

Social Services Committee
Warren County Department of Social Services
AGENDA
September 22, 2016

Committee Members: Supervisors Sokol, Simpson, Seeber, Frasier, Strough, Vanselow, McDevitt, MacDonald and Braymer.

I. Committee meeting called to order by Chairman

II. Motion to approve minutes of prior Committee meeting

III. Action Agenda/New Business

1. Request Resolution:

Notice of Intent to Fill the vacant position of Director, Countryside Adult Home, Salary 50,000 - \$53,000, effective September 16, 2016.

Rationale: Please see Attachment #1

2. Request Resolution:

Request to authorize agreements between Warren County and its Municipalities (Towns and City of Glens Falls) for reimbursement of a portion of the costs for recreation programs and services for 2016.

Rationale: In August 2016 the Committee approved the request for DSS to submit the application for Youth Program Funds from the NYS OCFS as outline in the 2016 Resource Allocation Plan.

Please see Attachment #2

3. Request Resolution:

Request permission for two new Caseworkers to attend Foundations Part I training in Albany, NY from September 13 - 16; and September 20 - 23, 2016. *(Note: Committee Chairman approved this request prior to travel)*

Rationale: This is a mandatory training.

Please see Attachment #3

4. Request Resolution:

Request permission for two new Caseworkers to attend Child Protective Services Response training in Albany, NY from October 3- 7, 2016.

Rationale: This is a mandatory training.

Please see Attachment #4

5. Request Resolution:

Request permission for two supervisory staff to attend Performance Measures - Organizational Consulting training in Albany, NY from October 4 - 5; and October 18 - 19, 2016.

Rationale: This is a valuable training for supervisory staff who can share the information with other supervisors following completion.

Please see Attachment #5

6. Request Resolution:

Resolution Request:

Request for permission for three new caseworkers to attend Foundations Part II training in Albany, NY from November 15 – 17; and December 6 – 9, 2016.

Rationale: This is a mandatory training.

Please see Attachment #6

IV. Pending Item

There are no pending items.

V. Information for Discussion/Review

1. Countryside Adult Home – Deanna Park
 2. Monthly Revenue & Expenditures, Overtime Report and Budget
- Please see Attachment #7**

VI. Privilege of the Floor to discuss any additional items to come before the Committee

VII. Motion to Adjourn

Attachments:

1. Notice of Intent to Fill Vacant Position of Director, Countryside Adult Home
2. Request to authorize Agreements between Warren County and Warren County Municipalities for reimbursement of a portion of the costs for Youth Development Programs 2016
3. Request to attend Training – Foundations Part I P – Albany
4. Request to attend Training – CPS RT - Albany
5. Request to attend training – Performance Measures – Organizational Consulting - Albany
6. Request to attend training – Foundations Part II N - Albany
7. Monthly Revenues & Expenditures Report; Budget

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No.: 42.00

Title of Position: Director Countryside Adult Home Base Salary of Position: \$50,000-53,000 Grade:

Filling at Step # (If Known): Request to Back Due to Promotion: [X] Yes [] No

Budget code and title: A6030 Union [] Non-Union [X]

This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other

Employee No: 10676 Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No

Source of reimbursement: [] Federal 50% [X] State 50 % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [X] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other [Handwritten: REN 9/29/16]

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. [Handwritten: 9-20-16]

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.

[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Handwritten: W. B. Maggs] Date [Handwritten: 9/21/16]

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.

[] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Handwritten: Frank E. Thomas] Date [Handwritten: 9/22/16]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee [Handwritten: Health Human & Social Services]

[X] The committee has no objection to the filling of the vacancy.

[] The committee objects to the filling of the vacancy.

[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature: [Handwritten: Matt [unclear]] Date [Handwritten: September 29 2016]

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: SOCIAL SERVICES

DATE: SEPTEMBER 22, 2016

- (a) Purpose of Request:
Requesting authorization for Warren County to contract with the Towns and Municipalities within the County to reimburse them for a portion of the costs for their recreational programs and services for 2016.

- (b) Details:
The New York State Office of Children & Family Services provides an allocation to reimburse Warren County costs to these Towns and Municipalities.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
Expense Code: A.7312 470 Special Delinquency Prevention Contract \$17,885
Revenue Code: A.7312 3822 Special Delinquency Prevention State Aid \$17,885

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

**Warren County Youth Bureau & Youth Board
2016 WARREN COUNTY YOUTH PROGRAMS**

June 1, 2016

New York State Office of Children & Family Services local assistance funds provide state funds for these Warren County youth programs in 2016.

- Funding amounts per county are based on our county youth population: approx. 16,000
- There are funding guidelines for programs & eligible youth, such as the general youth population, high needs youth, youth in rural areas, etc.
- Funded programs need to show how core features of positive youth development and goals/outcomes for children, youth and families in the NYS will be addressed.

Youth Development Delinquency Prevention (YDDP)

Municipal Youth Programs

Recreation \$

Bolton	\$ 1275
Chester	\$ 2375
Glens Falls	\$ 3375
Hague	\$ 1325
Horicon	\$ 1375
Johnsburg	\$ 1435
Lake George	\$ 1435
Lake Luzerne	\$ 1625
Queensbury	\$ 3375
Stony Creek	\$ 1325
Thurman	\$ 1375
Warrensburg	\$ 1775
TOTAL	\$ 22,070

Youth Service \$

Queensbury	\$ 1715 (Youth Court)
TOTAL	\$ 17,885

Community Agency Programs (Contracts)

Council for Prevention/Warren County Youth Court	\$ 17282.
Catholic Charities/Youth & Family Counseling	\$ 5311.
Community Maternity Services/Homebased Parent Education	\$ 3393.
Community Action Agency/Alternative Sentencing Program	\$ 2,296.
TOTAL	\$ 28,282

TOTAL Recreation, service & contracts **\$ 52,067**

Youth Bureau Administration

Administration **\$ 3365**

TOTAL **\$ 55,432**

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

ATTACHMENT #3

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Social Services Committee hereby authorizes Janet Pratt and MaryAlice Chapman
(Supervisory Committee) (Employee Name)

to attend Foundations Part 1 P Training
(Name of meeting or organization)

at CDHS 3 Marcus Blvd Albany NY 12205
(Address)

on Sept. 13 - 16 and Sept. 20 - 23, 2016. Mode of transportation to be used County Vehicle
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

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: 9/19/16

Muneen Schmidt
Department Head Signature

Date: September 22, 2016

[Signature]
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.

