

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH, HUMAN AND SOCIAL SERVICES

DATE: JANUARY 23, 2018

COMMITTEE MEMBERS PRESENT:

SUPERVISORS FRASIER
BRAYMER
LEGETT
LOEB
DIAMOND
HYDE
MAGOWAN
SOKOL

COMMITTEE MEMBER ABSENT:

SUPERVISOR MCDEVITT

OTHERS PRESENT:

REPRESENTING THE OFFICE OF COMMUNITY SERVICES:
ROB YORK, DIRECTOR

REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:
MAUREEN SCHMIDT, COMMISSIONER
CYNTHIA SCHROCK SEELEY, COMMISSIONER/CHIEF LEGAL COUNSEL
JULIE MONTERO, FISCAL MANAGER
EDWARD CORCORAN, DIRECTOR, COUNTRYSIDE ADULT HOME
DEANNA PARK, DIRECTOR, OFFICE FOR THE AGING

REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:
PAT AUER, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES
GINELLE JONES, ASSISTANT DIRECTOR, PUBLIC HEALTH DIVISION
VALERIE WHISENANT, ASSISTANT DIRECTOR, PATIENT SERVICES
TAWN DRISCOLL, FISCAL MANAGER
TAMMIE DELORENZO, CLINICAL & FISCAL INFOMATICS COORDINATOR

RONALD F. CONOVER, CHAIRMAN OF THE BOARD
KEVIN B. GERAGHTY, ACTING COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER

SUPERVISORS DRISCOLL
SIMPSON
WILD

JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
DON LEHMAN, *THE POST STAR*
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the January 23, 2018 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/2018/health>

In the absence of Committee Chairwoman Frasier, and Vice Chairman McDevitt, Supervisor Braymer called the meeting of the Health, Human & Social Services Committee to order at 9:01 a.m.

Motion was made by Mr. Loeb, seconded by Mr. Sokol and carried by majority vote, with Mr. Magowan abstaining, 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 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 Resolution No. 507 of 2017 to correct the amount of the Northeast Parent and Child Services Contract from an amount of \$6,044 to \$16,044.

Motion was made by Mr. Sokol, seconded by Mr. Loeb and carried unanimously to approve the request

and the necessary authorization was approved for the February 16th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To fill the vacant position of Mental Health Program Analyst, Annual Base Salary \$54,053, due to resignation.

Motion was made by Mr. Loeb, seconded by Mr. Leggett 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.*

Chairman Conover entered the meeting at 9:06 a.m.

There being no further Office of Community Services business to discuss, 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 submission of the Annual Implementation Plan for 2018 - 2019 to the New York State Office for the Aging.

Motion was made by Mr. Loeb, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the February 16th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To authorize submission of a grant application to the New York State Office for the Aging for MIPPA (Management Information System) grant funding for the program year 09/30/17 - 09/29/18.

Motion was made by Mr. Sokol, seconded by Mr. Loeb and carried unanimously to approve the request and the necessary resolution was authorized for the February 16th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

- 3) To authorize a new contract with Legal Aide Society of Northeastern New York in an amount not to exceed \$17,950 for legal assistance to residents of Warren and Hamilton Counties commencing April 1, 2018 and terminating March 31, 2019.

Motion was made by Mr. Loeb, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the February 16th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

- 4) To amend Resolution Nos. 442 of 2017, 120 of 2016, 153 of 2017 and 118 of 2016 to adjust the hourly rates for Hamilton County Public Health, Greater Adirondack Home Health Aides and Home Instead Senior Care as a result of the increase in minimum wage.

Motion was made by Mr. Loeb, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the February 16th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mrs. Frasier entered the meeting at 9:12 a.m. and assumed the role of Chairwoman.

- 5) To authorize an intermunicipal agreement with Washington County Office for the Aging to provide meals to residents of Glens Falls and Queensbury at a rate of \$5.55 per meal, commencing on March 16, 2018 and terminating on March 15, 2019.

Motion was made by Mr. Sokol, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the February 16th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

- 6) To amend the Table of Organization and Salary Schedule to reflect the following changes at Cedars Meal Site:
 - a) To delete Food Service Helper #3, *Base Annual Salary \$23,987;*
 - b) To delete Food Service Manager, *Base Annual Salary \$26,392;*
 - c) To delete Food Service Helper #2, *Base Annual Salary \$25,512;*
 - d) To delete Meal Site Cook #3, *Base Annual Salary \$21,510;*
 - e) To reduce the hours of Meal Site Manager #2 to 10 hours per week;
 - f) To reduce the hours of Meal Site Cook #4 to 10 hours per week; and
 - g) To reduce the hours of Food Service Helper #6 to 15 hours per week.

