

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: HUMAN SERVICES**

**DATE: MAY 4, 2009**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS SIMMES  
BENTLEY  
GIRARD  
VANNESS  
SOKOL  
TAYLOR

**OTHERS PRESENT:**

CANDACE KELLY, DIRECTOR, OFFICE FOR THE AGING  
CHRISTIE SABO, FISCAL MANAGER, OFFICE FOR THE AGING  
WILLIAM RESSE, DIRECTOR, EMPLOYMENT & TRAINING  
SHARON SANO, SENIOR COUNSELOR OF EMPLOYMENT &  
TRAINING  
MARGARET SING SMITH, DIRECTOR, YOUTH BUREAU  
FREDERICK MONROE, CHAIRMAN OF THE BOARD  
SUPERVISOR PITKIN  
SUPERVISOR THOMAS  
SUPERVISOR STRAINER  
HAL PAYNE, COMMISSIONER OF FISCAL AND ADMINISTRATIVE  
SERVICES  
NICOLE LIVINGSTON, DEPUTY CLERK OF THE BOARD  
JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

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**COMMITTEE MEMBER ABSENT:**

SUPERVISOR STEC

In the absence of Committee Chairwoman Simmes, Supervisor Bentley, as Vice-Chair, called the meeting of the Human Services Committee to order at 11:31 a.m.

Motion was made by Mr. Taylor, seconded by Mr. Girard and carried unanimously to approve the minutes of the April 3, 2009 Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Candace Kelly, Director, Office for the Aging, who distributed copies of the agenda to the Committee members, a copy of which is on file with the minutes.

Mrs. Kelly presented a request to fill the vacant position of Mealsite Manager in Johnsborg, base salary \$22,897, Employee No. 6726, due to retirement.

Motion was made by Mr. Taylor, seconded by Mr. Girard and carried unanimously to approve the request to fill the vacant position of Mealsite Manager as outlined above, and to refer same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.*

Mrs. Kelly presented Agenda Item 2, a request to renew the contract with Catherine Keating-Stauch, as Registered Dietician (R.D.) in Warren County, from May 1, 2009 through April 30, 2010, for a total amount not to exceed \$25,300

Motion was made by Mr. Girard, seconded by Mr. Taylor and carried unanimously to approve the request to renew the contract with Catherine Keating-Stauch, R.D., as outlined above and the necessary resolution was authorized for the May 15, 2009 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Hal Payne, Commissioner of Administrative and Fiscal Services, asked if there had been an increase in the contract amount and Mrs. Kelly replied that it had not increased; however, she said, the need for contract services had moved from Hamilton to Warren County.

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Mrs. Kelly presented a request for a transfer of funds from A.6771 437 Nutrition for Elderly - Hamilton County Consulting Fees, to A.6773 437 Nutrition for Elderly - Warren County Consulting Fees, in the amount of \$4,240, as the need for the Registered Dietician was greater in Warren County.

Motion was made by Mr. Taylor, seconded by Mr. Girard and carried unanimously to approve the request to transfer funds in the amount of \$4,240 as outlined above, and to refer same to the Finance Committee. *A copy of the request for Transfer of Funds is on file with the minutes.*

Agenda Item 4 presented by Mrs. Kelly was a request to transfer funds from various OFA - Point of Entry Warren/Hamilton codes to OFA Point of Entry Hamilton/Warren salaries-regular codes, in the amount of \$35,169, to fund a grant dependant position for coordination of POE efforts in Warren and Hamilton Counties to be filled by a County employee versus a consultant.

Motion was made by Mr. Girard, seconded by Mr. Sokol and carried unanimously to approve the request to transfer funds in the amount of \$35,169 as outlined above, and to refer same to the Finance Committee. *A copy of the request for Transfer of Funds is on file with the minutes.*

The next Agenda Item presented by Mrs. Kelly was a request to amend the County Budget to increase estimated revenues and appropriations in the amount of \$25,000 to include Title III E, Caregiver Support Program carry-over funds.

Motion was made by Mr. Sokol, seconded by Mr. Girard and carried unanimously to approve the request to amend the County Budget as outlined above, and to refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes. (Note: Subsequent to the meeting the request to amend the County Budget was withdrawn to be referred back to the Committee).*

Mrs. Kelly presented a request to extend the contract with Golden Lane Associates, who provided management consulting services, for the period from January 1, 2009 through December 31, 2009, for a total amount not to exceed \$20,000, to utilize the carryover funds for the Caregiver Support Program.

