

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH, HUMAN AND SOCIAL SERVICES

DATE: JULY 24, 2018

COMMITTEE MEMBERS PRESENT:

SUPERVISORS FRASIER
MCDEVITT
BRAYMER
LEGETT
DIAMOND
HYDE
MAGOWAN

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

TAWN DRISCOLL, FISCAL MANAGER

TAMMIE DELORENZO, CLINICAL & FISCAL INFORMATICS COORDINATOR

COMMITTEE MEMBERS ABSENT:

SUPERVISORS LOEB
SOKOL

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 DICKINSON

DRISCOLL

GERAGHTY

HOGAN

MERLINO

SIMPSON

DON LEHMAN, *THE POST STAR*

LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the July 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 10:29 a.m.

Motion was made by Mr. McDevitt, seconded by Mr. Diamond 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 \$587,767 to add the annual allocation of Federal Workforce Investment and Opportunity Act (WIOA) funds for program year 2018.

Motion was made by Mr. Leggett, seconded by Mr. McDevitt 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 approve a request to host the 2018 Summer Youth Awards Ceremony/Picnic on August 17, 2018 at the Crandall Park Pavilion.

Motion was made by Mr. Leggett, seconded by Ms. Braymer and carried unanimously to approve the request. *A copy of the Request to Host Meeting or Conference form is on file with the minutes.*

Mr. Magowan entered the meeting at 10:30 a.m.

Moving on to the Information for Discussion/Review portion of the agenda, Mr. Hunsinger announced there were 51 youth on the payroll, which was more than last year.

Mrs. Hyde entered the meeting at 10:32 a.m.

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:

- 1A) To amend the Table of Organization and Salary Schedule to create and fill the new position of Deputy Commissioner, *Annual Salary \$78,500 - \$82,500*, and delete the position of Deputy Commissioner/Chief Legal Counsel, *Annual Salary \$84,408*, effective August 20, 2018.

In response to a question posed by Mr. Leggett, Mr. Hanchett advised he was seeking to delete the current position of Deputy Commissioner/Chief Legal Counsel and create the new position of Deputy Commissioner in its place. He indicated that his next agenda item consisted of a request to create and fill the new position of Part-Time Assistant Social Services Attorney. Ms. Braymer asked how these new positions would fit the organization plan and Mr. Hanchett explained they would allow for more supervision of his staff located on the second floor of the Human Services building and would also provide more focus on collection of funds in areas such as the child support division. A discussion ensued with regard to the DSS legal work and County Attorney's legal work related to the DSS.

Ryan Moore, *County Administrator*, reported at yesterday's Criminal Justice & Public Safety Committee meeting Robert Iusi, *Probation Director*, discussed the Raise the Age reimbursement process and how he would be working with DSS, as well as the County Attorney, to determine eligibility for full reimbursement to include in the Raise the Age plan for submission to the State.

Motion was made by Mr. Magowan, seconded by Mr. Leggett and carried unanimously to approve Item 1A, as outlined above, and forward same to the Personnel & Higher Education Committee. *Copies of the Request to Create New Position and Notice of Intent to Fill forms are on file with the minutes.*

- 1B) To amend the Table of Organization and Salary Schedule to create and fill the new position of Part-Time Assistant Social Services Attorney, *Annual Base Salary \$32,500 - \$37,000*, effective August 20, 2018.

Motion was made by Mr. Magowan, seconded by Ms. Braymer and carried unanimously to approve Item 1B and forward same to the Personnel & Higher Education Committee. *Copies of the Request to Create New Position and Notice of Intent to Fill Position forms are on file with the minutes.*

- 2) To amend the 2018 County Budget in the amount of \$50,000 to reflect receipt of funding from the New York State Office of Temporary & Disability Services with the provision that the funds be used to enhance SNAP (*Supplemental Nutrition Assistance Program*) unit efficiencies.

Motion was made by Mr. McDevitt, 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.*

- 3) To authorize the 2018 agreement with the Town of Queensbury to provide certain youth services for the Department of Social Services (*Youth Bureau*) in the amount of \$1,715.

