

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH, HUMAN AND SOCIAL SERVICES

DATE: JANUARY 22, 2016

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS SOKOL  
SIMPSON  
SEEBER  
FRASIER  
STROUGH  
VANSELOW  
MCDEVITT  
MACDONALD  
BRAYMER

OTHERS PRESENT:

REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:  
PAT AUER, DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES  
SHARON SCHALDONE, ASSISTANT DIRECTOR OF HOME CARE DIVISION  
GINELLE JONES, ASSISTANT DIRECTOR OF PUBLIC HEALTH DIVISION  
TAMMIE DELORENZO, CLINICAL & FISCAL INFORMATICS COORDINATOR  
TAWN DRISCOLL, FISCAL MANAGER  
CHRISTIE SABO, DIRECTOR OF OFFICE FOR THE AGING  
REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:  
CYNTHIA SCHROCK SEELEY, DEPUTY COMMISSIONER  
JULIE MONTERO, FISCAL MANAGER  
ROB YORK, DIRECTOR OF MENTAL HEALTH  
DEANNA PARK, DIRECTOR OF COUNTRYSIDE ADULT HOME  
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD  
PAUL DUSEK, COUNTY ADMINISTRATOR  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK E. THOMAS, BUDGET OFFICER  
SUPERVISORS BROCK  
MONTESI  
PATRICIA NENNINGER, PERSONNEL OFFICER  
SAMANTHA HOGAN, SENIOR LEGISLATIVE OFFICE SPECIALIST

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*Please note, the following contains a summarization of the January 22, 2016 meeting of the Health, Human & Social Services Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <http://www.warrencountyny.gov/gov/comm/Archive/2016/health/>*

Mr. Sokol called the meeting of the Health, Human and Social Services Committee to order at 9:00 a.m.

Motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to approve the minutes of the previous Committee meetings, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Christie Sabo, Director of the Office for the Aging(OFA), who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the OFA agenda review, Ms. Sabo presented the following requests:

- 1) To Appoint members to the Warren-Hamilton Counties Office for the Aging Advisory Committee, as listed in the resolution request included in the agenda packet.

Motion was made by Mr. Strough, seconded by Mr. Simpson and carried unanimously to approve the request as outlined above, and the necessary resolution was authorized for the February 19<sup>th</sup> Board meeting. *A copy of the request is on file with the minutes.*

- 2) To authorize submission of the Four Year Plan for State Fiscal Year 4/1/16 - 3/31/14 to the New York State Office for the Aging, in order to receive funding for OFA programs.

Motion was made by Mr. Vanselow, seconded by Mrs. Frasier and carried unanimously to approve the request as outlined above, and the necessary resolution was authorized for the February 19<sup>th</sup> Board meeting. *A copy of the request is on file with the minutes.*

- 3) To fill the vacant position of Meal Site Cook #9, (Grade 2, Annual Base Salary of \$18,961), as well as

any vacancies created due to promotion.

Motion was made by Mr. Strough, seconded by Mr. McDevitt and carried unanimously to approve the request and refer same to Finance, Personnel and Higher Education Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant position form is on file with the minutes.*

- 4) To fill the vacant position of Specialist Services for the Aging, (Grade 10, Annual Base Salary of \$34,675), due to retirement, as well as any vacancies created due to promotion.

Motion was made by Mr. Simpson, seconded by Mrs. Frasier and carried unanimously to approve the request and refer same to Finance, Personnel and Higher Education Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant position form is on file with the minutes.*

- 5) To extending contracts with various subcontractors under Title IIIB Program for 2016 as listed on the request form included in the agenda packet.

Motion was made by Mrs. Frasier, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the February 19<sup>th</sup> Board meeting. *A copy of the request is on file with the minutes.*

Mr. McDevitt stated that he had spoken with Ms. Sabo prior to the meeting and asked what was the biggest issue the OFA faced and he said she had noted that transportation was a constant issue. He opined that this was something that the County should look into and come up with ideas for how to alleviate the problem.

Next, 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.*

Commencing her agenda review Ms. Park presented the following requests:

- 1) To fill the vacant position of Cleaner, (Grade 2, Annual Base Salary of \$25,281) due to resignation.

Motion was made by Mr. Vanselow, seconded by Mr. Simpson and carried unanimously to approve the request to fill the vacancy and refer same to the Finance, Personnel and Higher Education Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position Form is on file with the minutes.*

- 2) To fill the vacant position of Laborer, (Grade 2, Annual Base Salary \$25,281) due to resignation.

