

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH, HUMAN & SOCIAL SERVICES

DATE: NOVEMBER 21, 2016

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: SOKOL
SIMPSON
SEEBER
FRASIER
STROUGH
MCDEVITT
MACDONALD
BRAYMER

COMMITTEE MEMBER ABSENT:

SUPERVISOR: VANSELOW

OTHERS PRESENT:

ROB YORK, DIRECTOR OF MENTAL HEALTH
DEANNA PARK, DIRECTOR OF OFFICE FOR THE AGING
REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES
CYNTHIA SCHROCK SEELEY, DEPUTY COMMISSIONER
JULIE MONTERO, FISCAL MANAGER
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
AMANDA ALLEN, CLERK OF THE BOARD
SUPERVISORS LEGGETT
WOOD
DON LEHMAN, *THE POST STAR*
MOLLY GANOTES, LEGISLATIVE OFFICE SPECIALIST

Please note, the following contains a summarization of the November 21, 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 9:02 a.m.

Motion was made by Mr. Simpson, seconded by Mrs. Frasier 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 Robert York, Director, of Mental Health, who distributed copies of his agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing his agenda review, Mr. York presented a request to appoint Kimberly Brayton, JD, Ph.D., to the Warren County Community Services Board for the term commencing January 1, 2017 and terminating December 31, 2020.

Motion was made by Mr. McDevitt, seconded by Mr. Simpson and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 16th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Next, Mr. York introduced a request to authorize new contracts with various groups to provide community mental health services pursuant to provisions of NYS Mental Hygiene Law for a term commencing January 1, 2017 and terminating December 31, 2017 for a total amount not to exceed \$3,333,373.

Motion was made by Mr. MacDonald, seconded by Ms. Braymer and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 16th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Continuing, Mr. York presented a request to authorize a new contract with Wait House to provide specialized mental health crisis respite services, for a term commencing January 1, 2017 and terminating December 31, 2017, in an amount not to exceed \$18,882.

Motion was made by Mr. Strough, seconded by Mr. Simpson and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 16th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. York requested to authorize a new contract with Northeast Parent and Child Society, Inc., to provide specialized mental health respite services for a term to commencing January 1, 2017 and terminating December 31, 2017, in an amount not to exceed \$26,104.

Motion was made by Ms. Braymer, seconded by Mr. Simpson and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 16th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Concluding the agenda review, Mr. York presented a request for a transfer of funds in the amount of \$77,000 between contract agencies to maximize State allocation and prevent a deficit.

Motion was made by Mr. McDevitt, seconded by Mr. Strough and carried unanimously to approve the requests as outlined above and forward same to the Finance, Personnel & Higher Education Committee. *A copy of the request is on file with the minutes. Note: Subsequent to the meeting Mr. York advised this transfer was no longer necessary.*

Privilege of the floor was extended to Deanna Park, Director, Office for the Aging (OFA), 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. Park presented a request to amend the existing agreement with KLC Property Management LLC. to include a \$20 fee per occurrence for clearing the walkways of the Bolton meal site when there is a snowfall greater than six inches.

Motion was made by Ms. Braymer, seconded by Mrs. Frasier and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 16th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Next, Ms. Park introduced a request to extend the contract with The Clements Firm for legal services in the amount not to exceed \$16,000 for the item commencing January 1, 2017 and terminating December 31, 2017, unless renewed under the same terms and conditions, in the amount not to exceed \$16,000.

Motion was made by Mrs. Frasier, seconded by Mr. McDevitt and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 16, Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Ms. Park presented a request to authorize a one-time payment to The Cedars Senior Living Community in the amount of \$1,809.37 for repairs to the air conditioning unit in the kitchen which was primarily used by OFA staff.

Motion was made by Ms. Braymer, seconded by Mr. MacDonald and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 16th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Ms. Park introduced a request to amend the contract with Northway Services, Inc. to reflect a rate increase (to an amount not to exceed \$2,000/year) and to include services for Countryside Adult Home for repairs in an amount not to exceed \$1,500/year, commencing November 21, 2016.

Motion was made by Mr. Strough, seconded by Mr. MacDonald and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 16th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Ms. Park presented a request to authorize a grant application with New York State Office for the Aging to obtain Year 11 NY Connects funding in an amount not to exceed \$85,880, for the program year commencing October 1, 2016 and terminating September 30, 2017.

Motion was made by Ms. Braymer, seconded by Mr. Strough and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 16th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Finally, Ms. Park presented a request to temporarily increase the hours of the Typist position from 25 to 30 hours per week for no more than three months due to a backlog caused in the transition to a new State data processing system season, data entry from open enrollment for health insurance, and the start of HEAP (Home Energy Assistance Program.)