Cost Analysis	Training	Date(s)
Janet Pratt	CPS Foundations 1	9/13 - 9/16/16
Mary Alice Chapman		9/20-9/23/16

Overnight	Commuting	# of staff attending	Cost of Training/Person	
# of miles/1 way	50	50		\$ -
X # trips	4	16		\$ -
Total # of miles	200	800	X	
			Fleet Car - .25	
			Overnight	\$ 50.00
			Commute	\$ 200.00

Estimated Overtime

	Salary	Hr Rate	OT Rate	# of hrs	Total OT		
#1	39,979	19.22	28.83	12	345.97		
#2	39,979	19.22	28.83	12	345.97	Commuting OT	\$ 691.94
#3		0.00	0.00		0.00		

	# of hrs	Total OT		
#1	6	172.99	Overnight OT	\$ 345.97
#2	6	172.99		
#3		0.00		

Hotel	# of days	Rate/night	Total Hotel Expense
2 Staff	6	\$ 57.50	\$ 690.00

Totals	Fleet Car + Training + Hotel + OT	\$ 1,085.97
	Fleet Car + Training + Overtime	\$ 891.94

Collins, Joanne (DFA)

From: Stars@bsc-cdhs.org
Sent: Tuesday, August 30, 2016 1:04 PM
To: Collins, Joanne (DFA)
Cc: Schmidt, Maureen (DFA)
Subject: HSLC WBT: CPS Foundation Training Part 1 P - 2016 (begins with online Pretest and WBT's) -SDC Memo
Attachments: 705321_Hotel Cancellation Policy.pdf; 705321_TravelPolicy.pdf

ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

This email has been automatically sent to you. DO NOT respond. It is not monitored.

TRAINING CONFIRMATION

Dear Joanne Collins:

Staff Accepted

I am pleased to inform you that the following staff have been accepted to attend the training listed below:

Maryalice Chapman, Janet Pratt

Class Title

HSLC WBT: CPS Foundation Training Part 1 P - 2016 (begins with online Pretest and WBT's)

Training Location	Class Date	Start Time	End Time
HSLC WBT: CPS Foundation Training Part 1 P - 2016 (begins with online Pretest and WBT's) Human Services Learning Center https://www.hslcnys.org Phone: 0000000000 Credited Hours: 1.00	09/06/2016 - 10/03/2016		
HSLC WBT: CPS Foundation Training Part 1 P - 2016 (begins with online Pretest and WBT's) test & WBT access Human Services Learning Center https://www.hslcnys.org Phone: 0000000000 Credited Hours: 7.00	09/06/2016 - 10/03/2016		
Virtual Classroom - iLinc	09/07/2016	9:30am	3:00pm
CPS Foundation Training Part 1 P-1 - 2016 CDHS - Albany Regional Office 3 Marcus Blvd, Suite 105 Room: Chief Joseph Room - #204 Albany, NY 12205-1129 Site Contact: Amy Reynolds Comtois Site Contact: Lolita McGee Phone: (518) 435-1825	09/13/2016 09/14/2016 09/15/2016 09/16/2016	9:00am 9:00am 9:00am 9:00am	4:30pm 4:30pm 4:30pm 4:30pm
CPS Foundation Training Part 1 P-2 - 2016 CDHS - Albany Regional Office	09/20/2016 09/21/2016	9:00am 9:00am	4:30pm 4:30pm

3 Marcus Blvd, Suite 105
Room: Chief Joseph Room - #204
Albany, NY 12205-1129
Site Contact: Amy Reynolds Comtois
Site Contact: Lolita McGee
Phone: (518) 435-1825

09/22/2016 9:00am 4:30pm
09/23/2016 9:00am 4:30pm

HSLC WBT: CPS Foundation Training Part 1 P - 2016 Post Class 09/26/2016 -
Human Services Learning Center 10/03/2016
<https://www.hslcnys.org>
Phone: 0000000000
Credited Hours: 2.25

Virtual Classroom - iLinc 10/11/2016 9:30am 3:00pm

Please arrive 15 minutes before the start of the training to complete the necessary registration information.

(If specialized information is provided, please refer to information indicated in the Additional Information field.)

Additional Information

Pre-classroom web-based instructional activities are part of the course and must be completed prior to classroom training.

Mandated Reporter Training is required for successful participation in CPS Foundation Training and must be completed before the first week of classroom training. You may participate in either of the following:

- a mandated reporter training provided by their agency or a self-directed Web-based program titled Mandated Reporter Web-Based On-Line which requires separate registration for you done by your agency contact/SDC at: <https://www.hslcnys.org>

This summary identifies steps involved in completing the training program beginning with the pre-classroom web-based training and a trainee self-assessment through post-classroom web-based training, on-the-job/field training activities and post-CPSRT conferences. Beginning one week prior to the classroom training, you will engage in a brief series of pre-classroom web-based instructional activities as a prerequisite for the first week of classroom training. Access to the internet is required for participation in web-based training.

Pre-classroom instructional activities will include a pretest, trainee self-assessment, and several brief web-based training components that cover child welfare definitions and concepts, laying the groundwork for further development in the classroom. Web-based instructional activities can be accessed through The Human Services Learning Center (HSLC) (access instructions below). The total amount of time needed to complete all of the pre-classroom components is approximately 8 hours including the pretest and self-assessment. The pretest must be completed in one sitting; it will take about one hour. There will also be post-classroom web-based training components that you are required to complete in your home district prior to attending CPSRT. The total amount of time needed to complete all of the post-classroom web-based training is approximately 2.25 hours. Completion of activities will be tracked in HSLC/STARS. Please note that CPSRT also has pre-classroom web-based instructional activities, which take about 2 hours, and must be completed during the same week as CPS Foundation Training post-classroom web-based training components.

Note: Completion of pre-classroom and post-classroom web-based instructional activities as well as post-CPSRT conferences is required for successful completion of CPS Foundation Training. A certificate of completion will be emailed directly to you by the Human Services Learning Center (HSLC) after you fully complete the course, including WBTs. You can expect the certificate to arrive after you complete CPS Foundation Training Part 2.

Directions to Training Site Human Services Learning Center

HSLC Web-Based Training: See <https://www.hslcnys.org> For Technical Support please contact: starssupport@bsc-cdhs.org

Directions to Training Site LearnLinc Virtual Classroom

This course uses virtual classroom software, called iLinc, to train staff. Trainees can take this course from their workstation or a general access workstation at their work site. Please work with your Training Coordinator or Staff Development Coordinator to ensure you have the proper network connections. LearnLinc

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

ATTACHMENT #4

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Social Services Committee hereby authorizes Janet Pratt and Mary alic
Chapman (Supervisory Committee) (Employee Name)

to attend Child Protective Services (CPS) Response Training (RT)
 (Name of meeting or organization)

at CDHS Regional Office, 3 Marcus Blvd., Suite 105 Albany, NY 12205
 (Address)

on October 3 - 7, 2016. Mode of transportation to be used County Vehicle
 (Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

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 \$ 50.00 GSA* Rate \$ _____
- Meal costs - GSA* per diem rate \$ _____

* www.gsa.gov

Date: 9/19/16 Maureen Schmitt
 Department Head Signature

Date: September 22, 2016 Matthew Lopez
 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.

