

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SOCIAL SERVICES

DATE: DECEMBER 23, 2010

COMMITTEE MEMBERS PRESENT:

SUPERVISORS THOMAS
KENNY
BENTLEY
MERLINO
STRAINER
LOEB

OTHERS PRESENT:

REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:
SHEILA WEAVER, COMMISSIONER
FREDERICK MONROE, CHAIRMAN
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS CHAMPAGNE
CONOVER
MCCOY
STEC
TAYLOR
VANNESS
WOOD
DON LEHMAN, *THE POST STAR*
THOM RANDALL, *ADIRONDACK JOURNAL*
CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBER ABSENT:

SUPERVISOR MCDEVITT

Mr. Thomas called the meeting of the Social Services Committee to order at 9:03 a.m.

Motion was made by Mr. Kenny, seconded by Mr. Strainer 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 Sheila Weaver, Commissioner of the 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.*

Ms. Weaver requested to extend the current contract with the New York State Office of Children and Family Services (NYS OCFS) for the Annual Plan Update of the Children & Family Services Plan and to authorize the Chairman of the Board to sign the same. She noted this was a requirement which was completed annually.

Motion was made by Mr. Kenny, seconded by Mr. Loeb and carried unanimously to extend the contract with the NYS OCFS as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the January 21, 2011 Board meeting.*

Ms. Weaver requested to amend the 2010 and 2011 County budgets to increase estimated revenues and appropriations in the amount of \$37,594 in order to carryover remaining funds from the Homeless Prevention Re-Housing Grant to the 2011 County budget. She noted she had stopped processing applications in the beginning of December in order to retain funds for heating emergencies in the winter. Joan Sady, Clerk of the Board, mentioned it would be necessary for Ms. Weaver to send a memorandum to the County Treasurer requesting a deferment of the funds.

Motion was made by Mr. Loeb, seconded by Mr. Strainer and carried unanimously to amend the 2010 and 2011 County Budgets as outlined. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the January 21, 2011 Board meeting.*

Ms. Weaver presented requests for attendance at meetings, as follows:

- ▶ request for one employee of the Child Protective Services (CPS) Unit to attend the Child Protective Services Response Training on January 23-28, 2011 and February 6-11, 2011 in Syracuse, New York at a room rate of \$45 per night and a meal allowance of \$13 per day;
- ▶ request for one employee of the CPS Unit to attend the CW/CPS (Case Worker/Child Protective Services) Common Core Training on January 4-7, 2011; January 19-21, 2011; January 31, 2011 through February 4, 2011; and February 14-18, 2011 in Albany, New York at a room rate of \$50 per night and a meal allowance of \$15 per day; and
- ▶ request for the Commissioner of the DSS to attend the NYPWA (New York Public Welfare Association) Winter Conference on February 2-4, 2011 in Albany, New York at a total cost of \$429 for the room and meal allowance.

Mr. Loeb questioned the reason overnight stays were being requested for travel to conferences in Albany, New York and Ms. Weaver responded that in both cases evening activities were planned and she was concerned about the possible weather conditions in February. Mr. Strainer asked if the conferences were budgeted and Ms. Weaver replied affirmatively noting there was approximately \$30,000 remaining in the budget for travel, education and conferences.

Motion was made by Mr. Loeb, seconded by Mr. Strainer and carried unanimously to approve the requests to attend meetings or conventions as presented above. *Copies of the Authorization to Attend Meeting or Convention forms are on file with the minutes.*

Ms. Weaver informed the Committee that an internship in the Preventive Services Unit would be filled by former Supervisor for the Town of Thurman, Lawrence Pitkin. She noted Mr. Pitkin was qualified and eligible to assume the internship position; however, she added, since he was a former Supervisor she felt obligated to inform the Committee.

Ms. Weaver requested to fill the vacant position of Keyboard Specialist #3, base salary of \$24,215 due to resignation. She advised the position was mandated and was 75% reimbursable with 50% reimbursement from the Federal government and 25% from the State.

