

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH, HUMAN & SOCIAL SERVICES

DATE: FEBRUARY 28, 2017

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: FRASIER
MACDONALD
BRAYMER
MCDEVITT
LEGGETT

COMMITTEE MEMBERS ABSENT:

SUPERVISORS: VANSELOW
MONTESI

OTHERS PRESENT:

REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:

MAUREEN SCHMIDT, COMMISSIONER
JULIE MONTERO, FISCAL MANAGER

REPRESENTING PUBLIC HEALTH/PATIENT SERVICES:

PAT AUER, DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES
GINELLE JONES, ASSISTANT DIRECTOR, PUBLIC HEALTH DIVISION
TAMMIE DELORENZO, CLINICAL & FISCAL INFORMATICS

COORDINATOR

TAWN DRISCOLL, FISCAL MANAGER

VALERIE WHISENANT, ASSISTANT DIRECTOR OF HOME CARE
DIVISION

KEVIN B. GERAGHTY, ACTING COUNTY ADMINISTRATOR

AMY BARTLETT, ASSISTANT COUNTY ATTORNEY

AMANDA ALLEN, CLERK OF THE BOARD

FRANK E. THOMAS, BUDGET OFFICER

SUPERVISORS BROCK
GIRARD
MERLINO
SEEBER
SIMPSON
SOKOL

DON LEHMAN, *THE POST STAR*

LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the February 28, 2017 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/2017/health/>

Mrs. Frasier called the meeting of the Health, Human & Social Services Committee to order at 10:33 a.m.

Motion was made by Ms. Braymer, seconded by Mr. MacDonald 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 Maureen Schmidt, Department of Social Services (DSS) Commissioner, who distributed copies of her agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

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

- 1) To authorize Jennifer Dean to attend CPS Foundations Training Part 1-D in Albany, NY on February 28 – March 3, 2017 and March 7 – 10, 2017.
- 2) To authorize Mary Pugh, MaryAlice Chapman and Sarah Raymond to attend Sexual Abuse Dynamics & Intervention Training in Troy, NY on March 8 – 10, 2017.
- 3) To authorize Christina Mastrianni and Joanna Brierton to attend COMPASS Leadership Certification Training in Albany, NY on March 21 – 24, 2017.
- 4) To authorize Jennifer Dean to attend CPS Foundations Training Part 2-D in Albany, NY on June 6 – 9, 2017 and June 27 – 30, 2017.

- 5) To authorize Carolyn Darcy to attend Institute for Temporary Assistance Program Training in Albany, NY on April 24 – 28, 2017 and May 8 – 12, 2017.

Motion was made by Mr. McDevitt, seconded by Mr. MacDonald and carried unanimously to approve the aforementioned travel requests as presented. *Copies of the Authorization to Attend Meeting or Convention forms are on file with the minutes.*

Next, Ms. Schmidt presented the following request:

- 6) To re-appoint Kim Monthony to the Warren County Youth Board commencing January 1, 2017 and terminating December 31, 2017.

Motion was made by Mr. MacDonald seconded by Ms. Braymer and carried unanimously to approve the request as presented and the necessary resolution was authorized for the March 17th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Ms. Schmidt proceeded with the following request:

- 7) To enter into a 12-month contract with Gertrude Gilbert to provide Interpretive Services for the Deaf at \$70 per hour.

Motion was made by Mr. MacDonald seconded by Mr. McDevitt and carried unanimously to approve the request as presented and the necessary resolution was authorized for the March 17th Board meeting. *A copy of the resolution request form is on file with the minutes.*

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

Commencing his agenda review, Mr. Corcoran requested to enter into an agreement with Jennifer Linehan, Registered Dietician, to provide Dietary Consulting Services.

Motion was made by Mr. MacDonald, seconded by Ms. Braymer and carried unanimously to approve the request as presented and the necessary resolution was authorized for the March 17th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Next, Mr. Corcoran presented a request to pursue the option to provide laundry services in-house by staff.

Motion was made by Mr. MacDonald and seconded by Ms. Braymer to approve the request. A discussion ensued following which a motion was made by Mr. MacDonald, seconded by Ms. Braymer and carried unanimously to table the request.

Proceeding to Referral/Pending Items, Mr. Corcoran requested to remove authorizing a new contract with New York Fire & Security for the installation of a new fire alarm due to the fact that the current system is operational and replacement can be pursued at a later date.

