

SOCIAL SERVICES COMMITTEE AGENDA

May 26, 2011

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

Action Agenda

1. **Request:** Permission to have 30 staff trained in "Solving the Mystery of Communication using the "COPE Communication Profile".

Rationale: This was a trainer that came to the office 11 years ago and 4 – 5 years ago. She will complete training and profile the staff as well as the Commissioner and Deputy Commissioner and give a comparison to the Departmental functioning now and under previous administration. This is a cost of \$3,989.00.

2. **Request:** Permission to send one staff to CW/CPS Common Core in Buffalo on the following dates: 6/27 – 7/1, 7/11 – 7/15, 7/24 – 7/29 and 8/8 – 8/12/11.

Rationale: This is a mandated training and is a requirement for new staff. The room is \$44.50 per night and meals are \$13 per day for lunch and \$29 for dinner the last night each week. This is 75% reimbursed.

3. **Request:** Permission to send 12 staff to the New York Public Welfare Association Summer Conference in Saratoga Springs from 7/25 – 7/27/11.

Rationale: This is one of the best trainings that the State offers and will cost \$13.00 per day for lunch (\$432.00) and \$149.00 per person for the conference (\$1,490.00). When you send 5 staff you get the 6th person free.

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)
- 2) Permission to fill Caseworker position due to retirement. (03.30.11)
- 3) Referral to the Personnel Committee requesting that the Warren County Travel Policy be examined and revised to define the distances for which expenses for overnight accommodations would be authorized. (04.28.11)

Topics for Discussion

1. Overtime Report.
2. Budget status report –
3. Annual Report



Let's get ready to unravel the mysteries of communication. People wonder why they are misunderstood... why others irritate them... why perceptions are misinterpreted. This program will give participants the clues to improve communication skills on all levels. This program is both educational and motivational and promises to be fun and informative!

OBJECTIVES:

PART I

- Identify four communication styles using the "COPE Communication Profile" (Educational tool)
- Learn what motivates and demotivates others and ourselves
- Recognize communication clues
- Learn communication strategies



**TEAM BUILDING...
YOU GOTTA WANNA!**

PART II

- Solving a Murder Mystery

Start building a team by problem solving together with a "Murder Mystery" written just for your organization. As a team, you will need to solve:

- | | | |
|-------------------------|--------------|-----------------------|
| * Who is the victim | * Who did it | * What was the motive |
| * Where it happened | | * When it happened |
| * Who the witnesses are | | * What the weapon was |



Overtime Report

Pay period ending 4/10/11

Foster Care	3.8
CASA	3
TA	4
CPS after hours	39.6
CPS Backlog	<u>13.9</u>
	64.3

Pay period ending 4/5/10

48.3

Pay period ending 4/22/11

Preventive	2
Foster Care	7.25
HEAP/Food Stamps	25.5
TA/Employment	20
Resources/Acct	1.4
CPS after hours	30.2
CPS Backlog	<u>7.2</u>
	93.55

Pay period ending 4/19/10

41.9

Pay period ending 5/8/11

APS	5
Foster Care	8.4
HEAP/Food Stamps	5
TA/Employment	5
SCU	.4
CPS after hours	44.4
CPS Backlog	<u>7.4</u>
	79.9

Pay period ending 5/9/10

35.9

Pay period ending 5/16/11

Foster Care	9.6
APS	2
Preventive	1.3
MA	2.6
CPS after hours	39.5
CPS Backlog	<u>13</u>
	68

Pay period ending 5/23/10

73.6

Total

305.75 Total Hours
76.44 hours per pay period

199.7 Total hours
49.93 hours per pay period

BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR 2011 AS OF 5/23/2011 1:30:02 PM

FUND(S): A, CL, D, DM, EF, GI, MS, SD, V

CODE(S): 6010, 6030, 6050, 6070, 6100, 6101, 6106, 6109, 6119, 6123, 6129, 6140, 6141, 6142, 9785, 7311, 7312, 7313

EXPENSES	2011 BUDGETED	2011 YTD ACTUAL	2010 Prior Year Totals
Salaries - Regular	\$5,674,693.40	\$1,921,383.49	\$5,433,658.19
Salaries - Overtime	\$90,000.00	\$32,277.71	\$86,642.99
Salaries - Part Time	\$120,436.04	\$41,736.27	\$47,664.43
Salaries - Sick Leave Incentive	\$13,600.00	\$0.00	\$9,800.00
100's PERSONAL SERVICES	\$5,898,729.44	\$1,995,397.47	\$5,577,765.61
200's EQUIPMENT	\$33,633.42	\$24,222.95	\$43,379.89
400's CONTRACTUAL	\$25,609,486.00	\$6,434,224.85	\$23,741,605.71
600's INDEBTEDNESS	\$126,514.00	\$9,822.88	\$116,366.96
700's INDEBTEDNESS	\$90,253.00	\$3,949.56	\$94,398.99
800's EMPLOYEE BENEFITS	\$3,036,065.11	\$1,207,435.42	\$2,639,259.26
TOTALS	\$34,794,680.97	\$9,675,053.13	\$32,212,776.42

REVENUES	2011 BUDGETED	2011 YTD ACTUAL	2010 Prior Year Totals
	\$17,545,603.00	\$2,585,891.35	\$18,440,532.38

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 caseworker
(Supervisory Committee) (Employee Name)

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

at CDHS 1695 Elmwood AVE., Buffalo (Hotel is Holiday Inn-Buffalo/Downtown)
(Address)

on 6/27-7/1, 7/11-7/15, 7/24-7/29 and 8/8-8/12/11 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 \$ 44.50 per night GSA* Rate \$
[X] Meal costs - GSA* per diem rate \$ 13/day/lunch, \$29/dinner last night each week *www.gsa.gov

Date: 5/23/11

Date: 5/26/11

Shirley M. Weaver Department Head Signature

William Port 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 30 DSS staff
(Supervisory Committee) (Employee Name)

to attend Solving the Mystery of Communication training (includes one day consultation with Commissioner and Deputy Commissioner on 6/28/11 and 3 month follow up for all attendees)
(Name of meeting or organization)

at Warren County Human Services Building
(Address)

on 6/29-6/30/11 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 \$ _____ *www.gsa.gov

Date: 5/20/11

Shirley M. Weems
Department Head Signature

Date: 5/26/11

William P. ...
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 Sheila Weaver, Suzanne Wheeler, Kelly Barker, Lillian Hayes, Patricia Nenninger, Winston Varnum, Jamie Brochu, Tammy Breen, Christian Hanchett, Maureen Schmidt, Anthony Jordan, 1 accounting staff person

(Supervisory Committee)

(Employee Name)

to attend NYPWA Summer Conference (Name of meeting or organization)

at The Saratoga Hilton, Saratoga, NY (Address)

on 7/25-7/27/11 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)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ _____ GSA* Rate \$ _____
 Meal costs - GSA*per diem rate \$ \$13/day/lunch * www.gsa.gov

Date: 5/24/11

Sheila M. Weaver
Department Head Signature

Date: 5/26/11

William P. ...
Committee Chairman Signature

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