

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH, HUMAN AND SOCIAL SERVICES

DATE: SEPTEMBER 25, 2017

COMMITTEE MEMBERS PRESENT:

SUPERVISORS FRASIER
BRAYMER
MCDEVITT
LEGGETT

COMMITTEE MEMBERS ABSENT:

SUPERVISOR MACDONALD
VANSELOW
MONTESI

OTHERS PRESENT:

CHRIS HUNSGINER, DIRECTOR, EMPLOYMENT & TRAINING ADMINISTRATION
REPRESENTING THE OFFICE OF COMMUNITY SERVICES:
ROB YORK, DIRECTOR
HARRY CARLSON, DEPUTY DIRECTOR-FISCAL
DENISE DIRESTA, DIRECTOR, VETERANS' SERVICES
REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:
MAUREEN SCHMIDT, COMMISSIONER
JULIE MONTERO, FISCAL MANAGER
EDWARD CORCORAN, DIRECTOR, COUNTRYSIDE ADULT HOME
DEANNA PARK, DIRECTOR, OFFICE FOR THE AGING
REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH/PATIENT SERVICES:
PAT AUER, DIRECTOR
GINELLE JONES, ASSISTANT DIRECTOR, PUBLIC HEALTH DIVISION
VALERIE WHISENANT, ASSISTANT DIRECTOR, PATIENT SERVICES
TAWN DRISCOLL, FISCAL MANAGER
TAMMIE DELORENZO, CLINICAL & FISCAL INFORMATICS COORDINATOR
AMANDA ALLEN, CLERK OF THE BOARD
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, FIRST ASSISTANT COUNTY ATTORNEY
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
SOKOL
DON LEHMAN, *THE POST STAR*
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the September 25, 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 9:31 a.m.

Motion was made by Mr. McDevitt, seconded by Mr. Leggett and carried unanimously to approve the minutes of the previous Health Services Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Chris Hunsinger, *Director, Employment & Training Administration (ETA)*, who distributed copies of his agenda to the Committee members; *a copy of the ETA agenda is on file with the minutes.*

Commencing his agenda review, Mr. Hunsinger presented the following requests:

- 1) To amend the Warren County Budget in the amount of \$3,500 to reflect the receipt of Federal Trade Adjustment Act funding as reimbursement for costs associated with the training of one dislocated worker.

Motion was made by Ms. Braymer, 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.*

Mr. Thomas entered the meeting at 9:32 a.m.

- 2) To authorize an agreement with the Saratoga-Warren-Washington Workforce Development Board for the Workforce Innovation and Opportunity Act Programs.

Motion was made by Mr. McDevitt, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the October 20, 2017 Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 3) To authorize the Chairman of the Board to execute documents related to the Local Plan for the Saratoga-Warren-Washington Workforce Development Board.

Motion was made by Ms. Braymer, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the October 20, 2017 Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 4) To authorize a new agreement with the Council for Prevention to provide leadership training and mentoring to youth enrolled in the Workforce Innovation and Opportunity Act program.

Motion was made by Ms. Braymer, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the October 20, 2017 Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 5) To authorize Memorandums of Understanding with various service providers related to the youth program as required by the Workforce Innovation and Opportunity Act.

Motion was made by Mr. Leggett, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the October 20, 2017 Board meeting. A copy of the resolution request form is on file with the minutes.

Concluding the agenda review, Mr. Hunsinger presented a request to host a meeting of the Saratoga-Warren-Washington Workforce Development Board on December 13, 2017 at 333 Glen Street, Second Floor Community Room, Glens Falls, NY. It was the consensus of the Committee to approve the request and Mrs. Frasier signed the necessary Authorization to Host Meeting or Conference form, a copy of which is on file with the meeting minutes.