Regarding admissions and discharges, Mr. Corcoran advised in January there had been no admissions and one discharge. He included an overtime report from January 2016 to January 2017 which indicated that overtime hours were less this year than last year.

Mr. Geraghty requested an update on staffing, Mr. Corcoran responded that staffing has been good but he had two employees out due to sickness and one out on an injury just this past week, but coverage had been satisfactory. Ms. Schmidt advised that a new Caseworker part-time position should be considered to help with families and lend an extra hand to Mr. Corcoran.

Privilege of the floor was extended to Julie Montero, Fiscal Manager for the DSS, who reviewed the DSS Revenue and Expenditure Reports for January through December 2016. She notified they were currently under budget by \$2 million and revenue is on target. In regards to the Overtime Report, she stated they were up due to training and new reports.

Privilege of the floor was extended to Pat Auer, Director of Public Health/Patient Services, who distributed copies of her 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 enter into a contract agreement with Jesse Matteson to provide Occupational Therapy Services commencing on March 20, 2017 and terminating upon 30 days written notice by either party.

Motion was made by Mr. McDevitt, seconded by Ms. Braymer and carried unanimously to approve the request as presented and the necessary resolution was authorized for the March 17th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To enter into contract with Suzanne Gowen to provide Physical Therapy Services commencing on March 20, 2017 and terminating upon 30 days written notice by either party.

Motion was made by Mr. MacDonald, seconded by Ms. Braymer and carried unanimously to approve the request as presented and the necessary resolution was authorized for the March 17th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 3) To allow Jolie Nevatka, WIC Nutrition Facilitator, to enroll in a six week online course to begin March 15, 2017 to receive certificate in Perinatal Health Issues offered through SUNY Adirondack at a cost of \$175 covered by the WIC Program.

Motion was made by Mr. MacDonald, seconded by Ms. Braymer and carried unanimously to approve the request. *A copy of the request form is on file with the minutes.*

- 4) To authorize a contract with Kaplan University to allow for a 200 hour unpaid externship for a student pursuing her Master of Public Health Degree.

Motion was made by Mr. MacDonald, seconded by Ms. Braymer and carried unanimously to approve the request as presented and the necessary resolution was authorized for the March 17th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 5) To transfer \$14,000 from Full-time Salaries to Part-time Salaries in the Family Health Program.

Motion was made by Mr. MacDonald, seconded by Mr. McDevitt and carried unanimously to approve the request and forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Privilege of the floor was extended to Tawn Driscoll, Fiscal Manager, who gave an update on the monthly financials, stating it had not been finalized or closed, and the books would be closed around April after getting monies from preschool and WIC program. Regarding revenues and expenditures, Ms. Driscoll reported that year-to-date salaries were down due to use of per-diem staff support. She added that retiree health insurance benefits had contributed to the departments' bottom line when they did not have any control over.

A brief conversation took place regarding budget and retirement payouts.

Ms. Auer addressed the Emergency Response and Preparedness Plan and informed there would be a drill on the homecare side.

Ms. Auer provided an update on Status of Referrals, stating referrals were down this month but up most other years. She then provided a staffing update, reporting there had been two resignations due to higher salaries at other agencies and she had a conversation with Mr. Geraghty previously and would be working with Human Resources to review the pay scale. She advised that WIC Feeding Advocate resigned due to salary and the position was grant funded which was why she would be working with the State when the next grant was due to try and remedy that salary problem.

Ms. Auer requested to fill the following positions:

- Registered Professional Nurse, Base Salary \$43,787, Grade 19, due to promotion
- Registered Professional Nurse, Base Salary \$43,787, Grade 19, due to retirement
- Registered Professional Nurse, Base Salary \$43,787, Grade 19, due to retirement

Motion was made by Mr. MacDonald, seconded by Mr. Leggett and carried unanimously to approve the request and forward same to the Personnel Committee. *Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

Continuing with the Information for Discussion/Review portion, she stated that Adirondack Health Institute would not reimburse for advertising unless the County recruits an employee and outreach advertising was also not covered. Ms. Auer informed that the Rabies Program was ongoing and she had consulted with the County Attorney and discussion would be continued at a later meeting.

Mr. MacDonald commended the Homecare Department on behalf of his neighbor whose wife had received care.

There being no further business to come before the Health, Human & Social Services Committee, on motion made by Mr. MacDonald and seconded by Mr. Leggett, Mrs. Frasier adjourned the meeting at 11:17 a.m.

Respectfully submitted,
Leslie Lovelace, Secretary to the Clerk of the Board