

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH, HUMAN AND SOCIAL SERVICES

DATE: SEPTEMBER 27, 2018

COMMITTEE MEMBERS PRESENT:

SUPERVISORS FRASIER
MCDEVITT
BRAYMER
LEGGETT
MAGOWAN
SOKOL

OTHERS PRESENT:

DENISE DiRESTA, DIRECTOR, VETERANS' SERVICES
REPRESENTING THE OFFICE OF COMMUNITY SERVICES:
ROB YORK, DIRECTOR
HARRY CARLSON, DEPUTY DIRECTOR - FISCAL
DEANNA PARK, DIRECTOR, OFFICE FOR THE AGING
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
RONALD F. CONOVER, CHAIRMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
AMANDA ALLEN, CLERK OF THE BOARD
AMY LAVINE, FIRST ASSISTANT COUNTY ATTORNEY
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS DRISCOLL
GERAGHTY
HOGAN
WILD
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
RYAN DICKEY, SECOND ASSISTANT COUNTY ATTORNEY
DON LEHMAN, *THE POST STAR*
THOM RANDALL, *ADIRONDACK JOURNAL*
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS LOEB
DIAMOND
HYDE

Please note, the following contains a summarization of the September 27, 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 10:40 a.m.

Motion was made by Mr. Sokol, seconded by Mr. McDevitt 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 Denise DiResta, *Director, Veterans' Services*, who distributed copies of her agenda to the Committee members; *a copy of the Veterans' agenda is on file with the minutes*. Ms. DiResta then proceeded with her sole agenda item which pertained to a review of her Departments' 2019 Budget Request, a copy of which was included in her agenda packet; during her review Ms. DiResta also answered questions from the Committee.

There being no further Veterans' Services business to discuss, 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*.

Commencing his agenda review, Mr. York presented a request for a transfer of funds totaling \$30,100 to cover New York State mandated chargeback expenses for Warren County defendants found not competent to stand trial. He explained his request included \$12,130 to be transferred between his various budget codes, as well as for an additional \$17,970 to be transferred from the Contingent Account to cover what was not available within his existing budget. He also pointed out that \$5,100 of the transfers of existing funds was included to cover Retiree's Hospitalization costs, as requested by the County Treasurer's Office.

Motion was made by Mr. McDevitt, seconded by Ms. Braymer and carried unanimously to approve the requests for transfers of funds and forward same to the Finance Committee. *Copies of the resolution request forms are on file with the minutes.*

A brief discussion ensued in regards to psychiatric evaluations.

Continuing with the agenda review, Harry Carlson, *Deputy Director - Fiscal*, provided a review of the Mental Health/Office of Community Services 2019 Budget Request, during which he and Mr. York answered questions posed by the Committee.

Mr. York apprised Carrie Wright, *Program Analyst*, was interested in an upcoming training opportunity in California. He noted his Office did not typically partake in out-of-State training due to the costs associated, but said there may be grant funds available to cover this cost which Ms. Wright was researching. Mr. York requested that the Committee authorize out-of-State travel for Ms. Wright to attend the training, contingent upon the availability of grant funding to cover the costs of the training and associated travel. Following some discussion, it was the consensus of the Committee to authorize the out-of-State travel, regardless of the availability of grant funding; the Committee determined that if the grant funds were not available, funds from the Office of Community Services budget should be used. Ryan Moore, *County Administrator*, requested that Mr. York forward him the details regarding the training and travel, including dates, location and cost, as soon as possible.

Motion was made by Mr. Magowan, seconded by Mr. McDevitt and carried unanimously to authorize the out-of-State travel and the necessary resolutions were authorized for the October 19th Board meeting. *Note: subsequent to the meeting Mr. York elected to withdraw the request in light of the costs of the training/travel which were higher than he had initially anticipated.*

There being no further Office of Mental Health/Community Services business to discuss, privilege of the floor was extended to Deanna Park, *Director, Office for the Aging*, who distributed copies of her agenda to the Committee members; *a copy of the Office for Aging agenda is on file with the minutes.*

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

- 1) To extend the agreement with Hamilton County to provide HEAP outreach and certification services to low-income residents of Hamilton County at an amount not to exceed \$10 per application.

Motion was made by Mr. Sokol, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the October 19th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To renew the contract with Hunt's Quality Pest Control in an amount not to exceed \$5,000 per year to provide pest control services to all meal sites in Warren and Hamilton Counties for a term commencing November 1, 2018 and extending per the terms of the agreement with automatic annual renewals to occur provided there are no monetary contract changes.

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 October 19th Board meeting. *A copy of the*

resolution request form is on file with the minutes.

- 3) To fill the position of Meal Site Cook #7, *Grade 2, Annual Salary \$26,743 pro-rated for 25 hrs/week*, at the Long Lake meal site due to resignation.

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

Moving on to the Information/Discussion portion of the agenda, Ms. Park informed the Warren-Hamilton Senior Picnic held on September 12th had over 230 attendees. She extended her appreciation to the Warren County DPW Buildings & Grounds staff, as well as Countryside Adult Home, Cornell Cooperative Extension, Warrensburg School, the Lake Luzerne and Bolton Meal Sites for making the event a success.

