

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH, HUMAN AND SOCIAL SERVICES

DATE: MAY 23, 2018

COMMITTEE MEMBERS PRESENT:

SUPERVISORS FRASIER
MCDEVITT
BRAYMER
LEGETT
LOEB
HYDE
SOKOL

COMMITTEE MEMBER ABSENT:

SUPERVISOR DIAMOND
MAGOWAN

OTHERS PRESENT:

CHRIS HUNSINGER, DIRECTOR, EMPLOYMENT & TRAINING ADMINISTRATION
REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:
CHRISTIAN HANCHETT, COMMISSIONER
JULIE MONTERO, FISCAL MANAGER
JOANNE COLLINS, CONFIDENTIAL SECRETARY
EDWARD CORCORAN, DIRECTOR, COUNTRYSIDE ADULT HOME
REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:
GINELLE JONES, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES
TAWN DRISCOLL, FISCAL MANAGER
RONALD F. CONOVER, CHAIRMAN OF THE BOARD
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
AMY LAVINE, ASSISTANT COUNTY ATTORNEY
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
DRISCOLL
GERAGHTY
SIMPSON
WILD
DON LEHMAN, *POST STAR*
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the May 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>

Mrs. Frasier called the meeting of the Health, Human & Social Services Committee to order at 9:56 a.m.

Motion was made by Mr. Sokol, seconded by Mr. Leggett 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 amend the 2018 Warren County Budget in the amount of \$6,900 to reflect receipt of the Federal Trade Adjustment Act funding as reimbursement for costs associated with the training of nine dislocated workers.
- 2) To amend the 2018 Warren County Budget in the amount of \$109,237 to reflect receipt of New York State TANF (Temporary Assistance for Needy Families) grant funds to administer the Summer Youth Program.

Motion was made by Mr. Sokol, seconded by Mr. Loeb and carried unanimously to approve the requests as outlined above and forward same to the Finance Committee. *Copies of the resolution request forms*

are on file with the minutes.

Mrs. Hyde entered the meeting at 9:58 a.m.

- 3) To authorize temporary positions of employment to establish training slots and related expenses for Federal Employment and Training programs for the term July 1, 2018 through June 30, 2019.

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

Mr. Leggett inquired why there would not be a work crew this year and Mr. Hunsinger replied the gentleman who oversaw the program was unavailable this year. He added there were not as many out of school kids this year as there was last year so the out of school kids would be placed on a work site instead.

- 4) To authorize a new contract with Washington-Saratoga-Warren-Hamilton-Essex Board of Cooperative Educational Services (BOCES) in the amount of \$13,700 for the Summer Youth Program through Operation Food chain.

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

Mr. Loeb inquired which program related to the end of Summer picnic and Mr. Hunsinger replied all of the programs were related to it, but its main focus was for the Summer Youth program.

- 5) To re-appoint three members to the Saratoga-Warren-Washington Workforce Development Board.

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 June 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 and requested they RSVP by June 4th if they planned to do so.

Mr. McDevitt inquired how many dislocated workers there were in Warren County in a typical year due to foreign competition and Mr. Hunsinger replied there were many a couple of years ago due to the General Electric plant closing however; he explained, the figure was dependant upon plants closing.

Mr. Loeb noted at the Public Works meeting on May 21st Kevin Hajos, *Superintendent of Public Works*, had informed the Committee each year he had Summer jobs that could turn into full-time jobs, noting he had not received any applications this year, but had contacted Mr. Hunsinger. Mr. Hunsinger apprised he had a number of youth who were under the age of eighteen and the minimum age requirement for the Public Works Department positions was eighteen. Mr. Loeb inquired how adults were hired to work for the Public Works Department and Mr. Hunsinger replied the Civil Service Department sent e-mails with a link to the County website which his office printed and posted for the public to view, as well as posting the position to the Job Bank which was managed by New York State, which all job seekers were required to register with. He informed there was an issue filling jobs because of the low unemployment rate. He noted the work force in Warren & Washington Counties was down by 13% as a result of retirement and individuals moving out of the region. A brief discussion ensued.

