

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HUMAN SERVICES

DATE: APRIL 21, 2011

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS STRAINER
SOKOL
CHAMPAGNE
WOOD

CHRISTIE SABO, DIRECTOR, OFFICE FOR THE AGING
CHRIS HUNSINGER, DIRECTOR, EMPLOYMENT & TRAINING ADMINISTRATION
DANIEL STEC, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ATTORNEY/ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS GIRARD
VANNESS
BENTLEY

SUPERVISOR TAYLOR
SUPERVISOR LOEB
DON LEHMAN, *THE POST STAR*
JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

Mr. Strainer called the meeting of the Human Services Committee to order at 9:33 a.m.

Motion was made by Mrs. Wood, seconded by Mr. Sokol 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 Chris Hunsinger, Director of the Employment & Training Administration (ETA), who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes*

Mr. Hunsinger presented a request to Amend the 2011 County Budget to increase estimated revenues and appropriations in the amount of \$20,397 to reflect Federal reimbursements for the Dislocated Worker Training Program.

Motion was made by Mr. Champagne, seconded by Mr. Sokol and carried unanimously to approve the request to amend the 2011 County Budget as outlined above, and to refer same to the Finance Committee. *A copy of the request to Amend County Budget is on file with the minutes.*

Next, Mr. Hunsinger presented a request to host the annual Saratoga-Warren-Washington Counties Workforce Investment Board (WIB) Meeting on May 25, 2011. He stated that he had not yet determined the most cost effective venue for the meeting and the expenses were included in the WIB Administrative budget.

Motion was made by Mr. Sokol, seconded by Mrs. Wood and carried unanimously to approve the request to host the WIB meeting as outlined above. *A copy of the request to Host Meeting or Conference is on file with the minutes.*

The third and final action item, Mr. Hunsinger stated, was a request for himself and Sharon Sano, Senior Employment Counselor, to attend the New York State Association for Training & Employment Professionals (NYS ATEP) Spring Conference in Albany, NY, from May 9 - 11, 2011.

Motion was made by Mr. Sokol, seconded by Mrs. Wood 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.*

Mr. Hunsinger advised that State funding for the Summer Youth Employment Program had been re-authorized. He said that the award notifications had not yet been received for the summer program or the 2011 fiscal year budget. Mr. Hunsinger confirmed that the Summer Youth Program would move forward.

Regarding the Veteran's Services Office, Mr. Strainer informed that Ms. DiResta would be out of the Office for training for a three week period and the part-time support staff person was prepared to cover the Office and maintain communication with Ms. DiResta for that period.

Pertaining to the Return the Favor Discount Program for Veterans, Mr. Stec asserted the importance of outreach efforts to ensure optimum public awareness for both the retail discount portion and property tax exemption opportunities included in the program. He stated he would like to meet with Pam Vogel, County Clerk; Ms. DiResta; and a representative from the Information Technology (IT) Department, to discuss web applications and to ensure that public awareness measures were addressed. Mr. Stec also expressed the importance of recognizing the participating businesses. He said the official Program kick-off would take place on Memorial Day weekend and Mrs. Vogel had worked on the details relative to program enrollment. Mr. Hunsinger informed that Veterans' Counselors from the Department of Labor (DOL) were available in the ETA Office. He said the Counselors were familiar with the Program and noted Ms. DiResta was aware of those services.

This concluded the ETA portion of the Human Services Committee meeting and privilege of the floor was extended to Christie Sabo, Director of the Office for the Aging (OFA), who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes*

Ms. Sabo presented a request to fill the position of part-time Meal Site Cook #3, base salary of \$17,779, Employee No. 11264, due to resignation. She noted a savings of \$4,072 for the 30 hour per week position.

Motion was made by Mr. Champagne and seconded by Mrs. Wood to approve the request to fill the vacant position of Meal Site Cook #3.

Ms. Sabo stated that \$4,072 in savings would be realized if the vacant position were filled and noted that a 25-hour per week position had been eliminated in the 2010 budget. Mr. Champagne said he was in favor of filling the 30 hour Cook position and asked if there were other vacant positions that could be addressed. Ms. Sabo said there were no other vacant positions at the present time and she was willing to leave the position vacant to allow her time to evaluate whether the existing staff could maintain production without the 30 hour Meal Site Cook position. However, she said, she would not recommend eliminating the position until this evaluation was completed. Mr. Champagne asked the status of the evaluative process and Ms. Sabo informed that an exit interview was conducted with the employee currently in the position to obtain feedback and suggestions regarding workload and staffing needs, as well as to discuss the ramifications of the elimination of the position. Ms. Sabo noted this individual was a very productive worker and evaluation could help her to determine if the work load could be handled by the remaining staff noting that The Cedars was the largest meal site they serviced. Ms. Sabo reported the high and low figures for the number of meals produced in one week at The Cedars in the month of March as 1,571 and 1,246, respectively. She summarized the number of congregate and home delivered meals provided by the Warrensburg and The Cedars meal sites, noting that the majority of the meals prepared at The Cedars were home delivered. Therefore, she advised, the staff at The Cedars had more extensive duties. Mr. Champagne inquired about volunteer workers and Ms. Sabo stated that The Cedars had one volunteer through a grant funded program, for which funding was in jeopardy. If that funding was

eliminated, she said, the volume of work could not be handled without the Meal Site Cook #3 position.

Mr. Strainer called the question and the motion was carried unanimously to approve the request to fill the vacant position of Meal Site Cook #3 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.*

Addressing the meal site relocation, Ms. Sabo stated that she had met with Deanna Park, Director of the Countryside Adult Home, to discuss the relocation of the Warrensburg meal site to the Adult Home. She noted that basic housekeeping issues had been discussed and the relocation was moving forward. The current issue, she stated, was the lease structure and she anticipated cost savings due to economy of scale for ordering food and supplies. She noted the high cost of snow-plowing at the Warrensburg site was approximately \$1,000 per year and the total lease payment was between \$7,000 and \$8,000 for the Church.

Mr. Loeb questioned the location of the proposed meal site being so far out of the town itself and Ms. Sabo explained that the Countryside van would be used to pick up the Warrensburg clients at a central location such as the Town Hall. Mr. Strainer reminded the Committee that the current Warrensburg meal site had not met Department of Health (DOH) compliance and he asked Ms. Sabo about client feedback. Ms. Sabo stated that the program participants were eager for the new meal site.

A short discussion ensued with regard to the publication of donation information in the newsletter and Paul Dusek, County Attorney/Administrator, stated that although gifts could voluntarily be made to the County, solicitation of donations was not allowed. He noted there was nothing which precluded a newsletter announcement which recognized donors.

Ms. Sabo stated that the Hamilton County Council of Senior Citizens Group had elected Reinfried (Fred) Hoeningmann of Chestertown as the Warren County Senior of the Year; and Maureen Mihalics of Diamond Point for the Outstanding Senior Contributor Award. Both award winners, she said, would be recognized at the May Board Meeting.

Ms. Sabo announced the Annual OFA Volunteer Picnic would be held on June 17, 2011. She said that volunteers were needed for the event to be held at the Queensbury Elks Lodge.

Regarding the NYS Budget impact, Ms. Sabo reported that budget reductions were expected to be negligible and noted most funding would be comparable to prior year funding levels. She said the Department's budget was on target and she had no concerns at this time.

As there was no further business to come before the Human Services Committee, on motion made by Mr. Sokol and seconded by Mr. Champagne, Mr. Strainer adjourned the meeting at 10:00 a.m.

Respectfully submitted,
Joanne Collins, Legislative Office Specialist