

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH, HUMAN AND SOCIAL SERVICES

DATE: JUNE 18, 2018

COMMITTEE MEMBERS PRESENT:

SUPERVISORS FRASIER
MCDEVITT
BRAYMER
LEGGETT
LOEB
DIAMOND
HYDE
SOKOL

COMMITTEE MEMBER ABSENT:

SUPERVISOR MAGOWAN

OTHERS PRESENT:

CHRIS HUNSINGER, DIRECTOR, EMPLOYMENT & TRAINING ADMINISTRATION
ROB YORK, DIRECTOR, OFFICE OF COMMUNITY SERVICES
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
AMANDA ALLEN, CLERK OF THE BOARD
AMY LAVINE, ASSISTANT COUNTY ATTORNEY
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
DICKINSON
DRISCOLL
GERAGHTY
MERLINO
WILD
GINA MINTZER, EXECUTIVE DIRECTOR, LAKE GEORGE CHAMBER OF COMMERCE
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the June 18, 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 9:01 a.m.

Motion was made by Mr. Loeb, seconded by Ms. Braymer 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 Budget in the amount of \$40,920 to reflect receipt of State grant funds for enhanced career services to dislocated workers.

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. Note: subsequent to the meeting Mr. Hunsinger withdrew the aforementioned request as the anticipated funding was not fully committed.*

- 2) To appoint Michael Bittel, *newly appointed President/CEO of the Adirondack Regional Chamber of Commerce*, to the Saratoga-Warren-Washington Workforce Development Board for the term commencing July 20, 2018 and terminating June 30, 2021.

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 July 20th 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 Summer Youth Award Ceremony and Picnic would be held on August 17, 2018 at the Crandall Park Pavilion at noon. He acknowledged the Ceremony was scheduled for the same day as the August Board Meeting, but said he hoped some of the Committee members would still be able to attend part of the event. Mrs. Frasier noted this was a nice function and she encouraged anyone available to attend.

This concluded the review of the ETA agenda; 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 Mental Health/Community Services agenda is on file with the minutes.*

Mr. Thomas entered the meeting at 9:06 a.m.

Commencing his agenda review, Mr. York presented a request to amend the 2018 Budget in the amount of \$185,000 to reflect receipt from New York State Senate PFC Joseph P. Dwyer funding to develop a Veterans' peer-to-peer support program in Warren County.

Ryan Moore, *County Administrator*, inquired if Mr. York anticipated hiring an employee for the program or if he planned to contract for these services and Mr. York replied he foresaw hiring an employee who would closely with the Veterans' Services Office. Ms. Braymer inquired how many Veterans there were in the County and Mr. York replied he was unsure. Mr. Loeb commented he thought it was a great program and apprised the Committee he had been working with Supreme Court Justice Auffredou to implement a Veterans' Court, which he felt the new program would tie into nicely, and he applauded these efforts. He also requested the Committee submit any ideas they had for naming the Veterans' Court program to him.

Mrs. Hyde entered the meeting at 9:10 a.m.

Motion was made by Mr. Loeb, seconded by Mr. Leggett and carried unanimously to approve the request as presented and forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes. Note: Subsequent to the meeting Mr. York requested that this item be pulled from the Finance Agenda; he advised he would bring the matter back to the Committee next month.*

This concluded the review of the Mental Health 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 authorize the continuation of various contractual agreements for Special Delinquency Prevention Programs, as outlined in the "Schedule A" document included in the agenda packet, for a term commencing retroactive to January 1, 2018 and terminating December 31, 2018.

Ms. Braymer inquired why the contract was being brought to Committee when the start date was six months ago. Mrs. Frasier pointed out that Mr. Hanchett was only appointed the Commissioner in April therefore, she said, he should be granted some leeway. Mr. Hanchett explained the contracts had not been addressed previous to his promotion and he was doing his best to clean up loose ends; he added that he was working closely with both the legal staff and the Fiscal Manager to address contracts in a

more timely manner. Julie Montero, *Fiscal Manager*, added he had assured her that contracts would be a priority which she would hold him to.

