

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH, HUMAN AND SOCIAL SERVICES

DATE: MAY 30, 2019

COMMITTEE MEMBERS PRESENT:

SUPERVISORS FRASIER
MCDEVITT
BRAYMER
LEGGETT
LOEB
DRISCOLL
HYDE
MAGOWAN
SOKOL

OTHERS PRESENT:

CHRIS HUNSINGER, DIRECTOR, EMPLOYMENT & TRAINING ADMINISTRATION
REPRESENTING THE OFFICE OF COMMUNITY SERVICES:
ROB YORK, DIRECTOR, OFFICE OF COMMUNITY SERVICES
REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:
CHRISTIAN HANCHETT, COMMISSIONER
JULIE MONTERO, FISCAL MANAGER
TAMMY BREEN, SUPERVISOR, CHILDREN SERVICES
AMY MCBYRNE, DIRECTOR, COUNTRYSIDE ADULT HOME
REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:
GINELLE JONES, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES
PAT BELDEN, ASSISTANT DIRECTOR, PUBLIC HEALTH DIVISION
TAWN DRISCOLL, FISCAL MANAGER
DEANNA PARK, DIRECTOR, OFFICE FOR THE AGING
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 BEATY
DICKINSON
GERAGHTY
HOGAN
MERLINO
SIMPSON
STROUGH
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
SARA FRANKENFELD, GIS ADMINISTRATOR
CHRIS BELDEN, ASSISTANT PLANNER
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT
DON LEHMAN, *THE POST STAR*
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the May 30, 2019 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/2019/health>

Mrs. Frasier called the meeting of the Health, Human & Social Services Committee to order at 9:02 a.m.

Motion was made by Mr. Sokol, seconded by Mr. McDevitt and carried unanimously to approve the minutes of the previous Health Services 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 the ETA agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

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

- 1) To amend the County Budget in the amount of \$7,000 to reflect receipt of the Federal Trade Adjustment Act funding as reimbursement for costs associated with the training of dislocated workers.

Motion was made by Mr. Sokol, 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.*

Mr. Magowan entered the meeting at 9:03 a.m.

- 2) To amend the County Budget in the amount of \$117,541 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. Loeb, seconded by Mr. Magowan and carried unanimously to approve the request as outlined above and forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

- 3) To amend the County Budget in the amount of \$724,883 to reflect receipt of Workforce Investment and Opportunity Fund (*WIOA*) for the 2019 workforce development fund.

Motion was made by Mr. Magowan, seconded by McDevitt and carried unanimously to approve the request as outlined above and refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

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

- 4) To authorize temporary positions of employment to establish training slots and related expenses for Federal Employment and Training programs for the term July 1, 2019 through June 30, 2020.

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

Ms. Hyde entered the meeting at 9:09 a.m.; Chairman Conover entered the meeting at 9:10 a.m.

- 5) To re-appoint Karen Winne to the Saratoga-Warren-Washington Workforce Development Board effective July 1, 2019 and terminating June 30, 2022.

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

Continuing to the Information for Discussion portion of the agenda, Mr. Hunsinger apprised the Saratoga-Warren-Washington Workforce Development Board had made a reduction in the number of members in hopes that meetings could be held, as there had been an issue due to lack of attendance.

There being no further ETA 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 Office of Community Services agenda is on file with the minutes.*

Commencing his agenda review with the Action Agenda/New Business section, Mr. York presented a request to appoint Belinda Bradley to the Warren County Community Services Board effective June 21, 2019 and terminating December 31, 2021 and appointing Cindy Wasson effective June 21, 2019 and terminating December 31, 2022.

Motion was made by Mr. Magowan, seconded by Mr. Loeb and carried unanimously to approve the request and the necessary resolution was authorized for the for the June 19th Board meeting. *A copy*

of the resolution request form is on file with the minutes.

Next, Mr. York requested authorization to host the Community Services Board Budget Review Committee meeting on June 10, 2019 and June 27, 2019.

