

WARREN-HAMILTON COUNTIES OFFICE FOR THE AGING
1340 STATE ROUTE ♦ LAKE GEORGE, NY 12845
PH#(518)761-6347 ♦ FAX#(518)761-6344

HUMAN SERVICES COMMITTEE MEETING
OFFICE FOR THE AGING AGENDA
May 30, 2019 9:00AM

Committee Members: Chairman Edna Frasier, Peter McDevitt, Claudia Braymer, Craig Leggett, William Loeb, Bennett Driscoll, Cynthia Hyde, Brad Magowan, Matthew Sokol

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee meeting
- III. Action Agenda
 1. **Request:** Budget amendment to increase revenue code A.6772.4300 3426 to \$40,000 and increase appropriation code A.6772.4300 428(\$600); A.6772.4300 260(\$5,000); A.6772.4300 220(\$15,000); A.6772.4300 410 (\$20,000) [Total of \$40,000]
Rationale: These are WHCOFA's DSRIP (New York State Delivery System Reform Incentive Payment Program) monies that we have been receiving since 2016.
 2. **Request:** Permission to submit '19-'20 NY Connects grant application for \$203,636.
Rationale: This grant allows us to run the NY Connects program for Warren and Hamilton Counties. This grant is 100% funded.
 3. **Request:** Permission to fill Meal Site Cook #4 at the Cedars meal site due to resignation.
Rationale: This will be an approximate cost savings of \$3,220.00

Referral/pending items- None

- IV. Information for Discussion/Review
 - a) Attended 2019 Lifespan National Respite Conference in Buffalo, NY April 3rd – May 2nd.
 - b) Requested for myself and Rose Ann O'Rourke to attend the 2019 ACUU conference at the Desmond Hotel, June 10-12th.
- V. Privilege of the floor to discuss any additional items to come before the Committee.
- VI. Motion to adjourn

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

****If this is the result of a grant award, also complete and submit Form No. 5 or 6***

DEPARTMENT NAME: OFFICE FOR THE AGING

DATE: 5/8/2019

(a) Purpose of Amendment:

Transfer DSRIP monies from A 691.00 Deferred Revenues into department and utilize.

(b) Appropriation Code, Object Code, Full Title and Amount:

A.6772.4300 428 WHCOFA DSRIP Telephone (\$600.00)

A.6772.4300 260 WHCOFA DSRIP Other Equipment (\$5,000.00)

A.6772.4300 220 WHCOFA DSRIP Other Equipment (\$15,000.00)

A.6772.4300 410 WHCOFA DSRIP Supplies (\$19,400.00)

TOTAL = \$40,000.00

(c) Revenue Code (with title), and Amount:

A.6772.4300 3426 (\$40,000.00)

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Warren/Hamilton Counties Office for the Aging

DATE: 5/13/2019

- (a) Purpose of Request: **Submit New York State Office for the Aging NY Connects grant application in the amount of \$203,636 for program year 4/1/19-3/31/20. Grant application not released by NYSOFA until 5/6/2019.**
- (b) Details: **We use NY Connects funding to operate the NY Connects program in both Warren and Hamilton counties. These monies are used to offset the salary & fringe costs of employees, supplies, etc.. This program is 100% funded by this grant.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

NY Connects Expansion and Enhancement 2019-2020
SUMMARY BUDGETS
19-PI-11

AAA: Warren/Hamilton Counties OFA Allocation Amount
\$203,636.00

Program Period: April 1, 2019 - March 31, 2020

Budget Category		Budget Amount
1	Personnel	\$110,309.00
2	Fringe Benefits	\$50,742.00
3	Equipment	
4	Travel	
5	Maintenance and Operations	\$2,508.00
6	Other Expenses	\$1,624.00
7	Contracts and/or Consultants	\$38,453.00
8	Total Budget (Sum of Lines 1-7)	\$203,636.00
9	State Funds Requested	\$203,636.00
10	Local Funds	

Notes The Total Budget amount (Line 8) must equal the Total Budget amount (Line 8) on the last page.