Mr. Leggett asked Mr. Hanchett to give a brief overview of what the programs listed in the "Schedule A" document were and Mr. Hanchett provided a summary of them. Mr. Leggett asked how parents were involved in the parenting education programs and Mr. Hanchett explained this was as a result of various referrals from the DSS Preventive Services division, as well as from the courts and private providers. Mr. Loeb inquired how delinquency services correlated with the Youth Court and Mr. Hanchett replied he was unsure and would get back to him with an answer. Mr. Loeb explained he was asking as he was unsure if there was a duplication of services or if the services worked together; Mr. Hanchett said the two were linked together but indicated he would have to investigate further to provide a thorough response.

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 July 20th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2a) To authorize submission of an application to the New York State Office of Children & Family Services for Youth Program funding, as outlined in the 2018 Resource Allocation Plan

Mr. Thomas asked if the towns were obligated to participate in the recreational programs and services for youth and Mr. Hanchett replied affirmatively. Mr. Thomas requested a copy of the contract.

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

- 2b) To continue agreements with the towns and municipalities within Warren County to reimburse a portion of the cost for recreational programs for 2018.

Ms. Braymer inquired if there were actual contractual agreements for the towns and municipalities and Mrs. Frasier replied affirmatively.

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 July 20th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 3) To amend Resolution No. 237 of 2018, which authorized an extension agreement with the Council for Prevention of Alcohol & Substance Abuse, Inc. for the Youth Court Program to reflect the correct 2018 contract amount which was \$67,295.00.

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 July 20th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Hanchett informed ten members of the DSS staff would be attending the New York Public Welfare Associations (NYPWA) Annual Summer Conference in Saratoga, NY on July 15-18, 2018. Mr. Moore inquired if there would be additional fees for meals and Mr. Hanchett replied there would be separate meal reimbursements. Mr. Moore apprised the form would need to be amended to include those reimbursements. Mr. Loeb remarked how fortunate the County was to have the training offered in Saratoga to allow for a maximum number of staff to benefit from, adding he fully supported training.

Moving on to the Information/Discussion portion of the agenda, Mr. Hanchett reported on his activities for the previous month, following which Julie Montero, *Fiscal Manager*, provided an overview of the

Budget Analysis and Overtime Reports. She noted overtime was up compared to last year, but she attributed that to an abundance of CPS calls, staffing issues, retirement and training for three Caseworkers. Mr. Hanchett added there was still a shortage of Caseworkers resulting in caseworkers sharing the workload, but training was much more convenient now that the center was located in Albany. Ms. Montero indicated she had added the column showing last years total as requested by Chairman Conover for a comparison. She said the amounts were similar to last year and she did not see any major issues at this time. Mr. Loeb commended the suggestion on the addition of the column.

Ms. Braymer inquired about the sexually exploited children conference and money allocated to a program for sexually exploited children. Mrs. Frasier commented she had attended such a conference, but would allow Mr. Hanchett to answer. Mr. Hanchett informed grant money had been awarded to spend on sexually exploited children training and informational type programs. He added he was in the process of having billboards made. Ms. Braymer conveyed she was surprised the issue was a problem in the area.

Chairman Conover suggested in order to make it easier to track contract renewals that Mr. Hanchett create a calendar with recurring activities and allow Mr. Moore to view the calendar, as well. Mr. Hanchett thanked Chairman Conover for that suggestion. A brief discussion ensued in regards to contracts.

Mr. Diamond entered the meeting at 9:46 a.m.

Mr. Geraghty inquired if there had been a resignation in the department and Mr. Hanchett replied he had received a resignation from the Deputy Commissioner/Chief Legal Counsel effective June 1st. He explained he was working with the Personnel Officer and the Director of Human Resources to make a decision as to whether they should continue the combined position as it was currently, or separate it into two positions. Mrs. Frasier asked that Mr. Hanchett keep the Committee updated on this matter.