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

Continuing to the Information for Discussion portion of the agenda, Mr. York apprised May was Mental Health Month. He said he had included a handout in the agenda entitled, "What is Mental Illness: Mental Illness Facts", which he reviewed in detail; *a copy is included with the minutes.*

A brief discussion ensued in regards to mental health illness.

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

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

- 1) To amend the 2019 County Budget in the amount of \$40,000 to reflect receipt of funding from New York State Delivery System Reform Incentive Payment (*DSRIP*) program.

Motion was made by Mr. Sokol, 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 submission of New York State Office for the Aging NY Connects grant application in the amount of \$203,636 for the program year April 1, 2019 through March 31, 2020.

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

- 3) To fill the vacant position of Meal Site Cook #4, *Grade 2, Base Annual Salary \$27,438 (35 hours/week)*, due to resignation.

Motion was made by Mr. Magowan, seconded by Mr. Loeb and carried unanimously to approve the request 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.*

Continuing to the Information for Discussion portion of the agenda, Ms. Park apprised she had attended the 2019 Lifespan National Respite Conference in Buffalo, NY and would be attending the 2019 ACUU Conference in Albany, along with Rose Ann O'Rourke, on June 10 - 12, 2019.

Mr. Beaty apprised he had heard many good comments from residents about the new employee working at the Cedars meal site and he commended Ms. Park on hiring her.

There being no further OFA business, privilege of the floor was extended to Christian Hanchett, *Director, Department of Social Services (DSS)*, who distributed copies of the DSS agenda to the Committee members; a copy of the 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 position of Case Supervisor - Grade B #5, *Grade 20, Base Annual Salary \$49,557*, effective June 24, 2019.

Tammy Breen, Supervisor, *Children Services*, apprised the position was necessary due to the substantial caseload creating overtime.

A brief discussion ensued in regards to Child Protective Services cases in the County.

Motion was made by Mr. Driscoll, seconded by Mr. Sokol 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 Position forms are on file with the minutes.*

- 2) To fill the vacant positions of Keyboard Specialist #4 and #7, *Grade 3, Base Annual Salary \$28,026*, due to promotions.

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

- 3) To fill the vacant position of Social Services Investigator #3, *Grade 11, Base Annual Salary \$38,225*, due to retirement.

Motion was made by Mr. Driscoll, seconded by Mr. Magowan 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.*

- 4) To authorize the continuation of contractual relationships with various agencies for Special Delinquency Prevention Programs effective January 1, 2019 and terminating December 31, 2019 as outlined in the Schedule A document provided in the agenda packet.

Motion was made by Mr. Sokol, seconded by Mr. Loeb and carried by majority vote, with Mr. Driscoll abstaining, and the necessary resolution was approved for the June 19th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 5) To renew the contract with the Council for Prevention of Alcoholism & Substance Abuse, Inc. in the amount of \$67,295 for the Youth Court Program over the term commencing retroactive to January 1, 2019 and terminating December 31, 2019.

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

- 6) To continue the agreement with the City of Glens Falls (\$668.85) and the Towns of Queensbury (\$668.85), Lake George (\$274.40) and Warrensburg (\$102.90) to provide certain youth services for the Department of Social Services Youth Bureau in a total amount not to exceed \$1,715.

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

- 7) To amend the 2019 Warren County Budget in the amount of \$75,000 to reflect the receipt of \$30,000 from the New York State Office of Children & Family Services Family First Transition Fund and \$45,000 from the New York State Office of Temporary & Disability Services Homeless Management Information System (HMIS) to support connectivity to local HMIS and other actions related to homelessness.

Motion was made by Ms. Braymer, 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 brief discussion ensued in regards to resources and new regulations.

Mr. Hanchett apprised he had included a reporting of his activities for the previous month in the agenda packet.

Privilege of the floor was extended to Julie Montero, *Fiscal Manager*, who apprised the budget was on target and she had no concerns. She stated overtime continued to be high due to training for the three caseworkers hired, but as they had recently completed their training, she expected the overtime would decrease.