Cost Analysis

Janet Pratt
Mary Alice Chapman

Training Date(s)

CPS Response 10/3-10/7/16

			Cost of Training/Person	\$	-
			# of staff attending		
				\$	-
Overnight		Commuting			
# of miles/1 way	<u>50</u>	<u>50</u>			
X # trips	<u>2</u>	<u>10</u>			
Total # of miles	100	500	X		
			Fleet Car - .25		
			Overnight	\$	25.00
			Commute	\$	125.00

Estimated Overtime

		Commuting					
	Salary	Hr Rate	OT Rate	# of hrs	Total OT		
#1	<u>39,979</u>	19.22	28.83	<u> </u>	0.00		
#2	<u>39,979</u>	19.22	28.83	<u> </u>	0.00	Commuting OT	\$ -
#3	<u> </u>	0.00	0.00	<u> </u>	0.00		

		Overnight			
		# of hrs	Total OT		
#1		<u> </u>	0.00	Overnight OT	\$ -
#2		<u> </u>	0.00		
#3		<u> </u>	0.00		

Hotel	# of days	Rate/night	Total Hotel Expense
2 Staff	4	\$ 57.50	\$ 460.00

Totals

Fleet Car + Training + Hotel + OT	\$ 485.00
Fleet Car + Training + Overtime	\$ 125.00

Collins, Joanne (DFA)

From: Stars@bsc-cdhs.org
Sent: Sunday, May 08, 2016 11:37 PM
To: Collins, Joanne (DFA)
Subject: Albany- HSLC WBT: Child Protective Services Response Training -P - 2016
Attachments: 705375_Hotel Cancellation Policy.pdf; 705375_Registration_Form.pdf

ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

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HSLC Web Based Training Announcement

Training Title

HSLC WBT: Child Protective Services Response Training -P - 2016

Provider

SUC Buffalo - CDHS

Date & Time	Name & Location	Registration Deadline	Lodging
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*Certain deliveries have different daily start and end times. Please be sure to check for actual training times listed below under "Additional Information."

09/26/16 to 10/21/16 Credited Hours: 2.00 This class is taken online in the Human Services Learning Center (HSLC).	HSLC WBT: Child Protective Services Response Training -P - 2016 Human Services Learning Center https://www.hslcnys.org Location Phone: 0000000000	09/12/2016	
10/03/16 1:00pm to 5:00pm 10/04/16 8:30am to 5:00pm 10/05/16 8:30am to 5:00pm 10/06/16 8:30am to 5:00pm 10/07/16 8:30am to 12:00pm	Child Protective Services Response Training -P-1 - 2016 CDHS - Albany Regional Office 3 Marcus Blvd, Suite 105 Room: Carol Clayton, Albany NY 12205-1129 Contact: Amy Reynolds Comtois Contact Phone: 518-435-1825 x Location Phone: (518) 435-1825		Springhill Suites Albany Colonie 8 California Ave, Albany 12205 Phone: 518 724-7999
10/10/16 to 10/21/16 Credited Hours: 3.00 This class is taken online in the Human Services Learning Center (HSLC).	HSLC WBT: Child Protective Services Response Training -P - 2016 Mid-Week Human Services Learning Center https://www.hslcnys.org Location Phone: 0000000000		
10/13/16 9:00am to 4:00pm	LL: CPSRT P - 2016 CONNX Starting the Investigation in CONNECTIONS LearnLinc Virtual Classroom Trainees Workstations Location Phone: (800) 810-1349		
10/17/16 12:00pm to 5:00pm 10/18/16 9:00am to 4:00pm 10/19/16 8:30am to 5:00pm 10/20/16 8:30am to 5:00pm 10/21/16 8:30am to 12:00pm	Child Protective Services Response Training -P-2 - 2016 CDHS - Albany Regional Office 3 Marcus Blvd, Suite 105 Room: Rosa		Springhill Suites Albany Colonie 8 California Ave, Albany 12205 Phone: 518 724-7999

	Park, Albany NY 12205-1129 Contact: Amy Reynolds Comtois Contact Phone: 518-435-1825 x Location Phone: (518) 435-1825		
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Additional Information

There is no advanced meal money for this training. This hotel provides breakfast.

Please note: Pre Classroom On-Line Computer based components will be available on-line beginning on September 26th, 2016 and will be accessible until the completion of the training. Mid Classroom On-Line Computer based components will be available on-line beginning on October 10th, 2016 and will be accessible until the completion of the training.

Classroom Training Times are as follows:

Week One: Monday - 1:00PM - 5:00PM; Tuesday - Thursday - 8:30AM - 5:00PM; Friday - 8:30AM - 12:00PM.

Week Two: Monday - 12:00PM - 5:00PM; Tuesday - 8:30AM - 5:00PM; Wednesday - 9:00AM - 4:00PM; Thursday - 8:30 AM- 5:00PM; Friday - 8:30AM - 12:00PM.

Connections training will be delivered as 1 half day of iLinc either the AM or PM and 1 full day of classroom.

iLinc: Thurs. 10/13/16: 9AM-12PM or 1-4 PM Trainees will be assigned to either the am or pm session. Session assignments will be emailed by PDP to the trainee no later than the Fri. before the week of the course.

Classroom: Tuesday 10/18/16: 9AM - 4PM.

Course Description

This two-module training program, which includes one and a half days of CONNECTIONS training, builds on the knowledge and skills taught in the Common Core, and will prepare local district caseworkers to competently investigate, respond to, and document reports of child abuse and maltreatment. This training combines Child Protective Services Response Training and CONNECTIONS. This program is eight full days of training. The program is delivered in two modules; each module is three full days and two half days in length to accommodate trainee travel needs and the CONNECTIONS training. In addition to these classroom modules, there is on-line training through The Human Services Learning Center (HSLC) the week prior to the first classroom module, and in between the two classroom modules. Registration for this integrated training has been combined.

Training Description

This program provides instruction on how to conduct Child Protective Services investigations concerning reports of alleged child abuse and maltreatment, according to New York State law, regulation and policy recommendations. The program is designed to build caseworkers' competencies by providing them with the knowledge and skills necessary to work effectively with children and families, and to conduct thorough, timely and accurate investigations to achieve the child welfare outcomes of safety, permanency and well-being. The summary below identifies steps involved in completing the training program, beginning with pre-classroom computer-based instructional activities. Beginning September 26th, 2016, one week prior to Week 1 of classroom training, the trainee will engage in a series of pre-classroom computer-based instructional activities. Completion of these activities is a prerequisite to attending the classroom training. Pre-classroom instructional activities will include a pre-test, a survey of trainees' experience in the field of child welfare, and other computer-based components that will provide information on selected statutes from Social Services Law, information distinguishing law, regulation and policy, information regarding educational neglect, information regarding investigatory documentation requirements, information regarding the information contained within SCR reports, an overview of the Child Protective Services Program Manual and information from a research article pertaining to common errors in child welfare work. Completion of the pre-classroom components lays the foundation for further development in the classroom and is required prior to the trainee attending Week 1 of the classroom training. The pre-classroom computer-based components consist of narrated presentations that the trainee may complete individually at their convenience during that week. Computer-based instructional components can be accessed through The Human Services Learning Center (HSLC) (access instructions below). The amount of time trainees will need to complete all of the pre-classroom components is approximately 2 hours. There will also be mid-week computer-based training components that trainees will be required to complete in their home districts during the week between Week 1 of the classroom training and Week 2 of the classroom training. These components include a review of Progress Notes and completion of Safety Assessments pertaining to two case scenarios used during the

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

ATTACHMENT #5

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Social Services Committee hereby authorizes Cynthia Schrock Seeley and Karen Whitted
 (Supervisory Committee) (Employee Name)

to attend Performance Measures and Skills for Organizational Consulting
 (Name of meeting or organization)

at Hampton Inn, 1442 Western Ave, Albany, NY 12203
 (Address)

on October 4 & 5, 2016; and Oct 18 & 19, 2016. Mode of transportation
 to be used County Vehicle.
 (Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

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 \$ 57.50 GSA* Rate \$ 57.50

Meal costs - GSA* per diem rate \$ _____

*www.gsa.gov

Date: 9/19/16

Maureen Schmitt
 Department Head Signature

Date: September 22, 2016

Walter Ly
 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.