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.*

Commencing his agenda review Mr. Corcoran apprised he did not have any action items and presented an overtime report, a copy of which is on file with the minutes. Mr. Geraghty expressed concern with the amount of overtime used during holidays and Mr. Corcoran replied this was due to sicknesses and maintenance issues on weekends which needed to be resolved. He added there had been eleven incidents on weekends which was extremely high and although it was normal for a building of that age he hoped the issues would be less frequent. He also said he had hired two per-diem employees who would be utilized in emergency situations to minimize overtime. Regarding admissions and discharges, he informed there was currently thirty-two residents, adding in May there were no new admissions and no discharges. Ms. Braymer inquired what type of marketing was being utilized for the home and Mr. Corcoran replied he had sent the Committee a report and a survey was sent to residents families asking what made them choose Countryside Adult Home with a response of the tour; however, he noted, there were not as many tours being given to gain the census they had hoped for. He explained there were plans to showcase the home and he believed there needed to be an increase in word of mouth referrals which accounted for 90% of the census. Mr. Sokol commented it appeared Mr. Corcoran was doing a good job and suggested a virtual tour of the home similar to what realtors did for the homes they were selling. Mr. Loeb commented Mr. Sokol's suggestion of developing a virtual tour was a good idea. Mr. Hanchett advised a link on the Departments website would be possible, but said a problem with adding the census was dependent on insurance companies guidelines and funding issues for potential residents. Chairman Conover stated in the past it had not been constructive to use the internet as a marketing tool, but now it appeared Seniors were more computer literate and he concurred the internet was a good avenue to utilize.

Mr. Beaty inquired what the dollar amount equated to for the additional 256 hours of overtime in 2018

and Mr. Corcoran replied he was unsure, but would get back to him with that answer. Mr. Beaty requested that he send the information to him. Mr. Moore requested Mr. Corcoran add an actual expense to date column, an adopted budget for overtime column and an actual expended year to date column from the same period of time last year. Ms. Montero informed those were included in her report under Department 6030 and 120 for overtime salaries, as well as year to date.

Gina Mintzer, *Executive Director, Lake George Regional Chamber of Commerce*, apprised that she could mention Countryside at the next monthly meeting of the Lake George CVB (*Convention & Visitors Bureau*), as many Warren County residents wanted to stay in the area and Mr. Corcoran and Mrs. Frasier stated their appreciation for this idea. Mr. Corcoran welcomed the Committee to contact him with any suggestions or ideas they may have.

This concluded the review of the *Countryside* and *DSS* agenda; privilege of the floor was extended to Ginelle Jones, *Director, Public Health/Patient Services*, who distributed copies of the Public Health 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 amend the 2018 County Budget in the amount of \$12,155 to reflect the receipt of funding from the Adirondack Health Institute (*AHI*) which must be used to support DSRIP (*Delivery System Reform Incentive Payment*) project activities.

Motion was made by Mr. Loeb, 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.*

- 2) To authorize a transfer of funds in the amount of \$14,718.36 between various codes.

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.*

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 in Attachment #2. She advised a payment for the Early Intervention Program had been received in the amount of \$173,538.01. She added they were slightly above in regular salaries, and down in part-time salaries compared to last year.

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 this years expenses were down due to timing and revenues were slightly higher.

Mr. Loeb inquired why year to date salaries were included in an earlier report and requested to have a similar column added for expenses. Mrs. Driscoll advised that was included on Attachment #3 and Mr. Loeb questioned why there were two reports. Mrs. Driscoll explained in the past she was asked by Chairman Conover to include the first report and Mrs. Frasier suggested to keep the reports as they were.

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 - Valerie Whisenant, *Assistant Director of Patient Services*, reviewed the referrals, included as Attachment #4. She informed referrals were a bit higher this month as compared to last month, adding they had been very busy with one nurse out on medical leave for a surgery, but that

nurse was expected to return next month.

Program Update - Ms. Jones indicated an Early Intervention Survey was done on site by IPRO (*Island Peer Review Organization*) on May 30th; she said she had just received the official report and had not had time to review it, but did have 45 days to provide an initial response. She added the NYSDOH (*New York State Department of Health*) WIC (*Women, Infants & Children*) Program survey was expected to be completed on-site beginning July 10th.

Personnel Update - Ms. Jones indicated staffing continued to be a challenge; however, she said she was not requesting approval to fill positions at this time. She noted she had one employee out last week on workers compensation.

Ms. Braymer mentioned she had recently learned Governor Cuomo was proposing lyme disease research which involved counties around Warren County; she said she intended to contact the State and inquire why Warren County was not involved in the research area. She pointed out the Health Education Program was very involved with the community on prevention of lyme disease and served as a resource for the community and organizations. She added they had placed signs on the local trails to increase tick awareness. Ms. Braymer commented it was a misconception that Warren County did not have ticks and lyme disease and Ms. Jones concurred.

There being no further business to come before the Health, Human & Social Services Committee, on motion made by Mr. Loeb and seconded by Mr. Leggett, Mrs. Frasier adjourned the meeting at 10:19 a.m.

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