Area Agencies may include additional Local Funding in the budget above, however additional funds are not required.

**NY Connects Expansion and Enhancement 2019-2020
Supporting Budget Schedules**

AAA: Warren/Hamilton Counties OFA

1. Personnel - AAA salaries are listed here.(DSS and other <i>county</i> partners' salaries are listed in the contract section, as applicable.)							
	Complete for Each Position (N)ame, (T)itle, (L)ocation	Annual Salary or Hourly Rate*	Hours worked on program per week	Total Hours worked per week	Chargeable to Program		Narrative justification: For each position, provide a brief summary of duties related to each program.
					% of Time	Amount	
1	N Susan Dornan	\$49,173	40	40	99.00%	\$47,926.00	The NY Connects Coordinator is responsible for all facets of the program. This position does all the I&A, options counseling, handles outreach and education. Works with the LTCC leadership and completes reporting.
	T NY Connects Coordinator						
	L OFA Office, Lake George, NY 12845						
2	N Cynthia Ross	55,444	6	40	15.00%	\$5,388.00	The Fiscal Manager handles all NY Connects fiscal functions, including purchasing and A/P, budget monitoring, voucher preparation and claims processing.
	T Fiscal Manager						
	L OFA Office, Lake George, NY 12845						
3	N Tammy Morehouse	30,607	6	40	15.00%	\$4,591.00	Answer phone calls, conduct screening and home visits, input notes and information into Peerplace reporting system, conducts outreach. Works with NY Connects Coordinator.
	T Aging Services Assistant						
	L OFA Office, Lake George, NY 12845						
4	N Catherine Bearor	43,830	6	40	15.00%	\$6,575.00	Answer phone calls, conduct screening and home visits, input notes and information into Peerplace reporting system, conducts outreach. Works with NY Connects Coordinator.
	T Aging Services Specialist						
	L OFA Office, Lake George, NY 12845						
5	N Joanna Hall	42,820	6	40	15.00%	\$6,423.00	Answer phone calls, conduct screening and home visits, input notes and information into Peerplace reporting system, conducts outreach. Works with NY Connects Coordinator.
	T Aging Services Specialist						
	L OFA Office, Lake George, NY 12845						
6	N RoseAnn O'Rourke	55,376	6	40	15.00%	\$8,306.00	Answer phone calls, conduct screening and home visits, input notes and information into Peerplace reporting system, conducts outreach. Works with NY Connects Coordinator.
	T Coordinator of Services						
	L OFA Office, Lake George, NY 12845						
7	N Jami Rivers	35,710	20	40	50.00%	\$17,855.00	Answers NY Connects line, can give basic information, transfers to other staff trained in Person Centered/Optoins Counseling.
	T Typist						
	L OFA Office, Lake George, NY 12845						
8	N Dinah Kawaguchi	14,013	11	25	25.00%	\$3,503.00	Answers NY Connects line, can give basic information, transfers to other staff trained in Person Centered/Optoins Counseling.
	T Typist						
	L OFA Office, Lake George, NY 12845						
9	N Deanna Park	64,948	6	40	15.00%	\$9,742.00	Works with NY Connects Coordinator. Policy review and revision. Attends NWD, LTCC meetings, etc.
	T Director						
	L OFA Office, Lake George, NY 12845						
10	N						
	T						
	L						
11	N						
	T						
	L						
TOTAL Program Personnel:						\$110,309.00	
*Note: If employee is paid a salary, then list the annual salary. If employee is not on salary, then list the hourly rate. When reporting the rate of pay on vouchering forms, the format (i.e., salary or hourly rate) must match this budget (although the actual salary or the hourly rate paid may be different than budgeted).							
2. Fringe Benefits- Fringe Benefits should be directly proportional to that portion of personnel costs that are program related. Provide a clear justification if the expenses are not proportionally allocated.							
Fringe Benefit Rate %:		46.00%	TOTAL Fringe:		\$50,742.00		