<u>Cost Analysis</u>	<u>Training</u>	<u>Date(s)</u>
Karen Whitted	Organizational Consulting	10/4-10/5/16
Cynthia Schrock		10/19-10/20/16

Cost of Training/Person - \$14/day	\$	56.00
# of staff attending		<u>2</u>
	\$	112.00

<u>Overnight</u>		<u>Commuting</u>				
# of miles/1 way	<u>50</u>		<u>50</u>			
X # trips	<u>4</u>		<u>8</u>			
Total # of miles	200		400	X	Fleet Car - .25	
					Overnight	\$ 50.00
					Commute	\$ 100.00

Estimated Overtime

	Salary	Hr Rate	OT Rate	# of hrs	Total OT		
#1	<u>48,167</u>	23.16	34.74	<u>4</u>	138.94		
#2	<u> </u>	0.00	0.00	<u>0</u>	0.00	Commuting OT	\$ 138.94
	<u> </u>						
	<u> </u>						

		# of hrs	Total OT		
#1		<u> </u>	0.00		
#2		<u> </u>	0.00	Overnight OT	\$ -

<u>Hotel</u>	<u># of Staff</u>	<u>Rate/night</u>	<u>Total Hotel Expense</u>
2 nights	2	\$ 57.50	\$ 230.00

Totals

Fleet Car + Training + Hotel + OT	\$	392.00
Fleet Car + Training + OT	\$	350.94

This email has been automatically sent to you. DO NOT respond. It is not monitored.

Classroom Training Announcement

Training Title

Performance Measures and Skills for Organizational Consulting

Provider

Cornell - NYSSILR

Date & Time	Name & Location	Registration Deadline	Lodging
10/04/16 9:00am to 4:00pm 10/05/16 9:00am to 4:00pm	Performance Measures and Skills for Organizational Consulting Hampton Inn (Formerly Holiday Inn Express) 1442 Western Avenue, Albany NY 12203-0000 Location Phone: (518) 438-0001	09/20/2016	Hampton Inn (Formerly Holiday Inn Express) 1442 Western Avenue, Albany 12203-0000 Phone: (518) 438-0001
10/19/16 9:00am to 4:00pm 10/20/16 9:00am to 4:00pm	Performance Measures and Skills for Organizational Consulting Hampton Inn (Formerly Holiday Inn Express) 1442 Western Avenue, Albany NY 12203-0000 Location Phone: (518) 438-0001		Hampton Inn (Formerly Holiday Inn Express) 1442 Western Avenue, Albany 12203-0000 Phone: (518) 438-0001

Additional Information

Course Description

This four-day course provides local district managers with effective strategies and methods to analyze and resolve organizational challenges and to measure results. Includes methods for problem solving, analyzing processes, conducting process reviews, resolving conflict, handling interpersonal problems, and creating balanced sets of performance measures. Previous attempts by organizations to handle vexing problems are analyzed and in-depth planning analysis of current challenges is also included. This course is part of the NYS OTDA/Cornell University Human Services Leadership Institute Certificate Program. To obtain the certificate, it is necessary to complete the Manager as Facilitator, Emotional Intelligence, Performance Measures and Skills for Organizational Consulting courses, as well as two other HSLI courses.

Training Description

Same as Course Description

Target Population

Local District Managers

Course Content

Management Practices

Pre-registration Required

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

ATTACHMENT #6

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Social Services Committee hereby authorizes Adrienne Rowell, Nicole Beaudette, Sara Farnsworth
 (Supervisory Committee) (Employee Name)

to attend CPS Foundations Training Part II
 (Name of meeting or organization)

at CDHS 3 Marcus Blvd Suite 105 Albany NY 12205
 (Address)

on November 15-17, 2016; and December 6 - 9, 2016. Mode of transportation to be used County Vehicle.
 (Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

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 \$ 50.00 GSA* Rate \$ _____
- Meal costs - GSA* per diem rate \$ _____

*www.gsa.gov

Date: 9/19/16

Mareen Schmidt
 Department Head Signature

Date: September 22, 2016

[Signature]
 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.

<u>Cost Analysis</u>	<u>Training</u>	<u>Date(s)</u>
Adrienne Rowell	CPS Foundations II	11/15-11/17/16
Nicole Baudett		12/6-12/9/16
Sara Farnsworth		

		Cost of Training/Person	\$	-
		# of staff attending		
Overnight	Commuting		\$	-
# of miles/1 way	50	50		
X # trips	4	14		
Total # of miles	200	700		
		X	Fleet Car - .25	
			Overnight	\$ 50.00
			Commute	\$ 175.00

Estimated Overtime

					Commuting			
	Salary	Hr Rate	OT Rate	# of hrs	Total OT			
#1	39,979	19.22	28.83	7	201.82			
#2	39,979	19.22	28.83	7	201.82	Commuting OT	\$	611.67
#3	41,211	19.81	29.72	7	208.04			

					Overnight			
				# of hrs	Total OT			
#1					0.00	Overnight OT	\$	-
#2					0.00			
#3					0.00			

Hotel	# of days	Rate/night	Total Hotel Expense
3 Staff	5	\$ 50.00	\$ 750.00

Totals	Fleet Car + Training + Hotel + OT	\$ 800.00
	Fleet Car + Training + Overtime	\$ 786.67

HSLC WBT: CPS Foundation Training Part 2 N - 2016 (begins with online Pretest and WBT's): **Email**
Announcement To:

Course: CPS Foundation Training Part 2
Class Status: Open Nomination
No. Nominated: 16
Attachments: [Hotel Cancellation Policy.pdf](#) [Form.pdf](#) [TravelPolicy.pdf](#)
Provider: SUC Buffalo - CDHS
Date: 10/24/2016 - 12/09/2016
Time(s): 9:00am - 4:30pm
Location: Computer Based
Deadline: 10/17/2016
Part 1 of 5 [show all parts](#)

Class	Class Site	Lodging	Part	Date	Day 1 Time
HSLC WBT: CPS Foundation Training Part 2 N - 2016 (begins with online Pretest and WBT's)	Human Services Learning Center		1	10/24/2016 - 12/09/2016	9:00am - 4:30pm
HSLC WBT: CPS Foundation Training Part 2 N - 2016 (begins with online Pretest and WBT's) test & WBT access	Human Services Learning Center		2	10/24/2016 - 12/09/2016	9:00am - 4:30pm
CPS Foundation Training Part 2 N-1 - 2016	CDHS - Albany Regional Office	Springhill Suites Albany Colonie 8 California Ave Albany 12205	3	11/15/2016 - 11/17/2016	9:00am - 4:30pm
HSLC WBT: CPS Foundation Training Part 2 N - 2016 Mid-classroom WBTs	Human Services Learning Center		4	11/21/2016 - 12/09/2016	9:00am - 4:30pm
CPS Foundation Training Part 2 N-2 - 2016	CDHS - Albany Regional Office	Springhill Suites Albany Colonie 8 California Ave Albany 12205	5	12/06/2016 - 12/09/2016	9:00am - 4:30pm

Course Description:

This program will enhance foundational competencies of new caseworkers who have a role in Child Protective Services Responses, including FAR and on-call, by providing them with the knowledge and skills necessary to effectively work with children and families. This course is required in order for CPS Foundation participants to complete their "new caseworker" training.

