

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH, HUMAN AND SOCIAL SERVICES

DATE: APRIL 24, 2018

COMMITTEE MEMBERS PRESENT:

SUPERVISORS FRASIER
MCDEVITT
BRAYMER
LEGGETT
LOEB
HYDE
MAGOWAN
SOKOL

COMMITTEE MEMBER ABSENT:

SUPERVISOR DIAMOND

OTHERS PRESENT:

CHRIS HUNSINGER, DIRECTOR, EMPLOYMENT & TRAINING ADMINISTRATION
REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:
CHRISTIAN HANCHETT, COMMISSIONER
JULIE MONTERO, FISCAL MANAGER
EDWARD CORCORAN, DIRECTOR, COUNTRYSIDE ADULT HOME
REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:
GINELLE JONES, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES
VALERIE WHISENANT, ASSISTANT DIRECTOR, PATIENT SERVICES
TAWN DRISCOLL, FISCAL MANAGER
TAMMIE DELORENZO, CLINICAL & FISCAL INFORMATICS COORDINATOR
RONALD F. CONOVER, CHAIRMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
GERAGHTY
DRISCOLL
HOGAN
SIMPSON
STROUGH
WILD
DON LEHMAN, *POST STAR*
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the April 24, 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>

Mrs. Frasier called the meeting of the Health, Human & Social Services Committee to order at 9:53 a.m.

Motion was made by Mr. Sokol, seconded by Mr. Loeb 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 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 with the Action Agenda/New Business section, Mr. Hunsinger presented the following requests:

- 1) To approve the Workforce Investment Board (*WIB*) Budget for July 1, 2018 - June 30, 2019 and authorize the Chairman of the Board to execute a Memorandum of Understanding (*MOU*) for the Saratoga-Warren-Washington Workforce Development Board's Cost Allocation Plan (*CAP*), at no cost to the County.

Motion was made by Mr. McDevitt, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the May 15th Board meeting. *A copy of the*

resolution request form is on file with the minutes.

- 2) To appoint Tracey Aust, *Director of Talent Acquisition & Development for Glens Falls Hospital*, to the Saratoga-Warren-Washington Workforce Development Board for the term commencing May 15, 2018 and terminating June 30, 2020.

Motion was made by Mr. Magowan, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the May 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Moving on to the Information for Discussion/Review portion of the agenda, Mr. Hunsinger announced the next Workforce Development Board Meeting would be held on June 6th at 8:00 a.m. at 333 Glen Street, Glens Falls in the second floor Community Room; he extended an invitation for the Committee to attend.

This concluded the review of the ETA agenda; privilege of the floor was extended to Christian Hanchett, *Commissioner, Department of Social Services (DSS)*, who distributed copies of the DSS agenda to the Committee members; *a copy of the DSS agenda is on file with the minutes.*

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

- 1) To fill the vacant positions of:
 - Caseworker #31, Child Protective Services Unit, *Grade 16, Annual Salary \$42,290*, due to resignation;
 - Supervisor Case B #3, Foster Care Unit, *Grade 20, Annual Salary \$48,301*, due to promotion;
 - Senior Account Clerk, Fraud Unit, *Grade 7, Annual Salary \$32,749*, due to retirement; and
 - Social Welfare Examiner #3, Medicaid Unit, *Grade 8, Annual Salary \$34,102*, due to promotion.

Motion was made by Mr. Loeb, seconded by Mr. Magowan and carried unanimously to approve the aforementioned requests to fill vacant positions 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.*

Mr. Loeb inquired if Mr. Hanchett intended to fill these positions from within or if he would be advertising the positions. Mr. Hanchett replied he had some internal candidates in mind, as well the Civil Service testing list to hire from.

Mr. Loeb suggested allocating money for overtime to train employees as the DSS seemed to be hiring and training a lot. Mrs. Frasier replied she would speak with Mr. Hanchett and Julie Montero, *Fiscal Manager*, regarding their overtime budget.

- 2) To fill the vacant positions of:
 - Intake Clerk, HEAP, *Grade 4, Annual Salary \$28,589*, due to promotion;
 - Medicaid Clerk #1, Medicaid Unit, *Grade 5, Annual Salary \$29,747*, due to promotion;
 - Intake Clerk #4, SNAP Unit, *Grade 4, Annual Salary \$28,589*, due to promotion; and
 - Intake Clerk #7, Medicaid Unit, *Grade 4, Annual Salary \$28,589*, due to promotion.

Motion was made by Mr. Sokol, seconded by Mr. Loeb and carried unanimously to approve the requests to fill vacant positions as outlined above 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.*

- 3) To authorize renewal of a contract with Gertrude Gilbert to provide interpretive services for the deaf at a cost not to exceed \$70 per hour for the term commencing March 1, 2018 and terminating February 28, 2019.

Motion was made by Mr. McDevitt, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the May 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Loeb noted he was supportive of interpretive services for the deaf regardless of whether they were required.

