

# SOCIAL SERVICES COMMITTEE AGENDA

February 24, 2011

1. Committee meeting called to order by Chairman.
2. Motion to approve minutes of prior committee meeting.

## Action Agenda

1. **Request:** Permission to send a Supervisor to Case Processing Review Training for TA in Albany from 3/23 – 3/24/11 and 4/6 – 4/7/11.

**Rationale:** This is a mandated training and is budgeted.

2. **Request:** Permission to send two staff to SCREEN Training in Latham on 4/6/11.

**Rationale:** It is a requirement for their job and the money is budgeted.

3. **Request:** Permission to send a worker to Chronic Care Institute in Albany from 4/12 -- 4/15/11.

**Rationale:** This is a mandated training and is budgeted.

4. **Request:** Permission to send two staff to CW/CPS Common Core in Albany on the following dates 4/11 – 4/15, 4/26 – 4/29, 5/10 – 5/13 and 5/24 – 5/27/11.

**Rationale:** It is a requirement for their job and the money is budgeted

5. **Request:** Permission to fill a Caseworker position in Child Protective Services due to a resignation effective 2/25/11.

**Rationale:** This position is 75% reimbursed and it is mandated.

## Old business/Pending Items

- 1) Mr. Dusek, Ms. Weaver and Committee to examine properties for sale that might be suitable for housing the homeless. (10.22.10)

## Topics for Discussion

1. Overtime Report.
2. Budget status report – Which format do you prefer?

3. Request to have a Child Protective Caseworker co-located at the Care Center 8 ½ hours per week.
4. We have an intern by the name of Carolyn Vane starting this week.
5. Impact of State Budget as proposed.
  - Kinship Guardianship is being implemented on 4/1/11 without any funding.
  - Adoption subsidy reimbursement was lowered from 75% to 62%.
  - Persons In Need of Supervision (PINS) detention placements are no longer funded
  - Youth Bureau funding was eliminated.
  - NY Connects funding was eliminated
  - SYEP – Summer Youth Employment Program money was eliminated
  - Alternative to Detention funding was eliminated
  - Runaway and Homeless Youth funding was eliminated
  - PPIP – Funds will be allocated the first year, but competitive Statewide after that so there will be no guarantee (It is to cover programs currently funded through DSS, Youth Bureau, Probation and SYEP but is not equal to the amount we were receiving). It will be reimbursed 62% Federally.
  - Family Assistance will be 100% Federal
  - Safety Net will be 70% local share, 30% State (it is currently 50/50)
  - FFFS is being reduced
  - Full family sanction
  - Child Support 2% reduction has been eliminated
  - Loss of Transitional Jobs Program, Community Optional Preventive Services, these are programs that help to maintain employment or obtain employment for Temporary Assistance and Safety Net recipients.
  - They are increasing the fees for State Central Registry Clearances from 0 - \$5.00 to \$60.00 each.
  - State is looking at a Medicaid takeover over the next 5 years, Medicaid administration is 100% funded. The State is looking at pushing Safety Net cases on the counties which they are making us pay 70% .
6. Update on Caseloads in different program areas:
  - a. **Temporary Assistance**, over the past three months our percentage of cases that are showing up for appointments has increased from 59% to 71%, and our number of scheduled appointments has increased from 94 to 136, additionally our unscheduled emergencies is maintaining at 123.

## Overtime Report

### *Pay period ending 1/2/11*

APS	1
Foster Care	13.2
CPS after hours	19.7
CPS Backlog	<u>7.7</u>
	41.6

### *Pay period ending 1/3/10*

17.7

### *Pay period ending 1/16/11*

Foster Care	4
MA	4
CPS after hours	30.7
CPS Backlog	<u>45.1</u>
	83.8

### *Pay period ending 1/17/10*

50.1

### *Pay period ending 1/30/11*

Foster Care	13.5
MA	43
TA	9
Preventive	1.5
CPS after hours	34.05
CPS Backlog	<u>33</u>
	134.05

