

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH, HUMAN AND SOCIAL SERVICES

DATE: JULY 29, 2019

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS FRASIER  
MCDEVITT  
BRAYMER  
LEGGETT  
LOEB  
DRISCOLL  
HYDE  
SOKOL

COMMITTEE MEMBERS ABSENT:

SUPERVISORS MAGOWAN

OTHERS PRESENT:

REPRESENTING THE OFFICE OF COMMUNITY SERVICES:

CARRIE WRIGHT, PROGRAM ANALYST, OFFICE OF COMMUNITY SERVICES  
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

VALERIE WHISENANT, ASSISTANT DIRECTOR, PATIENT SERVICES

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

RYAN DICKEY, SECOND ASSISTANT COUNTY ATTORNEY

SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

FRANK THOMAS, BUDGET OFFICER

SUPERVISORS GERAGHTY

HOGAN

MERLINO

SIMPSON

WILD

TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR

GINA MINTZER, EXECUTIVE DIRECTOR, LAKE GEORGE CHAMBER OF COMMERCE  
& CVB

SHAWN LAMOUREE, UNDERSHERIFF

JAMES LAFARR, TOWN OF QUEENSBURY RESIDENT

ROBERT IUSI, PROBATION DIRECTOR

MARCY FLORES, PUBLIC DEFENDER

JASON CARUSONE, DISTRICT ATTORNEY

PAULETTE McDONALD, ASSISTANT TO THE DISTRICT ATTORNEY

MANON AFFINITO, DIRECTOR, VICTIMS ASSISTANCE PROGRAM

JOY LAFOUNTAIN, ASSIGNED COUNSEL ADMINISTRATOR

DON LEHMAN, *THE POST STAR*

LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

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Please note, the following contains a summarization of the July 29, 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 9:59 a.m.

Motion was made by Mr. Driscoll, seconded by Mr. Loeb and carried unanimously to approve the minutes of the previous Health Services Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Carrie Wright, *Program Analyst, Office of Community Services*, who distributed copies of her agenda to the Committee members; *a copy of the Office of Community*

*Services agenda is on file with the minutes.*

Commencing her agenda review, Ms. Wright apprised there were no action items and proceeded with the Information for Discussion portion, she reported on a grant opportunity through the Bureau of Justice Assistance (BJA) for a comprehensive opioid abuse program.

Ryan Moore, *County Administrator*, and Mary Elizabeth Kissane, *County Attorney*, exited the meeting at 10:07 a.m.; Ryan Dickey, *Second Assistant County Attorney*, entered the meeting at 10:08 a.m.; Mr. McDevitt entered the meeting at 10:09 a.m. and Mr. Thomas entered the meeting at 10:10 a.m.

Next, Ms. Wright provided updates on jail-based Substance Use Disorder (SUD) treatment services, jail-based transition release coordination services, as well as DSRIP funded non-medical transportation program.

There being no further Office of Community Services business to discuss, 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 execution of the New York State Local Workforce Development Area Infrastructure Funding Memorandum of Understanding with the Saratoga-Warren-Washington Local Workforce Development Area.

Motion was made by Mr. Loeb, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the August 16<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To appoint Michael Irish, Human Resources Director, Fort William Henry Hotel and Conference Center, to the Saratoga-Warren-Washington Counties Workforce Development Board for a term effective August 16, 2019 and terminating June 30, 2022.
- 3) To appoint Kathy LaFond, Senior Director, Human Resources, Glens Falls Hospital, to the Saratoga-Warren-Washington Counties Workforce Development Board for a term effective August 16, 2019 and terminating June 30, 2020.

Motion was made by Mr. Driscoll, seconded by Ms. Braymer and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the August 16<sup>th</sup> Board meeting. *Copies of the resolution request forms are on file with the minutes.*

Continuing to the Information for Discussion portion of the agenda, Mr. Hunsinger apprised invitations would be sent for the 2019 Summer Youth Awards Ceremony/ Picnic which would be held on August 16<sup>th</sup> and the time was moved back to hopefully accommodate the Supervisors with the Board meeting on the same day.

There being no further ETA business to discuss, privilege of the floor was extended to Christian Hanchett, *Director, 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 Caseworker #4, Child Protective Services Unit, *Grade 18, Base Annual Salary \$46,492*, due to promotion.

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

request and forward same to the Personnel & Higher Education Committee for reporting purposes. *A copy of the Notice of Intent to Fill Position form is on file with the minutes.*

- 2) To fill the vacant position of Senior Caseworker #3 *Grade 18, Base Annual Salary \$46,492*, due to promotion.

Motion was made by Mr. Loeb, seconded by Mr. McDevitt and carried unanimously to approve the request and forward same to the 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.*

- 3) To fill the vacant position of Social Services Attorney, *Base Annual Salary \$77,688*, due to resignation.

A brief discussion ensued in regards to the position having been previously filled and the wage schedule disparity among the attorney positions in all departments. Mr. Hanchett replied to his knowledge salary was not the reason for resignation and the wage for the position was reviewed.

Mrs. Frasier called the question and motion was made by Mr. Sokol, seconded by Mr. Loeb and carried unanimously to approve the request and forward same to the 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.*

- 4) To fill the vacant position of Caseworker #TBD, *Grade 16, Annual Base Salary \$43,390*, due to promotion.

