE MONTERO, FISCAL MANAGER
AMY MCBYRNE, DIRECTOR, COUNTRYSIDE ADULT HOME
REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:
GINELLE JONES, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES
VALERIE WHISENANT, ASSISTANT DIRECTOR PATIENT SERVICES
TAWN DRISCOLL, FISCAL MANAGER
PAT BELDEN, ASSISTANT DIRECTOR, PUBLIC HEALTH DIVISION
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
MERLINO
SIMPSON
DON LEHMAN, *THE POST STAR*
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the September 30, 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>

In the absence of Committee Chairwoman Frasier, Supervisor McDevitt, as Vice-Chair, called the meeting of the Health, Human & Social Services Committee to order at 10:17 a.m.

Mr. Leggett exited the meeting at 10:18 a.m.

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

Commencing the agenda review, Harry Carlson, *Deputy Director - Fiscal*, provided a review of the Mental Health/Office of Community Services 2020 Budget Request, during which he and Mr. York answered questions posed by the Committee.

Ms. Braymer entered the meeting at 10:21 a.m.

Mr. McDevitt informed he had inadvertently neglected to ask for a motion to approve the minutes of

the previous Committee meeting, subject to correction by the Clerk of the Board. Motion was made by Mr. Loeb, seconded by Ms. Braymer and carried unanimously.

Finally, Mr. York apprised when Glens Falls Hospital decided to discontinue their mental health program, they had first contacted his office and inquired if there were other agencies available to take over the services before they made a final decision to discontinue the program.

There being no further Office of Mental Health/Community Services business to discuss, privilege of the floor was extended to Chris Hunsinger, *Director, Employment & Training Administration*, who distributed copies of his agenda to the Committee members; *a copy of the Employment & Training agenda is on file with the minutes.*

Mr. McDevitt congratulated Mr. Hunsinger on his career change and thanked him for his service to the County.

Commencing his agenda review, Mr. Hunsinger presented the following requests:

- 1) To amend the 2019 County Budget in the amount of \$98,123 to add funds to the budget to administer 2020 DSS Referral Program beginning January 2020.

Motion was made by Mr. Magowan, seconded by Mr. Loeb 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.*

- 2) To fill the position of Employment & Training Director II, Base Annual Salary to-be-determined, due to resignation.

Motion was made by Mr. Loeb, 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.*

There being no further Employment & Training business to discuss, privilege of the floor was extended to Deanna Park, *Director, Office for the Aging*, who distributed copies of her agenda to the Committee members; *a copy of the Office for the Aging agenda is on file with the minutes.*

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

- 1) To authorize a transfer in the amount of \$7,000 from Budget Code A.6772.4300 410, *DSRIP Supplies*, to Budget Code A.6772.4300.130, *DSRIP Part-time Salaries*, to cover the salary of the temporary Aging Services Assistant position.

Motion was made by Mr. Magowan, seconded by Ms. Braymer 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.*

Ms. Park then proceeded with a review of her Departments' 2020 Budget Request, a copy of which was included in her agenda packet.

Moving on to the Information/Discussion portion of the agenda, Ms. Park informed the Warren-Hamilton Senior Picnic held on September 11th had over 200 attendees. She extended her appreciation to the Warren County DPW Buildings & Grounds staff, as well as Countryside Adult Home, Fish Hatchery, the Lake Luzerne and Bolton Meal Sites for making the event a success.

Ms. Braymer apprised she had heard positive feedback on the Queensbury Meal Site and inquired what Ms. Park could add about the progress. Ms. Park replied there were minor issues, but overall the site was doing well.

There being no further Office for the Aging business to discuss, privilege of the floor was extended to Denise DiResta, *Director, Veterans' Services*, who distributed copies of her agenda to the Committee members; *a copy of the Veterans' agenda is on file with the minutes.*

Prior to reviewing the budget, Mr. McDevitt apprised a motion was required to approve review of the 2020 Budget Request. The necessary motion was made by Mr. Driscoll and seconded by Mr. Magowan.

Mr. McDevitt requested Ms. DiResta provide a brief summary of what the Peer-to-Peer Program was and she provided a synopsis.

Mr. McDevitt noted he was informed a motion was not needed to approve the budget and asked that the minutes reflect such.

Ms. DiResta then proceeded with a review of the Peer-to-Peer and Veterans' Services 2020 Budget Requests, copies of which were included in her agenda packet; during her review, Ms. DiResta answered questions posed by the Committee members.

