

## WARREN COUNTY BOARD OF SUPERVISORS

**COMMITTEE:** SOCIAL SERVICES (*SOCIAL SERVICES, COUNTRYSIDE ADULT HOME & YOUTH PROGRAMS*)

**DATE:** JUNE 23, 2011

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS LOEB  
KENNY  
BENTLEY  
STRAINER  
WOOD

**OTHERS PRESENT:**

SHEILA WEAVER, COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES  
DEANNA PARK, DIRECTOR, THE COUNTRYSIDE ADULT HOME  
MARGARET SING-SMITH, DIRECTOR, WARREN COUNTY YOUTH BUREAU  
DANIEL STEC, CHAIRMAN OF THE BOARD  
PAUL DUSEK, COUNTY ATTORNEY/ADMINISTRATOR  
JOAN SADY, CLERK OF THE BOARD  
KEVIN GERAGHTY, BUDGET OFFICER  
SUPERVISORS CHAMPAGNE  
GIRARD  
MCCOY  
TAYLOR  
THOMAS  
VANNESS  
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR  
JULIE PACYNA, PURCHASING AGENT  
FRANCIS O'KEEFE, COUNTY TREASURER  
ROB LYNCH, DEPUTY TREASURER  
CHRIS HUNSINGER, DIRECTOR, EMPLOYMENT & TRAINING ADMINISTRATION  
TODD LUNT, DIRECTOR, HUMAN RESOURCES  
DON LEHMAN, *THE POST STAR*  
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS MCDEVITT  
SOKOL

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

Motion was made by Mr. Kenny, seconded by Mrs. Wood 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 the agenda is on file with the minutes.*

Ms. Weaver requested authorization to fill the vacant position of Social Welfare Examiner #33, base salary of \$30,230, Employee No. 10579, due to resignation. She noted the position was a mandated Union position which was 50% reimbursable from the Federal government and 50% reimbursable from the State and the impact to the budget would be a savings of \$4,627.

Motion was made by Mr. Kenny, seconded by Mr. Strainer and carried unanimously to authorize the filling of the vacant position as outlined above and to forward same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Ms. Weaver presented the following requests to the Committee members:

- ▶ request for authorization to apply for the Supervision and Treatment Services for Juveniles Plan grant from the New York State Office of Children & Family Services, in the amount of \$266,883 for a term commencing April 1, 2011 and terminating March 31, 2012;
- ▶ request to amend the 2011 County Budget to increase estimated revenues and appropriations

- in the amount of \$151,075 to reflect receipt of grant funding as outlined above; and
- ▶ request for a transfer of funds in the amount of \$115,683 from State Training School (A.6129 470) to Services for Recipients (A.6070 470) to cover the local share of the Supervision and Treatment Services for Juveniles Plan.

Ms. Weaver noted that the Supervision and Treatment Services for Juveniles Plan was for at risk youths and the application deadline was June 30, 2011. Mr. Loeb commented that the funds were guaranteed for 2011 but not for subsequent years. A brief discussion ensued pertaining to the process for budgeting the funds for subsequent years and Mr. Kenny suggested the amount necessary for local matching funds could be budgeted and if the funding was not received the funds could be re-allocated as needed.

Motion was made by Mr. Kenny, seconded by Mrs. Wood and carried unanimously to authorize submission of the grant application as outlined above; to amend the 2011 County budget as outlined above and forward same to the Finance Committee; and to approve the transfer of funds as outlined above and forward same to the Finance Committee. *Copies of the resolution request forms are on file with the minutes and the necessary resolution was authorized for the July 15, 2011 Board meeting.*

Pertaining to the pending items, Ms. Weaver stated there were no updates on the pending items concerning possible homeless housing properties and the vacant Caseworker position. She said she would report on the pending item pertaining to after hours calls in the Child Protective Services (CPS) Unit later in the meeting.

Concerning the overtime report, Ms. Weaver noted there had been an increase in overtime usage for the last pay period which she attributed to the fact that three staff members were currently unable to assist with the caseload. She added the increase in overtime was partially due to two Temporary Assistance staff members attending training for 10 hours each. Mr. Kenny inquired as to why the three staff members were unable to assist with the caseload and Ms. Weaver replied that two staff members were in training and one was out on medical leave. Mr. Geraghty asked if it would be possible to cross-train the Department's employees in order to reduce overtime and Ms. Weaver replied that recently one of her supervisors had commented that the summer was a slow time in her unit and she was willing to have some of her staff members work in the CPS Unit until the caseload in her unit increased in the fall. Ms. Weaver advised that all DSS staff had to complete 100% of the training in order to be on-call and noted they all carried the job title of Caseworker and it was possible to transfer the staff members between units as needed. Brief discussion ensued.

