

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SOCIAL SERVICES

DATE: JUNE 26, 2008

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS O'CONNOR
SHEEHAN
BENTLEY
KENNY
THOMAS
STRAINER

REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:

SHEILA WEAVER, COMMISSIONER
MICHAEL JABAUT, DIRECTOR OF ADMINISTRATIVE SERVICES
KATHY BAKER, FISCAL MANAGER

FREDERICK MONROE, CHAIRMAN

COMMITTEE MEMBER ABSENT:

SUPERVISOR TESSIER

AMY BARTLETT, FIRST ASSISTANT COUNTY ATTORNEY
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES

JOANN MCKINSTRY, DEPUTY COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES

JOAN SADY, CLERK OF THE BOARD

KEVIN GERAGHTY, BUDGET OFFICER

SUPERVISOR BELDEN

SUPERVISOR HASKELL

SUPERVISOR STEC

SUPERVISOR VANNESS

BUD YORK, SHERIFF

SHANE ROSS, CHIEF DEPUTY

CHARLENE DIRESTA, LEGISLATIVE OFFICE SPECIALIST

In the absence of the Committee Chairman, Mr. O'Connor, the Vice-Chairman called the meeting of the Social Services Committee to order at 10:10 a.m.

Motion was made by Mr. Bentley, seconded by Mr. Thomas 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 Sheila Weaver, Commissioner of the Department of Social Services (DSS), who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mr. O'Connor noted that this was Ms. Weaver's first official Committee meeting as Commissioner of the DSS and he welcomed her.

Commencing the agenda review, Ms. Weaver requested a transfer of funds in the

amount of \$6,000 from the Contracts Code (A.6010 470) to the Office Equipment Code (A.6010 220) for the purchase of a new copier/printer/scanner for the Support Collection Unit. She noted that the machine was approximately \$3,200 less than the last one that had been purchased for the Department.

Motion was made by Mr. Bentley, seconded by Mr. Sheehan and carried unanimously to approve the request for a transfer of funds, as outlined above, and to refer the same to the Finance Committee. *A copy of the request for Transfer of Funds is on file with the minutes.*

Ms. Weaver requested authorization for employees to attend meetings or conventions, as follows:

- ▶ for Denise Spinosa to attend the CW/CPS Common Core Training in Albany, New York on June 30, 2008 through July 2, 2008; July 14, 2008 through July 18, 2008; July 28, 2008 through August 1, 2008; August 11, 2008 through August 15, 2008; and August 26, 2008 through August 29, 2008, at a room rate of \$50 per night and meal costs of \$13 per day; and
- ▶ for Elizabeth Fregeau to attend the Child Protective Services Response Training in Albany, New York on November 17, 2008 through November 21, 2008 and December 1, 2008 through December 5, 2008, at a room rate of \$50 per night and meal costs of \$12 per day.

Motion was made by Mr. Kenny, seconded by Mr. Thomas and carried unanimously to authorize the employee travel, as outlined above. *Copies of the Authorizations to Attend Meeting or Convention are on file with the minutes.*

Ms. Weaver reported that overtime usage had decreased by over 50 hours and she hoped that it would continue to decrease in the future. She added that the Department was almost fully staffed.

Ms. Weaver requested authorization to fill the vacant position of Typist/Keyboard Specialist, base salary of \$22,988, Employee No. 9132, due to promotion. She noted that the position was in the Accounting unit and was 100% reimbursable.

Motion was made by Mr. Bentley, seconded by Mr. Strainer and carried unanimously to approve the request to fill the vacant position of Typist/Keyboard Specialist, as outlined above, and to forward same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.*

Ms. Weaver stated that she had reviewed the vacant positions within the Department and was requesting authorization to amend the Department's Table of Organization by reclassifying two positions, as follows:

- ▶ reclassify one Head Social Welfare Examiner position, base salary of \$45,763, to a Senior Social Welfare Examiner position, base salary of \$32,812, effective June 26, 2008; and
- ▶ reclassify one Supervising Support Investigator, base salary of \$34,564, to a Senior Support Investigator position, base salary of \$31,351, effective June 26, 2008.

