

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH, HUMAN AND SOCIAL SERVICES

DATE: NOVEMBER 18, 2019

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS FRASIER  
MCDEVITT  
BRAYMER  
LOEB  
DRISCOLL  
HYDE  
MAGOWAN  
SOKOL

COMMITTEE MEMBER ABSENT:

SUPERVISOR LEGGETT

OTHERS PRESENT:

REPRESENTING THE OFFICE OF COMMUNITY SERVICES:  
ROB YORK, DIRECTOR, OFFICE OF COMMUNITY SERVICES  
DEANNA PARK, DIRECTOR, OFFICE FOR THE AGING  
REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:  
CHRISTIAN HANCHETT, COMMISSIONER  
JULIE MONTERO, FISCAL MANAGER  
AMY MCBYRNE, DIRECTOR, COUNTRYSIDE ADULT HOME  
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  
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  
HOGAN  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
DON LEHMAN, *THE POST STAR*  
THOM RANDAL, *ADIRONDACK JOURNAL*  
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

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*Please note, the following contains a summarization of the November 18, 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 11:03 a.m.

Motion was made by Mr. McDevitt, 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 Rob York, *Director, Office of Community Services*, who distributed copies of the Community Services/Mental Health agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

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

- 1) To amend the 2019 County Budget in the amount of \$4,140 to allow pass through of 100% State Aid funding from New York State Office of Mental Health designated for People USA, Inc.

Motion was made by Mr. Sokol, seconded by Mr. Loeb 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.*

- 2) To amend the 2019 County Budget in the amount of \$11,094 to allow pass through of 100% State Aid funding from New York State Office of Mental Health designated for the Warren-Washington Association for Mental Health.

Motion was made by Mr. Magowan, seconded by Mr. Loeb 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.*

- 3) To authorize contracts to provide community mental health, substance abuse and developmental disability services pursuant to provisions of NYS Mental Hygiene Law, Article 41, in an amount not to exceed those provided in Schedule A (*included in the meeting agenda*) for a term commencing January 1, 2020 and continuing unless terminated upon 30-days written notice by either party.
- 4) To authorize contracts to provide specialized mental health crisis and planned respite services for youth in an amount not to exceed those provided in the Schedule A (*included in the meeting agenda*), commencing January 1, 2020 and continuing unless terminated upon 30-days written notice by either party.
- 5) To authorize contracts to provide clinical evaluations requested by the courts in an amount not to exceed those provided in Schedule A (*included in the meeting agenda*), for a term commencing January 1, 2020 and continuing unless terminated upon 30-days written notice by either party.

Motion was made by Mr. Sokol, seconded by Mr. Magowan and carried unanimously to approve the requests and the necessary resolutions were authorized as outlined above for the December 20<sup>th</sup> Board meeting. *Copies of the resolution request forms are on file with the minutes.*

- 6A) To appoint Amy Molloy to the Warren County Community Services Board for a term commencing January 1, 2020 and terminating December 31, 2023.

Motion was made by Mr. Loeb, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the December 20<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 6B) To appoint Holly Irion to the Warren County Community Services Board for a term commencing January 1, 2020 and terminating December 31, 2023.

Motion was made by Mr. Driscoll, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the December 20<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

There being no further Office of Community Services business to discuss, privilege of the floor was extended to Deanna Park, *Director, Office for the Aging (OFA)*, who distributed copies of the OFA agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

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

- 1) To amend the contract with Cedars (*Summit Properties*) to increase the annual reimbursement amount to \$15,383 for an initial term commencing January 1, 2020 and terminating December 31, 2021 and automatically renewing on an annual basis so long as there are no monetary changes.

Motion was made by Mr. Magowan, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the December 20<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To authorize submission of New York State Office for the Aging 2019-2020 MIPPA grant application in the amount of \$23,049 for the program year September 30, 2019 through September 29, 2020.

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 December 20<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 3) To authorize new contract with Orkin for pest control services at the meal site locations at a rate of \$225 per call (*not to exceed \$5,000 per year*) for an initial term commencing November 1, 2019 and terminating December 31, 2020 and automatically renewing on an annual basis so long as there are no monetary changes.

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 December 20<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 4) To fill the vacant position of Services Specialist, OFA, *Grade 10, Base Annual Salary \$37,633*, due to promotion.

Motion was made by Mr. Loeb, 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.*

- 5) To authorize a transfer funds in the amount of \$6,925 from Budget Code A.6771 470, *Hamilton County Contracts*, to various budget codes to cover salaries through 2019 for Hamilton County employees.

Motion was made by Mr. Sokol seconded by Mr. Magowan 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.*

Continuing to the Information for Discussion portion of the agenda, Ms. Park apprised of a recent situation where the gas had been shut off at the Cedars meal site and products that were defrosted were cooked by Countryside Adult Home, which she thanked them for.

Ms. Park informed Cedars had disallowed the use of the transporter compartments used to keep meals warm for delivery due to concerns of an electrical hazard and they were requesting that the County fund the installation of new outlets at a cost of \$1,859.54.

A lengthy discussion ensued in regards to allowing Cedars to hire the electrical contractor or having the County perform the work following which it was decided that Mary Elizabeth Kissane, *County Attorney*, would review the lease agreement to determine whether Cedars was responsible for providing the outlets. It was the consensus of the Committee that if the lease did not provide the outlets, Ms. Park would be permitted to authorize Dean Electric to perform the installation.

There being no further OFA 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 Resource Clerk #1, *Grade 4, Base Annual Salary \$29,333*, due to promotion.

Motion was made by Mr. Magowan, 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.*

- 2) To fill the vacant position of Caseworker #36, *Grade 16, Base Annual Salary \$43,390*, due to resignation.

