

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH, HUMAN AND SOCIAL SERVICES

DATE: OCTOBER 29, 2018

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS FRASIER  
MCDEVITT  
BRAYMER  
LEGETT  
LOEB  
HYDE  
MAGOWAN  
SOKOL

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  
RONALD F. CONOVER, CHAIRMAN OF THE BOARD  
RYAN MOORE, COUNTY ADMINISTRATOR  
AMY LAVINE, FIRST ASSISTANT COUNTY ATTORNEY  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD  
FRANK THOMAS, BUDGET OFFICER  
SUPERVISORS DRISCOLL  
GERAGHTY  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
DON LEHMAN, *THE POST STAR*  
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

COMMITTEE MEMBER ABSENT:

SUPERVISOR DIAMOND

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*Please note, the following contains a summarization of the October 29, 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 11:20 a.m.

Motion was made by Mr. Sokol, seconded by Mr. Magowan 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, Mr. Hunsinger apprised he did not have any Action Agenda/New Business items to present; proceeding to the Information for Discussion/Review section of the agenda, he provided a Powerpoint presentation entitled "Warren County Summer Youth Employment Program". Next, Mr. Hunsinger shared a copy of the Multi-Jurisdictional Chief Elected Officials Agreement for the Saratoga-Warren-Washington Workforce Development Board; *a copy of which is on file with the minutes.*

This concluded the review of the ETA agenda and 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 amend the Table of Organization and Salary Schedule to create and fill the new position of Social Services Attorney, *Annual Salary \$77,500*, and delete the position of Assistant Social Services Attorney #1, *Annual Salary \$73,567*, effective November 19, 2018.

Ms. Braymer requested that the attorney hired for this position be licensed to practice law in New York

State and Mr. Hanchett assured this would be the case.

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

Moving on to the Information for Discussion and/or Review 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 informed expenses were up due to an extra pay period in the month of September; however, she remarked, they were on target for revenues. Ms. Montero noted overtime was consistent with training for Caseworkers which was nearing completion.

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 presented a request to amend the Table of Organization and Salary Schedule to create and fill the position of Food Service Helper #4, (part-time), *Grade 2, Annual Salary \$26,743*, and delete the position of Institutional Aide #7, *Base Annual Salary \$29,340*, effective November 26, 2018.

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. *Copies of the Notice of Intent to Fill Vacant Position and the resolution request form are on file with the minutes.*

Moving on to the Information for Discussion/Review portion of the agenda, Mr. Corcoran informed his agenda included the Census and Overtime Reports, copies of which are also on file with the minutes. Mr. Loeb commented that for a department required to be constantly staffed, Countryside's overtime percentage appeared low compared to other departments.

Mr. Corcoran mentioned he continued to promote the home and he displayed a copy of *The Sun Community News* which featured an article about a resident who had recently turned 100.

Chairman Conover commented he had toured Countryside Adult Home and was pleased to learn how much the employees enjoyed their jobs. He also noted the cleanliness and order of the home and he commended the staff as well as the business plan for the future.

Mr. Corcoran announced the wastewater project had commenced resulting in a lot of construction in front of the home, but said he was informed access to the building and main road would not be affected. He noted he had personally contacted the residents' family members to inform them of the project and he encouraged both family members and staff to contact him if any issues arose.

This concluded the review of the Countryside Adult Home agenda.

Returning to the DSS agenda, Mr. Hanchett thanked the ETA staff for being involved with and diligently assisting Foster kids with obtaining employment. He noted his caseworkers received the forms from the ETA and distributed them directly to foster kids.

Mr. Leggett exited the meeting at 12:04 p.m.

Ms. Braymer asked for an update on the Cedars Meal Site and Mrs. Frasier replied an employee had their hours increased at the site in an effort to oversee the staff. She said Deanna Park, *Director, Office for the Aging*, would be reporting back on the progress in a couple of months. Mr. Magowan stated he

viewed the Meal Site as a restaurant due to the number of meals it served; therefore, he said, he believed a full-time manager was required to ensure the site was managed properly. Ms. Braymer apprised staff at the site had expressed to her that they were struggling to keep up with the work load. Mrs. Frasier advised she would look into this matter.

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.*

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

- 1) To authorize an a new contract with Kathleen Ryan, *NYS Licensed Physical Therapist*, to provide Physical Therapy services for a term commencing November 16, 2018 and terminating upon thirty days written notice by either party.

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 November 16<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To authorize the Director of Public Health and Patient Services to sign a Memorandum of Understanding with Adirondack Health to provide Health Recovery Solutions devices to the Certified Home Health Agency (*CHHA*) for use over a five month period commencing retroactive to October 29, 2018 at not cost to the DSRIP (*Delivery System Reform Incentive Payment*) Program Hospital to Home Project.

Motion was made by Mr. Loeb, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the November 16<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 3) To amend the contract with Delta Health Technologies, LLC to include HIXNY Bi-Directional Interface for Certified Home Health Care in an amount not to exceed \$13,950 for one-time developmental costs and a monthly service fee of \$116 to be paid one month in advance.

Ms. Braymer inquired if they could amend the contract term to make it renewable on a calendar-year basis and Ms. Jones responded this contract was already in place and was being amended to include the revisions requested. She added the vendor had advised it would take six months for them to get the program up and running, but she said they would look into whether or not the contract date could be changed.

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 November 16<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 4) To authorize a transfer of funds in the amount of \$5,200 to cover health insurance for an employee.

Motion was made by Mr. Sokol, 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.*

Moving on, 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 had just billed for home care for the month of August and the delay was due to the new system. Mrs. Driscoll stated she was working on closing the month of September. She indicated overtime was slightly higher due to nurses charting in the new system; however, she said, overtime was still lower as 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 contractual expenses were a little lower this year due to the timing of preschool and CHHA billing; however, she said, this years revenues were slightly higher than last years.

Status of Referrals - Valerie Whisenant, *Assistant Director of Patient Services*, reviewed the referrals, included as Attachment #4. She informed 2018 was better than 2016 and 2017, adding referrals were up five percent.

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

Nursing Positions - Ms. Jones indicated there were four vacant nursing positions in CHHA.

Mr. Geraghty asked who should be contacted if an individual was bitten by a cat and Ms. Jones replied Public Health should be contacted, as they had a rabies department and contracted for animal control services.

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 12:14 p.m.

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