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

Privilege of the floor was extended to Cynthia Schrock Seeley, Deputy Commissioner, Department of Social Services (DSS), who distributed copies of the Countryside Adult Home agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Ms. Seeley presented a request to increase the hours of the Institutional Aide/P #4 position from 8 hours to 24 hours per week, due to staffing shortages. Ms. Seeley informed the additional hours would increase the Base Salary to \$12,000 a year, \$6,000 of which the County was responsible for.

Motion was made by Mr. Simpson, seconded by Mr. McDevitt and carried unanimously to approve the request to amend the Table of Organization and salary schedule as outlined above and refer same to the Finance, Personnel & Higher Education Committee. *A copy of the resolution request form is on file with the minutes.*

Continuing, Ms. Seeley presented a request to fill the vacant position of Institutional Aide #7, Base Salary \$25,823, Grade 3, due to resignation.

Motion was made by Ms. Braymer, seconded by Mrs. Frasier and carried unanimously to approve the request and refer same to the Finance, 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*

Supervisor Seeber entered the meeting at 9:18 a.m.

Regarding Referral/Pending Items, Ms. Seeley notified there was no update regarding the laundry services at Countryside Adult Home. She informed no decision had been made pertaining to the Senior Aide staff at Countryside Adult Home taking on additional responsibilities since the Director vacated her position. A brief discussion ensued, following which it was decided to leave the item pending further information from the Personnel Officer.

Julie Montero, Facial Manager for the DSS, provided an overview of the overtime report for Countryside Adult Home. She indicated \$3,889 was paid for overtime in the month of October.

Ms. Seeley distributed copies of the DSS agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing her agenda review, Ms. Seeley presented a request to fill the vacant position of Caseworker #7 in the Child Protective Services Unit, Base Salary \$39,979, Grade 16, due to resignation.

Motion was made by Ms. Braymer, seconded by Ms. Seeber and carried unanimously to approve the request and refer same to the Finance, 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.*

Next, Ms. Montero reviewed the Revenue and Expenditure Reports for the DSS. She indicated expenditures were under budget and revenue was slow because payments from the State were three months behind, which meant money would be received well into the coming year. She reported overtime was down.

Privilege of the floor was extended to Pat Auer, Director of 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 the agenda review, Ms. Auer presented a request to award bid and authorize a contract with Bonadio & Co. LLP for CPA services to audit the Medical Cost Report for Warren County Health Services for a term commencing January 1, 2017 and terminating December 31, 2017 with the option of two annual renewals.

Motion was made by Mr. Strough, seconded by Mr. McDevitt and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 16th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Next, Ms. Auer introduced a request to authorize a contract renewal with New York State Department of Health Bureau of Early Intervention for a five-year contract term commencing October 1, 2016 and terminating September 30, 2021 to allow receipt of continued annual funding for Early Intervention Administration and to accept any COLA (Cost of Living Adjustments) funding that may be available during the contract period.

Motion was made by Mrs. Frasier, seconded by Mr. Simpson and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 16th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Ms. Auer presented a request to amend the contract with Glens Falls Animal Hospital to reflect a rate increase effective January 1, 2017.

Motion was made by Ms. Braymer, seconded by Mr. MacDonald and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 16th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Tawn Driscoll, Fiscal Manager for the Department of Health, presented a request for a transfer of fund from various budget codes in the amount of \$100,865, to cover the cost of rabies treatment for a family exposed to the virus. She explained she wrote a letter to the State seeking State funding assistance for the expense. A discussion ensued during which the Committee referred the matter of this funding requirement to the Legislative & Rules Committee on relieving the burden to the County.

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

Ms. Auer indicated a copy of the Emergency Response and Preparedness Activities Report was included in the agenda and she called for questions, but there were none.

Pertaining to the Status of Referrals portion of the agenda review, Tammie DeLorenzo, Clinical & Fiscal Informatics Coordinator, informed October was a good month for referrals. She noted the per diem nurses were working well.

Following, Ms. Driscoll reviewed the Expenditures, Revenues, Overtime and Per Diem Report. She notified October financials had yet to be completed. For September she stated the Ebola Grant had ended, and the Bio-Terrorism, Lead, Rabies and IAP (Immunization Action Plan) grants were incurred into the revenue. She reported salaries were at 75.5% of the budget and full-time and part-time were down due to the utilization of per diem staff. She indicated revenues and expenditures were down and no longer reflected long term care. As a reminder Ms. Driscoll informed the Pre-School Program commenced July 1, 2015 and ended June 30, 2016 and would be billed in March 2017 after information was received from the State.

There being no further business to come before the Health, Human & Social Services Committee, on motion made by Mr. Strough and seconded by Mr. MacDonald, Mr. Sokol adjourned the meeting at 10:00 a.m.

Respectfully submitted,
Molly Ganotes, Legislative Office Special