Continuing with the agenda review, Ms. Weaver pointed out that the expenditures for the Department were at 40% of the amount budgeted for 2011 and revenues were at 26% of the amount anticipated for 2011. She noted that revenues were currently being received and she anticipated an increase in the percentage in the near future. She reported that 94% of the amount budgeted for part-time salaries for the Countryside Adult Home had been expended to date, necessitating a request for a transfer of funds which would be presented during the Countryside Adult Home portion of the Committee meeting. She added the funds would be transferred from the regular salaries which were currently at 39% of the amount budgeted for 2011.

Ms. Weaver asked the Committee if there were any questions pertaining to the 2010 Annual Report presented at the previous Committee meeting. As there were currently no questions, Ms. Weaver stated if any questions arose in the future, the Committee members should feel free to contact her.

Returning to the pending item pertaining to after hours calls in the CPS Unit, Ms. Weaver advised she had included a summary of the monthly on call hours in the agenda packet. She said she had included hours for Monday through Friday 5:00 p.m. to 9:00 p.m. as well as Saturday and Sunday 9:00 a.m. to 5:00 p.m. Based on her review, she continued, she did not feel the amount of hours per month warranted the introduction of a second shift since the on call hours averaged 5 per month.

This concluded the Social Services portion of the Committee meeting and the Countryside Adult Home portion of the Committee meeting commenced at 9:45 a.m.

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

Ms. Park requested a transfer of funds in the amount of \$64,000 from Salaries-Regular (A.6030 110) to Salaries-Part-Time (A.6030 130) to cover the budgetary shortfall previously mentioned by Ms. Weaver. She explained that during the budget process, most of the employees of the Countryside Adult Home had been listed under full time salaries even though some were part-time or per diem employees. Mr. Loeb noted that Ms. Park had changed the Table of Organization for the facility by decreasing the number of full time employees and increasing the number of part-time employees.

Motion was made by Mr. Bentley, seconded by Mrs. Wood and carried unanimously to approve the request for a transfer of funds as outlined above and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Ms. Park requested to extend the existing contract with Mahoney Notify Plus, Inc. for inspection and maintenance of the fire alarm systems at the Countryside Adult Home, for a term commencing August 1, 2011 and terminating July 31, 2012, in an amount not to exceed \$790. She noted the previous contract had been for an amount not to exceed \$760 and the hourly rate had increased from \$82.50 in 2010 to \$95 in 2011. Mr. Loeb asked if it was necessary to call the vendor for service. Ms. Park responded that the alarm systems were inspected quarterly and the company was called for maintenance if there was a malfunction in the system. Mr. Strainer asked if this was the same service provided to other Departments by New York Fire and Signal. Ms. Park replied it was the same service; however, she added New York Fire and Signal did not maintain the fire extinguishers. She explained that the Buildings and Grounds Department maintained the regular fire extinguishers and Mahoney Notify Plus, Inc. would maintain the K-rated fire extinguishers.

Pertaining to pending items, Ms. Park asked Paul Dusek, County Attorney/Administrator, if there was an update on the pending item concerning the invoices from Technical Building Services (TBS). Mr. Dusek responded he had met with the employee of Siemens Building Technologies, Inc. who had been involved in the transaction and a letter would be sent to TBS informing them that the County was entitled to a re-payment. He said he hoped to receive a response from TBS before the next Committee meeting.

Ms. Park stated that the next pending item pertaining to the possibility of consolidating contracts for employee physicals and clinician coverage and she requested Julie Pacyna, Purchasing Agent, present her report. Ms. Pacyna said the Social Services Committee had requested the Purchasing Department review the possibility of consolidating contracts for employee physicals and clinician coverage and the Finance Committee had requested the review include all contracts for medical services. She distributed copies of her report to the Committee members; *a copy of same is on file*