Class Description:

This program will enhance foundational competencies of new caseworkers who have a role in Child Protective Services Responses, including FAR and on-call, by providing them with the knowledge and skills necessary to effectively work with children and families in order to achieve the child welfare outcomes of safety, permanency, and well-being.

The summary below identifies steps involved in completing the training program beginning with the pre-classroom web-based training, a trainee self-assessment, on-the-job/field training activities and post-conferences. Beginning 10/24/2016, prior to the classroom training, the trainee will engage in a series of **pre-classroom web-based instructional activities** as a prerequisite for the first week of classroom training, which begins on 11/15/2016. Access to the internet is required for participation in web-based training. Pre-classroom instructional activities will include a pretest, trainee self-assessment (provided in a paper booklet shipped to the district), and several brief web-based training components. This pre-classroom work lays the groundwork for further development in the classroom. Web-based instructional activities can be accessed through The Human Services Learning Center (HSLC) (access instructions below). The total amount of time trainees will need to complete all of the pre-classroom components is approximately 13 hours including the pretest and self-assessment. The pretest must be completed in one sitting; it will take about one hour. There are two brief web-based trainings to be taken during the mid-weeks when trainees are back at their district. These mid-class WBTS will be taken via HSLC. The total amount of time trainees will need to complete the mid-classroom web-based training is approximately 1 hour. It is essential that trainees have protected time to complete these assignments. Completion of activities will be tracked in HSLC/STARS. It is the district's or agency's responsibility to verify the completion of all out-of-classroom instructional activities for each trainee.

Please note: CONNECTIONS training is required. One classroom day of CONNECTIONS training is offered as a part of CPS Foundation Part 2 Training. Local districts and agencies will have the option of continuing to access this training as part of the CPS Foundation classroom sequence or choosing to provide the training themselves within the district. (for CONNECTIONS questions, please contact connections@pdp.albany.edu)

A trainer, the trainee, their supervisor, and staff development coordinator will participate in a post-core conference via phone. The trainer will contact the district to arrange the date and time after the trainee completes CPS Foundation Part 2 Training.

Web-based instructional activities can be accessed through **The Human Services Learning Center**. Go to- <https://www.hslcnys.org> and login using your HSLC username and password and you will see the course you are registered for in the bottom center of the window under your "Registered Classes" section. Click on the icon in the corner of that section to go to your "My Registration" page where you will access the pretest and WBTs or you can scroll over the "User" area in the top menu bar to get to your "My Registration" page. Note: Completion of pre-classroom and mid-classroom web-based instructional activities is required for successful completion of this program.

Region: None

Target Population:

New caseworkers who have a role in Child Protective Services Responses and who have completed CPS Foundation Training Part 1 and CPSRT.

Course Prerequisites:

Course Content: Casework Practices

Pre-Registration Required: yes

Reimbursement: No Reimbursement

Class Fees: No Fees

Meets CPS Requirement: no

Trainer(s): Ciesinski, Sarah; Corbett, Scott

Additional Information: This course is required for participants who attended CPS Foundation Training Part 1. It is only for those participants who attended CPS Foundations Training Part 1. Course Pre-Requisite: CPS Foundation Training Part 1 & Child Protective Services Response Training.

BUDGET ANALYSIS
REVENUE AND EXPENDITURES FOR AUGUST 2016

ATTACHMENT #7

FUND(S): A

CODE(S): 6010, 6030, 6050, 6055, 6070, 6100, 6109, 6119, 6140, 6141, 6142, 7311, 7312, 7313

EXPENSES	2016 BUDGETED	AUG 2016 EXP	AUG 2015 EXP	2016 YTD ACTUAL	2015 Prior Year Totals
110 Salaries - Regular	\$5,746,066.00	\$433,531.80	\$414,002.86	\$3,537,146.40	\$5,384,752.81
120 Salaries - Overtime	\$80,222.00	\$5,399.25	\$2,805.52	\$43,746.67	\$67,959.36
130 Salaries - Part Time	\$195,541.00	\$12,649.61	\$11,516.40	\$143,235.88	\$219,908.66
100's PERSONAL SERVICES Total	\$6,021,829.00	\$451,580.66	\$428,324.78	\$3,724,128.95	\$5,672,620.83
200's EQUIPMENT	\$21,600.00	\$441.00	\$193.00	\$5,672.52	\$68,621.56
400's CONTRACTUAL	\$23,308,081.00	\$1,769,877.17	\$1,851,390.19	\$13,754,265.00	\$22,854,930.56
800's EMPLOYEE BENEFITS	\$3,630,498.00	\$276,806.68	\$288,414.02	\$2,329,668.05	\$3,606,016.20
TOTALS	\$32,982,008.00	\$2,498,705.51	\$2,568,321.99	\$19,813,734.52	\$32,202,189.15

REVENUES	2016 BUDGETED	AUG 2016 REVENUE	AUG 2015 REVENUE	2016 YTD ACTUAL	2015 Prior Year Totals
	\$16,151,956.00	\$993,690.97	\$2,407,173.71	\$8,856,635.15	\$15,777,219.98

Detail General Ledger Report

G/L Date Range 08/01/16 - 08/31/16
 Exclude Sub Ledger Detail
 Exclude Accounts with No Activity

G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
08/29/2016	A 400.00	JE	State & Federal, Social Services	Revenue Collection Payment	Collections			242,056.76	\$2,298,394.47
08/29/2016	2016-00003556	JE	RA	Revenue Collection Payment Post	Collections			387,466.24	2,056,337.71
<p>Month August 2016 Totals</p> <p>Account State & Federal Social Services Totals \$0.00 \$629,523.00 \$1,668,871.47</p> <p>Fund General Totals \$0.00 \$629,523.00 \$1,668,871.47</p> <p>Grand Totals \$0.00 \$629,523.00</p>									

Local 364,167.97

TOTAL Revenue 993,690.97

8/16

Detail General Ledger Report

G/L Date Range 08/01/16 - 08/31/16
 Exclude Sub Ledger Detail
 Exclude Accounts with No Activity