Motion was made by Ms. Braymer seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the August 17th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Geraghty inquired if this agreement related to the recreation money that was previously approved for all of the towns and Julie Montero, *Fiscal Manager*, replied this was for Youth Court activities. Mr. Geraghty then asked whether this funding was being awarded because Youth Court was being held in the Town of Queensbury and he noted that Youth Court was held in the Town of Warrensburg too. He recalled he had inquired about the very same resolution last year, but had not received a response; he said he would appreciate an explanation as to what the extra funding was intended for. Ms. Braymer pointed out there was an agreement associated with this request and she suggested reviewing the agreement and possibly drawing up another to include the Town of Warrensburg. Mr. Hanchett assured Mr. Geraghty he would research the matter and provide him with an answer as quickly as possible.

- 4) To appropriate funds in the amount of \$16,341 from the Vehicle Reserve Fund (A.896.00) to Budget Code A.6010 230.1, *Social Services, Automotive Equipment - Reserve*, to purchase a replacement vehicle for DSS Fleet Vehicle #11-70 which was no longer in use due to age and damage.

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

Ms. Braymer requested consideration be given to purchasing a hybrid vehicle, as the DSS staff drove quite a distance around the County and she noticed hybrid vehicles were being added to the County fleet. Mr. Leggett inquired if there was any insurance recovery on the vehicle that was being replaced since it had been in an accident and Mr. Hanchett replied in the negative. Ms. Montero added the value of the car and the age made the vehicle not worth insuring for collision; therefore, she said, the Self-Insurance Department had cancelled the collision insurance prior to the accident.

Moving on to the Information/Discussion portion of the agenda, Mr. Hanchett reported on his activities for the previous month, following which Ms. Montero provided an overview of the Budget Analysis and Overtime Reports. She informed revenue was down a little compared to last year; however, she remarked, she was not concerned as revenue typically was received in the second half of the year. Ms. Montero noted overtime was down a little which she hoped would continue. She addressed Ms. Braymer's request for consideration of a hybrid vehicle, noting the pricing she received from Julie Butler, *Purchasing Agent*, was \$23,000 for a Ford Fusion Hybrid compared to \$16,341 for a Ford Fusion; she apprised although she would like to purchase a hybrid vehicle it was substantially more expensive. Ms. Braymer thanked Ms. Montero for considering the hybrid version, but agreed the difference in cost was significant; she said she would speak to Mrs. Butler and Frank Morehouse, *Superintendent of Buildings*, as she believed the hybrid vehicles Mr. Morehouse purchased for his fleet cost far less than \$23,000.

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 requests to present; he proceeded to review the Census and Overtime Reports, copies of which are on file with the minutes. Mrs. Frasier inquired if the current census was at thirty-two and Mr. Corcoran replied that was the number at the end of June. Ms. Braymer inquired what the current overtime status was after July 8th

and Mr. Corcoran replied there were 15 - 18 hours of overtime used during the pay period ending on the July 22nd due to an after hours emergency which staff needed to be called in for.

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 authorize an agreement with Durrin, Inc. to provide transportation for the Preschool Children with Disabilities and Early Intervention Program in Warren County at the rates set forth in the agenda for a term commencing September 1, 2018 and terminating August 31, 2019.

Motion was made by Mr. McDevitt, seconded by Mr. Diamond and carried unanimously to approve the request and the necessary resolution was authorized for the August 17th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To amend agreement with Delta Health Technologies, LLC for migration of patient data from Encore to Crescendo to authorize a site optimization visit.

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 August 17th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 3) To amend the contract with Emily Russom, *Occupational Therapist*, to provide education sessions for therapists, parents or other individuals with children involved in the Early Intervention and Preschool Programs at the rates set forth in the agenda for a term commencing August 1, 2018 and terminating upon thirty days written notice by either party.

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 August 17th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 4) To accept the Health Services 2017 Annual Report.

Motion was made by Mrs. Hyde, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the August 17th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 5) To amend the 2018 County Budget in the amount of \$10,349.51 to reflect funds received from the 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. Magowan, seconded by Ms. Braymer 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:
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.