Mr. Loeb expressed concern for the employees whose jobs would be deleted and he inquired whether there were any vacant positions within the County they could apply for. Mrs. Frasier explained that the Committee had requested that Ms. Park look into ways of reducing the cost of the Cedars Meal Site. She continued, as a result of this request, Ms. Park determined the County could save a substantial amount of money by contracting with Washington County Office for the Aging to provide meals to residents of Glens Falls and Queensbury thereby resulting in the reduction of staff. Mr. Loeb asked whether these employees would be notified of their layoff in a timely manner and Ms. Park responded she would be visiting the Cedars Meal Site immediately following the conclusion of the meeting to inform the employees of their upcoming layoff. She said the positions would not be deleted until March thereby providing the employees a respectable amount of time to seek employment elsewhere.

Motion was made by Mr. Loeb, 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.*

Mr. Simpson entered the meeting at 9:19 a.m.

- 7) To amend the Table of Organization and Salary Schedule as follows to reflect actual hours of meal site employees as follows:
 - a) To reduce the hours of Meal Site Cook #11 (Wells Meal Site) to 25 hours per week; and
 - b) To reduce the hours of Meal Site Manager #10 (Wells Meal Site) to 20 hours per week.

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

Continuing to the Information for Discussion portion of the agenda, Ms. Park apprised:

- A) An employee at the Lake Pleasant Meal Site had resigned and the position had not been filled resulting in a savings of approximately \$19,000.
- B) A Bolton/Warrensburg Meal Site employee had resigned to accept a position at Countryside Adult Home, resulting in one employee at the Bolton Meal Site being transferred to the Warrensburg Meal Site, due to the low volume in Bolton leading to a savings of \$17,000 .
- C) Her Office would be accepting Senior of the Year nominations until February 9th and she encouraged anyone with suggestions for nominations to contact her.
- D) The annual evaluation by NYSOFA had been completed on October 3 - 4, 2017 which resulted in:
 - I. Data discrepancies in Peer Place for Client Unit Comparison.

- II. Annual assessments were required to be completed annually on HDM, EISEP clients needs, but one was completed outside of that time frame .
- III. EISEP documentation signed agreement by clients who receive EISEP Ancillary Services were required, but this had not been done by the former Director.

There being to further *Office for the Aging (OFA)* business to discuss, privilege of the floor was extended to Maureen Schmidt, *Director, Department of Social Services (DSS)*, 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 following vacant positions:
 - Social Welfare Examiner #32, Medicaid Unit, Annual Salary \$35,511, Grade 8, due to resignation
 - Social Welfare Examiner #23, Temporary Assistance/SNAP Unit, Annual Salary \$43,006, Grade 8, due to retirement
 - Social Welfare Examiner #22, Temporary Assistance/SNAP Unit, Annual Salary \$43,506, Grade 8, due to retirement
 - Social Welfare Examiner #25, Temporary Assistance/SNAP Unit, Annual Salary \$43,506, Grade 8, due to retirement
 - Caseworker #10, Foster Care Unit, Annual Salary \$51,800, Grade 16, due to retirement

Ms. Braymer inquired if the department was understaffed and Mrs. Schmidt responded there was sufficient number of employees to handle the caseload but a number of employees were out sick with the flu causing staffing shortages. Mr. Loeb noted he was pleased it was being acted on so that the training process could commence.

Motion was made by Mr. Leggett, seconded by Mr. Loeb 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 Position forms as outlined above are on file with the minutes.*

- 2) To amend the 2018 County Budget to increase revenues in the amount of \$30,000 to reflect receipt of Sexually Exploited Youth (SEY) Program funding for preventative programs.

Motion was made by Mr. Loeb, seconded by Mr. Sokol 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.*

- 3) To amend Resolution No. 511 of 2017 to change the deletion date of Resource Assistant #2 position from January 31, 2018 to March 31, 2018.

Motion was made by Mr. Loeb, seconded by Mr. Magowan 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.*

Continuing with the Pending Item portion of the agenda, Ms. Schmidt reported Personnel/Human Resources had proceeded with advertising the Commissioner of the Department of Social Services position after approval from the Committee and potential candidate resumes would be discussed in today's meeting at the Personnel & Higher Education Committee.

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 a request to authorize a new contract with Hudson Headwaters Health Network to provide physical exams for Countryside Adult Home employees at a rate of \$100 per examination and \$15 per PPD text, commencing January 1, 2018 and terminating on December 31, 2019.

Motion was made by Mr. Sokol, seconded by Mr. Loeb and carried unanimously to approve the request and the necessary resolution was authorized for the February 16th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Regarding admissions and discharges, Mr. Corcoran informed in November there were two admissions and no discharges; he added in December there were four admissions, one discharge and thirty-five long-term residents at Countryside. He added that one respite resident enjoyed their stay so much that they decided to become a long-term resident. Mr. Corcoran presented the overtime report; a copy of which is on file with the minutes.