Motion was made by Mr. Magowan, 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.*

- 3) To authorize an agreement with Warren County Public Health to provide child welfare and community health services for the Department of Social Services in an amount not to exceed \$20,000 for a term commencing December 1, 2019 and terminating November 30, 2020.

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 December 20<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Hanchett apprised he had included a reporting of his activities for the previous month in the agenda packet.

Privilege of the floor was extended to Julie Montero, *Fiscal Manager*, who apprised expenses were at 75% and in really good shape for the year, adding revenue was at 77%. She stated overtime continued to be high due to training for the two employees hired in the fraud division, but they were making an effort to keep overtime as low as possible.

A lengthy discussion ensued in regards to staffing and the turnover rate in the department.

Privilege of the floor was extended to Amy McByrne, *Director, Countryside Adult Home*, who presented the following requests:

- 1) To fill the vacant position of Cook #5, Full time, *Grade 4, Base Annual Salary \$29,333*, due to creation.

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 for reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

- 2) To authorize a new contract with Action Septic Service to provide semi annual inspection, cleaning and repair of kitchen and laundry sewer lines, as well as any other additional sewer lines throughout the building, in an amount not to exceed \$2,000 for a term commencing January 1, 2020 and terminating December 31, 2021.

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 December 20<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 3) To authorize renewal of the contract with Hudson Headwaters Health Network for annual employee and new hire physicals and ppd placement in an amount not to exceed \$127.50 per physical and \$16 per ppd for a term commencing January 1, 2020 and terminating December 31, 2021.

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 December 20<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 4) To authorize the annual renewal of the membership with ESAAL to provide interpretation resources in an amount not to exceed \$1,344.

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 December 20<sup>th</sup> 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 \$12,854.

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

- 6) To increase Capital Reserve A.861.00, *Countryside Rehabilitation Reserve*, in the amount of \$38,000 through a transfer of funds from Budget Code A.6030 413, *Countryside Adult Home, Repair & Maint-Bldgs/Property.*

Motion was made by Mr. Loeb, seconded by Mr. Magowan 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.*

Ms. McByrne proceeded to review the Census and Overtime Reports, copies of which are on file with the minutes.

This concluded the review of the Countryside and DSS agendas; 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 fill the vacant position of Medical Records Coder (*part-time*), *Grade 10, Base Hourly rate \$18.09*, effective January 2020, due to creation.

Motion was made by Mr. McDevitt, 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.*

- 2) To amend current contracts with Health Services' therapists to include verbiage to comply with Article 28 (*Public Health Diagnostic and Treatment Center*) and Article 36 (*Home Care Agency*) regulations, including but not limited to 763.13 personnel and contractor requirements and to reflect rates in 2020 Budget allowing up to a 5% rate increase with automatic contract renewal unless thirty day written termination notice by either party.

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 December 20<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 3) To authorize Jignasha Shah, *Public Health Program Coordinator*, to enroll in job related course entitled HEPI 501-Principals & Methods of Epidemiology at SUNY Albany College of Public Health.

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. *A copy of the resolution request form is on file with the minutes.*

- 4) To amend the current agreement with Adirondack Health Institute (*AHI*) to receive additional funding in an amount not to exceed \$10,000 to continue prevention agenda-public health improvement project providing fresh produce to Women Infant and Child (*WIC*) participants for utilization in 2020.

Motion was made by Mr. Sokol, seconded by Mr. Loeb and carried unanimously to approve the request and the necessary resolution was authorized for the December 20<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 5) To amend the contract with Field Goods to purchase additional produce at a cost not to exceed \$10,000 based on funding received from American Health Institute (*AHI*) effective December 1, 2019.

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 December 20<sup>th</sup> Board meeting.

- 6) To authorize a transfer of funds between various budget codes totaling \$25,830 to cover shortages for the remainder of the year.

Motion was made by Mr. Loeb, seconded by Mr. Magowan 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 total salaries were over by \$5,907.38, but part-time salaries were below by 10.09% resulting in all salaries being 71.61% of the budget which was below last years figures.

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 stated the salaries were 25% below last year and contractals were slightly under, but that was due billing. Ms. Driscoll added employee benefits were also slightly below last year due to open positions.

Status of Referrals - Valerie Whisenant, *Assistant Director, Patient Services*, reviewed the referrals, included as Attachment #3. She informed for September there were 93 nursing referrals and 54 for physical therapy. She added there were 1,243 visits for the month, noting two nurses were out on medical leave and two others were out on family medical leave.

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 October 2019 rabies report.

Information Items: Ms. Jones apprised November was National Home Care Month and she encouraged the Committee members to follow the Facebook page. She reported New York State Department of Health (*NYSDOH*) visited from November 4<sup>th</sup> through November 8<sup>th</sup> and surveyed the Certified Home Health Care Agency which resulted in a good survey with minor citations. Ms. Jones stated NYSDOH provided a presentation on November 7<sup>th</sup> at SUNY Adirondack on Governor Cuomo's Cancer Study Findings which based on the available data showed smoking was the likely factor. She reported a vaping panel was hosted by Glens Falls City School District on November 12<sup>th</sup>. Ms. Jones noted the CARA grant renewal with Department of Social Services would assist families affected by substance abuse and the development of a Plan of Safe Care.

Staffing Update: Ms. Jones noted there were two homecare nurses out until further notice and two nurses on intermittent leave. She apprised one nurse would be starting in December which left one nurse position open.

A brief discussion ensued in regards to the vaping panel and the exposure to youth who were not aware of the harmful effects vaping posed.

There being no further business to come before the Health, Human & Social Services Committee, on motion made by Mr. Loeb and seconded by Mr. Magowan, Mrs. Frasier adjourned the meeting at 12:07 p.m.

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