WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **SOCIAL SERVICES**

DATE: **NOVEMBER 26, 2013**

COMMITTEE MEMBERS PRESENT:		**OTHERS PRESENT:**
SUPERVISORS:	LOEB	REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:
	KENNY	SUZANNE WHEELER, COMMISSIONER
	STRAINER	JULIE MONTERO, FISCAL MANAGER
	WOOD	DEANNA PARK, DIRECTOR OF COUNTRYSIDE ADULT HOME
	WESTCOTT	KEVIN GERAGHTY, CHAIRMAN OF THE BOARD
COMMITTEE MEMBERS ABSENT:		PAUL DUSEK, COUNTY ADMINISTRATOR
SUPERVISORS:	BENTLEY	JOAN SADY, CLERK OF THE BOARD
	SOKOL	SUPERVISOR TAYLOR
		DORIS GONNELLY, PRINCIPAL ACCOUNT CLERK
		JESSICA HOFFMAN, SOCIAL WELFARE EXAMINER
		DON LEHMAN, *THE POST STAR*
		SARAH MCLENITHAN, SECRETARY TO THE CLERK OF THE BOARD

Mr. Loeb called the meeting of the Social Services Committee to order at 9:30 a.m.

Motion was made by Mrs. Wood, seconded by Mr. Strainer 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 Suzanne Wheeler, 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*.

Commencing the agenda review, Ms. Wheeler announced the Team Player for the month of October was Doris Gonnelly, Principal Account Clerk in the Accounting Unit, and the Team Player for the month of November was Jessica Hoffman, Social Welfare Examiner in the Temporary Assistance Unit. She noted attachment #3A reflected comments from co-workers praising Ms. Gonnelly and Ms. Hoffman. The Committee members responded with a round of applause

Ms. Wheeler requested to fill the vacant position of Caseworker #26 in the Adult Protective Services Unit, Grade 14, annual base salary of $35,385 due to a resignation, as well as to backfill any vacancies created by promotion.

Motion was made by Mr. Kenny, seconded by Mrs. Wood and carried unanimously to approve the request as presented above and refer same to the Personnel Committee. *A copy of the request to fill vacant position is on file with the minutes.*

Ms. Wheeler presented the following request for transfer of funds:

1) Transfer of funds in the amount of $30,000 from Salaries-Regular (A.6010 110) to Salaries-Overtime (A.6010 120) to cover the expenses through the end of the year;
2) Transfer of funds in the amount of $110,000 from Medicaid (A.6100 470) to Child Care (A6119 470) to cover the expenses through the end of the year;
3) Transfer of funds in the amount of $50,000 from Medical Assistance (A.6101 470) to Aid to Dependent Children (A.6109 470) to cover expenses through the end of the year;
4) Transfer of funds in the amount of $50,000 from Medical Assistance (A.6101 470) to Child Care (A.6119 470) to cover expenses through the end of the year; and
5) Transfer of funds in the amount of $7,500 from Contract (A.6010 470) to Office Equipment (A.6010 220) to cover expenses through the end of the year.

Ms. Wheeler explained that they would be purchasing twenty-five new computers, of which approximately seventy-seven percent of the cost would be reimbursed by New York State (NYS). She explained the current computers would not work with a Windows 7 operating system, which would be required by New York State in 2014.

Mr. Strainer questioned whether the DSS was included in the three year revolving plan for purchasing computers and Paul Dusek, County Administrator, replied in the negative. He explained that the DSS had not been included in the plan, as it was anticipated NYS would provide the funding, as they had done so in previous years. He said since it had been determined NYS would not provide all of the funding required, the remainder of the funds were available in the DSS Budget.

Motion was made by Mr. Strainer, seconded by Mrs. Wood and carried unanimously to approve the request for transfer of funds as presented above and forward same to the Finance Committee. *A copy of the request for transfer of funds is on file with the minutes.*

In reference to the overtime analysis, Ms. Wheeler advised as of this date overtime was greater in comparison to the prior years figures. She said she felt this was due to the increasing number of after hours calls to the Child Protective Services (CPS) hotline, as well as an increase in overtime required in the Medicaid Unit because they had been unable to fill the vacancies within the department.