G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
Month August 2016 Totals									
Account Administration Totals							\$0.00	\$960.74	(\$26,938.44)
Balance To Date:							\$0.00	365.20	(\$25,977.70)
08/16/2016	A.6010 1810 Administration	JE	RA	Revenue Collection Payment Post	Collections				(26,342.90)
08/16/2016	2016-00003343								
08/16/2016	2016-00003343	JE	RA	Revenue Collection Payment Post	Collections				(26,345.40)
08/24/2016	2016-00003511	JE	RA	Revenue Collection Payment Post	Collections				(26,347.90)
08/24/2016	2016-00003511	JE	RA	Revenue Collection Payment Post	Collections				(26,938.44)
Month August 2016 Totals									
Account Medical Incentive Earning Totals							\$0.00	\$960.74	(\$26,938.44)
Balance To Date:							\$0.00	202.84	(\$80,539.47)
08/04/2016	A.6010 1811 Medical Incentive Earning	JE	RA	Revenue Collection Payment Post	Collections				(80,742.31)
08/04/2016	2016-00003157								
08/16/2016	2016-00003343	JE	RA	Revenue Collection Payment Post	Collections				(84,954.31)
08/24/2016	2016-00003511	JE	RA	Revenue Collection Payment Post	Collections				(89,166.31)
Month August 2016 Totals									
Account Medical Incentive Earning Totals							\$0.00	\$8,626.84	(\$89,166.31)
Balance To Date:							\$0.00	\$9,587.58	(\$262,624.28)
08/02/2016	A.6030 1830 Repay - Adult Care, Pub Inst	JE	RA	Revenue Collection Payment Post	Collections				(280,390.58)
08/02/2016	2016-00003105								
08/04/2016	2016-00003157	JE	RA	Revenue Collection Payment Post	Collections				(304,406.13)
08/31/2016	2016-00003604	JE	RA	Revenue Collection Payment Post	Collections				(344,217.23)
08/31/2016	2016-00003604	JE	RA	Revenue Collection Payment Post	Collections				(361,973.53)
Month August 2016 Totals									
Account Repay - Adult Care, Pub Inst Totals							\$0.00	\$99,349.25	(\$361,973.53)
Balance To Date:							\$0.00	\$99,349.25	(\$3,235.57)
08/04/2016	A.6055 1855 Repayments of Day Care	JE	RA	Revenue Collection Payment Post	Collections				(8,851.62)
08/04/2016	2016-00003157								
08/31/2016	2016-00003604	JE	RA	Revenue Collection Payment Post	Collections				(10,399.62)
Month August 2016 Totals									
Account Repayments of Day Care Totals							\$0.00	\$7,164.05	(\$10,399.62)
Balance To Date:							\$0.00	\$7,164.05	(\$10,399.62)
08/04/2016	A.6101 1801 Repay of Medical Assist	JE	RA	Revenue Collection Payment Post	Collections				\$6,017.54
08/04/2016	2016-00003157								(40,606.85)
Balance To Date:							\$0.00	46,624.39	

Detail General Ledger Report

G/L Date Range 08/01/16 - 08/31/16
Exclude Sub Ledger Detail
Exclude Accounts with No Activity

G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number A.6119 1819 Repay of Child Care 08/31/2016 2016-00003604 JE RA RA Revenue Collection Payment Collections									
							Balance To Date:	44,692.29	(\$81,910.43)
							Month August 2016 Totals	\$0.00	(\$186,169.92)
							Account Repay of Child Care	\$0.00	(\$186,169.92)
							Department Child Care	\$0.00	(\$186,169.92)
G/L Account Number A.6140 1840 Repay of Home Relief 08/03/2016 2016-00003156 JE RA RA Revenue Collection Payment Collections									
							Balance To Date:	1,540.20	(\$60,949.00)
							Month August 2016 Totals	\$104,259.49	(62,489.20)
							Account Repay of Home Relief	\$104,259.49	(62,489.20)
							Department Home Relief	\$104,259.49	(62,489.20)
08/04/2016 2016-00003157 JE RA RA Revenue Collection Payment Collections									
							Balance To Date:	1,894.35	(64,383.55)
08/15/2016 2016-00003342 JE RA RA Revenue Collection Payment Collections									
							Balance To Date:	732.00	(65,115.55)
08/16/2016 2016-00003343 JE RA RA Revenue Collection Payment Collections									
							Balance To Date:	744.29	(65,859.84)
08/24/2016 2016-00003511 JE RA RA Revenue Collection Payment Collections									
							Balance To Date:	874.78	(66,734.62)
08/24/2016 2016-00003511 JE RA RA Revenue Collection Payment Collections									
							Balance To Date:	5,131.00	(71,865.62)
08/31/2016 2016-00003604 JE RA RA Revenue Collection Payment Collections									
							Balance To Date:	1,407.28	(73,272.90)
							Month August 2016 Totals	\$12,323.90	(\$73,272.90)
							Account Repay of Home Relief	\$0.00	(\$73,272.90)
							Department Home Relief	\$0.00	(\$73,272.90)
G/L Account Number A.6141 1841 Repay of Home Energy Asst 08/04/2016 2016-00003157 JE RA RA Revenue Collection Payment Collections									
							Balance To Date:	250.00	(\$20.00)
08/31/2016 2016-00003604 JE RA RA Revenue Collection Payment Collections									
							Balance To Date:	305.00	(270.00)
							Month August 2016 Totals	\$0.00	(575.00)
							Account Repay of Home Energy Asst	\$0.00	(575.00)
							Department Fuel Crisis Assistance	\$0.00	(575.00)
							Fund General Totals	\$364,167.97	
							Grand Totals	\$0.00	\$364,167.97