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.*

Mr. Hanchett informed he had brought a member of his staff with him as he had stated last month and he introduced Joanne Collins, *Confidential Secretary*. He apprised Ms. Collins had helped him transition as Commissioner and was very resourceful. Ms. Collins greeted the Committee members.

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

- 1) To amend the Table of Organization and Salary Schedule to create and fill the position of Social Welfare Examiner #44, Grade 8, Base Salary \$34,102.

Motion was made by Mr. Loeb and seconded by Ms. Braymer to approve the request to amend the Table of Organization and Salary Schedule as outlined above.

Ms. Braymer inquired if a temporary HEAP position would be deleted as a result of the creation of the position and Mr. Hanchett replied affirmatively. Ms. Braymer inquired if the reduction in temporary staff would offset the creation of the position and Julie Montero, *Fiscal Manager*, replied it would increase costs, but she anticipated a higher allocation from New York State which she hoped would offset the cost of the new position. Mr. Loeb amended his motion and Ms. Braymer amended her second, to approve the original motion to include deletion of the temporary HEAP Examiner position. The motion was carried unanimously to approve the aforementioned request to create and fill the position and forward same to the Personnel & Higher Education Committee. *Copies of the resolution request form and Notice of Intent to Fill Position forms are on file with the minutes.*

Mr. McDevitt inquired if 4,000 applicants for HEAP was typical of surrounding counties and Mr. Hanchett replied affirmatively, adding the number included fuel, cleaning and repairs. He noted it was common for multiple applications from each participant depending on the type of service needed. He apprised there would be an increased benefit for SNAP and HEAP resulting in increased work. Ms. Braymer pointed out those in the community also relied on Warren/Hamilton Community Action Agency for assistance with heating and the organization also went into homes to help close any air gaps.

- 2) To amend the Table of Organization to reclassify the Intake Clerk #6, *Grade 4, Annual Salary \$25,589* Legal Unit, to Secretary, *Grade 4, Annual Salary \$28,589*, as well as to fill.

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

- 3) To fill the following positions:
 - Support Investigator #4, Child Support Unit, *Grade 8, Annual Salary \$34,102*, due to promotion;
 - Senior Caseworker #3, Preventative Unit, *Grade 18, \$45,313*, due to promotion; and
 - Caseworker TBD, *Grade 16, Annual Salary \$42,290*, due to promotion.

Motion was made by Mr. Loeb, seconded by Mr. McDevitt and carried unanimously to approve the requests as outlined above and forward same to the Personnel & Higher Education Committee for reporting purposes only. *Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

- 4) To authorize renewal of a contract with The Council for Prevention of Alcohol and Substance Abuse, Inc., to provide a Youth Court Program for a term retroactive to January 1, 2018 and terminating December 31, 2018.

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

Mr. Leggett asked why the contract start date was January 2018 when they were currently in May 2018 and Ms. Montero replied they were required to wait until receipt of State money, which had just been received. Mr. Loeb remarked it was a fantastic program and inquired where the funding came from in the budget. Ms. Montero explained it was included under contracts in the Youth Bureau budget, noting the County's share of the expense was very minimal.

- 5) To appoint Susan Shepler, Town of Thurman, as a member of the Warren County Youth Board for a term commencing January 1, 2018 and terminating December 31, 2018.

Motion was made by Mr. Sokol, seconded by Mr. Leggett, and carried by majority vote, with Ms. Braymer, Mr. McDevitt and Mrs. Hyde voting in opposition, to appoint Susan Shepler, Town of Thurman, as a member of the Warren County Youth Board and the necessary resolution was authorized for the June 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. McDevitt apprised he had voted in opposition due to lack of knowledge on the matter and the Town Supervisor being opposed to appointing the individual. Mr. Leggett inquired if the Thurman Town Board had approved appointing Ms. Shepler and Mrs. Hyde replied affirmatively.

