WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SOCIAL SERVICES

DATE: JULY 22, 2010

COMMITTEE MEMBERS PRESENT:		OTHERS PRESENT:	
SUPERVISORS	THOMAS	REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:	
	KENNY	SHEILA WEAVER, COMMISSIONER	
	BENTLEY	DEANNA PARK, DIRECTOR OF COUNTRYSIDE ADULT HOME	
	STRAINER	PAUL DUSEK, COUNTY ATTORNEY/ADMINISTRATOR	
	LOEB	FREDERICK MONROE, CHAIRMAN	
	MCDEVITT	NICOLE LIVINGSTON, DEPUTY CLERK OF THE BOARD	
		KEVIN GERAGHTY, BUDGET OFFICER	
COMMITTEE MEMBER ABSENT:		SUPERVISORS	TAYLOR
SUPERVISOR	MERLINO		SOKOL
			VANNESS
			STEC
			GIRARD
			CONOVER
		DON LEHMAN, THE POST STAR	
		THOM RANDALL, ADIRONDACK JOURNAL	
		JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST	

Mr. Thomas called the meeting of the Social Services Committee to order at 10:04 a.m.

Motion was made by Mr. Kenny, seconded by Mr. Bentley 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 which is on file with the minutes.

Ms. Weaver presented two Personnel requests, the first of which was a request to fill the vacant position of Caseworker #22, base salary of $34,776, Grade 14, Employee No. 11719, due to a lateral transfer to Adult Protective Services. She noted the position was 100% reimbursed.

Motion was made by Mr. Kenny, seconded by Mr. Strainer to approve the request to fill the vacant position as outlined above.

Mr. Loeb inquired about the method by which the number of mandated staff positions was determined and Ms. Weaver explained that the New York State Department of Health made staff determinations based on the total number of residents for Countryside Adult Home. With regard to the Community Alternative Systems Agency (CASA), she said, that although there was not a specific caseload parameter, the number of Caseworkers was based on the total workload which was derived from the number of cases. Ms. Weaver noted that with over 275 cases in the unit, there were 4 mandated caseworkers.

Mr. Thomas called the question and the motion was carried unanimously to approve the request to fill the vacant position of Caseworker #22 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*.

Ms. Weaver presented a request to fill the vacant position of Caseworker #32 in the Child Protective Unit, base salary of $34,776, Grade 14, Employee No. 10202, due to a lateral transfer to CASA. She noted the position was 75% reimbursed.

Motion was made by Mr. Loeb, seconded by Mr. McDevitt and carried unanimously to approve the request to fill the vacant position 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.*

The next item presented by Ms. Weaver was a request for the two new Caseworkers in the Child Protective Unit to attend mandatory Common Core Training, from August 29 - September 3, 2010; September 12 - 16, 2010; September 26 - October 1, 2010 and October 12 - 15, 2010, in Buffalo, NY, at a room rate of $49.50 per person per night and a meal cost of $13 per day.

Motion was made by Mr. Loeb, seconded by Mr. Bentley and carried unanimously to approve the request for training as outlined above. *A copy of the Authorization to Attend Meeting or Convention is on file with the minutes.*

Pertaining to Old Business, Ms. Weaver referenced the issue of utilization of the former jail facility space and Paul Dusek, County Administrator, noted that use of the former jail space related to pending Item 3, research of modular housing for the homeless. He apprised that the team meeting had been postponed until next week and a report would be completed which reflected pertinent details of the full scope of space utilization options and the cost associated with each and he noted that the collection of the necessary data was nearly complete.

Mr. McDevitt reported that he had met with Mayor Diamond and Ms. Weaver regarding the development of a homeless housing policy as it related to the Madden Hotel located in downtown Glens Falls. He apprised that earnest efforts were underway by the City of Glens Falls and the Glens Falls Housing Authority to identify reasonable and adequate housing for the displaced Madden Hotel tenants thereby allowing for the necessary clean-up and property security measures which must precede the sale of the property. Mr. McDevitt acknowledged the lack of vacancies in the area during the Saratoga Race Course season which could challenge temporary housing placement efforts; however, he asserted, the sale of the property would have a positive long term effect for the City of Glens Falls by increasing the overall tax base and rendering palpable improvements to the downtown region. As a positive aside, Ms. Weaver noted that the transition period for housing relocation efforts would conclude after the close of the Saratoga racing season.

With regard to overtime, Ms. Weaver reported a decrease in overtime expenses for Social Services which was at 36% of the amount budgeted as of the end of June 2010.

Concluding the agenda review, Ms. Weaver noted the Budget Report reflected decreases from the previous year of 1.99% and 16.47% for Social Services and Countryside Adult Home respectively.