NY Connects Expansion and Enhancement 2019-2020

Supporting Budget Schedules

AAA: Warren/Hamilton Counties OFA

6. Other Expenses: List specific item and cost.		
<ul style="list-style-type: none"> •Itemize all Public Education costs. •Promotional materials in the form of informational brochures and the like are acceptable expenses. •“Giveaways” are not an allowable expense under this funding. •Food and refreshments (other than travel related expenses) are not an allowable expense under this funding. 		
Public Education:		Amount
Information Technology:		Amount
Annual User Fee \$67/user (Susan Dornan-100% NY Connects; 15% of 9 others)		\$158.00
Other (Specify):		Amount
Training/Conferences for NY Connects (ACUU, Adult Abuse Institute)		\$1,466
TOTAL Other Expenses:		\$1,624.00
7. Contracts/Consultants:		
<ul style="list-style-type: none"> •List each contractor or consultant, amount, and describe service below. •A copy of each contract or consultant agreement must be submitted to NYSOFA before reimbursement will be made. •Complete and submit a Contractor Budget for each contractor that will receive 25% or more of your grant amount in the form of line item contracts. •For Consultants, please list unit rate (e.g., \$25 per hour) and Number of Units in the columns provided. (Note: If you hire a translator, language and/or sign interpreter, include the expense here.) DSS or other county partners' salaries are to be listed in this section. •The Unit Rate and Number of Units do not need to be completed for line item contracts. 		
Contractor/Consultant and description of service (List them individually)	# of Units (Consultant)	Program Total
Hamilton County DSS serves as the NY Connects office for Hamilton County. This includes staff time (there is a case manager who works closely with our NY Connects Coordinator, and other case workers that provide back-up for her) and office resources used for the program (printing, postage, envelopes, etc.)	1000	\$38,453.00
TOTAL Contractors/Consultants:		\$38,453.00
8. Total Budget: (numbers 1-7)		\$203,636.00
9. State Funds Requested		\$203,636.00
10. Local Funds: Describe below		Amount
TOTAL Local Funds:		

NY Connects Expansion and Enhancement 2019-2020
SUMMARY BUDGETS
19-PI-11

Contractor	Warren/Hamilton Counties OFA	Allocation Amount \$203,636.00
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Program Period: April 1, 2019 - March 31, 2020

Budget Category		Budget Amount
1	Personnel	\$24,520.00
2	Fringe Benefits	\$14,023.00
3	Equipment	
4	Travel	
5	Maintenance and Operations	
6	Other Expenses	
7	Contracts and/or Consultants	
8	Total Budget (Sum of Lines 1-7)	\$38,543.00
9	State Funds Requested	\$38,543.00
10	Local Funds	

Notes The Total Budget amount (Line 8) must equal the Total Budget amount (Line 8) on the last page.

Area Agencies may include additional Local Funding in the budget above, however additional funds are not required.

**NY Connects Expansion and Enhancement 2019-2020
Supporting Budget Schedules**

Contractor Hamilton County DSS

1. Personnel - AAA salaries are listed here. (DSS and other <i>county</i> partners' salaries are listed in the contract section, as applicable.)							
	Complete for Each Position (N)ame, (T)itle, (L)ocation	Annual Salary or Hourly Rate*	Hours worked on program per week	Total Hours worked per week	Chargeable to Program		Narrative justification: For each position, provide a brief summary of duties related to each program.
					% of Time	Amount	
1	N Kaitlyn Knight	\$24,520	40	40	100.00%	\$24,520.00	Answers phone call, inputs notes and info into Peerplace reporting system. Works with NY Connects Coordinator. Manages NY Connects Resource Directory.
	T Clerk						
	L 139 White Birch Lane, Indian lake, NY 12842						
2	N						
	T						
	L						
3	N						
	T						
	L						
4	N						
	T						
	L						
5	N						
	T						
	L						
6	N						
	T						
	L						
7	N						
	T						
	L						
8	N						
	T						
	L						
9	N						
	T						
	L						
10	N						
	T						
	L						
11	N						
	T						
	L						
TOTAL Program Personnel:						\$24,520.00	
*Note: If employee is paid a salary, then list the annual salary. If employee is not on salary, then list the hourly rate. When reporting the rate of pay on vouchering forms, the format (i.e., salary or hourly rate) must match this budget (although the actual salary or the hourly rate paid may be different than budgeted).							
2. Fringe Benefits- Fringe Benefits should be directly proportional to that portion of personnel costs that are program related. Provide a clear justification if the expenses are not proportionally allocated.							
Fringe Benefit Rate %:		57.19%	TOTAL Fringe:		\$14,023.00		

