

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: SOCIAL SERVICES**

**DATE: JUNE 27, 2014**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS SOKOL  
FRASIER  
VANSELOW  
SIMPSON

**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS WESTCOTT  
WOOD  
STROUGH

**OTHERS PRESENT:**

REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:  
SUZANNE WHEELER, COMMISSIONER  
MAUREEN SCHMIDT, DEPUTY COMMISSIONER  
DEANNA PARK, DIRECTOR OF COUNTRYSIDE ADULT HOME  
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD  
PAUL DUSEK, COUNTY ADMINISTRATOR  
MARTIN AUFFREDOU, COUNTY ATTORNEY  
JOAN SADY, CLERK OF THE BOARD  
FRANK E. THOMAS, BUDGET OFFICER  
SUPERVISORS MCDEVITT  
SEEBER  
TAYLOR  
GRETCHEN STEFFAN, COUNTY HUMAN RESOURCES DIRECTOR  
TRAVIS WHITEHEAD, QUEENSBURY RESIDENT  
DON LEHMAN, *THE POST STAR*  
SAMANTHA HOGAN, LEGISLATIVE OFFICE SPECIALIST

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In the absence of both Committee Chairman Westcott and Vice Chairman Wood, Mr. Sokol called the meeting of the Social Services Committee to order at 9:20 a.m.

Motion was made by Mr. Vanselow, seconded by Mrs. Frasier 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 presented a request to amend the agreement with the Council for Prevention of Alcohol & Substance Abuse, Inc. (Council) to increase the local share of the Youth Court budget for 2014 by \$4,460 to a total of \$55,335. She stated that the agenda included a copy of an email from David Saffer, Executive Director of the Council, which provided a breakdown of funding for the 2014 Youth Court Budget and indicated an anticipated shortfall of \$4,460 because expected funding had not been received. She noted that the Council was requesting that the County provide additional funding to cover the anticipated shortfall. Ms. Wheeler said there was still a possibility of the funds being received, but noted they were not available at this time.

Mr. Sokol inquired as to whether this item could be tabled until the next Social Services Committee meeting and Paul Dusek, County Administrator, replied that it could.

Mrs. Frasier questioned whether the contribution amounts listed in Mr. Saffer's email had been discussed and she pointed out that reminders may need to be sent to each of the participating towns.

Consensus of the Committee was to delay action on this request for one month.

Moving on to Item B, Mrs. Wheeler presented the request for seven DSS staff members to attend the New York Public Welfare Association's (NYPWA) Annual Summer Conference at the Saratoga Hilton on 7/21 - 7/23/2014.

Motion was made by Mrs. Frasier, seconded by Mr. Simpson and carried unanimously to approve the travel request. *A copy of the Authorization to Attend Meeting or Conference form is on file with the minutes.*

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

Commencing the agenda review, Ms. Park presented a request to fill the vacant position of Institutional Aide, *Grade 3 Annual Base Salary of \$24,699*, due to resignation, as well as to backfill any vacancies created by promotion. Ms. Park advised the filling of this vacancy was mandated due to New York State Department of Health (NYSDOH) staffing requirements.

Mr. Sokol asked Mr. Dusek if he had reviewed this request. Mr. Dusek replied affirmatively and said that Countryside Adult Home was thinly staffed and he did not see any reason why this position should not be filled.

Motion was made by Mrs. Frasier, seconded by Mr. Simpson and carried unanimously to fill the vacancy, as well as any others resulting from promotion. A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.

Moving on, Ms. Park advised that an executive session would be needed. Martin Auffredou, County Attorney, clarified the purpose of the executive session was to discuss administrative enforcement matters pertaining to the NYSDOH.

Motion was made by Mr. Simpson, seconded by Mr. Vanselow, and carried unanimously that executive session be declared pursuant to Section 105 (d) of the Public Officers Law.

Supervisor McDevitt entered the meeting during the executive session.

An executive session was held from 9:25 a.m. until 10:00 a.m.

Upon reconvening, Mr. Auffredou summarized that during the executive session the Committee had discussed approving a settlement agreement in the amount of \$1,000 for a civil money penalty incurred by Countryside Adult Home stemming from a February 9, 2014 NYSDOH report and survey. He said that if the Committee was in favor of approving this action, they would also need to authorize the Chairman of the Board to execute such documents necessary to effectuate the settlement, in a form approved by the County Attorney.

Motion was made by Mr. Simpson, seconded by Mr. Vanselow and carried unanimously to authorize the settlement of a civil money penalty in the amount of \$1,000 and to further authorize the Chairman of the Board to execute the necessary documentation, as outlined by Mr. Auffredou above, for presentation at the July 18<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the meeting minutes.*

Privilege of the floor was extended to Gretchen Steffan, County Human Resources Director, who presented an update on the issue of the large number of staff turnovers occurring within the DSS Services Division. She advised they were working on a review of job descriptions and determination a career progression for these positions, but had found that in order to promote individuals, Civil Service testing would be required and there would be budgetary and administrative implications. Ms. Steffan advised that the Reallocation Committee would be meeting once again on July 2<sup>nd</sup> to review possible scenarios relating to this situation.

As there was no further business to come before the Social Services Committee, on motion made by Mrs. Frasier and seconded by Mr. Vanselow, Mr. Sokol adjourned the meeting at 10:05 a.m.

Respectfully Submitted,  
Samantha Hogan, Legislative Office Specialist