Moving on to the Information for Discussion portion of the agenda, Mr. Hanchett reported on his activities since last month, informing tonight at The Wood Theater there would be a screening of "I am Jane Doe" which was about sex trafficking. Ms. Montero provided an overview of the Budget Analysis and Overtime Reports included in the DSS agenda. She noted revenues and expenditures were right on target; however, she said, overtime use was still high as a result of three Caseworkers in training and on-call employees had been busy with as much as thirty hours of overtime each in a period of one weekend. Mr. Conover requested on the Revenue & Expenditures Report that Ms. Montero add the 2017 Year to Date next to the 2018 Year to Date column and add 2017 Year to Date Revenue next to the 2018 Year to Date Revenue to provide a good comparison and Ms. Montero indicated she would make those changes. Ms. Braymer inquired if there had been or would be any upcoming New York State audits and Ms. Montero replied the week of June 18th she would have a financial audit and there would also be an audit for Medicaid and HEAP in June. Mr. Hanchett apprised in the past an audit on Foster Care was an important one due to the emphasis of compliancy, but overall the audit was based on the State which could have a negative impact, noting the County had not had any issues. He stated further that the Foster Care claims were revamped and accuracy was important in order to continue to receive funding for Foster Care and adoption cases. He added there was an extensive review this past year on casework in Albany and they were in substantial compliance with just minor concerns. Mr. McDevitt inquired how many children were in the Foster Care program and Mr. Hanchett replied there were forty children currently in the system, which was lower than in past years. He added that figure may increase as a result of the Raise the Age legislation.

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

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

- 1) To renew a contract with Mahoney Notify Plus for security system services for a term commencing August 1, 2018 and terminating July 31, 2019.

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 June 15th Board meeting. *A copy of the*

resolution request form is on file with the minutes.

Mr. Leggett inquired if there were any recommendations this year for improvements to the system, as there had been last year and Mr. Corcoran replied the system was outdated, but otherwise functioning well.

- 2) To authorize a new contract with Jennifer Linehan, Consulting Dietician, to provide dietary services for a term commencing March 1, 2018 and terminating March 1, 2019.

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

Ms. Braymer inquired what the hourly rate was for the Consulting Dietician and Mr. Corcoran replied he believed it was \$40 per hour.

Mr. Corcoran presented an overtime report, a copy of which is on file with the minutes. He mentioned he was trying to minimize overtime, noting it was lower than the first quarter. Regarding admissions and discharges, he informed there was currently a census of thirty-three residents adding in March there were no new admissions and two discharges and in April there were two new admissions and one discharge.

Mr. Geraghty informed Mr. Hanchett that the Committee had met with the Department of Veterans' Services and they had indicated they were happy with the way the Department of Social Services was being managed. Mrs. Frasier added she was very pleased about the feedback from Veterans' Services and Mr. Hanchett remarked he appreciated it.

Mr. Beaty requested Mr. Corcoran elaborate more on the overtime report, as he was concerned with the increase in overtime. Mr. Corcoran explained overtime was high due to payroll including two holidays in 2018 as compared to one in 2017 for the same pay period. Ms. Montero added one employee was on workers compensation and another was out on medical leave. Mr. Beaty inquired if the census was above or below the regular census and Mr. Corcoran responded there had been thirty-five residents when he took over as Director and the census had decreased to twenty-eight which prompted the creation of a plan with Mrs. Frasier. Mr. Corcoran offered to meet with Mr. Beaty and discuss the specifics of the plan, as well as the challenges or if Mr. Beaty preferred he could compose a monthly report with the information each month and send it to the full Board. Mr. Beaty conveyed he would appreciate the information, but it was not necessary to create a special report on his account. Mr. Corcoran replied he did not mind creating a report to share, as the difficulties were an issue. Mrs. Frasier requested Mr. Corcoran send the report to the Committee members and include Mr. Beaty.

There being no further DSS business to discuss, privilege of the floor was extended to Ginelle Jones, *Director, Public Health/Patient Services*, who distributed copies of the agenda 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 approve Health Services' updated Corporate Compliance Policy with amendments noted therein.

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

- 2) To approve Warren County's updated Corporate Compliance Policy to name the Human

Resources Director as the Corporate Compliance Officer.

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

- 3) To amend the 2018 Warren County Budget in the amount of \$18,043 to reflect receipt of funding from Adirondack Health Institute (AHI) which must be used to support New York State Delivery Systems Reform Incentive Payment Program (DSRIP) project activities.