Motion was made by Mr. Loeb, seconded by Mr. Bentley and carried unanimously to approve the request to fill the vacant position of Keyboard Specialist #3 as outlined. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes and the necessary resolution was authorized for the January 21, 2011 Board meeting.*

Referring to the Budget Analysis, Ms. Weaver reported the salaries for the DSS had decreased by 5.59% and the salaries for Countryside Adult Home had decreased by 18.69% compared to 2009. She noted the DSS had expended 86% of their budget and had generated 64% of the anticipated revenue which she expected to increase to approximately 80% by the end of the year. Mr. Geraghty questioned the level of overtime usage which was shown on the Overtime Report and asked if additional staff was required or if it was a trend attributed to the economy. Ms. Weaver replied there was an increase in caseloads which was attributed to the economy and additional staff might be required in the future. She explained she was anticipating a retirement in the near future and it was her intention to amend the Table of Organization to transfer the position to the CPS Unit prior to filling the vacancy. Mr. Geraghty stated it was important to monitor the amount of overtime usage in order to determine if the department was appropriately staffed. Mr. Kenny questioned the amount of overtime used for CPS backlog and mentioned there had been CPS backlog overtime since he had become a member of the Committee. He opined that at some point the CPS Unit should be able to be up-to-date with their work negating the need for backlog overtime. Ms. Weaver responded the

majority of the backlog work was catching up on the required notes and overtime was paid to CPS workers who were required to complete an assessment of the safety of children even when the reports were received at the end of the workday. She noted there were two new CPS employees who would be able to complete more of the backlog work once they completed training.

Chairman Monroe entered the meeting at 9:15 a.m.

Commencing with the Countryside Adult Home portion of the agenda, Ms. Weaver requested authorization to pay the invoice from Siemens Industry, Inc. for emergency repair of the boilers at Countryside Adult Home in an amount not to exceed \$1,602.21. She explained the contract for repair and maintenance of the boilers was with Technical Building Services (TBS); however, she continued, since TBS had failed to repair the boilers in the past, the decision was made to call another contractor for assistance. She advised Siemens Industry, Inc. had discovered that there had been inaccurate repairs completed by TBS.

Motion was made by Mr. Loeb and seconded by Mr. Strainer to approve the request as presented.

Mr. Kenny advised there was a problem with the contract with TBS and suggested that TBS should be required to pay the invoice for Siemens Industry, Inc. Mr. Strainer inquired as to the inaccurate repairs which were completed by TBS and Ms. Weaver responded the wrong nozzles and parts had been installed on the boilers. Mr. Kenny requested the issue of the contract with TBS be referred to the County Attorney to determine the appropriate course of action.

Mr. Loeb questioned if Siemens Industry, Inc. had been called after hours and Ms. Weaver replied the boilers had been shutting down at all hours of the day and night. Mr. Thomas asked if the boilers were now functional and Ms. Weaver replied they were functioning better than they had been in the past. She noted that when one of the boilers shut down the second boiler continued to provide heat to the building. Mr. Thomas said he had spoken to the Buildings & Grounds staff who had suggested the current secondary boiler be switched to become the primary boiler. He added Buildings & Grounds did not feel it was necessary to replace the boilers and they had estimated the cost of replacement at \$40,000 to \$50,000.

Following further discussion on the matter, Mr. Thomas called the question and the motion was carried unanimously to authorize payment of the invoice from Siemens Industry, Inc. for emergency repair of the boilers at Countryside Adult Home in an amount not to exceed \$1,602.21; and to refer the issue of the contract with TBS to the County Attorney to determine the best course of action. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the January 21, 2011 Board meeting.*

Ms. Weaver requested authorization to pay B & L Chemical for infusion of Gylcol to the heating plumbing circulation system at Countryside Adult Home. She said there was currently no contractor for chemicals and this had been an emergency situation. She advised an invoice had not been received yet and the amount was unknown; however, she added, she was requesting authorization to pay the invoice so the funds could be encumbered in the 2010 budget. Mrs. Sady interjected an invoice was required in order to encumber the funds to which Ms. Weaver replied approximately \$24,000 was remaining in the repair and maintenance account in the 2010 DSS budget.

Mr. Loeb questioned the reasoning in contacting B & L Chemical and Ms. Weaver replied the facility had not been heating evenly with several areas receiving no heat. Mr. Bentley asked why TBS or

Siemens Industry, Inc. had not infused Glycol into the system. Mrs. Wood suggested maintenance logs be kept to insure the proper amount of Glycol remains in the boilers.