Motion was made by Mr. Loeb, seconded by Mr. McDevitt and carried unanimously to approve the request and forward same to the 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.*

- 5) To fill the vacant position of Social Welfare Examiner #20, Medicaid Unit, *Grade 8, Base Annual Salary \$34,988*, due to a lateral transfer.

Motion was made by Mr. Driscoll, seconded by Mr. Loeb and carried unanimously to approve the request and forward same to the Personnel & Higher Education Committee for reporting purposes. *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 the budget was below 50% for both expenditures and revenue. She stated overtime continued to be high due to the CPS call volume, but that had been budgeted for and she said they were in good shape.

A lengthy discussion ensued in regards to the new proposed SNAP rules following which a motion was made by Mr. Loeb, seconded by Mr. Driscoll and carried unanimously to authorize the Chairman of the Board to send a letter to Congresswoman Stefanik opposing changes to the SNAP Program which would result in a reduction of funding.

This concluded the review of the DSS agenda; 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.*

Ms. Jones presented the following requests:

- 1) To reject all bids for WC48-19 for transportation services for eligible children in the Early Intervention and Preschool Programs.

Motion was made by Mr. Leggett, seconded by Mr. Loeb and carried unanimously to approve the request

and the necessary resolution was authorized for the August 16<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To authorize awarding bid and agreement with the lowest responsible bidder to provide transportation services for eligible children in the Early Intervention and Committee on Preschool Special Education programs at the rates in bid proposal.

Motion was made by Mr. Sokol, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the August 16<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 3) To authorize a new contract with Amy Catalfamo, OTR/L, DBA Sensory Tot Spot Occupational Therapy, to provide Committee on Preschool Special Education services (CPSE) to Warren County eligible children, at the established rates including automatic renewal unless termination is requested from either party with thirty days written notice, commencing August 16, 2019.

Motion was made by Mr. Sokol, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the August 16<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 4) To amend Resolution No. 271 of 2019, authorizing agreement with Field Goods, to increase amount of the agreement from \$4,300 to not to exceed \$5,000.

Motion was made by Mr. Leggett, seconded by Mr. Loeb and carried unanimously to approve the request and the necessary resolution was authorized for the August 16<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 5) To accept the Health Services 2018 Annual Report.

Motion was made by Mr. Driscoll, seconded by Mr. Loeb and carried unanimously to approve the request and the necessary resolution was authorized for the August 16<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Moore re-entered the meeting at 10:52 a.m.

- 6) To authorize Jignasha Shah, *Public Health Program Coordinator*, to enroll in job related course entitled HEPI 511 Basic Principles of Statistical Inference at SUNY Albany School of Public Health.

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

- 7) To authorize Laura Monroe, *Registered Professional Nurse*, to enroll in job related course entitled NUR 440 Research and Evidenced Based Practice at Southern New Hampshire University online.

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

- 8) To authorize a transfer of funds totaling \$4,787 between various budget codes from the WIC grant and CSHCN grant to cover the cost of supplies needed, as well as the purchase of a new laptop for the Service Coordinator.

Motion was made by Ms. Braymer, seconded by Mr. Leggett and carried unanimously to approve the

request and forwards 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 everything was status quo and total salaries were below by 1.42% as compared to last year. She said overall salaries were 44.50% of the budget compared to last year at this time when they were 52.81%, but that was mostly due to the current nursing shortages.

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 contractual expenses were under compared to last year, but that was due to invoice timing and billing for the Preschool Program. She added a vehicle purchase made explained the higher figure for equipment this year as compared to last year. Ms. Driscoll stated employee benefits were below last year due to the retiree expenses not being posted yet. She added that retiree health consisted of 14.48% of employee benefits.

Ms. Jones informed a new report was added as requested by Mr. Driscoll which was Attachment #3B for a semi-annual report which J'Nelle Oxford, *Program Manager*, created. Ms. Oxford explained she ran active and inactive patients for visits through every zip code to formulate the report.

Status of Referrals - Valerie Whisenant - *Assistant Director of Patient Services*, reviewed the referrals, included as Attachment #3A. She informed the rate for June 2019 was -33% compared to June 2018.

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 June 2019 rabies report.

Meetings: Ms. Jones reported she would be attending NYSACHO Annual Public Health Leaders Summit on October 2, 2019 through October 4, 2019 in Clayton, New York; *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, two nurses on intermittent medical leave and they were recruiting nursing positions which included per-diem. She requested to fill the following position:

-Public Health Liaison (Part-time 24 hrs/week avg) *Grade 7, Base Annual Salary \$16.15*, due to resignation.

Motion was made by Mr. Leggett, seconded by Mr. Sokol and carried unanimously to approve the request and forward same to the Personnel & Higher Education Committee for reporting purposes. *A copy of the Notice of Intent to Fill Position form is on file with the minutes.*

Car Update: Ms. Jones thanked the Board of Supervisors for transferring monies to cover the purchase of a new vehicle replacement for the one that had been totaled in March during an accident with a Sheriff's vehicle. She also expressed appreciation to the Purchasing Department, Self-Insurance Department, County Attorney's Office and the County Administrator's Office for their help in obtaining the best deal for the purchase.

There being no further business to come before the Health, Human & Social Services Committee, on motion made by Mr. McDevitt and seconded by Mr. Leggett, Mrs. Frasier adjourned the meeting at 11:07 a.m.

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