Kevin Geraghty, Chairman of the Board, questioned whether the openings in the Medicaid Unit could be filled with temporary employees since NYS would be taking over administering Medicaid and Ms. Wheeler replied in the negative. She explained they were required to hire from an eligible list of individuals who had tested for the position. He queried whether having a few staff members from the CPS Department working from 3:00 p.m. to 11:00 p.m. was ever considered to reduce overtime costs and Ms. Wheeler replied in the negative. She said she would look into this and see if it was feasible.

Mr. Strainer asked if the majority of the overtime costs in the Medicaid Unit were due to the vacancies resulting from employees leaving to work for the NYS Medicaid Department and Ms. Wheeler replied affirmatively. He queried how many employees had resigned to work for NYS and Ms. Wheeler responded that five employees had resigned and three more were awaiting word from NYS when positions would be available for them. He questioned how many of the vacancies had been filled and Ms. Wheeler replied three of the vacancies were filled.

Ms. Wheeler pointed out another issue was that NYS was not offering training to the new employees in the Medicaid Unit; therefore, she said, the DSS had to utilize Supervisors for training purposes. Mr. Strainer stated he felt that the State taking over the administration of Medicaid was not saving the County any money, as it was increasing the DSS overtime costs. Ms. Wheeler noted the positions within the Medicaid Unit were 100% reimbursable by NYS.

Julie Montero, Fiscal Manager, apprised a copy of the Budget Analysis was included within the agenda, but said there were no areas of concern to report. She stated she felt as long as there were no major changes between now and the end of the year the budget would come in under what was projected for 2013. Mr. Dusek commended the DSS for being conservative and staying within the amount budgeted to the Department in 2013.

There being no further DSS business to discuss, privilege of the floor was extended to Deanna Park, Director of 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 presented a request to authorize an agreement with Hudson Headwaters Health Network to provide clinician services for Countryside Adult Home commencing January 1, 2014 and terminating December 31, 2014 in an amount not to exceed $12,500.

Motion was made by Mr. Kenny, seconded by Mr. Westcott and carried unanimously to authorize the request as presented above and the necessary resolution was authorized for the December 20, 2013 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Ms. Park requested authorization for an agreement with Hudson Headwaters Health Network to provide physical examinations and purified protein derivative shots (PPDS) to new Countryside Adult Home employees commencing January 1, 2013 and terminating December 31, 2015 at a rate of $95 per exam and $15 per PPDS.

Motion was made Mr. Westcott, seconded by Mr. Strainer and carried unanimously to authorize the request as presented above and the necessary resolution was authorized for the December 20, 2013 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Ms. Park requested a transfer of funds in the amount of $5,000 from Supplies (A.6030 410) to Furnishings (A.6030 210) to cover the cost of purchasing a new steam table for the kitchen.

Motion was made by Mr. Kenny, seconded by Mr. Strainer and carried unanimously to approve the request as presented above and forward same to the Finance Committee. *A copy of the request for transfer of funds is on file with the minutes.*

In regards to the overtime report, Ms. Park advised 85 hours of overtime was accrued for the past two pay cycles, including holiday pay for Veterans Day. She noted this was a decrease of 59.95 hours in comparison to the prior years figures.

Ms. Park apprised in reference to the current census, there were currently fifteen men and twenty-six women residing at Countryside Adult Home. She stated two referrals had been received this month and there had been a total of one admission and one discharge.

Mr. Loeb advised he had enjoyed being the Chairman of the Social Services Committee and commended everyone on a job well done.

As there was no further business to come before the Social Services Committee, on motion made by Mr. Strainer and seconded by Mr. Kenny, Mr. Loeb adjourned the meeting at 9:44 a.m.

Respectfully Submitted,
Sarah McLenithan, Secretary to the Clerk of the Board