Following a brief discussion, motion was made by Mr. Strainer, seconded by Mr. Loeb and carried unanimously to authorize payment of the invoice from B & L Chemical for infusion of Glycol to the heating plumbing circulation system at Countryside Adult Home in an amount not to exceed \$2,000. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the January 21, 2011 Board meeting.*

Ms. Weaver requested to extend the current contract with Hudson Headwaters Health Network (HHHN) for employee physicals and purified protein derivative shots (PPDS), used to test for tuberculosis, for a term commencing January 1, 2011 and terminating December 31, 2013 at a rate of \$100 per physical and \$15 per PPDS. She noted the cost of the physicals had increased \$25 from 2010. Mr. Strainer asked if there were other clinics which could perform this service and if it would be possible to go out to bid for the service. In answer to the question of how many physicals would be performed, Ms. Weaver replied there were 33 employees who required annual physicals. Mr. Loeb asked if HHHN also performed physicals for the employees at Westmount Health Facility and Mrs. Sady replied affirmatively and added she believed the contract with Westmount was for \$90 per physical. Brief discussion ensued and Mrs. Sady exited the meeting to retrieve the details of Westmount Health Facility's contract with HHHN.

Continuing with the agenda review, Ms. Weaver requested to extend the current contract with HHHN for Clinician coverage for a term commencing January 1, 2011 and terminating December 31, 2012 for a lump sum amount of \$12,350. She noted there was an increase of \$477.56 compared to the previous contract.

Motion was made by Mr. Kenny and seconded by Mr. Loeb to approve the request as presented.

Mr. Loeb asked the percentage of increase and Ms. Weaver replied approximately 4%. Mr. Loeb said the contracts with HHHN should be consolidated regardless of the department. Mr. Merlino stated the annual contracts should be received by the County in November in order to allow time to review them.

Mr. Kenny withdrew his motion and Mr. Loeb withdrew his second to the motion. Mr. Loeb made a motion to return the contract to HHHN requesting an increase of 2% as opposed to 4%; the motion did not receive a second. Mr. Strainer suggested the County request a zero percent increase for one year (\$11,872.44) and a request that future annual contracts be received by November. Chairman Monroe suggested the contract could be placed out to bid in the future as a multi-year contract.

Motion was made by Mr. Strainer, seconded by Mr. Loeb and carried unanimously to authorize renewal of the current contract with HHHN for Clinician coverage for a lump sum amount of \$11,872.44 which represents no increase to the contract and requesting future annual contracts be presented to the County in November to allow time for review. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the January 21, 2011 Board meeting.*

Ms. Weaver requested a contract with Catherine Keating to provide Registered Dietician services for a term commencing January 1, 2011 and terminating December 31, 2013 at an hourly rate of \$40 for a total amount not to exceed \$3,840. She said the previous Dietician had resigned and it was

a requirement to provide this service. She noted the hourly rate had increased but the amount not to exceed was the same.

Motion was made by Mr. Kenny, seconded by Mr. Loeb and carried unanimously to authorize the contract with Catherine Keating as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the January 21, 2011 Board meeting.*

Returning to the request to extend the current contract with HHHN for employee physicals and PPDS, Mr. Thomas stated the contract between HHHN and Westmount Health Facility was for \$90 per physical exam. Mr. Kenny asked when the contract commenced and Mr. Thomas replied January 1, 2011. Mr. Strainer questioned the difference between servicing the two facilities and Ms. Weaver responded it was most likely attributed to driving distance. Mr. Strainer commented there was a HHHN Clinic in the Town of Warrensburg and the employees drove to the clinics for the physical exams. Mr. Bentley opined the increase from \$75 to \$100 or even \$90 was outrageous.

Motion was made by Mr. Loeb, seconded by Mr. Strainer and carried by majority vote, with Mr. Bentley voting in opposition, to extend the current contract with HHHN for employee physicals and PPDS for a term commencing January 1, 2011 and terminating December 31, 2013 at a rate of \$90 per physical and \$15 per PPDS. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the January 21, 2011 Board meeting.*

Ms. Weaver thanked the Committee members for their support throughout the year and wished them all happy holidays.

As there was no further business to come before the Social Services Committee, on motion made by Mr. Loeb and seconded by Mr. Strainer, Mr. Thomas adjourned the meeting at 9:48 a.m.

Respectfully Submitted,
Charlene DiResta, Sr. Legislative Office Specialist