

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH, HUMAN AND SOCIAL SERVICES

DATE: JUNE 25, 2019

COMMITTEE MEMBERS PRESENT:

SUPERVISORS FRASIER
MCDEVITT
BRAYMER
LOEB
DRISCOLL
HYDE
SOKOL

OTHERS PRESENT:

CHRIS HUNSINGER, DIRECTOR, EMPLOYMENT & TRAINING ADMINISTRATION
REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:
CHRISTIAN HANCHETT, COMMISSIONER
JULIE MONTERO, FISCAL MANAGER
REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:
GINELLE JONES, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES
PAT BELDEN, ASSISTANT DIRECTOR, PUBLIC HEALTH DIVISION
TAWN DRISCOLL, FISCAL MANAGER
J'NELLE OXFORD, PROGRAM MANAGER
RONALD F. CONOVER, CHAIRMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
SUPERVISORS BEATY
DIAMOND
GERAGHTY
STROUGH
WILD
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT
DON LEHMAN, *THE POST STAR*
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS LEGGETT
MAGOWAN

Please note, the following contains a summarization of the June 25, 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>

Mrs. Frasier called the meeting of the Health, Human & Social Services Committee to order at 9:02 a.m.

Motion was made by Mr. Sokol, seconded by Mr. McDevitt 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 Chris Hunsinger, *Director, Employment & Training Administration (ETA)*, who distributed copies of the ETA agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

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

- 1) To authorize a request to host the Summer Youth Award Ceremony and Picnic on August 16, 2019 at the Crandall Park Pavilion in an amount not to exceed \$400.

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

- 2) To authorize a new contract with Washington-Saratoga-Warren-Hamilton-Essex Board of Cooperative Educational Services (BOCES) to provide youth educational program services for the Workforce Investment & Opportunity Fund (WIOA) youth employment program and prepare youth for the Test Assessing Secondary Completion (TASC) high school equivalency assessment for the 2019-2020 school year in an amount not to exceed \$15,022.

Motion was made by Mr. McDevitt, seconded by Mr. Sokol and carried unanimously to approve the

request as outlined above and the necessary resolution was authorized for the July 19th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Continuing to the Information for Discussion portion of the agenda, Mr. Hunsinger apprised the Employment & Training staff would be visiting the Amsterdam Printing Plant in July with the Rapid Response Team to offer their services to the 88 employees who would be faced with layoffs in light of the business closing. He added that ETA would also be hosting a Veterans' Job Fair on July 11th.

Ms. Braymer entered the meeting at 9:07 a.m.

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

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

- 1) To fill the vacant position of Senior Social Welfare Examiner #7, *Grade 11, Base Annual Salary \$38,225*, due to promotion.

To fill the vacant position of Senior Support Investigator #1, *Grade 11, Base Annual Salary \$38,225*, due to promotion.

To fill the vacant position of Social Welfare Examiner #14, *Grade 8, Base Annual Salary \$34,988*, due to promotion.

Motion was made by Mr. Sokol seconded by Mr. Driscoll and carried unanimously to approve the requests as outlined above and forward same to the Personnel & Higher Education Committee for reporting purposes. *Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

- 2) To authorize a transfer of funds in the amount of \$50,000 from Budget Code A.6010 110, *Social Services, Salaries-Regular*, to Budget Code A.6010 120, *Social Services, Salaries-Overtime*, to cover overtime costs.

Motion was made by Mr. McDevitt, 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.*

Privilege of the floor was extended to Julie Montero, *Fiscal Manager*, who apprised expenditures were on target and she had no concerns. She stated revenue was slow which was typical for the first half of the year and overtime was high due to core training for caseworkers that was winding down. She added she hoped the transfer would cover overtime for the rest of the year.

Mr. Sokol inquired about the progress at Countryside Adult Home and Mr. Hanchett replied it was going well and recently a meeting had been held for the building and hazardous waste assessments. He added a lot of work was needed and would be discussed at future meetings. Mr. Hanchett noted Amy McByrne, *Director, Countryside Adult Home*, was learning the administrative position, but had knowledge of the home from her previous experience working there.

Mr. Loeb entered the meeting at 9:19 a.m.

A brief discussion ensued in regards to the Regional Hard to Serve Conference held at the Queensbury Hotel on June 11th, the details of which were included in his reporting of activities for the previous month which were included in that meeting's agenda packet.

