

# **SOCIAL SERVICES COMMITTEE**

**May 21, 2009**

## **AGENDA**

### **Motion to accept minutes of previous meeting (4/24/09)**

1. Overtime Report
2. Request permission to abolish a Social Welfare Examiner position in the Day Care Unit due to termination requests and permission to change the organization chart.
3. Request permission to abolish a Caseworker position in the Preventive Unit due to termination requests and permission to change the organizational chart.
4. Our OCFS Care and Maintenance Chargeback bill was on \$42,720.62 for the fourth quarter of 2008. This is a savings of \$31,692.00 from our estimate. This is 100% local share savings.
5. Request permission to send staff to the following trainings:
  - a. One staff to Deciding Together Leader Certification in Albany from 6/29 – 7/1/09.
  - b. One staff to Child Protective Services Response Training in Albany on 6/29 – 7/2/09 and 7/13 – 7/17/09.
  - c. One staff to Welfare-to-Work Core Training on Albany from 11/17 – 11/19/09 and 12/8 – 12/10/09.
  - d. One staff to Employment and Advancement Conference in Albany from 6/30- 7/1/09.
6. Updates from the State that I received at White Eagle Conference this month.
7. Request executive session to discuss personnel matters.

8. Referral update:

- Update on Methadone client, Mr. Payne has a meeting set up for this afternoon. Plans are moving forward.
- I have concerns regarding the legal unit and caseload. I have met with the County Attorney and he is obtaining information pertaining to caseload from surrounding counties.

## Overtime Report

### *Pay period ending 5/4/09*

CPS after-hours	33.1
Foster Care after hours	.20
TA OT	<u>12.5</u>
	45.8

### *Pay period ending 4/26/09*

CPS after-hours	30.5
CPS prior approved OT	1.8
TA OT	<u>14.5</u>
	46.8

### *Pay period ending 4/12/09*

CPS after-hours	21.4
Foster Care after hours	7.55
TA OT	<u>16</u>
	44.95

SCHEDULE "A"  
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION**

**Check one:**

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Social Services Committee hereby authorizes Kerri Neifeld  
\_\_\_\_\_  
(Supervisory Committee) (Employee Name)

to attend Deciding Together Leader Certification (Name of meeting or organization)

at CDHS, 3 Marcus Blvd., Albany, NY  
\_\_\_\_\_  
(Address)

on 6/29-7/01/09 Mode of transportation to be used N/A  
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain: Per the discretion of the Commissioner

**Proper documentation must be attached when submitting for approval.**

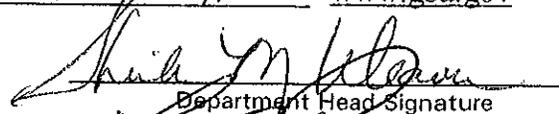
(Please check documents attached)

- Notice of meeting or convention including cost.

**For Overnight Travel**

- Room rate \$ \$50.00 GSA \* Rate \$ \_\_\_\_\_
- Meal costs - GSA \*per diem rate \$ \$13.00 (lunch only) \*www.gsa.gov

Date: 4/30/09

  
\_\_\_\_\_  
Department Head Signature

Date: 5/21/09

  
\_\_\_\_\_  
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

\*\*\*\*\*

Please check to request a fleet vehicle.

**REQUEST FOR USE OF FLEET VEHICLE**

\*\*\*\*\*

**Filing Instructions:**

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

SCHEDULE "A"  
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION**

**Check one:**

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Social Services Committee hereby authorizes John Schroeter  
\_\_\_\_\_  
(Supervisory Committee) (Employee Name)

to attend Child Protective Services Response Training  
(Name of meeting or organization)

at CDHS, 3 Marcus Blvd., Albany, NY  
(Address)

on 6/29-7/02 & 7/13-7/17/09 Mode of transportation to be used N/A  
(Dates) (County Vehicle or Mass Transportation)

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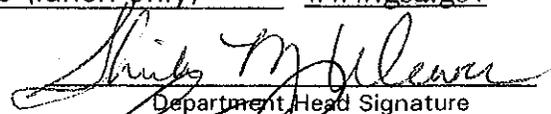
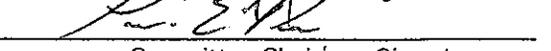
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**For Overnight Travel**

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- Meal costs - GSA \*per diem rate \$ \$13.00 (lunch only) \*www.gsa.gov

Date: 4/30/09

Date: 5/21/09

  
\_\_\_\_\_  
Department Head Signature  
  
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Committee Chairman Signature

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SCHEDULE "A"  
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION**

**Check one:**

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Social Services Committee hereby authorizes Lisa Zulauf  
(Supervisory Committee) (Employee Name)

to attend Employment and Advancement Conference  
(Name of meeting or organization)

at Holiday Inn Turf, 205 Wolf Rd. Albany, NY  
(Address)

on 6/30-7/1/09 Mode of transportation to be used N/A  
(Dates) (County Vehicle or Mass Transportation)

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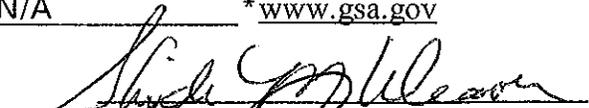
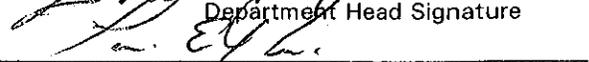
- Notice of meeting or convention including cost.