Motion was made by Mr. Strough, seconded by Mr. MacDonald and carried unanimously to approve the request and refer same to the Finance, Personnel and Higher Education Committee for reporting purposes. *A copy of the Notice to Fill Vacant Position Form is on file with the minute.*

Finally, Ms. Park reviewed the Overtime Report and noted the figures shown were higher for the month, but were well within range for the year as a whole.

Mr. Sokol noted that he would like to host a breakfast for any of the Supervisors that would like to tour Countryside Adult Home to become familiar with the location and he said they could do the same for the Department of Social Services.

Mr. McDevitt recalled at a prior meeting the Committee had authorized admittance of Out-of County residents to Countryside and he requested an update on this. Ms. Park noted there weren't any out of county residents yet, she stated that a few of the cases that have been interested had been to complex and they were working on getting letters and information on the County website to help to increase residency in 2016.

Privilege of the floor was extended to Cynthia Schrock Seeley, Deputy 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. Schrock Seeley, presented the following requests:

- 1) To fill the vacant position of Senior Account Clerk #5 (Grade 7, Step 6, Annual Base Salary \$36,233) due to transfer.

Motion was made by Mr. Simpson, seconded by Mr. Strough and carried unanimously to approve the request refer same to Finance, Personnel and Higher Education Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position Form is on file with the minutes.*

- 2) To authorize several DSS staff to attend the New York Public Welfare Association (NYPWA) Annual Winter Conference 2016 at Albany Marriott Hotel, Albany NY on January 26-29, 2016 and the use of County vehicles.

Motion was made by Mr. Strough, seconded by Ms. Braymer and carried unanimously to approve the travel request as presented. *A copy of the Authorization to Attend Meeting or Convention Form is on file with the minutes.*

- 3) To Authorize Laura Deamelia, Intake Clerk SNAP and Barbara Flores, Social Welfare Examiner, to attend Supplemental Nutrition Assistance Program (SNAP) Training Institute at Cresthill Suites in Albany, NY on February 2-5, 2016, and the use of a County vehicle.

Following a brief discussion on the status of the SNAP program, motion was made by Ms. Seeber, seconded by Ms. Braymer and carried unanimously to approve the travel request as presented. *A copy of the Authorization to Attend Meeting or Convention Form is on file with the minutes.*

- 4) To Authorize for Lisa Schmidt to attend Sexual Abuse Dynamics Training at Rensselaer County Department of Social Service in Troy, NY on March 2-4, 2016 and the use of a County vehicle.

Motion was made by Mr. Strough, seconded by Mr. Vanselow and carried unanimously to approve the travel request as presented. *A copy of the Authorization to Attend Meeting or Convention Form is on file with the minutes.*

- 5) To authorize Ann O'Neil, Caseworker, Adult Protective Services/Community Alternative System Agency (CASA), to attend Domestic Violence Liaison Training at the University at Albany, NY on April 12-14, 2016 and the use of a County vehicle.

Motion was made by Mr. Strough, seconded by Mr. McDevitt and carried unanimously to approve the travel request as presented. *A copy of the Authorization to Attend Meeting or Convention Form is on file with the minutes.*

Finally, Ms. Schrock Seeley advised the Committee that Maureen Schmidt, Commissioner of the Department of Social Services, was out on temporary medical leave for up to eight weeks during which time her duties would triple as she was doing multiple jobs. Ms. Schrock Seeley requested two temporary modifications in the absence of Ms. Schmidt, the first of which was an increase in her salary to the salary level of the Commissioner's as she was putting in more time and had taken on more responsibility during the Commissioner's leave; and she added that the position was State and Federally reimbursed so the increase to the County would be only about \$48.99 per week.

Ms. Schrock Seeley stated the second modification would be temporarily promoting a CPS Supervisor to a Grade A Supervisor to assume over seeing the safety and compliance certain directives. She stated that Tammy Breen, CPS Supervisor had been working at Warren County for 18 years and had worked in every Child Services Unit, allowing reliable experience in matters relating to all the directives that need to be followed. Ms. Schrock Seeley stated this would be a temporary promotion which would not exceed three

months delivering all the administrative directives they were required to be in compliance with by April. Ms. Schrock Seeley advised this temporary promotion would cause an increase in salary at a cost to the County \$292.22. She concluded that both of the requested temporary modifications would be covered by the existing DSS Budget and would not require an additional funding from the County.