There being no further DSS business to discuss, privilege of the floor was extended to Ginelle Jones, *Director, 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.*

Before commencing her agenda review Ms. Jones re-introduced Pat Belden, *Assistant Director, Public Health Division*, and she introduced J'nelle Oxford, *Program Manager*, who was in charge of pulling the numbers for the referral report, nurse recruiting and working with the homecare nurses on new equipment.

Ms. Jones presented the following requests:

- 1) To award bid (WC 48-19) and agreement to the lowest responsible bidder, to be determined subsequent to the July 9th Bid opening, for transportation services for eligible children in the Early Intervention and Committee on Preschool Special Education programs.

Motion was made by Mr. McDevitt, seconded by Mr. Loeb and carried unanimously to approve the request and the necessary resolution was authorized for the July 19th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To amend Resolution No. 123 of 2019, which authorized a contract for the purchase of Genesis Personal Touch Tablets, to correct the total amount not to exceed which should be \$6,402.73, instead of \$6,325, to correct the contractor name, which should be Ademco, Inc. DBA Residio Life Care Solutions LLC, and to correct the address, which should be 1985 Douglas Dr. N, Golden Valley, MN 55422.

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 July 19th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 3) To authorize an agreement with Ademco, Inc. DBA Residio Life Care Solutions LLC, to purchase five Genesis Personal Touch Tablet A kits in an amount not to exceed \$6,325, plus shipping, and monthly recurring fees not to exceed \$2,100 per year commencing on July 19, 2019 with an automatic annual renewal unless there is more than a 5% increase in recurring fees or a written request to terminate with thirty days prior written notice.

Motion was made by Mr. Sokol, seconded by Mr. Driscoll and carried unanimously to approve the request and the necessary resolution was authorized for the July 19th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 4) To authorize the renewal of the contract with the New York State Department of Health/Health Research Institute to allow for continued funding for the Emergency Preparedness Program for the period of July 1, 2019 - June 30, 2020 in the amount of \$49,625.

Motion was made by Mr. McDevitt, seconded by Mr. Loeb and carried unanimously to approve the request and the necessary resolution was authorized for the July 19th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 5) To authorize a transfer of funds between various budget codes totaling \$8,770.00 to cover health insurance costs.

Motion was made by Mr. Loeb, 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.*

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 for 2019 in Attachment #1. She stated she had received a check from New York State for the Early Intervention Program in the amount of \$239,711.07. Ms. Driscoll apprised salaries were below last years due to a shortage of nurses. She noted full-time salaries were lower, along with per-diem salaries, but overtime salaries remained consistent.

Revenue and Expense Comparison Report for 2018 vs 2019 - Ms. Driscoll reviewed the Revenue and Expense Comparison Report for 2018 vs 2019 in Attachment #2. She noted equipment expenses were higher primarily due to a recently purchased vehicle and another vehicle purchase would be made. Ms. Driscoll said contractals were low due to the timing of invoices. She added employee benefits were low due to the correlation of nurse shortages.

A lengthy discussion ensued in regards to the issues with the new Crescendo software the home health nurses use.

Status of Referrals - Ms. Oxford reviewed the referrals, included as Attachment #3. She informed there was a consecutive pattern for range of patients in the last three months and the rate for April 2019 was -25%. She stated she was hopeful that the numbers would increase.

A lengthy discussion ensued in regards to the competition for home health care.

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 Program Report: Ms. Jones advised Attachment #5 outlined the May 2019 rabies report.

Meetings: Ms. Jones reported Jodi Brynes and Christie McAvey would be attending Home Care Association's PDGM Bootcamp for Clinical Managers and Quality Staff on July 11, 2019; *a copy of the travel authorization form is on file with the minutes.*

Staffing Update: Ms. Jones noted there were two nurses on extended medical leave, one nurse on intermittent leave, a new nurse had resigned, and they were actively recruiting nurses. She added there was a nursing recruitment page attached and along with a write up on the life of a homecare nurse. She requested updated authority to fill the following positions for which the previous authorizations had expired:

-Public Health Nurse #22, *Grade 21, Base Annual Salary \$50,816.*

-Public Health Nurse #35, *Grade 21, Base Annual Salary \$50,816, due to retirement.*

Motion was made by Mr. Loeb, seconded by Ms. Braymer and carried unanimously to approve the requests as outlined above and forward same to the Personnel & Higher Education Committee for reporting purposes. *Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

There being no further business to come before the Health, Human & Social Services Committee, on motion made by Mr. Loeb and seconded by Mr. McDevitt, Mrs. Frasier adjourned the meeting at 9:49 a.m.

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