

Health, Human and Social Services Committee
Department of Employment and Training

AGENDA

September 30, 2019

Committee Members: *Edna A. Fraiser, Chair; Peter V. McDevitt, Claudia K. Braymer, Craig R. Leggett, William Loeb, Ben Driscoll, Cynthia Hyde, Brad Magowan and Matthew D. Sokol.*

- I. Committee meeting called to order by Chairman**
- II. Motion to approve minutes of prior Committee meeting**
- III. Action Agenda/New Business:**
 1. Request to Amend County Budget to add Funding from MOU with Social Services
Rationale: Last month the board approved the execution of an MOU between the Departments of Social Services and Employment and Training. The request is to add funds to the Employment and Training budget beginning January 2020.
 2. Resolution Request Notice of Intent to Fill Vacant Position
Rationale: On September 16 the Director submitted his resignation to accept a new position outside the county. The request is to fill the vacancy.
- IV. Referral/Pending Items**
 1. No outstanding items
- V. Information for Discussion/Review**
 1. No outstanding items.
- VI. Privilege of the Floor** to discuss any additional items to come before the Committee
- VII. Motion to adjourn**

Attachments:

1. Resolution Request Form 7, Add DSS funding to budget Page 2
2. Resolution Request Form No. 12, Notice of Intent to Fill Vacant Position Page 3

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: Employment and Training

DATE: September 30, 2019

(a) Purpose of Amendment: add funds to the budget to administer the 2020 DSS Referral Program beginning January 2020.

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

40.6293.0355 – DSS Referrals

<u>Object Code</u>	<u>Description</u>	<u>Amount</u>
110	Salaries - Regular	\$48,749.
220	Office Equipment	\$178.
260	Other Equipment	\$89.
410	Supplies	\$710.
411	Rent-Building/Property	\$10,264.
421	Equipment Rental (postage)	\$43.
423	Telephone	\$888.
424	Postage	\$71.
426	Subscriptions	\$213.
427	Memberships & Dues	\$133.
428	Data Processing & Internet Fees	\$781.
439	Misc. Fees & Expenses	\$533.
444	Travel/Education/Conference	\$675.
470	Contract (copier maintenance)	\$279.
810	Retirement	\$7,326.
830	Social Security	\$3,022.
831	Medicare Contribution	\$707.
840	Workmen's Compensation	\$1,266.
850	Unemployment Insurance	\$661.
855	Disability	\$5.
860	Hospitalization	\$16,554.
861	Retirees Hospitalization	\$4,766.
865	Dental Insurance	\$210.

(c) Revenue Code (with title), and Amount: 40.6293.0355 1894 – Social Service Charges - \$98,123.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Employment & Training Payroll Dept. No: _____
Title of Position: EFT Director II Base Salary of Position: TBD Grade: N/A
Filling at Step # (If Known): N/A
Budget code and title: 40 - EFT Director II Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 11843 / Hunsinger Date of Vacancy: 10/25/19
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 100 % State _____ % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. RCW 9/11/19
Human Resources Director has approved this form when initialed. FS 9/18/19

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 9/16/19

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 9/19/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 9/30/19

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

- 1) To fill the vacant position of Social Welfare Examiner #40, *Grade 8, Base Annual Salary \$34,988*, due to promotion and to fill the vacant position of Social Welfare Examiner #38, *Grade 8, Base Annual Salary \$34,998*.

Motion was made by Mr. Driscoll, seconded by Mr. Magowan and carried unanimously to approve the requests as outlined above 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.*

- 2) To authorize submission of application to the New York State Office of Children & Family Services Resource Allocation Plan for Youth Program Funds and a continuation of agreements with the Towns and Municipalities within the County to reimburse a portion of the costs for the recreational programs and services for 2019, as outlined in the attachment provided in the agenda packet.

Motion was made by Mr. Leggett, seconded by Mr. Driscoll and carried unanimously to approve the request and the necessary resolution was authorized for the September 20th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 3) To authorize renewal of the contract with the Council for Prevention for the Youth Court Program 2019 for a term commencing January 1, 2019 and terminating December 31, 2019 in an amount not to exceed \$69,000.

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 September 20th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 4) To authorize the Department of Social Services to enter into a Memorandum of Understanding with the Employment & Training Administration for Temporary Assistance and SNAP units to provide employment referrals for a term commencing January 1, 2020 and terminating December 31, 2020 in an amount not to exceed \$98,123.30.

Mr. Hunsinger stated the Employment & Training Administration and Department of Social Services had been working collaboratively and he was informed by a manager from the New York State Department of Labor that Rennselaer and Schenectady Counties had a similar collaboration; he indicated that he and Ms. Mastrianni had visited these counties to learn more about their programs. Ms. Mastrianni apprised they were working on a diversion approach and were utilizing the resources in the community. She added due to the program being so new there were no numbers to report back on. Mr. Moore inquired what funds would be used for the program and Mr. Hunsinger stated it would be reimbursed by federal funding. A lengthy discussion ensued in regards to the structure of the program and metrics.

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 September 20th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Hanchett apprised he had included a copy of his report on his activities for the previous month.

Ms. Braymer asked if there was an update on future changes to the SNAP program and Mr. Hanchett replied he had not been informed of changes taking place but he would be attending a Commissioners meeting which included discussion on how Counties were addressing the issue following which he planned on drafting a letter to be used by anyone to oppose any changes.