Ms. Park proceeded with a review of her Department's 2019 Budget request, during which she answered questions posed by the Committee, before concluding her agenda review by informing that the NYSOFA (*New York State Office for the Aging*) annual review had been completed September 25-26, 2018.

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 reclassify the position of Community Services Worker #2, *Grade 8, Annual Salary \$43,006*, to a Senior Community Services Worker, *Grade 11, Annual Salary \$46,588*, as well as for permission to fill same.

Motion was made by Mr. McDevitt, seconded by Mr. Magowan and carried unanimously to approve the request and forward same to the Personnel & Higher Education Committee. *A copy of the resolution request and Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

- 2) To appoint Joshua Patchett, *Town of Hague*, as a member of the Warren County Youth Board for the remainder of 2018.

Motion was made by Mr. Leggett, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the October 19th Board meeting. *A copy of the resolution request form is on file with the minutes.*

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 overtime was high due to the call volume and training for three new caseworkers. Ms. Montero remarked expenses were down and revenue was up compared to the same time last year.

Ms. Montero provided a review of the Department of Social Services 2019 Budget request, during which she and Mr. Hanchett answered questions posed by the Committee members.

Mr. Sokol inquired if the morale of the DSS employees had improved under the new leadership and Mr. Hanchett replied it had, but admitted this change was taking longer than he had originally anticipated. Mr. Moore interjected that he had received good reports from the staff acknowledging morale was improving.

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 requested to ratify the actions of the Chairman of the Board in authorizing a contract with LaPan Precision for emergency installation of a new condenser and evaporator for the walk-in freezer at Countryside Adult Home. He informed the cost of this work was not to exceed \$5,500.

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 October 19th Board meeting. *A copy of the resolution request is on file with the minutes.*

Mr. Corcoran proceeded to review the Census and Overtime Reports, copies of which are on file with the minutes.

Moving on to the Information/Discussion portion of the agenda, Mr. Corcoran informed the laundry was now being taken care of in-house, and while this was challenging due to a housekeeping staff member being out on medical leave, the process was going well.

This concluded the review of the Countryside and DSS agendas; 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.*

Mr. Leggett exited the meeting at 11:57 a.m.

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

- 1) To authorize submission of an application to the Adirondack Health Institute (AHI) for grant funds in the amount of \$3,000.

Motion was made by Mr. Sokol, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the October 19th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To authorize a new contract with Field Goods to provide fresh seasonal produce to WIC families over a term commencing October 19, 2018 and extending until the AHI grant funds are expended.

Motion was made by Mr. Sokol, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the October 19th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 3) To authorize a new contract with David Minshall, *NYS Licensed Physical Therapist*, to provide Physical Therapy services for a term commencing October 19, 2018 and terminating upon thirty days written notice by either party.

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 October 19th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 4) To amend the 2018 County Budget in the amount of \$1,000 to reflect additional funds received for CPR training classes and affiliated expenses.
- 5) To amend the 2018 County Budget in the amount of \$3,000 to reflect funds received from the Adirondack Health Institute (AHI) to support the WIC Fresh Food Bag Program.
- 6) To amend the 2018 County Budget in the amount of \$900 to reflect the annual expense for the Warranty/Maintenance Agreement purchased with the FIT testing machine from Ebola Grant Funds.
- 7) To authorize a transfer of funds in the amount of \$50,000 from Budget Code A.4010.110,

Health Services-Full Time Salaries, to Budget Code A.4010.130, *Health Services-Part-Time Salaries*, to cover per diem salaries in the CHHA (*Certified Home Health Agency*) through the end of 2018.

Motion was made by Mr. Sokol, seconded by Mr. McDevitt and carried unanimously to approve Items 4-7, as outlined above, and forward same to the Finance Committee. *Copies of the resolution request forms are 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 reported salaries were slightly higher than anticipated, but were still lower than for the same time period last year. Mrs. Driscoll reported the rates were approved for the Preschool Program and she informed employee benefits were slightly higher 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 revenues were slightly higher compared to last year.

Status of Referrals - Valerie Whisenant, *Assistant Director of Patient Services*, reviewed the referrals, included as Attachment #4. She informed they remained busy and had some open positions. She explained other homecare agencies were short nursing staff which she hoped would not occur with the County.

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.

Next, Ms. Jones and her staff proceeded with a review of the 2019 Budget request for all Public Health/Patient Services Divisions and they answered questions posed by the Committee.

Next, Ms. Jones informed the WIC Department was fully staffed and she requested to fill the Health Services position of Registered Professional Nurse/CHN #11, *Grade 19, Annual Salary \$46,318*, due to promotion.

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

Finally, Ms. Jones reviewed the meetings/conferences she and her staff had attended in September and would be attending in October, noting the information was provided in keeping with the requirements of the County's Travel Policy.

There being no further business to come before the Health, Human & Social Services Committee, on motion made by Mr. Sokol and seconded by Mr. McDevitt, Mrs. Frasier adjourned the meeting at 12:19 p.m.

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