

WARREN-HAMILTON COUNTIES OFFICE FOR THE AGING
1340 STATE ROUTE ♦ LAKE GEORGE, NY 12845
PH#(518)761-6347 ♦ FAX#(518)761-6344

HUMAN SERVICES COMMITTEE MEETING
OFFICE FOR THE AGING AGENDA
January 23, 2018 9:00AM

Committee Members: Chairman Edna Frasier, Peter McDevitt, Claudia Braymer, Craig Leggett, William Loeb, Jack Diamond, Cynthia Hyde, Brad Magowan, Matthew Sokol

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee meeting
- III. Action Agenda
 1. **Request:** Submit 2018-2019 Annual Implementation Plan to NYSOFA.
Rationale: Each year, NYSOFA requires each Office for the Aging to submit an annual budget, called the AIP. The AIP for 2018-2019 was due on January 5th, 2018.
 2. **Request:** Submit 2017-2018 MIPPA[Medicare Improvements for Patients and Providers Act] application to NYSOFA.
Rationale: We use MIPPA funding to offset some salary costs of employees who provide information and assistance to individuals in Warren and Hamilton Counties regarding Medicare. The MIPPA application for 17-18 was just released and is due 2/23/18.
 3. **Request:** Enter into contract with Legal Aid Society of Northeastern New York, in the amount of \$17,950 to provide legal assistance to residents of Warren and Hamilton Counties.
Rationale: We are required to use at least 7% of our IIIB, CSE and CSI funding for legal assistance. The Legal Aid Society has agreed to have set dates and times that they will come to OFA to meet with clients, as well as educational sessions for seniors. This will allow us to better meet the needs of our clients.
 4. **Request:** Amend resolutions for WHCOFA Title IIIB(Resolution 442 of 2017), Title IIIE(Resolution 120 of 2016), EISEP(Resolution 153 of 2017) and CSE(Resolution 118 of 2016) contracts. There will also be adjustments to the hourly rates for Hamilton County Public Health, Greater Adirondack Home Aides and Home Instead Senior Care. These increases are a result of the increase in the minimum wage. The contract amounts will remain the same.
Rationale: Amending the contract resolutions will consolidate the services, reduce the number of contracts, provide clarity to the services being provided, and better capture funding streams/reimbursement.
 5. **Request:** Permission to enter into interagency agreement with Washington County Office for the Aging to provide meals to the Glens Falls/Queensbury area in the amount of \$5.55/meal.
Rationale: Currently meals for the Glens Falls/Queensbury area are produced at the Cedars Meal Site by OFA employees, at a cost of \$6.55/meal. Entering into an agreement with Washington County will produce the same quality of service, but allow the County to save approximately \$74,000/year in costs. Costs to operate this

meal site, personnel expenses, as well as the increasing cost to utilize the Cedars location, continue to increase the overall price per meal.

6. **Request:** Permission to amend the table of organization as follows for Cedars Meal Site: Delete Food Service Helper #3; Delete Food Service Manager; Delete Food Service Helper #2; Delete Meal Site Cook #3; Reduce hours of Meal Site Manager #2 to 10/hours week; Reduce hours of Meal Site Cook #4 to 10/hours week; Reduce hours of Food Service Helper #6 to 15hours/week.

Rationale: These changes will be need to be reflected if #5 is approved, as the positions and/or hours will no longer be needed.

7. **Request:** Permission to correct the table of organization as follows: Wells Meal Site - Reduce hours of Meal Site Cook #11 to 25hours/week and Lake Pleasant Meal Site Manager #10 to 20hours/week.

Rationale: The number of hours listed on the table of organization are currently incorrect. These are the hours that these two positions have been working.

IV. Referral/pending items- N/A

V. Information for Discussion/Review

- a) Lake Pleasant Meal Site – The employee at the Lake Pleasant meal site retired/resigned, effective 12/29/17. Due to the low numbers at this meal site, and after discussion with the Hamilton County Board of Supervisors, it was agreed that we would have one of the two employees from the Wells meal site transport the meals to Lake Pleasant and stay for the meal, then return to the Wells meal site. This will save the County approximately \$19,000, and should have no impact on the meal sites. At this time, we are working on ways to increase the attendance at the Lake Pleasant site, and do not wish to delete the position from the budget.
- b) Bolton/Warrensburg Meal Sites – One of the two employees at the Warrensburg meal site took a position in the Activities Department at Countryside, effective 12/27/18. Due to the low attendance at the Bolton meal site, and after discussion with the Committee Chair and County Administrator, it was agreed that we would transfer one of the two employees at the Bolton meal site to the Warrensburg meal site. This employee lives in Warrensburg. This will save the County approximately \$17,000, and should have no impact on the meal sites. At this time, we do not wish to delete the 2nd position at meal site in case the attendance increases.
- c) Senior of the Year Nominations – Due February 9th.
- d) Annual Evaluation by NYSOFA – Completed October 3-4, 2017
- i. Client Unit Comparison – Data discrepancies in Peer Place.
 - ii. Assessments – Need to be completed annually on HDM, EISEP clients. One assessment was completed at the 368 vs 365 day mark.
 - iii. EISEP Documentation – We are required to have a signed agreement with any client who receives EISEP Ancillary Services, such as PERS (Personal Emergency Response Systems – life line). These had not been completed by previous administration.