Privilege of the floor was extended to Deanna Park, Director of Countryside Adult Home, who distributed copies of the agenda to Committee members, a copy of which is on file with the minutes.

Ms. Park presented a request to fill the vacant position of Cleaner, base salary of $23,298, Employee No. 10007, due to resignation. She noted the mandated position was reimbursed at 50%.

Motion was made by Mr. Strainer, seconded by Mr. Bentley and carried unanimously to approve the request to fill the vacant position 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.

Next, Ms. Park presented a request to extend the contract with Mahoney Notify-Plus, Inc., for fire and security alarm system inspections and maintenance at Countryside Adult Home, for the period commencing August 1, 2010 and terminating July 31, 2011, at a cost of $765 paid annually; $82.50 per hour Monday through Friday 8:00 a.m. to 4:30 p.m. and $75 per hour thereafter; and $123.75 per hour for the first hour on holidays and weekends and $112.50 per hour thereafter for service calls.

Motion was made by Mr. Kenny, seconded by Mr. McDevitt and carried unanimously to approve the request to extend the contract as outlined above and the necessary resolution was authorized for the August 20, 2010 Board meeting. *A copy of the resolution request form is on file with the minutes.*

To optimize both departmental efficiency and cost savings, Ms. Park presented a request to abolish the Building Maintenance Worker position as a result of the reallocation of job duties to the Building Maintenance Mechanic which had resulted from the extended leave and subsequent resignation of a Full-time Cleaner. She noted that the list of duties performed by the Building Maintenance Worker was included in the agenda and the duties were more appropriately matched to the position of Building Maintenance Mechanic. She forecast the possibility of hiring a part-time (not to exceed 20 hours per week) Building Maintenance worker in order to comply with the maintenance staffing requirement for the facility. The reallocation of duties, she stated, reflected stable departmental outcomes and she recommended abolishment of the position of Full-time Building Maintenance Worker, resulting in an estimated savings of $20,000.

Motion was made by Mr. Loeb, seconded by Mr. Bentley and carried unanimously to approve the request to abolish the position of Building Maintenance Worker as outlined above and to refer same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Weaver concurred that the need for a per diem Building Maintenance Worker could arise during the winter season for snow removal assistance.

Ms. Park addressed pending items; the first of which pertained to the establishment of a subcommittee to determine the future of the Countryside Adult Home. Mr. Dusek stated that the Board of Supervisors had recommended such a committee during budget discussions and subsequently, he said, the possibility of using space at Countryside for homeless housing was added to the list of items pending further review. He recommended that the item remain pending. Ms. Park noted that pending item 2, temporary housing for the homeless, was related to item 1 and would also remain pending.

Regarding the pursuit of a Social Adult Day Care Waiver from the State, Ms. Park stated that additional time was necessary in order to compile the necessary data.

Ms. Weaver stated that pending item 4, the need for a transfer of funds, could remain pending for another month as the Department was at 63% of overtime allotted.

Addressing Other Business, Ms. Park informed that $155,357 in unanticipated revenue had been received. Ms. Weaver expounded that the revenue was the result of a rate adjustment on the bed rate and she noted the amount received was higher than previous years.

Overtime, according to Ms. Park, had increased by 24.6 hours over the past two pay cycles with a decrease of 17.4 hours overall as compared to the previous year. She noted that the 4th of July Holiday had impacted the 24 hour facility in terms of overtime.

Ms. Park reported the current census of 43 (16 male and 27 female) residents with an average age of 74.8. Ms. Park reviewed the figures for referrals and noted one admission and two discharges for the reporting period.

Concluding the agenda review, Ms. Park addressed Veteran's Aid and Attendance Applications for which seven completed applications had been received and nine were pending additional paperwork.

Paul Dusek informed of a visit he made to Countryside Adult Home and he recognized Ms. Park for the visible effort she has put forth as Director of the Facility. He cited Ms. Park for her hands-on management strategies and her knowledge of the Facility as a whole. He further noted the initiative shown by Ms. Park relative to personnel and overall cost saving opportunities; the aggressive pursuit of Veterans Administration monies; and the fiscal conscientiousness with which she addressed the budget. Mr. Strainer added that he had received many positive comments regarding Ms. Park's management efforts which have resulted in a general improvement in the overall operations of the facility. Mr. Thomas thanked Ms. Park for her dedication.

As there was no further business to come before the Social Services Committee, on motion made by Mr. Loeb and seconded by Mr. Strainer, Mr. Thomas adjourned the meeting at 10:27 a.m.

Respectfully Submitted,

Joanne Collins, Legislative Office Specialist