

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH, HUMAN & SOCIAL SERVICES

DATE: APRIL 20, 2016

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SOKOL
SIMPSON
SEEBER
FRASIER
STROUGH
MCDEVITT
MACDONALD
BRAYMER

COMMITTEE MEMBER ABSENT:

SUPERVISOR VANSELOW

OTHERS PRESENT:

REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:

PAT AUER, DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES
GINELLE JONES, ASSISTANT DIRECTOR OF PUBLIC HEALTH DIVISION
TAMMIE DELORENZO, CLINICAL & FISCAL INFORMATICS COORDINATOR
TAWN DRISCOLL, FISCAL MANAGER

CHRIS HUNSINGER, DIRECTOR OF EMPLOYMENT & TRAINING ADMINISTRATION
SHARON SANO, SENOR COUNSELOR OF EMPLOYMENT & TRAINING
ADMINISTRATION

REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:

MAUREEN SCHMIDT, COMMISSIONER
CYNTHIA SCHROCK SEELEY, DEPUTY COMMISSIONER
JULIE MONTERO, FISCAL MANAGER

KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD

BRIAN REICHENBACH, COUNTY ATTORNEY

AMANDA ALLEN, CLERK OF THE BOARD

FRANK E. THOMAS, BUDGET OFFICER

SUPERVISORS LEGGETT

MONTESI

DON LEHMAN, *THE POST STAR*

SAMANTHA HOGAN, SENIOR LEGISLATIVE OFFICE SPECIALIST

Please note, the following contains a summarization of the April 20, 2016 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/2016/health/>

Mr. Sokol called the meeting of the Health, Human & Social Services Committee to order at 11:37 a.m.

Motion was made by Mrs. Frasier, seconded by Mr. Strough and carried unanimously to approve the minutes of the previous Human, Health & Social Services Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Chris Hunsinger, *Director of Employment & Training Administration (ETA)*, who distributed copies of the ETA agenda to the Committee members; *a copy of the ETA agenda is on file with the minutes.*

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

- 1) To enter into an agreement with Washington-Saratoga-Warren-Hamilton-Essex Board of Cooperative Educational Services (BOCES) in the amount of \$16,600 for the term commencing June 27, 2016 and terminating August 26, 2016 for the Operation Food Chain summer program which supplies lunch for the Glens Falls Summer Recreation Program participants.

Motion was made by Mr. McDevitt, seconded by Ms. Seeber and carried unanimously to approve the request as presented and the necessary resolution was authorized for the May 15, 2016 Board Meeting. *A copy of the request form is on file with the minutes.*

- 2) For transfers of funds from various Account 40 budget codes to Account 41 budget codes in order to close the Account 40 codes which were deemed unnecessary.

Motion was made by Mrs. Frasier, seconded by Ms. Seeber and carried unanimously to approve the request for transfers of funds, and to refer same to the Finance, Personnel & Higher Education Committee. *A copy of the request is on file with the minutes.*

- 3) For authorization to host the Quarterly Board Meeting of the Saratoga-Warren-Washington Workforce Development Board at 333 Glen Street, Glens Falls on June 15, 2016.

Motion was made by Mr. Simpson, seconded by Mrs. Frasier and carried unanimously to approve the request. *A copy of the Request to Host Meeting or Conference form is on file with the minutes.*

There being no further ETA business to discuss, Mr. Sokol advised although Christie Sabo, Director of the Office for the Aging (OFA), was unable to attend, there was some OFA business to address. He noted that Ms. Sabo had provided him with copies of a meeting agenda to review on her behalf, copies of which were distributed to the Committee members; *a copy of the OFA agenda is also on file with the meeting minutes.* Mr. Sokol then presented the following requests:

- 1) To create and fill the grant funded position of Specialist, Office for the Aging, *Grade 10, Annual Base Salary \$34,675.*

Motion was made by Mr. Simpson, seconded by Ms. Braymer and carried unanimously to approve the request and refer same to the Finance, Personnel & Higher Education Committee. *A copy of the request and Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

- 2) To amend Resolution No. 60 of 2016 to correct the information listed on the attached Schedule A document - specifically to remove the contract for Home Health Care of Hamilton County and to increase funding for Greater Adirondack Home Aides by \$3,000, as well as to change the total amount listed on the Schedule A to \$49,767.

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

- 3) To reappoint Kathy Hutchins as a member of the Advisory Council for Warren-Hamilton Counties' Office for the Aging for the term commencing January 1, 2016 and terminating December 31, 2016.

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

- 4) To authorize Ms. Sabo to attend the Aging Concerns Unite US Conference at the Desmond Hotel in Albany, NY on June 6-8, 2016.

Motion was made by Mr. Simpson, seconded by Mr. Strough and carried unanimously to approve the travel request as presented. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

There being no further OFA business to address, privilege of the floor was extended to Maureen Schmidt, *Commissioner of the 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.*

Ms. Schmidt presented the following requests:

- 1) To authorize Mary Klaiber, *Home Energy Assistance Program (HEAP) Supervisor*, to attend the New York State Energy Research & Development Authority (NYSERDA) Energy Forum at the

Desmond Hotel in Albany, NY on May 25-26, 2016.