Motion was made by Mr. VanNess, seconded by Mr. Sokol and carried unanimously to approve the request to extend the contract with Golden Lane Associates as outlined above and the necessary resolution was authorized for the May 15, 2009 Board meeting. *A copy of the resolution request form is on file with the minutes. (Note: Subsequent to the meeting the request to renew the contract with Golden Lane Associates was withdrawn to be referred back to the Committee).*

The final item requiring a resolution was a request presented by Mrs. Kelly to amend the existing contract with the Resource Center for Independent Living for adult day care, to allow an \$8,000 portion of the \$20,000 contract total for case management, with no change in the total contract amount.

Motion was made by Mr. Taylor, seconded by Mr. Girard and carried unanimously to approve the request to amend the existing contract with the Resource Center for Independent Living as outlined above, and the necessary resolution was authorized for the May 15, 2009 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mrs. Simmes entered the meeting at 11:45 a.m.

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Pertaining to the American Recovery and Reinvestment Act - Nutrition Program for the Elderly, Mrs. Kelly stated that up to \$26,539 in grant funding was available and the County must contribute \$4,843 in order to access the full funding. She noted that the prior year mealsite funds were insufficient and this would provide a solution. Christie Sabo, Fiscal Manager, stated that the supplemental money must first be expended prior to the expenditure of the regular nutrition program funding. She added that she had inquired whether the grant application could be submitted, with funding used only as needed. She apprised that the grant money must be completely expended once awarded. She noted that Warren and Hamilton Counties would be responsible for \$4,843 and \$1,791 respectively. Mrs. Kelly interjected that the funds must be used for meals, and she stated that evening meals had been eliminated as a cost saving measure. Mr. VanNess asked what amount was requested last year and Mrs. Kelly stated that \$63,000 had been requested for food and mileage to cover the shortfall within the budget

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously authorizing submission of the American Recovery and Reinvestment Act Nutrition Program for the Elderly grant application, which had a May 29<sup>th</sup> deadline, for supplemental funds for the meal sites, as well as a request to amend the County Budget and to refer same to the Finance Committee. *Copies of the resolution request forms are on file with the minutes.* **(Note: Subsequent to the meeting the request to amend the County Budget was withdrawn to be referred back to the Committee).**

Mrs. Kelly presented a request for permission to host the New York State mandated Mealsite Staff Training to be held at the Bolton mealsite on May 8, 2009, to include lunch at a total cost of \$200.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously to approve the request as outlined above. *A copy of the Request to Host Meeting or Conference is on file with the minutes.*

Regarding the Bolton Mealsite Church parking lot, Mrs. Kelly apprised that the lot was in need of repairs/resurfacing and the church had stated that they would supply the necessary materials if assistance with equipment and staff was available. Mrs. Kelly stated that she had spoken with William Lamy, Superintendent of Public Works, who agreed that equipment from the Department of Public Works (DPW) could be used to remove the old surface. She indicated that a contract from the County Attorney would be required as the site was located on private property. Mrs. Kelly added that it appeared that the delivery trucks were causing the damage to the lot.

Motion was made by Mr. VanNess, seconded by Mr. Sokol and carried unanimously authorizing a memorandum of understanding with the Warren County DPW to use equipment and staff to repair the meal site parking lot and the necessary resolution was authorized for the May 15, 2009 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Concluding the agenda review, Mrs. Kelly announced that Amy Collins was hired as the new Point of Entry (POE) Coordinator. She apprised the Committee of the volunteer picnic to be held on June 18, 2009 at the Knights of Columbus Hall, and noted that volunteer cooks were needed for the event. Lastly, Mrs. Kelly announced that the Annual Senior Luncheon would be held on May 21<sup>st</sup> at the Fort William Henry Resort to honor Tom Mihalics of Diamond Point and Edward Binder from Athol, the winners of the Senior of the Year and Outstanding Contribution by a Senior awards, respectively. Both recipients, she said, were nominated by the Warren County Council of Senior Citizens, Inc.

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Privilege of the floor was extended to Margaret Sing-Smith, Director of the Youth Bureau, who distributed copies of the agenda to the Committee members. *A copy of the agenda is on file with the minutes.*

Ms. Smith presented a request to amend the existing agreement between the Youth Bureau and the Council for Prevention to increase funding by \$23,939 and to extend the termination date to September 30, 2009. The request was the result of the restoration of Community Optional Preventative Services (COPS) funding which, she stated, was included in the budget.

Motion was made by Mr. Taylor, seconded by Mr. Girard and carried unanimously to extend the agreement with the Youth Bureau and the Council for Prevention as outlined above and the necessary resolution was authorized for the May 15, 2009 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Ms. Smith reminded the Committee of the 10<sup>th</sup> Annual Youth Court Breakfast to be held on May 8<sup>th</sup> at the Great Escape Lodge for which all supervisors were cordially invited. She said that invitations were mailed and responses could be emailed to her or called in at 746-6059.