Moving on to the Information for Discussion portion of the agenda, Mr. Hanchett reported on his activities since he had assumed the Commissioner of Social Services position, following which Julie Montero, *Fiscal Manager*, provided an overview of the Budget Analysis and Overtime Reports included in the DSS agenda. She noted overtime use had increased as a result of three vacancies in the Food Stamp division; however, she advised that since salaries were not currently being paid for the three vacant positions, at the end of the year there would be funds leftover to transfer from the salary code to the overtime budget to cover these costs. Ms. Montero also reviewed the Revenue & Expenditure Reports for March 2018 which included 2017 totals, explaining that although they had over-expended for the year, revenues were greater than projected which made 2017 a great year. In conclusion, she stated the budget was right on target for the first quarter of 2018.

Mr. Hanchett welcomed anyone on the Committee who had questions to contact him or stop by his office.

Privilege of the floor was extended to Edward Corcoran, *Director, Countryside Adult Home*, who had not prepared an agenda but had one request to present, that being for authorization to create the temporary position of Food Service Helper, Part-Time (*not to exceed 20 hours per week*), *Annual Salary \$26,743 pro-rated*, commencing May 16, 2018 and terminating June 30, 2018.

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. Corcoran encouraged the Committee members to contact him to schedule a tour of Countryside Adult Home at their leisure.

This concluded the review of the DSS agenda.

Copies of the Office for the Aging agenda were distributed to the Committee members and a copy of same is on file with the meeting minutes. In the absence of Dee Park, *Director of the Office for the Aging*, Mrs. Frasier presented the following requests:

- 1) To amend Resolution No. 76 of 2018 to reflect the correct amount of the transportation contract with the Town of Lake George which was in the amount of \$3,665.

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 May 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To amend contracts with MLTC (*Managed Long Term Care*) organizations to allow incorporation of the Standard Clause Amendment and to authorize the Chairman to execute any further amendments that do not increase cost or change the term of the contract without need for further approval from the Board of Supervisors.

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 May 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Loeb requested that the definitions for acronyms and explanations be included on agendas in the future, as he was not familiar with them all and noticed they were used often. Mrs. Frasier said she would pass the request on to Ms. Park.

Continuing to the Information for Discussion portion of the agenda, Mrs. Frasier apprised the Senior Luncheon would be held on June 1st at the Holiday Inn in Lake George and invitations had been sent to the Supervisors.

Mrs. Frasier reported it had been announced at the April 20th Board meeting that the Cedars Meal Site would continue to serve as a meal preparation site, rather than moving them to Washington County. She advised Mr. Loeb had performed research relative to the OFA mealsites and the costs associated with them. Mr. Loeb distributed copies of his report to the Committee members and proceeded with a review of same; *a copy of Mr. Loeb's report is on file with the meeting minutes.* At the conclusion of his report, Mr. Loeb suggested contribution amounts for the Towns of Queensbury and Warrensburg and the City of Glens Falls who did not currently provide monetary contributions to the meal sites as the other towns did, and he questioned whether the Committee was in favor of authorizing correspondence asking the City of Glens Falls and the Towns of Queensbury and Warrensburg to include the suggested contribution amounts in their 2019 budgets.

Mr. Leggett entered the meeting at 10:26 a.m.

A lengthy discussion ensued relative to Mr. Loeb's report, where the various views of those on the Committee, as well as the other Supervisors in attendance, were voiced, and a suggestion was made by Mr. McDevitt that the County absorb all costs associated with the mealsites and this scenario was also discussed. Subsequently, a motion was made by Mr. Loeb, seconded by Mr. McDevitt and carried by majority vote, with Mr. Leggett voting in opposition, for the County to absorb all of the costs associated with operation of the Office for the Aging mealsites and the matter was referred to the Budget Committee.

Ms. Braymer requested a brief executive session to discuss the performance of a particular individual.

Motion was made by Ms. Braymer, seconded by Mr. McDevitt and carried unanimously to enter into executive session pursuant to Section 105(f) of the Public Officer's Law.

Executive session was held from 10:40 a.m. until 10:47 a.m.

There being no further OFA business to discuss, privilege of the floor was extended to Ginelle Jones, *Director, Public Health/Patient Services*, who distributed copies of the Pagenda to the Committee members; *a copy of the agenda is on file with the minutes.*

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

- 1) To authorize a new contract with Deidre Convery-Bernard, NYS Licensed Speech Language Pathologist, to provide Speech Therapy services at the rates set forth in the agenda.

Motion was made by Mr. Sokol, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the May 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To amend the Table of Organization and Salary Schedule to increase the annual salary of the Disease Program Supervising Public Health Nurse #6 from \$66,000 to \$69,272.32 to correct a budgeting error.

Motion was made by Mr. Magowan, seconded by Mr. Loeb 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 re-assign the employee filling the Home Care Supervising Public Health Nurse (SPHN) position to the Disease Control SPHN position and hire a new employee to fill the Home Care SPHN position.

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

Messrs Beaty and Simpson entered the meeting at 10:47 a.m.

- 4) To authorize Pat Belden, SPHN, to act on behalf of the Director of Public Health and Patient Services in the event of an emergency when the Director was not available.