Motion was made by Mr. McDevitt, seconded by Mr. MacDonald and carried unanimously to approve the travel request as presented. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

- 2) To extend the temporary appointment of Tammy Breen to Case A Supervisor for an additional three months (*April 25, 2016 - July 25, 2016*), to enable completion of compliancy projects and assignments relative to Case A Supervisory work.

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

Proceeding to the Information for Discussion/Review portion of the agenda, Ms. Schmidt announced April was Child Abuse Protection Month. Julie Montero, *DSS Fiscal Manager*, reviewed the DSS Revenue and Expense Reports included in the DSS Agenda; she noted that although the Department was in good shape, there had been a need to use some overtime due to vacancies and training. Ms. Montero informed the State Budget would cause an increase in Medicaid expenses to the County of \$170,000. She said she was hoping to absorb a majority of the increase within the existing budget but would have to watch this situation closely to determine whether additional funds would be required to cover this expense.

There being no further DSS business to review, privilege of the floor was extended to Pat Auer, *Director of Public Health/Patient Services*, who distributed copies of the Public Health agenda to the Committee members; *a copy of the Public Health agenda is on file with the minutes.*

Commencing the agenda review, Ms. Auer presented the following requests:

- 1) To authorize out-of-State travel for Robin Andre, *Public Health Supervising Nurse*, and Nancy Getz, *Registered Nurse*, to attend the 23rd Annual Professional Lactation Conference in Burlington, VT on May 5-6, 2016 at a total cost of \$275 for both, in addition to lodging and meal costs, and to ratify the action of the Health Services Committee in authorizing this travel which will occur prior to the May Board Meeting.

Motion was made by Mr. McDevitt, seconded by Mr. MacDonald and carried unanimously to approve the request and the necessary resolution was authorized for the May 15th Board Meeting. *A copy of the request and Authorization to Attend Meeting or Convention forms are on file with the minutes.*

- 2) To fill the position of Supervising Public Health Nurse #4, *Annual Base Salary to be determined*, due to promotion to the Assistant Director of Patient Services. Ms. Auer advised the salary for the position would be reduced from \$68,974 to \$66,000 and she requested a motion to take this action, as well.

Motion was made by Mr. Simpson, seconded by Mr. MacDonald and carried unanimously to amend the Table of Organization and Salary Schedule to reduce the salary for the Supervising Public Health Nurse #4 position from \$68,974 to \$66,000, as well as to fill the vacant position at the lower salary, and to refer same to the Finance, Personnel & Higher Education Committee. *A copy of the Notice of Intent to Fill Vacant Position Form is on file with the minutes.*

- 3) To amend the 2016 Warren County Budget in the amount of \$3,195.77 to reflect receipt of an insurance recovery for vehicle repairs.

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

resolution request form is on file with the minutes.

- 4) To authorize Ginelle Jones, *Assistant Director of Public Health*, to enroll in the job-related online course "EPI 500 Principal and Methods of Epidemiology" at SUNY School of Public Health in Albany, NY from May 23 - August 20, 2016. Ms. Auer noted that upon course completion with a grade of "C" or better, reimbursement of 50% of the course cost of \$1,359 plus any course fees incurred would be due contingent upon submission of all necessary documentation.

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

- 5) To create the new part-time position of WIC (*Women Infant and Children*) Nutrition Facilitator, *Grade 16, Annual Base Salary \$39,979 - pro-rated to per diem hourly (\$19.22) not to exceed 20 hours per week*, effective May 23, 2016.

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

Moving on to Referral/Pending Items, Ms. Auer followed up on the Ford Fiesta vehicle issue, noting the Ford dealership was moving along with repairs to fix the vehicles.

Proceeding to the Information for Discussion/Review portion of the agenda, the following items were reviewed:

Emergency Response and Preparedness Activities - Ms. Auer advised Attachment No.1 in the agenda packet included a review of the Emergency Response and Preparedness Activities for the month.

Status of Referrals - Tammie DeLorenzo, *Clinical & Fiscal Informatics Coordinator*, reviewed the referrals, *Attachment #4*, advising that in comparison to 2015 the figures were down, but the decrease was very minimal. Ms. Delorenzo stated they were closely monitoring referrals as they had noticed a trend of patients going to rehabilitation after hospitalization, rather than receiving in-home care.

Personnel Update - Ms. Auer noted they were recruiting and interviewing for the Supervising Nurse position as well as two staff nurse positions. She indicated they were hopeful that by next month they would be able to report the positions had been filled.

Report of Expenditures, Revenues, Overtime and Per Diem Use for 2016 - Tawn Driscoll, *Fiscal Manager*, gave an update on the month's closing financials as well as the closing numbers for 2015. She noted payroll was down as a few positions were vacant and she advised expenses and revenues were lower than in prior years as shown in Attachment #3.

Mr. Sokol announced that after next month's Committee meeting he hoped to offer a tour of the Public Health/Patient Services Department Offices in order to better familiarize the Committee with the Divisions operations.

As there was no further business to come before the Health, Human & Social Services Committee, on motion made by Mr. Simpson and seconded by Ms. Seeber, Mr. Sokol adjourned the meeting at 12:15 p.m.

Respectfully submitted,
Samantha Hogan, Senior Legislative Office Specialist