There being no further ETA business to discuss, privilege of the floor was extended to Denise DiResta, *Director, Veterans' 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 with the Action Agenda section, Ms. DiResta provided a detailed review of her Departments' 2018 Budget Request and answered questions posed by the Committee. *A copy of the Budget Request is on file with the minutes.*

Continuing, Ms. DiResta presented a request to amend the Table of Organization and Salary Schedule to create the position of Van Driver - Per Diem, *Grade 2, \$12.5129/hour (pro-rated)*, effective October 23, 2017.

Motion was made by Ms. Braymer, seconded by Mr. Leggett and carried unanimously to approve the request and forward same to the Personnel & Higher Education Committee. *A copy of the resolution request form is on file with the minutes.*

Concluding her agenda review, Ms. DiResta informed she and Maureen Schmidt, *Commissioner, Department of Social Services (DSS)*, planned to meet and collaborate with the DSS Attorney, as well as the County Attorney if necessary, to develop a cooperative agreement between the Warren County Veterans' Services and Warren County DSS related to establishing a better system for making benefits available to any client who is a Veteran or the surviving spouse of a Veteran in the least amount of time.

There being no further Veterans' Services business to discuss, privilege of the floor was extended to Rob York, *Director, Office of Community Services*, who distributed copies of his agenda to the Committee members; *a copy of the Office of Community Services agenda is on file with the minutes.*

Commencing his agenda review with the Action Agenda/New Business section, Mr. York presented the following requests:

- 1) To amend the 2017 Warren County budget to reflect the receipt of funds from New York State Office of Mental Health in the amount of \$18,816 for the purpose of increasing Supported Housing capacity for individuals with serious mental illness.

Motion was made by Ms. Braymer, 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.*

- 2) For a transfer funds between various budget codes totaling \$8,800, as well as for a transfer in the amount of \$13,000 from the Contingent Account, all of which was to cover the cost of the increase in Retiree Hospitalization expenses due to the retirement of an employee in January of 2017.

Motion was made by Mr. Leggett, seconded by Ms. Braymer and carried unanimously to approve the transfer requests and forward same to the Finance Committee. *Copies of the resolution request forms are on file with the minutes.*

Continuing with the Action agenda, Mr. York introduced Harry Carlson, *Deputy Director - Fiscal, Office of Community Services*, who assisted Mr. York with the review of the Office of Community Services 2018 Budget Request and answered questions from the Committee with regard to same.

There being no further Office of Community Services business to discuss, privilege of the floor was extended to Ms. Schmidt who distributed copies of the DSS 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 fill the vacant position of Social Welfare Examiner #21, *Grade 8, Base Salary \$33,189*, due to termination.

Motion was made by Ms. Braymer, seconded by Mr. McDevitt and carried unanimously to approve the request and forward same to the Personnel & 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 Social Welfare Examiner #3, *Grade 8, Base Salary \$33,189*, due to promotion.

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

- 3) To fill the vacant position of Keyboard Specialist #4, *Grade 3, Base Salary \$26,585*, due to promotion.

Motion was made by Mr. Leggett, seconded by Mr. McDevitt and carried unanimously to approve the request and forward same to the Personnel & 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 amend the Table of Organization and Salary Schedule to create and fill the position of Senior Caseworker #8, *Grade 18, Base Salary \$44,101*, effective October 23, 2017.

Motion was made by Mr. Leggett, seconded by Mr. McDevitt and carried unanimously to approve the request and forward same to the Personnel & Higher Education Committee. *A copy of the aforementioned request is on file with the minutes.*

- 5) To authorize to ratify the actions of the County Administrator pertaining to a request to amend Resolution No. 321 of 2017 to change the date listed to delete the Resource Assistant position from August 21, 2017 to November 21, 2017.

Motion was made by Ms. Braymer, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was approved for the October 21, 2017 Board meeting.

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

Commencing his agenda review, Mr. Corcoran presented the following requests:

- 1) To amend the Table of Organization and Salary Schedule to delete the position of Institutional Aid #4 (part-time 32 hours) and create and fill the new position of Institutional Aid #16 (full-time), *Grade 3, Annual Salary \$26,585*, effective October 23, 2017.