Motion was made by Mr. Magowan, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the May 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 5) To amend Resolution No. 311 of 2017, which amended the agreement with Delta Health Technologies, to include annual/monthly support fees listed in the agenda packet on the resolution request form.

Motion was made by Mr. Magowan, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the May 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 6) To make the following amendments to the 2018 Budget:
 - a) In the amount of \$2,500 to reflect receipt of funds from the Adirondack Health Institute (AHI) which must be used to support New York State Delivery Systems Reform Incentive Payment Program (DSRIP) initiatives;
 - b) In the amount of \$600 to reflect receipt of funds from the Adirondack Rural Health Network to support the Adult Recreation Project;
 - c) In the amount of \$1,000 to reflect receipt of funds from the Adirondack Rural Health Network to support the Prevention Agenda Project; and
 - d) In the amount of \$20,000 to reflect receipt of funds from the AHI which must be used to support the DSRIP project activities.

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

Mr. Leggett inquired what the Prevention Agenda was and Ms. Jones replied it was to promote physical activity.

- 7) To authorize a transfer of funds in the amount of \$3,272.32 from part-time to full-time salaries to cover the cost of a Public Health Nurse position that was underbudgeted.

Motion was made by Mr. Sokol, seconded by Mr. Magowan and carried unanimously to approve the request and forward same to the Finance Committee. *A copy of the resolution request 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 2018 - Tawn Driscoll, *Fiscal Manager*, reviewed the Revenue and Expenditure Report for 2017 in Attachment #2. She advised a WIC payment of \$625,493.21 and a Preschool Program payment of \$726,833.50 was also received. She noted they anticipated receiving the \$1.3 million in revenues she had originally estimated.

Revenue and Expense Comparison Report for 2017 vs 2018 - Mrs. Driscoll reviewed the Revenue and Expense Comparison Report for 2017 vs. 2018 in Attachment #3. She noted last year salaries were slightly less than anticipated, and she anticipated this year's salaries expense would be gradually lower. She said Employee Benefits were less than last year by \$47,287.63, which she attributed to the nursing position shortages. She apprised she was working on finalizing the March figures; however, she said, it appeared overall revenues were \$43,928.32 less than they were at this point in 2017.

Chairman Conover suggested they might want to reconsider the anticipated revenue figures in the event those were not achieved. Mrs. Driscoll explained these numbers were developed by looking six months ahead, but were always dependent on how many cases they received. Chairman Conover commended Mrs. Driscoll on an extraordinary job budgeting, as well as explaining her work so well to the Committee.

Ms. Braymer exited the meeting at 11:02 a.m.

Emergency Response and Preparedness - Ms. Jones advised Attachment #1 in the agenda packet included a review of the Emergency Response and Preparedness Activities for the month, noting a mock vaccination drill was performed on April 3rd which she acknowledged Dan Durkee, J'Nelle Oxford and other agency staff for their hard work on. She noted appreciation for the supporting collaborating agencies which included Glens Falls Hospital, Office of Emergency Services, Sheriff's Office, DSS, Buildings & Grounds and several others. She apprised the drill went well, but also identified the areas where improvement was needed, adding this was the purpose of the drill.

Mr. Loeb informed he was a Red Cross Disaster Volunteer and suggested Ms. Jones contact the Red Cross to utilize their services. Ms. Jones replied the Red Cross did participate in the exercise and were involved in such functions, but thanked Mr. Loeb for the suggestion.

Status of Referrals - Valerie Whisenant, *Assistant Director of Patient Services*, reviewed the referrals, included as Attachment #4. She informed referrals were seven percent lower this year as compared to last year at this time, however, she said the hospitals census was lower which was a direct result of declined referrals. She noted despite the fewer referrals staff were still busy due to staff shortages, but noted a nurse had just started and another would be starting on May 7th.

Ms. Jones reported she had received authorization for Ms. Belden to attend Making the Transition to Supervisor, a one-day seminar at The Queensbury Hotel on May 3rd.

Personnel Update - Ms. Jones indicated staffing continued to be a challenge however the WIC department was almost back to full staff with interviews being conducted for WIC Program Coordinator and WIC Program Assistant. She noted although there was a staff shortage there had been no interruptions to services provided by the WIC program. She mentioned there was still a vacancy for part-time Infant Feeding Advocate, but the priority was to fill the full-time positions. She noted there were two nurses on extended medical leave and one nurse on worker's compensation. She added the following positions had been approved and Notice of Intent to Fill Position forms were completed and signed: Community Health Nurse #11; Community Health Nurse #22; Public Health Nurse #10; and Supervising Public Health Nurse #7.

Ms. Jones requested to fill the vacant position of Home Care Public Health Nurse #16, *Annual Base Salary \$49,528*, due to promotion.

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 for reporting purposes. A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.

There being no further business to come before the Health, Human & Social Services Committee, on motion made by Mr. McDevitt and seconded by Mr. Leggett, Mrs. Frasier adjourned the meeting at 11:13 a.m.

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