Privilege of the floor was extended to Amy McByrne, *Director, Countryside Adult Home*, who presented the following requests:

- 1) To fill the vacant position of Institutional Aide #2, *(part-time), Grade 3, Base Annual Salary \$28,026*, due to promotion.

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

- 2) To authorize submission of membership application for Amy McByrne to the Empire State Association of Assisted Living at a cost of \$1,344.

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

- 3) To amend Resolution No. 151 of 2019, authorizing agreement with Jennifer Linehan, *Registered Dietician*, for Registered Dietician Services, to correct the specified rate which should be \$42 per hour, instead of \$40 per hour, as well as to correct to contract term which should expire on March 1, 2021, instead of March 1, 2020.

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

- 4) To renew the contract with B-Lann Equipment to provide semi-annual inspection of the Kitchen Knight II fire suppression system in an amount not to exceed \$1,500 annually for a term effective retroactive to January 1, 2019 and terminating December 31, 2020.

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

- 5) To authorize renewal of the contract with Mahoney-Notify-Plus, Inc. to provide semi-annual testing, monitoring & inspection of fire & security alarms including the "K" rated extinguisher, in an amount not to exceed \$1,150 for a term effective August 1, 2019 and terminating July 31, 2020.

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

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

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 her agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Jones presented the following requests:

- 1) To amend Resolution No. 405 of 2015, authorizing contract with Field Goods, to increase the amount of the contract from \$2,900 to \$4,300 as a result of increased funding for the WIC participants through the Public Health Improvement Project through Adirondack Health Institute.

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

- 2) To authorize a new contract with the Glens Falls City School District to provide Committee on Preschool Special Education services to Warren County children who are eligible, effective June 21, 2019.

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

- 3) To authorize a new contract with Kimberly Lawson, *Occupational Therapist*, to provide occupational therapy services for homecare and preschool programs at the established rates, including automatic renewal unless termination is requested from either party with thirty days written notice, commencing June 21, 2019.

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

- 4) To amend the 2019 County Budget in the amount of \$50,000 to reflect additional funds received from Adirondack Health Institute (AHI) for Delivery Systems Reform Incentive Payment (DSRIP) program support.

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.*

- 5) To authorize a transfer of funds in the amount of \$11,443 between various budget codes from the Bioterrorism grant.

Motion was made by Mr. Loeb, 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.*

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 2019 - Tawn Driscoll, *Fiscal Manager*, reviewed the Revenue and Expenditure Report for 2019 in Attachment #1. She stated she had just closed the month of April and she would report on those figures next month. She noted full-time salaries were lower, overtime salaries were consistent and part-time salaries were the same as last year. She informed overall salaries were lower compared to last year.

Revenue and Expense Comparison Report for 2018 vs 2019 - Ms. Driscoll reviewed the Revenue and Expense Comparison Report for 2018 vs 2019 in Attachment #2. She noted revenues were slightly under but that was due to closing the April billing late. She added there was a vehicle purchase made which explained the higher figure for equipment this year as compared to last year.

Status of Referrals - Ms. Jones, reviewed the referrals, included as Attachment #3. She informed the rate for March 2019 was -25% which compared to March 2018 was -37%. She noted the trend was the same with other agencies.

Emergency Response and Preparedness - Ms. Jones advised Attachment #4 in the agenda packet included a review of the Emergency Response and Preparedness Activities for the month which included an incident course on May 23-24 that Pat Belden, *Assistant Director*, had attended.

Rabies Program Report: Ms. Jones advised Attachment #5 outlined the April 2019 rabies report.

Meetings: Ms. Jones reported Christie McAvey, *Public Health Nurse*, would be attending Home Care Association's PDGM Coding Essentials conference on June 12, 2019; *copies of the travel authorization forms are on file with the minutes.*

There being no further business to come before the Health, Human & Social Services Committee, on motion made by Mr. Loeb and seconded by Mr. McDevitt, Mrs. Frasier adjourned the meeting at 10:20 a.m.

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