Motion was made by Mr. Leggett, seconded by Ms. Braymer and carried unanimously to approve the request and forward same to the Personnel & Higher Education Committee. *A copy of the resolution request form is on file with the minutes.*

- 2) To amend the Table of Organization and Salary Schedule to delete the position of Institutional Aide #4 (part-time 24 hours) and create and fill the new position of Institutional Aid #17 (full-time), *Grade 3, Annual Salary, \$26,585* effective October 23, 2017.

Motion was made by Mr. Leggett, seconded by Ms. Braymer and carried unanimously to approve the request and forward same to the Personnel & Higher Education Committee. *A copy of the resolution request form is on file with the minutes.*

- 3) To amend the Table of Organization and Salary Schedule to delete the position of Institutional Aid #7 (part-time 24 hours), to offset the increase in hours resulting from the deletion of two part-time Institutional Aid positions to make them full-time.

Motion was made by Mr. McDevitt, seconded by Ms. Braymer and carried unanimously to approve the request and forward same to the Personnel & Higher Education Committee. *A copy of the resolution request form is on file with the minutes.*

Regarding admissions and discharges, Mr. Corcoran informed in September there was one admission and three discharges; he added there were currently thirty-two long term residents and one respite

resident at Countryside. Mr. Corcoran provided an overtime report which showed so far in 2017 708 overtime hours had been used and he noted although this figure exceeded last years usage, he was confident the change in previously approved requests to change positions from part-time to full-time status would reduce overtime usage going forward.

Continuing with the Pending Items portion of the agenda, Mr. Corcoran provided a cost analysis for in-house laundry as opposed to contracting with Warrensburg Laundry which proved a significant savings; he estimated it would take about six months to get the in-house laundry service running.

Returning to the DSS Agenda review, privilege of the floor was extended to Julie Montero, *Fiscal Manager*, who reviewed the 2018 Budget Request for all DSS Divisions which reflected an increase of less than 1%. There being no immediate questions with regard to the DSS Budget Request, Ms. Montero offered to meet with any Committee member at their leisure to go over the budget and answer any questions they may have.

This concluded the review of the DSS agenda. Privilege of the floor was extended to Deanna Park, *Director, Office for the Aging (OFA)*, who distributed copies of the OFA 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 authorize the OFA to contract with local agencies, companies, etc. to advertise in the monthly OFA newsletter in an effort to generate revenue to help pay for production expenses of the newsletter.

Motion was made by Ms. Braymer, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the October 20, 2017 Board meeting. *A copy of the resolution request form is on file with the minutes. Note: Subsequent to the meeting the County Attorney's Office determined the OFA could not legally sell advertising in their newsletter as suggested and the resolution was pulled.*

- 2) To amend Resolution No. 508 of 2016 to include the Town of Wells for transportation funding in the amount of \$750 and reducing all other contracts listed by \$50 so as not to exceed the overall contract total of \$52,767.

Motion was made by Ms. Braymer, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the October 20, 2017 Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 3) To authorize a contract with Southern Adirondack Independent Living Center (*SAIL*) in an amount not to exceed \$1,080 to provide Title III-D Health Promotion services to residents of Warren County for a term commencing September 1, 2017 and terminating December 31, 2017.

Motion was made by Mr. McDevitt, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the October 20, 2017 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Continuing with the Information for Discussion/Review portion of her agenda, Ms. Park informed the Warren-Hamilton Senior Picnic held on September 13th at the Warren County Fish Hatchery had been a success with close to two hundred and fifty attendees. She extended her appreciation to the Warren County DPW and Fish Hatchery staff, as well as Cornell Cooperative Extension, Countryside Adult Home and the Bolton and Luzerne Meal Sites for making the event a success.

Finally, Ms. Park reviewed her Department's 2018 Budget Request in detail and answered questions posed by the Committee.