As a follow-up regarding the Alive @ 25 Defensive Driving Course, Ms. Smith stated that the request to establish the Alive @ 25 Program and the request to contract with the Instructor for the Defensive Driving Course had been approved. She stated that the course would be held in the Sheriff's Department training room on a regular basis such as every other month. She apprised the fee for the course would be \$50, payable by the attendees from which \$20 would compensate the Instructor with the remainder to the fund balance. Ms. Smith stated that she had presented the program information to the District Attorney who advised that a new agreement would be required.

Ms. Smith presented a request to amend the 2009 County Budget to increase estimated revenues and appropriations in the amount of \$4,000 from the Alive @ 25 program.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously to amend the 2009 County Budget to in the amount of \$4,000 for the Alive @ 25 Program as outlined above and to refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Pertaining to the 2009 State Youth Program Block Grant Funds, Ms. Smith announced positive news that funding would be available for 2009; however, she said, the amount had not been released. The expectation, she said, was a 20% reduction over last year.

Ms. Smith stated that she continued to work on the applications for both the Recovery Act Justice Assistance and Junior Tennis Foundation Grants.

Privilege of the floor was extended to William Resse, Director of Employment and Training, who distributed copies of the agenda to the Committee members. *A copy of the agenda is on file with the minutes.*

Mr. Resse presented Agenda Item 1, the Federal Stimulus Program and he announced that the second half of the funding had been released. He apprised of the plan to increase enrollment in the summer

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youth employment program. On the Adult side, he stated, planning to purchase an LPN program had begun. Additionally he said, he hoped to see course offerings in advanced manufacturing and computer and office skills. Mr. Resse apprised that planning for this effort included Warren-Saratoga-Washington-Hamilton-Essex Board of Cooperative Educational Services (WSWHE BOCES), Adirondack Community College (ACC), and the Workforce Investment Board (WIB).

Mr. Resse presented a request to amend the 2009 County Budget to increase estimated revenues and appropriations in the amount of \$414,000 to reflect receipt of Federal Stimulus funds for training programs for youth and adults.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously to approve the request to amend the 2009 County Budget in the amount of \$414,000 as outlined above, and to refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Sharon Sano, Senior Counselor of Employment & Training distributed copies of an article pertaining to Stimulus Funds for summer employment programs. She stated the article highlighted the need for funding regarding summer youth employment and she asserted that responsible expenditure of the funds clearly affirmed the need for same.

Mrs. Sano summarized how the program offered a significant benefit to youth and its mission of growing youth into responsible citizens that would ultimately become taxpayers.

Mr. Resse apprised that the programs mission was to help develop a strong work ethic in young employees. In terms of older youth, he said, 30% of funding would be spent on out-of-school youth and collaboration with the Dean of ACC was included in the planning process. He noted that there were many requirements of the Department related to such funding which included income guidelines, barrier requirements, and performance issues.

Proceeding to agenda item 3, Mr. Resse presented a request to contract with ACC for a summer youth employment project, to provide staffing to oversee a crew of students that met eligibility criteria for the program, to commence on or after May 18, 2009 and to terminate no later than July 31, 2009, at a total cost of \$9,000. According to Mr. Resse, the program objectives included learning, creating, teamwork, and leadership.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously to approve the request to contract with ACC as outlined above and the necessary resolution was authorized for the May 15, 2009 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Concluding the agenda review, Mr. Resse presented a request for permission for he and Mrs. Sano to attend the 2009 NYATEP/NYS DOL Workforce New York spring conference to be held May 18 - 20, 2009 in Albany, NY, with all expenses paid by grant funds and transportation to include the use of a County vehicle.

Motion was made by Mr. Sokol, seconded by Mr. Girard and carried unanimously to approve the request for in-state travel as outlined above. *A copy of the Authorization to Attend Meeting or Conference is on file with the minutes.*

Pertaining to miscellaneous items, Mr. Resse noted the May calendar for the One-Stop Career Center was included with the agenda. He apprised the Lake George Job Fair was held last week and attendance included approximately 10 employers and 200 attendees from several Counties. Additionally, Mr. Resse noted that in light of the high unemployment rates, the Human Resource Director of a local employer who had worked with the Department of Employment and Training for several years, had offered services to the Career Center and enlisted many peers which resulted in 36 committed volunteers. He stated that advertised workshops related to employment and training such as resume writing, would be included in the program and the sessions would take place at the Career Center on a weekly basis in the late afternoon.

Lastly, Mr. Resse stated that efforts with the Chamber of Commerce related to the Employment and Training information in the Monday editions of *The Post Star* included informational articles and job seeker profiles.

There being no further business before the Human Services Committee, on motion by Mr. Girard and seconded by Mr. Taylor, Mr. Bentley adjourned the meeting at 11:57 a.m.

Respectfully submitted,

Joanne Collins, Legislative Office Specialist