Expense Budget Performance Report

Fiscal Year to Date 08/31/16

Include Rollup Account and Rollup to Account



Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund A - General										
Department 6010 - Social Services										
EXPENSE										
Employee Benefits										
810	Retirement	741,451.00	.00	741,451.00	53,743.62	.00	482,047.92	259,403.08	65	785,796.06
830	Social Security	319,157.00	.00	319,157.00	22,735.88	.00	186,980.85	132,176.15	59	284,756.04
831	Medicare Contribution	74,645.00	.00	74,645.00	5,317.18	.00	43,729.38	30,915.62	59	66,595.97
860	Hospitalization	1,426,775.00	.00	1,426,775.00	122,759.91	.00	959,089.69	467,685.31	67	1,461,861.90
865	Dental Insurance	22,344.00	.00	22,344.00	1,947.73	.00	14,933.73	7,410.27	67	21,386.00
Employee Benefits Totals		\$2,584,372.00	\$0.00	\$2,584,372.00	\$206,504.32	\$0.00	\$1,686,781.57	\$897,590.43	65%	\$2,620,395.97
Other Benefits										
840	Workmen's Compensation	52,685.00	.00	52,685.00	.00	.00	52,684.54	.46	100	57,478.01
850	Unemployment Insurance	37,000.00	.00	37,000.00	.00	.00	2,733.75	34,266.25	7	2,248.55
855	Disability	5,000.00	.00	5,000.00	.00	.00	1,956.28	3,043.72	39	6,853.97
861	Retirees Hospitalization	401,816.00	.00	401,816.00	30,171.76	.00	244,507.13	157,308.87	61	377,594.48
Other Benefits Totals		\$496,501.00	\$0.00	\$496,501.00	\$30,171.76	\$0.00	\$301,881.70	\$194,619.30	61%	\$444,175.01
EXPENSE TOTALS		\$9,467,888.00	\$5,211.18	\$9,473,099.18	\$645,784.54	\$59,260.29	\$5,842,110.58	\$3,571,728.31	62%	\$9,116,692.94
Department 6010 - Social Services Totals (\$9,473,099.18) (\$59,260.29) (\$5,842,110.58) (\$3,571,728.31)										
Department 6030 - Countryside Adult Home										
EXPENSE										
Personal Services										
110	Salaries - Regular	674,222.00	.00	674,222.00	47,449.19	.00	400,017.18	274,204.82	59	631,936.80
120	Salaries - Overtime	31,000.00	.00	31,000.00	468.76	.00	12,060.26	18,939.74	39	22,364.94
130	Salaries - Part Time	168,786.00	.00	168,786.00	12,196.23	.00	108,072.80	60,713.20	64	152,048.87
Personal Services Totals		\$874,008.00	\$0.00	\$874,008.00	\$60,114.18	\$0.00	\$520,150.24	\$353,857.76	60%	\$806,350.61
Equipment										
210	Furniture/Furnishings	5,300.00	.00	5,300.00	.00	.00	321.88	4,978.12	6	6,281.11
260	Other Equipment	1,100.00	28,391.00	29,491.00	.00	28,391.00	29.92	1,070.08	96	2,345.32
270	Lawn & Landscaping	200.00	.00	200.00	.00	.00	.00	200.00	0	.00
Equipment Totals		\$6,600.00	\$28,391.00	\$34,991.00	\$0.00	\$28,391.00	\$351.80	\$6,248.20	82%	\$8,626.43
Contractual Expense										
410	Supplies	31,000.00	.00	31,000.00	362.91	11,424.57	12,496.19	7,079.24	77	26,723.89
413	Repair & Maint.-Bldg/Property	35,000.00	9,972.00	44,972.00	1,685.08	6,733.34	33,573.27	4,665.39	90	23,933.51
415	Electricity	28,000.00	.00	28,000.00	2,137.13	.00	13,922.47	14,077.53	50	26,109.15
416	Oil & Gas-Heating	43,000.00	.00	43,000.00	.00	803.92	10,844.78	31,351.30	27	27,250.95
418	Ins-General Liability	9,427.00	.00	9,427.00	.00	.00	9,138.18	288.82	97	8,637.87
422	Repair/Maint-Equipment	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,315.46
423	Telephone	3,000.00	.00	3,000.00	142.86	.00	1,132.93	1,867.07	38	2,550.77
424	Postage	700.00	.00	700.00	5.10	.00	129.46	570.54	18	169.24
426	Subscriptions	270.00	6.00	276.00	.00	.00	275.81	.19	100	265.20
428	Data Processing & Internet Fees	1,250.00	.00	1,250.00	94.96	400.32	759.68	90.00	93	1,143.81

Expense Budget Performance Report

Fiscal Year to Date 08/31/16
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund A - General										
Department 6050	Public Facil. For Children	\$20,000.00	(\$6,591.82)	(\$26,591.82)	\$0.00	\$0.00	(\$26,580.50)	(\$11.32)	100%	(\$12,887.35)
Department 6055	Daycare EXPENSE									
Contractual Expense										
470	Contract	1,515,000.00	.00	1,515,000.00	112,644.88	.00	692,682.14	822,317.86	46%	1,289,591.76
	<i>Contractual Expense Totals</i>	\$1,515,000.00	\$0.00	\$1,515,000.00	\$112,644.88	\$0.00	\$692,682.14	\$822,317.86	46%	\$1,289,591.76
	EXPENSE TOTALS	\$1,515,000.00	\$0.00	\$1,515,000.00	\$112,644.88	\$0.00	\$692,682.14	\$822,317.86	46%	\$1,289,591.76
Department 6055	Daycare	(\$1,515,000.00)	\$0.00	(\$1,515,000.00)	(\$112,644.88)	\$0.00	(\$692,682.14)	(\$822,317.86)	46%	(\$1,289,591.76)
Department 6070	Services for Recipients EXPENSE									
Contractual Expense										
470	Contract	300,000.00	.00	300,000.00	5,512.41	.00	109,460.04	190,539.96	36%	302,814.01
	<i>Contractual Expense Totals</i>	\$300,000.00	\$0.00	\$300,000.00	\$5,512.41	\$0.00	\$109,460.04	\$190,539.96	36%	\$302,814.01
	EXPENSE TOTALS	\$300,000.00	\$0.00	\$300,000.00	\$5,512.41	\$0.00	\$109,460.04	\$190,539.96	36%	\$302,814.01
Department 6070	Services for Recipients	(\$300,000.00)	\$0.00	(\$300,000.00)	(\$5,512.41)	\$0.00	(\$109,460.04)	(\$190,539.96)	36%	(\$302,814.01)
Department 6100	Medicaid EXPENSE									
Contractual Expense										
470	Contract	12,782,184.00	.00	12,782,184.00	1,159,590.00	.00	8,060,242.00	4,721,942.00	63%	13,037,400.00
	<i>Contractual Expense Totals</i>	\$12,782,184.00	\$0.00	\$12,782,184.00	\$1,159,590.00	\$0.00	\$8,060,242.00	\$4,721,942.00	63%	\$13,037,400.00
	EXPENSE TOTALS	\$12,782,184.00	\$0.00	\$12,782,184.00	\$1,159,590.00	\$0.00	\$8,060,242.00	\$4,721,942.00	63%	\$13,037,400.00
Department 6100	Medicaid	(\$12,782,184.00)	\$0.00	(\$12,782,184.00)	(\$1,159,590.00)	\$0.00	(\$8,060,242.00)	(\$4,721,942.00)	63%	(\$13,037,400.00)
Department 6101	Medical Assistance EXPENSE									
Contractual Expense										
470	Contract	50,000.00	.00	50,000.00	.00	.00	1,214.20	48,785.80	2%	4,071.76
	<i>Contractual Expense Totals</i>	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$1,214.20	\$48,785.80	2%	\$4,071.76
	EXPENSE TOTALS	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$1,214.20	\$48,785.80	2%	\$4,071.76
Department 6101	Medical Assistance	(\$50,000.00)	\$0.00	(\$50,000.00)	\$0.00	\$0.00	(\$1,214.20)	(\$48,785.80)	2%	(\$4,071.76)
Department 6109	Aid To Dependent Children EXPENSE									
Contractual Expense										
470	Contract	2,050,000.00	.00	2,050,000.00	146,593.43	.00	1,170,661.39	879,338.61	57%	2,015,347.31
	<i>Contractual Expense Totals</i>	\$2,050,000.00	\$0.00	\$2,050,000.00	\$146,593.43	\$0.00	\$1,170,661.39	\$879,338.61	57%	\$2,015,347.31
	EXPENSE TOTALS	\$2,050,000.00	\$0.00	\$2,050,000.00	\$146,593.43	\$0.00	\$1,170,661.39	\$879,338.61	57%	\$2,015,347.31
Department 6109	Aid To Dependent Children	(\$2,050,000.00)	\$0.00	(\$2,050,000.00)	(\$146,593.43)	\$0.00	(\$1,170,661.39)	(\$879,338.61)	57%	(\$2,015,347.31)
Department 6119	Child Care EXPENSE									
Contractual Expense										
470	Contract	3,600,000.00	.00	3,600,000.00	219,228.28	.00	2,153,063.37	1,446,936.63	60%	3,454,892.47