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

VII. Motion to adjourn

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: Warren/Hamilton Counties Office for the Aging

DATE: 1/8/2018

- (a) Purpose of Request: **Submit New York State Office for the Aging Annual Implementation Plan for program year 1/1/18-12/31/18.**
- (b) Details: **The Annual Implementation Plan details for NYSOFA how we will utilize the funding we receive from the State, and the amount of funding required for each program.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

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: Warren/Hamilton Counties Office for the Aging

DATE: 1/19/2018

- (a) Purpose of Request: **Submit New York State Office for the Aging MIPPA grant application for program year 9/30/17-9/29/18. Grant application not released by NYSOFA until 1/18/18.**
- (b) Details: **We use MIPPA funding to offset some salary costs of employees who provide information and assistance to individuals in Warren and Hamilton Counties regarding Medicare.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Office for the Aging

DATE: 1/16/2018

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: Provide legal services to residents of Warren and Hamilton Counties.
- (c) Name of Contractor: Legal Aid Society of Northeastern New York
- (d) Address of Contractor: 95 Central Ave, Albany, NY 12206
- 6304 (e) Contractor's Contact Person and Telephone Number: Lillian Moy, PH#(518)689-6304
- (f) Has or will the Contract be provided, if so, please attach: Need
- (g) Commencement Date of Contract: 4/1/2018
- (h) Termination Date of Contract: 3/31/2019, with option for one year renewals if no material changes
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed \$17,950
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. Monthly Payments
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: A.6772.470 Warren County Contracts CSE Legal Services

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: Warren/Hamilton Counties Office for the Aging

DATE: 1/18/2018

- (a) Purpose of Request: **Amend Title IIIB Contracts - Resolution 442 of 2017**
- (b) Details: **See Attached Schedule A**
- (c) Previous Resolution Number: **442 of 2017**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

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: Warren/Hamilton Counties Office for the Aging

DATE: 1/18/2018

- (a) Purpose of Request: **Amend IIIIE Contracts - Resolution 120 of 2016**
- (b) Details: **See Attached Schedule A**
- (c) Previous Resolution Number: **120 of 2016**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

WARREN/HAMILTON COUNTIES OFFICE FOR THE AGING
TITLE IIIIE CONTRACTS [1/1/18-12/31/18]

SCHEDULE A

VENDOR	SERVICE	SPECIFICS	AMOUNT
Greater Adirondack Home Aides	Companion, Respite, & CM	\$23/hr for 2018; \$24/hr for 2019	\$32,550
Hamilton County DSS	CM		\$1,000
Hamilton County Public Health	Home Health Aide	\$37.43/hour	\$5,000
Home Instead Senior Care [1/1/18-1/31/18-1 Month Only]	Companion, Respite & CM	\$22.50/hour	\$5,000

each
year

Total Funding \$43,550

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: Warren/Hamilton Counties Office for the Aging

DATE: 1/18/2018

- (a) Purpose of Request: **Amend EISEP Contracts - Resolution 153 of 2017**
- (b) Details: **See Attached Schedule A**
- (c) Previous Resolution Number: **153 of 2017**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

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: Warren/Hamilton Counties Office for the Aging

DATE: 1/18/2018

- (a) Purpose of Request: **Amend CSE Contracts - Resolution 118 of 2016**
- (b) Details: **See Attached Schedule A**
- (c) Previous Resolution Number: **118 of 2016**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

WARREN/HAMILTON COUNTIES OFFICE FOR THE AGING
CSE CONTRACTS [4/1/18-3/31/19]