There being no further OFA business to discuss, privilege of the floor was extended to Pat Auer, *Director, Public Health/Patient Services*, who distributed copies of her agenda to the Committee members, a copy of which can be found on file with the minutes.

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

- 1) To amend the County Budget in the amount of \$2,000 to reflect the receipt of additional funding from the Adirondack Rural Health Network which would be used for the Prevention Agenda Project.

Motion was made by Mr. McDevitt, seconded by Ms. Braymer 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.*

- 2) To authorize a transfer of funds between various budget codes totaling \$47,240 to address salary and retirement costs.

Motion was made by Ms. Braymer, seconded by Mr. Leggett 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.*

Continuing with Referral/Pending Items, Ms. Auer informed she had spoken to Jeffery Tennyson, *Superintendent of Public Works*, in regards to lyme disease and other tick borne disease prevention efforts. She reported Mr. Tennyson had apprised there was prevention education in his Department for employees who were at potential risk and trails were marked with such warnings to alert the public; she said he had also advised spraying would not solve the issue and so they had agreed to continue heightened awareness on the subject.

A review of the Information for Discussion/Review portion of the agenda proceeded as follows:

Report of Expenditures, Revenues, Overtime and Per Diem Use for 2017 - Tawn Driscoll, *Fiscal Manager*, gave an update on the month's closing financials, pointing out that part-time salaries had increased due to use of per diem staff.

Revenue and Expense Comparison Report for 2016 vs 2017 - Ms. Driscoll reviewed the Revenue and Expense Comparison Report for 2016 vs 2017 in Attachment #3. She stated overall salaries were down and she noted two cars had been purchased this year.

Emergency Response and Preparedness - Ms. Auer advised Attachment #1 in the agenda packet included a review of the Emergency Response and Preparedness Activities for the month.

Status of Referrals - Valerie Whisenant, *Assistant Director of Patient Services*, reviewed the referrals, included as Attachment #4. She informed they had recently received an award from SHP (*Strategic Health Plan*) for Best Superior Health Performance and indicated they rated in the top 20% for Home Health on the Patient Satisfaction Survey.

Personnel Update - Ms. Auer stated there had been no resignations or retirements last month; however, she said, she was requesting to fill two Registered Professional Nurse positions, *Grade 19, Base Salary \$45,079*, one due to resignation and the other as a result of retirement.

Motion was made by Mr. McDevitt, seconded by Mr. Leggett and carried unanimously to approve the

requests and forward same to the Personnel & Higher Education Committee for reporting purposes. *Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

In connection with the revised Travel Policy, Ms. Auer reported on recent travel for her staff, advising she had received authorization for Ginelle Jones, *Assistant Director, Public Health Division*, to attend the New York State Association of County Health Officials 2017 Public Health Leader's Summit in Clayton, New York; for Tammie DeLorenzo, *Clinical and Fiscal Informatics Coordinator*, to attend the Home Care Association of New York State Corporate Compliance Symposium in Albany, New York; and for Jolie Nevatka, *WIC Nutrition Facilitator*, to attend the Lactation Counselor Training Course in Plattsburgh, New York.

Rabies Program Report - Ms. Auer indicated the implementation of the new Rabies Plan continued to go well and she advised a list of upcoming rabies clinics was included in the agenda packet as Attachment #7. She mentioned she had also included a rabies bite report from January to March 2017 as Attachment #7a and a rabies bite report for April to June 2017 as Attachment #7b. Ms. Auer apprised she had been working with the Information Technology Department to revise the format of the monthly rabies bite report.

Concluding the agenda review, Ms. Auer and her staff proceeded with a review of the 2018 Budget Request for all Public Health/Patient Services Divisions and answered questions posed by the Committee.

There being no further business to come before the Health, Human & Social Services Committee, on motion made by Mr. Leggett and seconded by Mr. McDevitt, Mrs. Frasier adjourned the meeting at 11:14 a.m.

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