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

- 4) To authorize renewal of the contract with New York State Department of Health/Health Research Institute to allow for continued funding for the Emergency Preparedness Program commencing July 1, 2018 and terminating June 30, 2019 in an amount not to exceed \$52,096.

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

Mr. Leggett inquired if the contract was for Bio Terrorism and Ms. Jones replied when the contract originated it was for Bio Terrorism, but Chemical Terrorism, Radiation and Weapons of Mass Destruction were added resulting in changing the name to Emergency Preparedness.

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 2017 was closed.

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 salaries were at 28.96% of the budget and last year at this time they were at 33.33%. She said overtime and part-time salaries were down from last year; however, she said, regular salaries were higher which she attributed to the increases in contracts and retirements. She apprised contractals were lower as a result of the timing with preschool and homecare program. She said overall revenues were even with last year. She noted two vehicles would be purchased by June.

Mr. Loeb inquired if there were any positive or negative areas that caused concern and Mrs. Driscoll replied she did not have any concern. Mr. Leggett inquired as to why salaries were higher, but benefits were down. Mrs. Driscoll explained some employees had cash outs when they retired and some did not which impacted the benefits, noting when an employee retires the employee benefits were shifted to retiree health.

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.

Status of Referrals - Ms. Jones apprised Valerie Whisenant, *Assistant Director of Patient Services*, and Tammy DeLorenzo, *Clinical & Fiscal Informatics Coordinator*, were both absent due to training. She noted referrals were down thirty-seven percent which was similar to other agencies. She informed referrals at this time last year were one-hundred-sixty-nine as compared to one-hundred-twenty-five this year. She noted despite the fewer referrals they continued to track referrals and trends.

Ms. Jones reported she had received authorization for Ms. Hoerter to attend the Lactation

Counseling Training and Certification Program in Albany, New York on September 17 - 21, 2018 and Attachment #8 included the signed authorization form as well as documentation for the conference.

Personnel Update - Ms. Jones indicated staffing continued to be a challenge and was a work in progress.

WIC Program - Ms. Jones informed she anticipated both WIC Coordinator Nutritionist and WIC Assistant positions would be filled by late May or early June which would allow her to concentrate on filling the part-time positions; she was pleased to report however, she noted, the WIC clients had not been effected by the vacancies.

Nursing Positions - Ms. Jones notified one nurse was currently out on workers compensation and the two nurses who were out on medical leave had returned to work. Ms. Driscoll added one employee was retiring June 30th but would be returning to work per diem.

Ms. Jones requested to fill the following positions:

-Public Health Nurse #8, *Grade 21, Annual Salary \$49,528.*

-Registered Professional Nurse/CHN #15, *Grade 19, Annual Salary \$46,318,* due to retirement.

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. *Copies of Notice of Intent to Fill Position forms are on file with the minutes.*

Tobacco Entitlement Update- Ms. Jones noted Dan Durkee, *Health Educator*, went into fourth and fifth grade classes in Warren County schools to educate tobacco positive messages and hosted a poster contest. She announced the winners of first, second and third place. Ms. Jones added the posters were made into a calendar with smoking cessation messages that were distributed to the schools for the children and their families. She apprised with the extra funds in the budget for the tobacco free initiative they were utilizing radio spots on HITS 95.9 to support tobacco free messages.

Mr. McDevitt conveyed he was deeply impressed with the concern and emphasis on the negatives of tobacco and conveyed the education was occurring where it should at the younger ages. He commended the program; however, he voiced his opposition to legislation which would raise the age to allow individuals to purchase tobacco as he felt since age 18 was old enough to vote and enlist in the military it should also be the age allowed to purchase tobacco.

Ms. Braymer inquired whether Ms. Hoerter had been to the specific training before and if she would be staying over night in Albany and Ms. Jones replied it was new training for Ms. Hoerter, noting she would not be spending the night in Albany during the training. She pointed out the training had been hosted in Vermont in past years which required an overnight stay.

Chairman Conover reiterated his statement at the last meeting in regards to tracking the 2017 figures as compared to the budgeted amount in 2018 and emphasized the importance of keeping a watchful eye on those two particular columns because issues would occur if expenditures got out of control and revenue stayed on par.

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

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