Following a lengthy discussion, motion was made by Mr. Vanselow, seconded by Mr. Simpson and carried unanimously to approve the temporary modifications requested and refer same to the Finance, Personnel and Higher Education Committee. *Copies of the requests are on file with the minutes.*

Privilege of the floor was extended to Julie Montero, DSS Fiscal Manager, who reviewed the Revenue and Expenditures for 2015, noting that the final figures would not be available until the books were closed at the end of January. She noted, the figures reported in line with prior years. In regards to the Overtime Report, she noted there was a decrease in use compared to 2015 and prior years.

Privilege of the floor was extended to Rob York, Director of Mental Health, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mr. York requested the reappointment of Holly Irion-Sweet to the Warren County Community Services Board for the term of 1/1/2016 - 12/31/2019.

Motion was made by Mr. Strough, seconded by Mr. Braymer and carried unanimously to approve the request as outlined and the necessary resolution was authorized for the February 19<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

Privilege of the floor was extended to Pat Auer, Director of Public Health/Patient Services, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing her agenda review, Ms. Auer presented the following requests:

- 1) To accept a one-time grant from the Adirondack Rural Health Network/Adirondack Health Institute in the amount of \$2,000 to support a Warren County Health Services Prevention Agenda project.

Motion was made by Mr. Strough, seconded by Mr. MacDonald and carried unanimously to approve the request as outlined and the necessary resolution was authorized for the February 19<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To authorize Lynne Rodriguez, Registered Nurse (RN), to enroll in a job-related course for which the County will provide 50% (\$1,875) reimbursement upon satisfactory completion of the Medical Coding Physician Certificate Program.

Motion was made by Mr. Simpson, seconded by Mr. Vanselow and carried unanimously to approve the request as outlined above and refer same to the Finance, Personnel and Higher Education Committee. *A copy of the resolution request form is on file with the minutes.*

- 3) To reappoint members of the Warren County Health Services Professional Advisory Committee, as listed on the attached Schedule "A" included in the agenda packet for the term of 01/01/2016 - 12/31/2016.

Motion was made by Mr. Strough, seconded by Ms. Braymer and carried unanimously to approve the request as outlined and the necessary resolution was authorized for the February 19<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 4) To appoint members of the Warren County Local Early Intervention Coordinating Council, as listed on the request included in the agenda packet for the term 01/01/2016 - 12/31/2016.

Motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to approve the request as outlined and the necessary resolution was authorized for the February 19<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 5) To amend the County Budget in the amount of \$2,000 to reflect the receipt of \$2,000 in grant funding from the Adirondack Rural Health Network grant.
- 6) To amend the County Budget in the amount of \$1,769.85 to reflect an insurance recovery received following a vehicle accident.

Motion was made by Mr. Vanselow, seconded by Ms. Braymer and carried unanimously to approve both requests to amend the County Budget and refer same to the Finance, Personnel and Higher Education Committee. *A copy of the requests to amend the County Budget are form is on file with the minutes.*

Moving on to Pending Items, Ms. Auer gave a brief update on the status of the 2013 Ford Fiesta fleet vehicles noting the issue was determined to be transmission related. She advised the vehicles were scheduled to be sent to Nemer Ford, one at a time, for testing and repairs.

Mr. Dusek added these vehicles were under warranty and if the County was unsatisfied with the results, they could pursue legal measures upon review of the County Attorney. He added that the first car had been sent to Nemer for testing they would keep the Committee updated. Mr. McDevitt asked how long would it take for each of the vehicles to be returned. Ms. Auer stated that the first had been in for four days so far and that she was unsure how much longer the testing would take.

Sharon Schaldone, Assistant Director of Home Care Division reviewed the status of referrals, advising that in comparison to last year the figures were down, but the decrease was very minimal.

Tawn Driscoll, Fiscal Manager, reviewed the current finances noting that they had not yet closed out 2015; however, she noted, the expenses and revenues reflected for 2015 were lower than prior years as shown on the Attachment #3. She added they would not receive final numbers until the preschool revenue was accounted for in March.

As there was no further business to come before the Health, Human and Social Services Committee, on motion made by Mr. Simpson and seconded by Mr. MacDonald, Mr. Sokol adjourned the meeting at 10:20 a.m.

Respectfully submitted,  
Samantha Hogan, Senior Legislative Office Specialist