

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SOCIAL SERVICES

DATE: SEPTEMBER 25, 2006

Committee Members Present:		Others Present:
Supervisors	Tessier	Representing Department of Social Services:
	O'Connor	Robert Phelps, Commissioner
	Sheehan	Douglas Herschleb, Director of Services
	Kenny	Kathy Baker, Fiscal Manager
	F. Thomas	Joan Parsons, Commissioner, Administrative & Fiscal Services
Committee Member Absent:		Joan Sady, Clerk of the Board
Supervisor	Bentley	Supervisor Geraghty
		David Strainer, Queensbury
Vacant:	Town of Queensbury	Katy Goodman, Secretary to the Clerk

Mr. Tessier called the meeting to order at 11:20 a.m.

Motion was made by Mr. Sheehan, seconded by Mr. F. Thomas and carried unanimously to approve the minutes of the previous meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Mr. Phelps, who distributed copies of his agenda packet for the meeting, a copy of which is on file with the minutes.

Mr. Phelps proceeded with review of the Pending item for the meeting, which he recalled concerned the contract with the Sheriff's Office for investigation services. He noted the services would be to help with child protective investigations, adult abuse situations and Medicaid fraud cases. Mr. Phelps stated he had spoken with Paul Dusek, County Attorney, this morning, who advised they should proceed with a resolution to enter into the contract. He said he would provide the required resolution request form after the meeting since he had not known the request could be made until today.

Dialogue ensued between Joan Parsons, Commissioner of Administrative & Fiscal Services, and Mr. Phelps about the contract. Mrs. Parsons asked if there were funds in the department's current budget for a contract this year; and Mr. Phelps said there were not. However, he apprised, there were funds in the 2007 budget for the contract. He noted they might look in the 2006 budget to see what funds would be available. Mr. Phelps advised they had received a State grant of 100% monies that had to be spent by March 2007. Mrs. Parsons explained the funds had to be in the budget in order to authorize a contract. Mr. Phelps apprised the aforementioned State grant of \$30,000 was for these services and the appropriations and revenues could be increased accordingly. He confirmed for Mrs. Parsons that there was not an agreement on file for this grant.

Mr. Tessier stated the grant agreement as well as a budget amendment would be necessary in order to approve the resolution. It was decided that Mr. Phelps would bring this information for the resolution and contract to the next meeting.

Pursuant to Agenda Item No. 1, Mr. Phelps presented the Medicaid Weekly Shares update. A copy of the current report was included in the agenda packet. He apprised that to date the local share savings from the Medicaid Cap were almost \$1.6 million and they were projected to be \$2.1 million by the end of the year. Mr. Phelps stated the Cost Containment Initiatives provided a base savings of almost \$1 million and they were projecting that the local share savings for the year would be \$3.1 million.

Next, Mr. Phelps requested approval of a resolution to authorize him to sign a Memorandum of Understanding (MOU) with the State Office of Temporary and Disability Assistance for Imaging/Enterprise Document Repository (Agenda Item No. 2). He explained the State was offering this service to two counties at no cost for the first year of the MOU. All the department's documents from that point on and from the prior year would be imaged, he said. Mr. Phelps advised after the first year of the MOU there would be a cost per page for the service. He explained the program would eliminate duplication of client documents plus the documents from all programs in the assistance division would be accessible to all the assistance staff. Mr. Phelps stated the imaging of the documents would eventually reduce photocopying costs, staff filing time, filing space, lost documents and costs for retention of the volumes of paper the department generates. He advised the use of the process for a year would enable them to judge what their future volume and costs would be so they could project the costs for the 2008 budget.

Motion was made by Mr. Sheehan and seconded by Mr. F. Thomas to approve the aforementioned request, as presented.

Discussion ensued. Mr. F. Thomas asked if the savings would offset the costs. Mr. Phelps replied he believed so and he thought the State would not use the service if it would not save money. He noted the savings would be spread over various areas and the figures would have to be put together and applied towards the costs of the service in order to see what the savings would be. Mr. Phelps apprised the projected savings were about 9 cents per page. Although, he noted it cost less than that to photocopy by the page, they did so much duplicate copying across programs that was where he thought the savings would be. Mr. Phelps confirmed for Mr. O'Connor that the staff would be able to retrieve the documents on their own computers.

Mr. Tessier called the question and the motion was carried unanimously. Copies of the MOU and the resolution request form are on file with the minutes and the necessary resolution was authorized for the next board meeting.

General discussion ensued.

Next, Mr. Phelps requested approval of some personnel changes in the department (Agenda Item

No. 3). He requested approval to fill the following positions: 1) Two vacant Caseworker positions in the Child Protective Services (CPS) Unit due to resignations; 2) A vacant Principal Account Clerk position in the accounting office due to retirement; and 3) An anticipated vacant Social Welfare Examiner position due to a promotion.

Mr. O'Connor asked if the caseworkers were going to another County. Mr. Phelps replied one of them had been in the position for a short time but after going through the training she had decided she did not want to do that type of work. He commented a high turnover rate was an ongoing problem with Caseworkers in CPS. Mr. Phelps stated the title of CPS Investigator should probably be looked at and the Committee should review the qualifications for the position. He advised he felt if the title was at a higher level, it might provide the opportunity to move staff from within the department instead of having to go outside to find them which was a difficult process. Mr. Phelps confirmed for Mr. Tessier that there was a (Civil Service) list for Caseworker positions and they would ask to have it canvassed. He noted relative to the high turnover rate in these positions he could check with other districts to see if they were using other titles for them and if that was helping them to reduce the turnover rate.

Motion was made by Mr. Kenny, seconded by Mr. O'Connor and carried unanimously to approve the aforementioned request, as presented. The requests were forwarded to the Personnel Committee. Copies of the Notice of Intent to Fill Vacant Positions for the requests are on file with the minutes.

Mr. Phelps stated he would like to request approval of an interfund transfer that was not listed on the agenda. He referred the Committee members to the copy of the interfund transfer that was the last item in the agenda packet. Mr. Phelps apprised the amount of the transfer was \$4,000 and it was to move funds from the Safety Net Program budget code to the Emergency Aid to Adults budget code. He noted the codes had the same revenues.

Motion was made by Mr. F. Thomas, seconded by Mr. Sheehan and carried unanimously to approve the interfund transfer, as presented, and to refer it to the Finance Committee. A copy of the interfund transfer is on file with the minutes. *(Note: Subsequent to the meeting it was determined that instead of an interfund transfer, a budget amendment was the appropriate way to move these funds. The revised request was forwarded to the Finance Committee. A copy of the budget amendment is on file with the minutes.)*

There being no further business, on motion by Mr. O'Connor and seconded by Mr. Kenny, Mr. Tessier adjourned the meeting at 11:36 a.m.

Respectfully submitted,

Katy Goodman, Secretary to the Clerk