

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SOCIAL SERVICES

DATE: AUGUST 26, 2010

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS THOMAS  
KENNY  
BENTLEY  
STRAINER  
LOEB  
MCDEVITT

COMMITTEE MEMBER ABSENT:  
SUPERVISOR MERLINO

OTHERS PRESENT:

REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:  
SHEILA WEAVER, COMMISSIONER

REPRESENTING COUNTRYSIDE ADULT HOME:  
DEANNA PARK, DIRECTOR

REPRESENTING YOUTH PROGRAMS:  
MARGARET SING-SMITH, DIRECTOR

FREDERICK MONROE, CHAIRMAN

JOANN MCKINSTRY, ASSISTANT TO THE COUNTY  
ADMINISTRATOR

JOAN SADY, CLERK OF THE BOARD

SUPERVISORS TAYLOR

MCCOY

DON LEHMAN, *THE POST STAR*

JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

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Mr. Thomas called the meeting of the Social Services Committee to order at 9:31 a.m.

Motion was made by Mr. Kenny, seconded by Mr. Strainer and carried unanimously to approve the minutes of the August 11, 2010 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 her agenda to the Committee members; *a copy of which is also on file with the minutes.*

Mrs. Weaver commenced the agenda review and requested permission for an employee to attend the Protective Services Adults (PSA) New Worker Institute Training in Albany, NY, from October 4 - 7, 2010 and October 18 - 21, 2010. She also requested permission for an employee to attend the Child Protective Services Response Training in Buffalo, NY on October 24 - 29, 2010 and November 14 - 19, 2010.

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

Mrs. Weaver presented a request to amend the Memorandum of Understanding (MOU)

between the DSS and Veterans' Services for use of a van, to increase the mileage reimbursement rate to .40 cents per mile, with an effective date of January 1, 2011.

Motion was made by Mr. Loeb and seconded by Mr. Strainer to approve the request to amend the MOU to increase mileage reimbursement as presented.

Discussion ensued relative to the mileage reimbursement and Ms. Weaver apprised that the DSS purchased the van for use primarily by Veterans' Services, who would be responsible for the mileage expenses. Ms. Weaver noted that the van was occasionally used by other County Departments, such as the Medicaid Unit, and noted that reimbursement issues had made it prohibitive for the Veterans' Office to directly purchase the van.

Joan Sady, Clerk of the Board, clarified that the Veterans' Services 2011 budget request correctly reflected the increased mileage appropriation.

Mr. Thomas called the question and the motion was carried unanimously to approve the request to amend the MOU as outlined above and the necessary resolution was authorized for the September 17, 2010 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Ms. Weaver presented a request to transfer funds from Contracts to Furniture, in the amount of \$600, for the purchase of two Office workstation chairs. She explained that the Office furniture which had been purchased for the new building had not included chairs.

Motion was made by Mr. Loeb, seconded by Mr. Bentley and carried unanimously to approve the request to transfer funds in the amount of \$600 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.*

Overtime, as reported by Ms. Weaver, reflected an increase of approximately 10 hours per pay period due to necessary after-hours staffing in the Child Protective Services Unit. She further reported an increase in cases during the summer months for this year.

Pertaining to the Budget Analysis Report, Ms. Weaver informed that overtime expenses had decreased by 25% for Social Services compared to last year. The Department, she said, was at 50% of budget to date and noted that only 37% of anticipated revenues had been received from the State, versus the usual 50% to 60% at this time.

Privilege of the floor was extended to Deanna Park, Director of the Countryside Adult Home, who requested to transfer funds from Part-time Salaries to Overtime Salaries, in the amount of \$10,000. Ms. Weaver noted that the request was pended several months ago and the current balance would not sustain through September due to the Labor Day Holiday. She added that she was pleased with the \$10,000 figure, as they had originally anticipated a \$20,000 shortfall.

in the overtime budget. A brief discussion ensued.

Motion was made by Mr. Strainer, seconded by Mr. Loeb and carried unanimously to approve the request to transfer funds 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.*

Ms. Park proceeded to review pending items and Ms. Weaver stated that the creation of a subcommittee to review the future of Countryside Adult Home had been discussed with Paul Dusek, County Attorney/Administrator. Mr. Dusek reported that the Open Door Mission was determined to be the most cost effective option, and the use of the facility as temporary housing for homeless families was under consideration. Ms. Weaver stated the cost to prepare the facility for homeless housing was estimated to be between \$25,000 and \$30,000 and she was vigilant of homeless housing grant funding opportunities. Mr. Taylor upheld the need to form a Committee to determine the best future use of the Countryside Adult Home. Mr. Thomas concurred and recommended that the pending item be carried forward. Ms. Park stated that the other two pending items relative to temporary housing and Social Adult Day Care programming should be carried forward, as well.

Based on the two most recent pay cycles, Ms. Park reported 86 hours of overtime which reflected a decrease from last year.

Ms. Park reviewed the current census, referrals, admissions, discharges, and Veteran's Aid applications for the month for which figures were included in the agenda.

Ms. Park announced the Annual Countryside Adult Home Family Picnic would be held on Sunday, September 12<sup>th</sup> from 11:30 a.m. to 4:00 p.m. She extended an invitation to all Supervisors and encouraged their attendance. Fund-raising efforts, she said, had enabled the booking of a Disc Jockey, as well as tent and chair rentals for the event.

Concluding the agenda review, Ms. Park apprised that a full facility survey/inspection had been completed by the New York State Department of Health and she had not anticipated any significant findings. The report, she said, was forthcoming and noted the facility was approved for 48 residents.

Privilege of the floor was extended to Margaret Sing-Smith, Director of the Youth Bureau, who distributed agendas to the Committee members, a copy of which is on file with the minutes.

Mrs. Smith requested a Proclamation to recognize September 2010 as National Youth Court Month and she suggested that the program participants accept the Proclamation at the September 17, 2010 Board meeting.

It was the consensus of the Committee to approve the request as outlined above and Mrs. Smith stated that she would forward the information to the Clerk of the Board for presentation at the

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September 17, 2010 Board meeting.

Mrs. Smith requested permission to attend Strengthening Organizations Through Youth Development Training in Saratoga, NY, on September 15 and 16, 2010 at no expense to the County.

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

Pertaining to the 2010 State Youth Funds, Mrs. Smith reported that \$30,000 in funding had been released for claims relative to Youth programming for Warren County municipalities. She noted that a new tracking system was in use which allowed easy follow-up, and she encouraged municipalities to submit their claims for youth recreation expenses. The 2011 State Youth Funds, she said, were projected to be the same as 2010.

Lastly, Mrs. Smith informed that the Annual Warren County Children and Family Services Plan Update, a joint venture with the Department of Social Services and Probation, was underway and expected to be completed without delays.

As there was no further business to come before the Social Services Committee, on motion made by Mr. Kenny and seconded by Mr. Strainer, Mr. Thomas adjourned the meeting at 10:04 a.m.

Respectfully Submitted,  
Joanne Collins, Legislative Office Specialist