

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH, HUMAN AND SOCIAL SERVICES

DATE: OCTOBER 21, 2019

COMMITTEE MEMBERS PRESENT:

SUPERVISORS FRASIER
MCDEVITT
BRAYMER
LEGGETT
LOEB
DRISCOLL
MAGOWAN
SOKOL

COMMITTEE MEMBER ABSENT:

SUPERVISOR HYDE

OTHERS PRESENT:

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

RONALD F. CONOVER, CHAIRMAN OF THE BOARD

RYAN MOORE, COUNTY ADMINISTRATOR

MARY ELIZABETH KISSANE, COUNTY ATTORNEY

AMANDA ALLEN, CLERK OF THE BOARD

FRANK THOMAS, BUDGET OFFICER

SUPERVISORS BEATY

GERAGHTY

MERLINO

TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR

DON LEHMAN, *THE POST STAR*

LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the October 21, 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 10:35 a.m.

Motion was made by Mr. McDevitt, seconded by Mr. Driscoll 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 Christian Hanchett, *Commissioner, 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.*

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

- 1) To amend the Table of Organization and Salary Schedule to create and fill the position of Principal Social Welfare Examiner #3, *Grade 15, Base Annual Salary \$42,141*, and to delete the position of Sr. Social Welfare Examiner.

Motion was made by Mr. Magowan, seconded by Mr. Sokol and carried unanimously to approve the request and forward same to the Personnel & Higher Education Committee. *Copies of the resolution request form and Notice of Intent to Fill Vacant Position form are on file with the minutes.*

- 2) To fill the vacant position of Senior Account Clerk #4 in the Accounting Unit, *Grade 7, Base Annual Salary \$33,600.*

Motion was made by Mr. Sokol, seconded by Mr. Magowan 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 authorize acceptance of a \$5,000 donation from the Warren County Children's Committee.

Motion was made by Mr. Magowan, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the November 15th Board meeting. *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 revenue and expenditures were right on target for the year. She said she was anticipating revenue to come in strong for the end of the year and they were working on keeping overtime as low as possible.

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 the Public Health agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing her agenda review, Ms. Jones presented the following requests:

- 1) To award bid and authorize an agreement with the lowest responsible bidder to provide medical coding, education and review services for the Home Care Agency for an annual term commencing December 1, 2019, allowing for four annual automatic renewals provided the rate increase does not exceed 5%, or until termination is requested by either party upon sixty days written notice.

Motion was made by Mr. Magowan, seconded by Mr. Loeb and carried unanimously to approve the request and the necessary resolution was authorized for the November 15th Board meeting. *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 in Attachment #1. She reported the month of August had been closed and regular salaries and overtime were up; however, she noted, part-time salaries were down making salaries 64.47% of the budget compared to last year at this time they were 75.71%.

Revenue and Expense Comparison Report for 2018 vs 2019 - Mrs. Driscoll reviewed the Revenue and Expense Comparison Report for 2018 vs. 2019 in Attachment #2. She stated the contractual expenses were lower compared to 2018 due to the timing of invoices paid from the Preschool and CHHA programs. She noted employee benefits were down \$20,161.86 as compared to last year due to the open positions.

Status of Referrals: Ms. Jones apprised Attachment #3 showed the number of re-visits was

down by 59 compared to last month; however, she said, this was not concerning.

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; she noted a PH Staging Site Exercise would be held on October 24th.

Rabies Report: Ms. Jones advised Attachment #5 in the agenda packet included a review of the Rabies Report for the month of September, as well as the quarterly report for the months of July through September.

Flu Clinics: Ms. Jones apprised Attachment #7 included the 2019 Flu Clinic schedule.

Staffing Update: Ms. Jones noted one nurse was out on extended leave and two nurses were on intermittent leave. She stated there were currently two vacant full-time nurse positions, as well as per-diem positions available.

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

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