*with the minutes.* She said her research had revealed that consolidation of medical contracts would not be possible until 2013 as there was not an early termination clause in the Countryside Adult Home contract. Ms. Pacyna apprised the issue had arisen when it was believed that the Countryside Adult Home and Westmount Health Facility were being charged differing rates by Hudson Headwaters Health Network (HHHN) for employee physicals. She added that both contracts with HHHN for employee physicals were the same and both facilities were charged a rate of \$90 per physical. She explained that drug testing and physical exams for the Sheriff's Office, the Civil Service Department, the Office of Emergency Services (OES) and the Department of Public Works (DPW) were all for minimal amounts. She added some of the drug testing requirements were different for each of the Departments. She advised the most significant savings would be realized by consolidating the clinician coverage services of Westmount Health Facility and the Countryside Adult Home with the current contract for the Sheriff's Office. Mr. Loeb noted that the report provided by Ms. Pacyna would be helpful in making decisions in the future pertaining to medical contracts. Mr. Dusek suggested releasing an RFP (Request for Proposal) for drug testing and a second RFP for physical exams in order to cover the needs of several Departments with one contract. Ms. Pacyna agreed with Mr. Dusek; however, she added, the savings that would be realized would be minimal.

Discussion ensued.

Ms. Park announced the next item on the agenda was a Financial Report of the Countryside Adult Home to be presented by Mr. Dusek. Mr. Dusek distributed copies of the Countryside Adult Home Financial Analysis 2011 to the Committee members and he reviewed the document in detail; *a copy of the Financial Analysis is on file with the minutes.* Mr. Dusek stated he had prepared the report with the assistance of JoAnn McKinstry, Assistant to the County Administrator; Rob Lynch, Fiscal Assistant to the County Administrator; and Sheila Weaver, Commissioner of the Department of Social Services (DSS).

Mr. Dusek pointed out the following facts which were included in the Financial Analysis:

- ▶ the Countryside Adult Home was a 60 bed facility which was licensed for 48 beds and had a current census of 39 residents;
- ▶ the cost to the County for operation of the Countryside Adult Home was \$407,446 in 2006; \$565,748 in 2007; \$431,772 in 2008; \$609,465 in 2009; \$434,407 in 2010; and was projected to be \$526,549 in 2011 although only \$311,399 had been budgeted;
- ▶ future anticipated costs for the facility in the next two to three years included an additional vehicle at \$15,000 and a replacement boiler at \$6,000;
- ▶ the costs associated with closing the Countryside Adult Home by December 31, 2011 were \$443,244 the first year including \$151,413 in Unemployment expenses and \$40,171 to pay retiring employees for accumulated sick and vacation time and those costs were estimated to decrease to approximately \$252,560 for subsequent years;
- ▶ the Siemens Building Technologies, Inc. contract for the Countryside Adult Home required an annual payment of \$28,445 until 2013;
- ▶ options for other uses of the property included, selling the building which would place the property back on the tax rolls or utilizing the property as a homeless housing facility;
- ▶ the maximum anticipated revenue for initiating an Adult Day Care Program at Countryside Adult Home was \$62,200 annually of which 50% was required to be reimbursed to the State; and
- ▶ marketing the Countryside Adult Home to attract out-of-county residents would decrease the cost of operating the facility as 50% of the cost would be covered by the State and 50% would be covered by the other County.

Mr. Bentley inquired as to the outcome of aggressively advertising to attract more residents and Mr. Dusek responded if the Supervisors decided to keep the Countryside Adult Home open, he would suggest increasing advertising. Mr. Dusek added that he was surprised that the advertising had not been more aggressive in the past and he noted the location of the facility was a disadvantage to attracting additional residents. He opined the likelihood of filling the facility would be greater if the location was closer to Queensbury. Mr. Geraghty said it was important to give Ms. Park direction as to the future of the facility. He added it was possible to attract residents from the northern portion of the County and noted many of the current residents of the facility were from the southern portion of the County. Mr. Taylor questioned the value of the property if it were sold and Mr. Dusek replied he was unsure and would need to ask Mike Swan, Director of Real Property Tax Services, for an assessment. Mr. Kenny asked if it would be worth closing the facility based on the Financial Analysis. He opined it was unlikely that the Countryside Adult Home would be able to attract out-of-county residents; however, he added, he would like the County to try to keep the facility open for the next year.

Discussion ensued.