Expense Budget Performance Report

Fiscal Year to Date 08/31/16
 Include Rollup Account and Rollup to Account



Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund A - General										
Department 7310 - Youth Program 4-H Camp Totals		(\$25,000.00)	\$0.00	(\$25,000.00)	\$0.00	(\$25,000.00)	\$0.00	\$0.00	100%	(\$25,000.00)
Department 7311 - Youth Bureau EXPENSE										
<i>Contractual Expense</i>										
410	Supplies	100.00	.00	100.00	.00	.00	.00	100.00	0	99.39
423	Telephone	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
424	Postage	266.00	.00	266.00	7.94	.00	37.99	228.01	14	143.55
444	Travel/Education/Conference	150.00	.00	150.00	.00	.00	.00	150.00	0	.00
470	Contract	5,520.00	.00	5,520.00	.00	3,275.00	1,725.00	520.00	91	2,415.00
	<i>Contractual Expense Totals</i>	\$6,136.00	\$0.00	\$6,136.00	\$7.94	\$3,275.00	\$1,762.99	\$1,098.01	82%	\$2,657.94
<i>Other Benefits</i>										
861	Retirees Hospitalization	13,484.00	.00	13,484.00	1,123.70	.00	8,989.60	4,494.40	67	13,292.20
	<i>Other Benefits Totals</i>	\$13,484.00	\$0.00	\$13,484.00	\$1,123.70	\$0.00	\$8,989.60	\$4,494.40	67%	\$13,292.20
	EXPENSE TOTALS	\$19,620.00	\$0.00	\$19,620.00	\$1,131.64	\$3,275.00	\$10,752.59	\$5,592.41	71%	\$15,950.14
	Department 7311 - Youth Bureau Totals	(\$19,620.00)	\$0.00	(\$19,620.00)	(\$1,131.64)	(\$3,275.00)	(\$10,752.59)	(\$5,592.41)	71%	(\$15,950.14)
Department 7312 - Special Delinquency Prev.										
<i>Contractual Expense</i>										
410	Supplies	190.00	.00	190.00	.00	.00	.00	190.00	0	191.98
424	Postage	100.00	.00	100.00	.00	.00	5.82	94.18	6	14.50
427	Memberships & Dues	225.00	.00	225.00	.00	.00	50.00	175.00	22	226.00
470	Contract	28,885.00	.00	28,885.00	.00	11,000.00	.00	17,885.00	38	28,885.00
	<i>Contractual Expense Totals</i>	\$29,400.00	\$0.00	\$29,400.00	\$0.00	\$11,000.00	\$55.82	\$18,344.18	38%	\$29,317.48
	EXPENSE TOTALS	\$29,400.00	\$0.00	\$29,400.00	\$0.00	\$11,000.00	\$55.82	\$18,344.18	38%	\$29,317.48
	Department 7312 - Special Delinquency Prev. Totals	(\$29,400.00)	\$0.00	(\$29,400.00)	\$0.00	(\$11,000.00)	(\$55.82)	(\$18,344.18)	38%	(\$29,317.48)
Department 7313 - Youth Court										
<i>Contractual Expense</i>										
470	Contract	68,820.00	.00	68,820.00	.00	51,389.83	17,430.17	.00	100	50,875.00
	<i>Contractual Expense Totals</i>	\$68,820.00	\$0.00	\$68,820.00	\$0.00	\$51,389.83	\$17,430.17	\$0.00	100%	\$50,875.00
	EXPENSE TOTALS	\$68,820.00	\$0.00	\$68,820.00	\$0.00	\$51,389.83	\$17,430.17	\$0.00	100%	\$50,875.00
	Department 7313 - Youth Court Totals	(\$68,820.00)	\$0.00	(\$68,820.00)	\$0.00	(\$51,389.83)	(\$17,430.17)	\$0.00	100%	(\$50,875.00)
	Fund A - General Totals	\$32,982,008.00	\$57,229.00	\$33,039,237.00	\$2,498,705.51	\$261,427.92	\$19,813,734.52	\$12,964,074.56		\$32,202,189.15
	Grand Totals	\$32,982,008.00	\$57,229.00	\$33,039,237.00	\$2,498,705.51	\$261,427.92	\$19,813,734.52	\$12,964,074.56		\$32,202,189.15

Social Services - Overtime Report - Comparison 2015/2016

Week End	2015 OT	2016 OT	Reason	CPS (After Hrs/OnCall)	Foster Care	APS/CASA	Preventive	Chronic Care	TA/ Employ	Training	CPS
01/10/16	57.00	80.71	CPS-Notes,Case review,access/CC-backlog/FC-transport/Prev-child place	50.36	1.40		1.00	5.00			22.95
01/24/16	32.98	39.18	CPS-Hosp visit, coverage/FC-Parent training	27.52	8.86					1.00	1.80
02/07/16	67.93	58.92	CPS-Removal,Court/FC-Transport,Parent Training,Placement	41.97	11.20					1.00	4.75
02/21/16	47.28	55.29	CPS-NR,HV,backlog,court/FC- Court, transport	38.84	2.70					1.50	13.75
03/06/16	78.99	29.72	CPS-NR,Assessment/FC-Court, service planning	26.12	1.40						0.70
03/20/16	105.28	40.05	CPS-NR,Assessment,Notes/FC-Intake,Court	30.55	1.30						8.20
04/03/16	49.89	55.53	CPS-HV,Assessment, Notes/FC-Emergency,FV,notes/DV training	28.98	6.90					13.10	6.55
04/17/16	47.75	88.76	CPS-NR,HV,Court,Mtgs,Notes/FC-Court,Transport, Notes	54.91	5.80					16.05	12.00
05/01/16	42.37	47.24	CPS-Notes,HV,Assessments,removal/FC-Court,Mtg/Prev-Removal	26.04	1.28		1.17				18.75
05/15/16	57.67	43.23	CPS-NR,Home Visit, Safety Assessments	37.28							5.95
05/29/16	66.32	45.67	CPS-NR,HV,Assessment/FC-Mtg,Court/APS-New Referral/Assess	32.77	7.20	1.00					4.70
06/12/16	59.68	70.46	CPS-NR,Removal,Assessments/FC-New Placements,Notes	43.66	14.05					1.00	11.75
06/26/16	48.45	35.95	CPS-NR,Removal,Assessments/FC-Transport,Court,Notes	19.85	10.85						5.25
07/10/16	28.04	70.84	CPS-NR,Assessment/TA-Client issues/FC-Parent training	42.96	2.00				2.25	21.93	1.70
07/24/16	33.81	77.19	CPS-Coverage,Case notes/FC-Legal Mtg,Case notes	39.92	4.87					22.40	10.00
08/07/16	49.68	84.93	CPS-Calls,Assessment,interview/FC-Court, Transport	47.48	2.80					28.50	6.15
08/21/16	30.34	71.63	CPS-Assessments,notes/FC-Transport	47.46	0.50					21.32	2.35
09/04/16	43.40	27.56	CPS-HV,Assessment, Notes/FC-Court,transport/TA-Client Emerg.	17.52	3.23				2.16		4.65
09/18/16	31.70										
10/02/16	50.92										
10/16/16	37.82										
10/30/16	21.90										
11/13/16	75.57										
11/27/16	65.42										
12/11/15	130.82										
12/25/15	81.51										
Totals	1442.52	1022.86		654.19	86.34	1.00	2.17	5.00	4.41	127.80	141.95