Next, Ms. DiResta presented a request to authorize a new contract with Panoramic VetPro Inc. for a web-based Veteran Data Management System as well as direct electronic submission for a term commencing October 1, 2019 and terminating upon thirty days written notice by either party in an amount not to exceed \$4,995.

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 October 18th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Next, Ms. DiResta requested a transfer of funds in the amount of \$4,995 from Budget Code A.6510 130, *Salaries-Part Time*, to Budget Code A.6510 470, *Contract* for the purchase of a web-based Veterans' Data Management System.

Motion was made by Ms. Braymer, 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 brief discussion ensued in regards to the difference in the State Division of Veterans' Services and County Veterans' Affairs compared to the Federal Veterans' Affairs. Ms. DiResta apprised there were advocates at the County and State level, while the Federal level was the actual VA.

There being no further Veterans' Services business to discuss, privilege of the floor was extended to Christian Hanchett, *Commissioner, Department of Social Services (DSS)*, who distributed copies of the DSS agenda to the Committee members; *a copy of the DSS agenda is on file with the minutes.*

Commencing his agenda review, Mr. Hanchett presented the following requests:

- 1) To fill the vacant position of Caseworker #34, *Grade 6, Base Annual Salary \$43,390*, due to resignation.

Motion was made by Mr. Magowan, seconded by Mr. Loeb 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.*

- 2) To rescind Resolution No. 264 of 2019 which is a duplicate authorization for continuation of an agreement with the Council for Prevention.

Motion was made by Ms. Braymer, seconded by Mr. Loeb and carried unanimously to approve the request and the necessary resolution was authorized for the October 18th 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 reviewed the 2020 Department of Social Services Budget Request, a copy of which was included in the agenda packet; Ms. Montero and Mr. Hanchett answered questions posed by the Committee members.

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

Commencing her agenda review Ms. McByrne reviewed her 2020 Budget Request, a copy of which was included in the packet.

Ms. McByrne proceeded to review the Census Report, noting she was down three residents due to deaths, but had recently admitted two.

Ms. McByrne presented a request to amend Resolution No. 166 of 2019 to extend the termination date of Senior Aide-Part-Time Temporary position to December 31, 2019, unless the position is filled sooner, for training purposes.

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

This concluded the review of the Countryside and DSS agendas; privilege of the floor was extended to Ginelle Jones, *Director, Public Health/Patient Services*, who distributed copies of the Public Health 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 a new contract with a certified Coding and Oasis vendor to be determined for utilization by the Home Care Agency to improve capacity for coding, ensure documentation integrity and decrease process time for billing for a term commencing November 1, 2019 with automatic renewal unless termination is requested by either party with thirty days written notice.

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 October 18th 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 2019 - Tawn Driscoll, *Fiscal Manager*, reviewed the Revenue and Expenditure Report in Attachment #1. She reported salaries were \$11,137.42 lower for the same time period last year. She stated they were in the process of closing the CHHA and MCH programs for the month of August. She said overall salaries were 57.65% of the budget compared to last year at this time they were 67.76%.

Revenue and Expense Comparison Report for 2018 vs 2019 - Mrs. Driscoll reviewed the Revenue and Expense Comparison Report for 2018 vs. 2019 in Attachment #2. She stated the Preschool and Early Intervention programs were comparable to last year and CHHA expenses needed to be input. She noted revenues were slightly higher compared to last year.

Mrs. Driscoll requested a transfer of funds in the amount of \$13,000 from Budget Code A.4010.110

Health Services-Full Time Salaries, to Budget Code A.4010.470 Health Services-Contract Expense, to pay for outsourcing medical coding for referrals for two months.

Motion was made by Mr. Magowan, seconded by Mr. Sokol 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.*

Status of Referrals: Ms. Jones apprised on Attachment #3 there was a new section created to show the number of re-visits their office had each month.

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 Report: Ms. Jones advised Attachment #5 in the agenda packet included a review of the Rabies Report for the month of August.

Meetings: Ms. Jones reported Jodi Brynes would be attending Certified OASIS-D Quality Specialist Bundle online to take Board Certified Home Health Coder, offered through FAZZI.

Staffing Update: Ms. Jones noted one nurse was out on extended leave and two nurses were on intermittent leave. She stated there were currently two vacant full-time nurse positions, as well as a per-diem position available.

Next, Ms. Jones and her staff proceeded with a review of the 2020 Budget request for all Public Health/Patient Services Divisions and they answered questions posed by the Committee.

There being no further business to come before the Health, Human & Social Services Committee, on motion made by Mr. Sokol and seconded by Mr. Driscoll, Mr. McDevitt adjourned the meeting at 11:52 a.m.

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