In answer to a question pertaining to when the decision would need to be made to close the Countryside Adult Home by December 31, 2011, Mr. Dusek replied that a 120-day notification period was required which meant the decision would need to be made by August. Mr. Girard inquired about the possibility of leasing the property as the County had done with the former Ciba Geigy property. Mr. Strainer said he would like to give Ms. Park the opportunity to attract more residents and decrease the cost of operating the facility. Mr. Loeb recommended the Committee review the Financial Analysis provided by Mr. Dusek, as well as the report and the New York State Closure Guidelines provided by Ms. Park so the issue could be discussed at the next Committee meeting. Ms. Park explained the facility had previously held a census of 55 to 58 residents until June of 2009 when the capacity was reduced to 48 beds due to budget constraints. She noted that recent articles in the newspapers pertaining to the uncertainty of the future of the facility had impacted the Countryside Adult Home's ability to attract new residents. Mr. Bentley suggested the facility remain open for the next five years to allow Ms. Park the opportunity to increase the census and reduce the cost to the County for operation of the facility. Mr. Strainer mentioned five years was a long period of time and Ms. Park asked if the Committee would consider a shorter period of time. Mr. Strainer agreed that the uncertainty of the future was disruptive to the residents, as well as the employees of the facility. Mr. Kenny said he was willing to commit to keeping the facility open for the foreseeable future but he felt five years was too long of a commitment. Mrs. Wood opined the Committee should take more time to review the new information before making a decision.

Motion was made by Mr. Bentley and seconded by Mr. Strainer to keep the Countryside Adult Home open for the next two years to allow Ms. Park the opportunity to increase the census and reduce the cost to the County for operation of the facility. The motion failed due to lack of a majority vote as Mr. Kenny and Mrs. Wood voted in opposition.

Concluding the agenda review, Ms. Park reported there had been 98.5 overtime hours used in the last two pay periods which had included the Memorial Day holiday and the overall overtime usage had decreased by 287.9 hours compared to 2010. She said the current census of the facility was 39 residents, 15 men and 24 women. She apprised there had been two referrals for the month, one of which did not return phone calls and one of which they were still collecting information on. She added that a resident who had been discharged would return this week and noted there had been no admissions or discharges for the month. She reported all of the Veterans' applications had been submitted of which 11 had been denied for various reasons, 5 were pending and 5 had been

approved. She apprised a check had been received in the amount of \$16,440 for retroactive payments of Veterans' benefits for one of the residents.

This concluded the Countryside Adult Home portion of the Committee meeting and the Youth Programs portion of the meeting commenced at 10:49 a.m.

Privilege of the floor was extended to Margaret Sing-Smith, Director of the Warren County Youth Bureau, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Sing-Smith requested to amend Resolution No. 772 of 2010 to extend the date of the agreement with the Town of Johnsborg for the Youth Tennis Program until July 31, 2011 in order to allow the expenditure of the balance of 2010 grant funding.

Motion was made by Mr. Strainer, seconded by Mr. Bentley and carried unanimously to amend Resolution No. 772 of 2010 as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the July 15, 2011 Board meeting.*

Ms. Sing-Smith requested contractual agreements with the Town of Chester and the Town of Lake Luzerne for the Youth Tennis Program in the amount of \$250 per town for a term commencing June 1, 2011 and terminating December 31, 2011. She also requested to amend the 2011 County budget to increase estimated revenues and appropriations in the amount of \$500 to reflect receipt of Junior Tennis Foundation Grant funding.

Motion was made by Mr. Bentley, seconded by Mr. Strainer and carried unanimously to authorize the contractual agreements as outlined above and to amend the 2011 County budget as outlined above and forward same to the Finance Committee. *Copies of the resolution request forms are on file with the minutes and the necessary resolution was authorized for the July 15, 2011 Board meeting.*

Ms. Sing-Smith updated the Committee on Youth Programs, as follows:

- ▶ the Youth Court Advisory Board met on June 15, 2011;
- ▶ the Warren Washington Victim Impact Panel had awarded an additional \$2,000 for the Youth Court Program making the remaining shortfall for the year \$10,000;
- ▶ the Ad Hoc Youth Court Committee met on June 17, 2011;
- ▶ the 2011 Resource Allocation Plan with the State had been filed and they were awaiting approval;
- ▶ the Youth Bureau was required to conduct on-site monitoring visits to State funded programs;
- ▶ the Youth Bureau continued to work in cooperation with the District Attorney's Office and the Sheriff's Office for the "Alive at 25" Program; and
- ▶ the Youth Bureau was working in cooperation with the Department of Social Services and the Probation Department for the Supervision and Treatment Services for Juveniles Plan.

As there was no further business to come before the Social Services Committee, on motion made by Mr. Strainer and seconded by Mr. Bentley, Mr. Loeb adjourned the meeting at 10:53 a.m.

Respectfully Submitted,  
Charlene DiResta, Sr. Legislative Office Specialist