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 she would

be moving a payment in the amount of \$50,000 into revenues. Mrs. Driscoll stated she had closed the month of May at \$346,434.11. She informed an Early Intervention Program grant was received in the amount of \$6,758 and WIC (*Women, Infants and Children*) revenue of \$27,378. Mrs. Driscoll reported she was able to bill the State for the Preschool Program and added another \$385,408 for that reason. She informed salaries were at 44.68% of the budget which was slightly below the figure last year of 52.50%; she added they were slightly above in regular salaries due to contract increases. She indicated overtime and part-time expenses were lower as compared to last year, as well as part-time salaries.

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 with the Preschool Program and revenues were slightly higher than last year. She informed an insurance company that was involved in paying managed medicaid had paid less than the contractual agreement during 2014 - 2017, but she worked with Mary Elizabeth Kissane, *County Attorney*, to collect the total amount due and received a payment of \$94,000, and she thanked Ms. Kissane for her help obtaining those monies and added they would be pursuing reimbursement owed for the year 2018 as well.

Status of Referrals - Tammie DeLorenzo, *Clinical & Fiscal Informatics Coordinator*, reviewed the referrals, included as Attachment #4. She informed June was a busy month as referrals were up 25% which was their highest level since January and they were holding steady for July; she added they had been very busy with new computer services and noted the per-diem staff had been an asset she was very thankful to have.

Rabies Program Update - Ms. Jones advised Attachment #5 outlined the quarterly rabies report.

Program Update - Ms. Jones indicated she had reviewed the official report from the Early Intervention Survey done on site by IPRO (*Island Peer Review Organization*) on May 30th and the agency had done very well overall, with none of the findings having impacted the quality of service; she added a corrective action plan had been submitted on July 13th addressing minor changes to procedure. She advised through the quality assurance plan they would be hiring per-diem therapists for each discipline per state request in order to perform annual therapist evaluations in lieu of contract therapies. She thanked Erik Mastrianni, *Senior Service Coordinator*, for his efforts completing the corrective action plan. She added the NYSDOH (*New York State Department of Health*) WIC Program survey had been completed on-site on July 10th with WIC representatives and the representatives were pleased with the site visit and the department had passed the State survey.

Nursing Positions - Ms. Jones indicated two nurses had returned from medical leave and efforts were ongoing to continue recruitment for nursing staff.

Ms. Jones requested to fill the following positions:

- Public Health Liaison (*part-time, 24 hours*), *Grade 7, \$15.74/hour (pro-rated)*, due to promotion.
- Registered Professional Nurse #37, *Grade 19, Annual Salary \$46,318*, due to promotion.

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

Other - Ms. Jones apprised NYSDOH was in attendance at a public hearing held at SUNY Adirondack on July 19th along with elected officials, stakeholders and the community to discuss Governor Cuomo's Cancer Research Initiative as Warren County was one of four areas selected for the study based on the ranking in the New York State Cancer Registry. She extended appreciation to Dan Durkee, *Senior Health Educator, Emergency Preparedness Coordinator*, and J'Nelle Oxford, *Public Health Program Coordinator*, for their assistance gathering County data and assistance in inviting

stakeholders and the community. Ms. Jones also extended her appreciation to the elected officials, stakeholders and community that attended the July 19th meeting.

Mr. Diamond exited the meeting at 11:20 a.m.

Ms. Jones congratulated Ms. DeLorenzo on her acceptance of Assistant to the County Administrator position and expressed her appreciation for Ms. DeLorenzo's contribution to the agency, noting she looked forward to working with her in her new position. She apprised during the transition the administrative team would be evaluating the departmental needs in order to decide how to proceed with covering Ms. DeLorenzo's duties. Mrs. Frasier applauded Ms. DeLorenzo on her past accomplishments.

Mr. Geraghty extended his appreciation for the CPR classes Mr. Durkee provided to all of the camp counselors in the Town of Warrensburg, which he did on a yearly basis and did a great job.

There being no further business to come before the Health, Human & Social Services Committee, on motion made by Mr. McDevitt and seconded by Mr. Magowan, Mrs. Frasier adjourned the meeting at 11:23 a.m.

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