Returning to the DSS Agenda review, privilege of the floor was extended to Julie Montero, *Fiscal Manager*, who briefly reviewed the 2017 Budget Analysis and Overtime Reports included in the DSS agenda. She apprised overtime was up compared to the previous year and expenditures were down by \$3 million; however, she noted, after the expenses were paid in January that figure would be reduced greatly.

Ms. Schmidt noted overtime was higher due to the CPS mandated reports.

Mrs. Frasier announced it was Ms. Schmidt's last day and she thanked her for her years of service and wished her luck in her retirement. She added that Cynthia Schrock Seeley, *Commissioner/Chief Legal Counsel*, who was in attendance, would be the interim Commissioner until the position was filled. Mr. Geraghty added Mrs. Schmidt had done a good job in her position and for the County and she would be missed. A round of applause followed.

This concluded the review of the DSS agenda. 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 the agenda is on file with the minutes.*

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

- 1) To appoint and re-appoint members of the Professional Advisory Committee for a term commencing January 1, 2018 and terminating December 31, 2018.

Motion was made by Mr. Sokol, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the February 16th Board meeting. *A copy of the resolution request form along with a list of the members being appointed is on file with the minutes.*

- 2) To appoint and re-appoint members to the Local Early Intervention Coordinating Council commencing January 1, 2018 and terminating December 31, 2018.

Motion was made by Mr. Loeb, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the February 16th Board meeting. *A copy of the resolution request form along with a list of the members being appointed is on file with the minutes.*

- 3) To amend the agreement with North Country Home Services to reflect the rate increase of \$28.50 to \$30 per hour for home health aides for 2018.

Motion was made by Mr. Sokol, seconded by Mr. Mr. Loeb and carried unanimously to approve the request and the necessary resolution was authorized for the February 16th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 4) To enter into a new contract with Alyssa Keegan to provide Occupational Therapy Services.

Motion was made by Mr. Loeb, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the February 16th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 5) To authorize a new contract with New York State Department of Health Bureau of Immunization for a five year immunization action plan commencing April 1, 2018 and terminating March 31, 2023.

Motion was made by Mr. Loeb, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the February 16th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 6) To authorize Leah Howe, RN, to enroll in Job Related course entitled "Advanced Concepts of Nursing Practice" at Liberty University.

Motion was made by Mr. Loeb, 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.*

- 7) To amend the contract with Washington-Saratoga-Warren-Hamilton-Essex Board of Cooperative Educational Services (WSWHE BOCES) to reflect that Warren County Health Services will provide clinical experience to High School students in the New Visions Program only.

Motion was made by Mr. Loeb, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the February 16th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 8) To amend the 2018 County Budget to reflect receipt of funds in the amount of \$413.26 from the Adirondack Rural Health Network to support the Neonatal Abstinence Syndrome (NAS) Prevention Agenda Project.

Motion was made by Mr. Loeb, seconded by Mr. Magowan 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.*

- 9) Request to amend the Table of Organization and Salary Schedule to delete the position of Long Term Coordinator and create and fill the new position of Supervising Public Health Nurse, *Annual Salary \$69,272.32*, effective March 1, 2018.

Motion was made by Mr. Sokol, 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.*

- 10) Request to amend the Table of Organization and Salary Schedule to delete the position of Senior Public Health Educator and create the new position of Public Health Program Coordinator, *Grade 18, Base Salary \$45,313*, effective February 19, 2018.

Motion was made by Mr. Loeb, seconded by Mr. Magowan 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.*

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*, reviewed the Revenue and Expenditure Report for 2017 in Attachment #2. She noted she had no figures available for 2018, and stated she would be closing out 2017.

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 noted there was still more revenue not accounted for that amounted to almost \$2 million, but would not be finalized until March or April.

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 been busy due to the resignation of two per-diem nurses.

Personnel Update - Ms. Auer requested to fill the vacant position of Registered Professional Nurse, Grade 19, Annual Salary \$46,318, due to retirement and a WIC Nutrition Facilitator, Grade 16, Annual Salary \$42,290, due to resignation.

Motion was made by Mr. Loeb, 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 Position forms are on file with the minutes.*

Ms. Auer requested to fill the new position of Supervising Public Health Nurse, Annual Base Salary \$69,272.32, due to creation.

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.

Ms. Auer announced she would be retiring in March and was hopeful that Ginelle Jones, Assistant Director, Public Health Division, would be considered for the position.

There being no further business to come before the Health, Human & Social Services Committee, on motion made by Mr. Sokol and seconded by Ms. Braymer, Mrs. Frasier adjourned the meeting at 10:18 a.m.

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