NY Connects Expansion and Enhancement 2019-2020 Supporting Budget Schedules

Contractor Warren/Hamilton Counties OFA

3. Equipment:																
<ul style="list-style-type: none"> •List all equipment items whether purchased or leased. •Provide a detailed description for all equipment with a unit cost of \$1,000 or more. •Equipment with a unit cost of less than \$1,000 should be listed individually under Miscellaneous Equipment in the Maintenance & Operations budget section. 																
Item and Description	Quantity	Unit Purchase Price	Percent Chargeable to Program	Amount Chargeable to Program												
TOTAL Equipment																
4. Travel:																
<ul style="list-style-type: none"> •List travel costs. •Outline reason for travel and indicate the number of staff traveling. (e.g., staff to training, field interviews, advisory group meeting, etc.). •Show the basis of computation (e.g., two people to 3-day training at \$X airfare, \$X lodging, \$X food). 																
Mileage: _____ miles @ _____ per mile Parking & Tolls Public Transportation: Rental Vehicles (specify destination): Other Travel Costs (Specify):				Program Expenses												
Reasons for Travel:																
TOTAL Travel																
5. Maintenance & Operations:																
<ul style="list-style-type: none"> •In the space provided, detail each expense. •For equipment with a unit cost of less than \$1,000, list the items and the total for these items under Miscellaneous Equipment. 																
Equipment Maintenance and Repair: Postage: Printing & Photocopying: Rent: <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 30%;">Monthly Rent</td> <td style="width: 30%;">% Charge to Prg</td> <td style="width: 40%;">No. of months</td> </tr> <tr> <td>NY Connects: _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Location: _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Owner: _____</td> <td>_____</td> <td>_____</td> </tr> </table> Supplies: Telephone: Utilities: Miscellaneous Equipment (List Items):				Monthly Rent	% Charge to Prg	No. of months	NY Connects: _____	_____	_____	Location: _____	_____	_____	Owner: _____	_____	_____	Program Expenses
Monthly Rent	% Charge to Prg	No. of months														
NY Connects: _____	_____	_____														
Location: _____	_____	_____														
Owner: _____	_____	_____														
TOTAL M&O:																

NY Connects Expansion and Enhancement 2019-2020

Supporting Budget Schedules

Contractor: _____

6. Other Expenses: List specific item and cost.		
<ul style="list-style-type: none"> •Itemize all Public Education costs. •Promotional materials in the form of informational brochures and the like are acceptable expenses. •“Giveaways” are not an allowable expense under this funding. •Food and refreshments (other than travel related expenses) are not an allowable expense under this funding. 		
Public Education:		Amount
Information Technology:		Amount
Other (Specify):		Amount
TOTAL Other Expenses:		
7. Contracts/Consultants:		
<ul style="list-style-type: none"> •List each contractor or consultant, amount, and describe service below. •A copy of each contract or consultant agreement must be submitted to NYSOFA before reimbursement will be made. •Complete and submit a Contractor Budget for each contractor that will receive 25% or more of your grant amount in the form of line item contracts. •For Consultants, please list unit rate (e.g., \$25 per hour) and Number of Units in the columns provided. (Note: If you hire a translator, language and/or sign interpreter, include the expense here.) DSS or other county partners' salaries are to be listed in this section. •The Unit Rate and Number of Units do not need to be completed for line item contracts. 		
Contractor/Consultant and description of service (List them individually)	# of Units (Consultant)	Program Total
TOTAL Contractors/Consultants:		
8. Total Budget: (numbers 1-7)		\$38,543.00
9. State Funds Requested		
10. Local Funds: Describe below		Amount
TOTAL Local Funds:		