SCHEDULE A

VENDOR	SERVICE	SPECIFICS	AMOUNT
Glens Falls Association for the Blind	In-Home, I&A	Warren - \$6,000 Hamilton - \$1,650	\$7,650
Greater Adirondack Home Aides	In-Home, I&A, PCI	\$23/Hr Year 1; \$24/Hr Year 2	\$17,850
Greater Glens Falls Senior Center	In-Home, I&A, Outreach		\$26,500
Town of Hague	Transportation		\$960
Town of Horicon	Transportation		\$2,510
Town of Johnsbury	Transportation		\$4,048
Town of Lake George	Transportation		\$3,715
Town of Lake Luzerne	Transportation		\$2,892
Town of Lake Pleasant	Transportation		\$1,144
Town of Long Lake	Transportation		\$4,550
Town of Stony Creek	Transportation		\$1,680
Town of Thurman	Transportation		\$1,797
Town of Warrensburg	Transportation		\$1,630
Town of Wells	Transportation		\$800
Warren/Hamilton County ACEO	Handyman Services	Warren - \$5,730 Hamilton - \$1,000	\$6,730
Hamilton County Public Health	Health Promotion		\$3,313
Warren County Public Health	Health Promotion		\$5,500

Total Funding \$93,269

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Office for the Aging

DATE: 1/18/2018

- (a) Is this a Result of a Bid or Request for Proposal? No

- (b) Purpose of Contract: Provide meals to residents of Glens Falls and Queensbury.

- (c) Name of Contractor: Washington County Office for the Aging & Disability Resources

- (d) Address of Contractor: 383 Broadway, Fort Edward, NY 12839

- (e) Contractor's Contact Person and Telephone Number: Gina Cantanucci-Mitchell, PH#(518)746-2420

- (f) Has or will the Contract be provided, if so, please attach: Need

- (g) Commencement Date of Contract: 3/16/2018

- (h) Termination Date of Contract: 3/15/2019, with option for one year renewals if no material changes

- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount \$5.55/meal
 - iii) total amount not to exceed \$450,000
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. Monthly Payments

- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: A.6772.470 Warren County Contracts IIIC

CEDARS - 2018 Budget Based on 2017 Figures

Salaries & Insurance	\$252,221.00
\$\$ To Cover Benefit Time	\$18,319.00
Equipment (Purchase)	\$2,550.00
Supplies	\$29,970.00
Rent	\$14,500.00
Equipment (Repairs)	\$1,300.00
Telephone	\$600.00
Foods	\$170,496.00
Other [Kife Sharpening]	\$256.00
Total	\$490,212.00

Home Delivered Meals	64412
Congregate Meals	10476
TOTAL # MEALS SERVED	74888

Our Cost to Run Program Per Meal **\$6.55** (This will fluctuate based on prices, salaries, # meals produced, etc.)

Benefit Time: V=748hrs; P=138hrs; FH=92hrs; S=390hrs; CS=28hrs x \$13.12/hr for Subs
 Sick Time - \$5,000/yr [5:6 of the Cedars employees used all of their sick time in 2017.]

COMPARISON OF NDL & WASHINGTON COUNTY

	Approximate Total Cost Per Year	Approximate Savings Per Year	Years of Experience	Distance from Site
Northeast Dining Price Per Meal	\$5.99	\$448,579	\$41,633	1 24 minutes
Washington County Price Per Meal	\$5.55	\$415,628	\$74,584	15 18 minutes

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: Warren/Hamilton Counties Office for the Aging

DATE: 1/19/2018

- (a) Purpose of Request: **Amend table of organization to reflect changes at Cedars Meal Site.**
- (b) Details: **Delete Food Service Helper #3; Delete Food Service Manager; Delete Food Service Helper #2; Delete Meal Site Cook #3; Reduce hours of Meal Site Manager #2 to 10hours/week; Reduce hours os Meal Site Cook #4 to 10hours/week; Reduce hours of Food Service Helper #6 to 15hours/week.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

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: Warren/Hamilton Counties Office for the Aging

DATE: 1/19/2018

- (a) Purpose of Request: **Amend table of organization to reflect actual hours of meal site employees.**
- (b) Details: **Reduce Meal Site Cook #11 to 25hours/week (Wells Meal Site) and Meal Site Manager #10 to 20hours/week(Lake Pleasant Meal Site). These are the hours that these individuals have been working, it was listed incorrectly on the table of organization.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A6771.130 Hamilton County Salaries**

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

* as listed in budget and LOGOS

PROGRAMS – NYSOFA 2018

Title III-B Supportive Services Program(6772)

75% Federally Funded[Max \$87,716]

Title III-B links many older New Yorkers with a wide range of services to help them remain independent in their homes and communities. Under Title III-B, AAAs can provide a wide variety of services (anything but nutrition). There is a statutory priority for Title III-B services placed upon three categories: Access Services (information, referral, transportation, outreach and other access services); In-home Services, PC I (housekeeper, chore) and PC II (homemaker, personal care) hours, supportive services for families of elderly victims of Alzheimer's disease, friendly visiting, and telephone reassurance); and Legal Assistance. As required by statute, NYSOFA has assigned minimum percentages of III-B services expenditures to Access (20%), Legal (7%) and In-home (2.5%).