**For Overnight Travel**

- Room rate \$ \$49.50 GSA\* Rate \$ \_\_\_\_\_
- Meal costs - GSA \*per diem rate \$ \$ N/A \* [www.gsa.gov](http://www.gsa.gov)

Date: 3/12/09

Date: 5/21/09

  
Department Head Signature  
  
Committee Chairman Signature

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SCHEDULE "A"  
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION**

Check one:

- In-State (needs Supervisory Committee authorization)  
 Out-Of State (needs Board resolution)

The Social Services Committee hereby authorizes Janet Trackey  
(Supervisory Committee) (Employee Name)

to attend Welfare-To-Work Core Training (Name of meeting or organization)

at PDP Training Ctr., 1215 Western Ave., Albany, NY  
(Address)

on 11/17-11/19 & 12/8-12/10/09 Mode of transportation to be used  
N/A (Dates) (County Vehicle or Mass Transportation)

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**Proper documentation must be attached when submitting for approval.**

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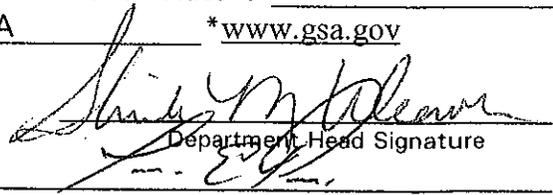
- Notice of meeting or convention including cost.

**For Overnight Travel**

- Room rate \$ \$39.50 GSA \* Rate \$ \_\_\_\_\_  
 Meal costs - GSA \*per diem rate \$ \$ N/A \*www.gsa.gov

Date: 4/30/09

Date: 5/21/09

  
Department Head Signature

Committee Chairman Signature

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**Response to Budget Officer, Kevin Geraghty's request**

**From Sheila M. Weaver, Commissioner of Social Services**

The Warren County Department of Social Services provides numerous mandated services programs to the residents of Warren County. These include but are not limited to the following (as I am certain I will accidentally omit a few programs):

- Safety Net
- Temporary Assistance
- Emergency Assistance to Families
- Emergency Assistance to Adults
- Home Energy Assistance Program
- Food Stamps
- Employment
- Medicaid (At least 8 different programs)
- Chronic Care
- CASA – Personal Care, Long Term Care Home Health Program, Assisted Living Program
- Fraud
- Resource and Recovery
- Burials
- Day Care Assistance
- Protective Services for Adults
- Child Protective Services
- Preventive Services
- Foster Care Services
- Foster Parent Training
- Teen Age Services Act
- Domestic Violence Services
- Medical Transportation
- Child Support Collection
- Legal Services to Child Support recipients
- Accounting Services

All programs at the Department other than the Countryside Adult Home are mandated. In addition, all staffing and programs bring in revenue. That is why we fund so many positions and contracts with other Department's within the county. Examples are Sheriff's Department, Probation, Youth Bureau, Information Technology, Veteran's Services, Office for the Aging, Cooperative Extension, the One Stop, Countryside, Public Health, and Department of Public Works to name a few. We pay reimbursement on all the A-87 costs in the Maximus report up to our CAP. We contract out a lot of services but many times it is to save money elsewhere. An example of this is KMG, electronic monitoring of youth which has reduced our detention beds and as a result reduced cost of tax levy by over \$39,824.46. (See attached sheet).

If a retirement incentive were offered, it would have to offer a minimum of one month's credit for every year of service for me to have people retire. As of July 31, 2009 I will have eleven employees with over 25 years of service. Of those positions, there are at least four that I would definitely need to replace to be able to have my Department function smoothly.

That being said, I am aware that the County as a whole needs to save money and cut positions. My biggest dilemma is that not everyone is working to their full capacity. There is a lot of "dead weight", time abuse and wasted time. I have spoken with my Supervisory Staff and advised them that the evaluations need to be utilized as a tool and if someone is doing something wrong, that we document it and follow up weekly. That way if someone is not doing their job, we can take the appropriate disciplinary action. However this will not eliminate the staff that needs to be eliminated overnight. It is a time consuming process. ***One suggestion that I have is ask the Union if there members would be willing to forego seniority with terminations and have staff tell Administration who is not pulling their fair share. If there are a number of people that say that about a particular person, then it probably is true. That way Department Heads could not be accused of targeting staff; it would be based on a peer review.***

I have been reviewing my organizational chart since I got here and have looked at the entire Department and the processes that are in place. One factor which needs to be taken into consideration prior to eliminating positions, with the bump and retreat is that some of my staff cannot work in the annex building. I don't know if I could put off further cuts until we move into the new building but that would help. I have one supervisor currently who is under corrective action and one staff member.