### *Pay period ending 1/31/10*

42.5

### *Pay period ending 2/13/11*

CASA	.5
Foster Care	10.5
HEAP/Food Stamps	18.5
TA/Employment	16
MA	23
CPS after hours	35.6
CPS Backlog	<u>28.4</u>
	132.5

### *Pay period ending 2/14/10*

86.3

**Total**

**391.95 Total Hours**  
**97.99 hours per pay period**

**196.6 Total Hours**  
**49.15 hours per pay period**

SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

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

The Social Services Committee hereby authorizes Deborah Bombard
(Supervisory Committee) (Employee Name)

to attend Case Processing Review Training for TA Supervisors
(Name of meeting or organization)

at PDP Albany, 1215 Western Ave. Albany NY (Hotel is Best Western Sovereign)
(Address)

on 3/23-3/24/11 and 4/6-4/7/11 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)

- [X] Notice of meeting or convention including cost.

For Overnight Travel

[X] Room rate \$ 39.99/night GSA \* Rate \$

[X] Meal costs - GSA \*per diem rate \$ 15.00/day \*www.gsa.gov

Date: 2/1/11

Shirley M. Morehouse
Department Head Signature

Date: 2/24/11

William R. ...
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 Carrie Wright, Cara Watkins  
 (Supervisory Committee) (Employee Name)

to attend SCREEN training (Name of meeting or organization)

at NYS Nurse's Association, 11 Cornell Rd., Latham, NY  
 (Address)

on 4/6/11 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 \$ \_\_\_\_\_ GSA \* Rate \$ \_\_\_\_\_
- Meal costs - GSA \*per diem rate \$ 15.00/day \* [www.gsa.gov](http://www.gsa.gov)

Date: 2/4/11

Shirley M. Weaver  
 Department Head Signature

Date: 2/24/11

William Cook  
 Committee Chairman Signature

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SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

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

The Social Services Committee hereby authorizes Lenora Merkle
(Supervisory Committee) (Employee Name)

to attend Chronic Care (Name of meeting or organization)

at CDHS 3 Marcus Blvd., Albany, NY (Hotel is Hilton Garden Inn)

(Address)

on 4/12-4/15/11 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)

- [X] Notice of meeting or convention including cost.

For Overnight Travel

[X] Room rate \$ 54.50/night GSA \* Rate \$

[X] Meal costs - GSA \*per diem rate \$ 15.00/day \*www.gsa.gov

Date: 2/14/11

Shirley M. Weaver Department Head Signature

Date: 2/24/11

William Cook Committee Chairman Signature

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SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

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

The Social Services Committee hereby authorizes New CPS caseworkers (2)
(Supervisory Committee) (Employee Name)

to attend CW/CPS Common Core (Name of meeting or organization)

at CDHS 3 Marcus Blvd., Albany, NY (Hotel is Holiday Inn Turf)
(Address)

on 4/11-4/15, 4/26-4/29, 5/10-5/13, and 5/24-5/27/11 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)

- [X] Notice of meeting or convention including cost.

For Overnight Travel

[X] Room rate \$ 50.00/night GSA\* Rate \$

[X] Meal costs - GSA\*per diem rate \$ 15.00/day \*www.gsa.gov

Date: 2/22/11

Shirley M. Weaver Department Head Signature

Date: 2/24/11

Committee Chairman Signature

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

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# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department 40.01

Title of Position CASEWORKER #32

Base salary \$35,385

Budget code and title A.6010 110

This position is vacated due to:  Retirement  Resignation  Termination  Promotion  
 Other

Employee No. 8272

Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No

Source of reimbursement:  Federal 50%  State 25%  Other LOCAL 25%

Impact to Budget:

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 2/24/2011

- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature \_\_\_\_\_

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date 2/24/11

- The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature William Cook

### PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date \_\_\_\_\_

- The Personnel Committee has no objection to the filling of the vacancy.  
 The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature \_\_\_\_\_