Title III-C-1 Congregate Nutrition Services (6771)

75% Federally Funded[Max \$109,908]

The congregate meal settings provides the opportunity for social interaction and the delivery of support services such as recreation, nutrition education, shopping assistance, counseling and information and referral to other needed services. Congregate programs are also coordinated with community based long term care efforts. Transportation and escort services are provided to allow older people to participate.

Title III-C-2 Home Delivered Nutrition Services (6773)

75% Federally Funded[Max \$56,088]

Home-delivered meals are the most economical long term care service and can often substitute for or delay the need for more extensive services. A home-delivered meal is often providing the principal or initial contact with the service delivery system for many chronically or temporarily impaired elderly.

Title III-D Disease Prevention/Health Promotion (6989)

90% Federally Funded[Max \$6,358]

Provides disease prevention and health promotion services and information at multipurpose senior centers, at congregate meal sites, through home delivered meals programs or at other appropriate sites. Must be evidenced based.

Title III-E National Family Caregiver Support Program(6795) 75% Federally Funded[Max \$49,057]

Helps family members provide care for the elderly at home, who are 60(+). Services provided include information and assistance, counseling, support groups and training, respite services so that the caregiver can get a short break when needed, and supplemental services that complement care provided by informal caregivers, such as PC I(housekeeper, chore) and PC II (homemaker, personal care) hours. The program also assists grandparents raising grandchildren and older individuals providing care to children with mental retardation and developmental disabilities (no more than 10% of budget).

NSIP(3777 & 3784 & 3794) Funnels Through State

100% Federally Funded

Nutrition Services Incentive Program provides additional funds to the nutrition program at all sites.

WIN(Used to be SNAP) Funnels Through State

100% State Funded[Max \$207,015]

Wellness In Nutrition program is targeted to those who are economically disadvantaged. These funds are typically used at the following meal sites: Long Lake, Wsbg, Solomon Heights, Johnsborg, Bolton

HIICAP(6988)

100% State Funded[Max \$51,453]

The New York State Health Insurance Information Counseling Program (HIICAP) provides free, confidential, accurate and unbiased health insurance information, counseling and assistance. Trained volunteer counselors and staff explain the coverage, costs and options of Medicare, managed care, Medigap insurance and long term care insurance. HIICAP educates and empowers Medicare beneficiaries and their families to choose and use their health insurance wisely and assists them when necessary.

CSE(6778 & 6780)**80% State Funded[Max \$212,070]**

Community Services for the Elderly Program (CSE) provides community-based, supportive services to frail, low-income elderly who need assistance to maintain independence in their home. CSE provides a wide range of services including but not limited to: case management, personal care, home delivered meals, information and assistance, referral, social adult day care, transportation, respite, telephone reassurance and friendly visiting, health promotion and wellness activities, senior centers and other congregate programs, personal emergency response systems, minor residential repairs, escort and other services.

EISEP(6788 & 6789)**80% State Funded[Max \$400,842]**

Expanded In-home Services for the Elderly Program (EISEP) provides only non-medical in-home services, case management, respite, ancillary services(PERS), and PC I(housekeeper, chore) and PC II(homemaker, personal care) hours. Services are provided to functionally impaired elderly who are in need of community-based long-term care but who are not eligible for similar services under Medicaid. EISEP is not an entitlement program and, thus, does not serve all older individuals in need. This program operates under a fixed, capped budget and requires client cost-sharing. Although targeted to low income elderly, clients who are financially able may receive needed services, provided they pay for the services.

CSI**75% State Funded[Max \$2,722]**

Congregate Services Initiative (CSI) services provided in community settings at which elderly people come together for services and activities that respond to their diverse needs and interests, enhance their dignity, support their independence, and encourage their involvement in and with the community and which seek to prevent the well elderly from requiring more intensive services.

MIPPA(6986)**100% Funded Annual Grant[\$22,654]**

Medicare Improvements for Patients and Providers Act enhance/expand application assistance.

NY CONNECTS/ARDC(6785 & 6786)**100% State Funded Annual Grant**

Funding for a single point of entry for people to access services from multiple departments. Program is interdepartmental (DSS, Health Services, Hamilton County) but the money is in OFA budget. Previously referred to as Point of Entry.

NY CONNECTS E & E/BIP(6787)**100% State Funded Annual Grant**

NY Connects Expansion and Enhancement or Balancing Incentive Program was implemented to enhance caregiver support through counseling and small groups.

HEAP(6783)

Home Energy Assistance Program. Funding for energy assistance, benefits disbursed by DSS.