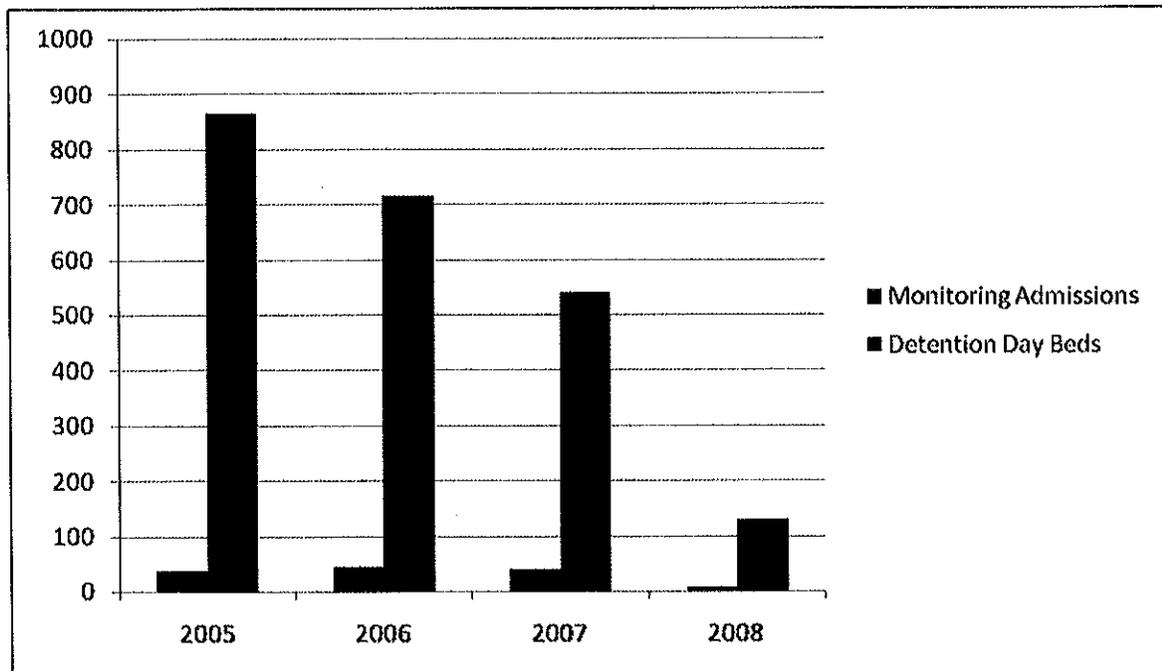
With only having 48 hours to prepare I have not answered Supervisor Geraghty's entire request. Given my Department and Budget size I respectfully request to get the rest of the information to the Committee next month.

This is the revenue by unit on positions in my Department:

<b>Program</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>
<b>Public Assistance</b>	26%	33%	41%
<b>MA</b>	52%	50%	0%
<b>Child Support</b>	42%	7%	28%
<b>TANF Employment</b>	55%	20%	26%
<b>Food Stamp Admin</b>	50%	19%	31%
<b>Food Stamp Emp &amp; Training</b>	66%	15%	19%
<b>Fraud &amp; Abuse</b>	50%	45%	5%
<b>Training Cap</b>	49%	43%	8%
<b>Employment Program</b>	0%	44%	56%
<b>EAF Preventive and Protective</b>	50%	32%	17%
<b>EAF Foster Care</b>	50%	46%	4%
<b>EAF Services</b>	50%	0%	50%
<b>Title XX Child Welfare</b>	100%	0%	0%
<b>Title XX Services under 200%</b>	100%	0%	0%
<b>IVE Protective Administration</b>	50%	30%	20%
<b>IVE Foster Care Administration</b>	42%	50%	8%
<b>IVE Adoption Administration</b>	50%	30%	20%
<b>Grand Total of RF2A Claims</b>	58%	25%	23%

## Justification for an increase in the KMG Monitoring Service contract for Juvenile Electronic Monitoring

KMG Monitoring Service is requesting an increase in the total contract rate by charging an enrollment fee of \$50.00 per client. This fee will be utilized to offset the costs associated with multiple visits to residences to download units and reset tamper alarms. Since 2005 which was our first full year of Electronic Monitoring Service with KMG Monitoring we have seen a direct correlation between an increase in Juveniles on Electronic Monitoring versus a Decrease in Detention Bed Days. Please see the graph below to support these statistics.



There is an average of 39 new admissions per year which would total an additional amount to the contract of \$1,950.00 per year. The average cost for a Detention Bed day is a minimum of \$245.83.

We have reduced detention beds by 162 days per year for a cost savings of \$39, 824.46 per year. With this reduction in detention days we may be able to reduce the amount of non-secure detention beds that we are currently contract with Berkshire Farms.