She noted that by reclassifying the two positions the total savings to the Department would be \$16,164 and added that she felt that she would still be able to meet the needs of the Department while working more efficiently.

Motion was made by Mr. Thomas, seconded by Mr. Sheehan and carried unanimously to authorize the reclassification of the two positions, as outlined above, and to forward same to the Personnel Committee. *Copies of the resolution request forms are on file with the minutes.*

Ms. Weaver apprised that she had met with Bud York, Warren County Sheriff, and they had mutually decided to terminate the contract between the Warren County Sheriff's Department and the DSS for investigation services. She added that Sheriff York had advised that the DSS could inform him when an Investigator was needed so that any available investigator could provide the services requested. Mr. Kenny questioned if the original reason for the contract had been for the grant reimbursement that was received and further asked if the reimbursement would be lost if the contract was terminated. Sheriff York explained that the grant application had been established in that it required the Sheriff's Department to specify the name of the investigator that would be performing the service for the DSS and Investigator Affinito had been assigned to the duty. He added that the Sheriff's Office would be able to better meet the needs of the DSS if any investigator could perform the service.

Discussion ensued.

Todd Lunt, Director of Human Resources, entered the meeting at 10:21 a.m.

Ms. Weaver stated that she would research the possibility of re-applying for the grant funding without the need of assigning a specific Investigator to the DSS. Mr. Kenny questioned if the reason this was an issue was because the Investigator assigned to the DSS had retired and Sheriff York responded in the negative and stated that Investigator Affinito had been an investigator prior to the grant and that he performed the investigations for the DSS, as well as his other duties. He added that the problem with a specific investigator being assigned to the DSS was that there was no one to cover that duty when Investigator Affinito was on vacation. Mr. Strainer suggested that the issue of terminating the contract between the Sheriff's Office and the DSS be tabled until Ms. Weaver could obtain

further information on the specifics of the grant application.

Discussion ensued.

Mr. O'Connor advised that the program had not been in effect since March 31, 2008 and asked if there had been any negative impact and Ms. Weaver responded that there had been a small amount of confusion at first; however, she added, there had not been any complaints. Chairman Monroe stated that he felt that the DSS should maximize the use of the grant funding. Sheriff York advised that it was a matter of how the grant application was worded and added that the grant application should be reworded to state that the Sheriff's Department would have an investigator available for the DSS, 24 hours a day, as opposed to naming a specific individual. He noted that all of the Sheriff's Department's Investigators were trained for forensic interviews in child sex abuse cases.

Motion was made by Mr. Strainer, seconded by Mr. Kenny and carried unanimously to table action on the termination of the contract until the next Committee meeting.

Ms. Weaver apprised that the Warren County DSS had been selected to participate in the Portable Information Technology Demonstration Project through the New York State Office of Children and Family Services. She added that the Department would receive 15 laptop computers for the Caseworkers to use in the field. Hal Payne, Commissioner of Administration & Fiscal Services, noted that the County had received computers from the State in the past. Mr. O'Connor asked if a resolution would be necessary and Joan Sady, Clerk of the Board, questioned if the computers were considered a gift or part of a grant application. Kathy Baker, Fiscal Manager of the DSS, stated that the computers would remain the property of the State and would be on loan to Warren County as part of an agreement. Mrs. Sady recommended a resolution be prepared accepting the gift of the laptops.

Motion was made by Mr. Sheehan, seconded by Mr. Thomas and carried unanimously to accept the gift of 15 laptop computers from the New York State Office of Children and Family Services. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the July 18, 2008 Board meeting. (Please note: Subsequent to the meeting, Ms. Weaver advised that the correct number of laptops that would be donated to the County was one, as opposed to fifteen. The corrected resolution request form was submitted and a copy is on file with the minutes.)*

Mr. Haskell stated that he was pleased that Ms. Weaver had taken the time to review the positions within her Department to determine ways in which she would be able to save the County additional funds.

As there was no further business to come before the Social Services Committee, on motion made by Mr. Strainer and seconded by Mr. Bentley, Mr. O'Connor adjourned the meeting at 10:30 a.m.

Respectfully Submitted,

Charlene DiResta, Legislative Office Specialist