

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HUMAN SERVICES

DATE: MARCH 2, 2020

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: DRISCOLL
HOGAN
BRUNO
FRASIER
MAGOWAN
MCDEVITT
SHEPLER

REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:

CHRISTIAN HANCHETT, COMMISSIONER
TAMMY BREEN, CHILD SERVICES SUPERVISOR
FRANK E. THOMAS, CHAIRMAN OF THE BOARD
AMANDA ALLEN, CLERK OF THE BOARD
ROBERT TERWILLIGER, FIRST ASSISTANT COUNTY ATTORNEY
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
KEVIN B. GERAGHTY, BUDGET OFFICER
SUPERVISORS BRAYMER
CONOVER
DICKINSON
WILD
DEANNA PARK, DIRECTOR, OFFICE OF THE AGING
DON LEHMAN, *THE POST STAR*
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

Please note, the following contains a summarization of the March 2, 2020 meeting of the Human Services Committee; the meeting in its entirety can be viewed on the Warren County website using the following link:

<https://www.warrencountyny.gov/gov/comm/Archive/2020/human/>

Mr. Driscoll called the meeting of the Human Services Committee to order at 10:01 a.m.

Motion was made by Mr. Magowan, 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 Christian Hanchett, *Commissioner, Department of Social Services (DSS)*, who distributed copies of the DSS and Countryside agendas to the Committee members; *copies of the agendas are on file with the minutes.*

Commencing with the review of the Countryside agenda, Mr. Hanchett presented the following requests:

1. To amend the Table of Organization and Salary Schedule to create and fill the new position of Laundry Worker Part-Time, *Grade 2, Base Annual Salary \$27,438*, effective retroactive to March 15, 2020. Mr. Hanchett advised this position would allow more time to focus on New York State Department of Health environmental regulations.

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

2. To fill the vacant position of Institutional Aide #2, Full-Time, *Grade 3, Base Annual Salary \$28,026*, due to promotion.

Motion was made by Ms. Hogan, seconded by Mrs. Frasier and carried unanimously to approve the request and forward same to the Personnel & Administration Committee for reporting purposes. *A copy of the Notice of Intent*

to Fill Vacant Position form is on file with the minutes.

3. To authorize a one-time service agreement with ABC Equipment to re-fabricate the kitchen steam table at a cost of \$8,976.

Following some discussion, a motion was made by Ms. Hogan, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the March 20th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Concluding the agenda review with the Information for Discussion/Review section, Mr. Hanchett advised the Census Update and Overtime Reports were included in the agenda. He then spoke regarding the desire to update the Travel Policy to allow the Maintenance Mechanic Worker for Countryside Adult Home to have to ability to take a County vehicle to his residence as the position required that he be available and working on an on-call basis.

A discussion ensued regarding the request and whether this action was necessary, following which a motion was made by Mrs. Frasier, seconded by Ms. Shepler and carried unanimously to table the matter.

There being no further Countryside business to discuss, Mr. Hanchett proceeded to review the DSS agenda, beginning by introducing Tammy Breen, *Child Services Supervisor*, who proceeded with an overview of what was occurring in the areas of Foster Care, Home Finding, Child Protective Services, and Preventative Services. She indicated they were doing a great job in those areas adding they were working on improving staff morale. She mentioned they had introduced a support group working with the County's EAP (*Employee Assistance Program*) provider to support the front line staff.

Returning to the Action Agenda/New Business, Mr. Hanchett presented a request to fill the vacant position of Social Welfare Examiner #8, *Grade 8, Base Annual Salary \$34,988 (2019)*, due to promotion.

Motion was made by Mrs. Frasier, seconded by Mr. Magowan and carried unanimously to approve the request and to forward same to the Personnel & Administration Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Next, Mr. Hanchett introduced a request to reclassify the position of Sr. Account Clerk #5, *Grade 7, Base Annual Salary \$42,036*, to Principal Account Clerk #2, *Grade 10, Base Annual Salary \$46,615*, effective March 23, 2020.

Motion was made by Mr. Magowan, seconded by Mrs. Frasier and carried unanimously to approve the request and to forward same to the Personnel & Administration Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Hanchett then presented a request to amend the Table of Organization and Salary Schedule to create and fill the new positions of Caseworker #38 and Caseworker #39, *Grade 16, Base Annual Salary \$43,390*, effective March 23, 2020.

Following discussion, a motion was made by Mrs. Frasier, seconded by Mr. McDevitt and carried by majority vote, with Ms. Hogan voting in opposition, to approve the request and refer same to the Personnel & Administration Committee. *A copy of the resolution request and the Notice to Fill Vacant Position forms are on file with the minutes.*

Concluding his agenda review, Mr. Hanchett introduced a request to appoint/reappoint members to the Warren County Youth Board for a term commencing January 1, 2020 and terminating December 31, 2020.

Motion was made by Mrs. Frasier, seconded by Mr. Magowan and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the March 20th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Concluding the agenda review, privilege of the floor was extended to Julie Montero, *DSS Fiscal Manager*, who reviewed the 2019 Department of Social Services Revenue and Expenditure Reports, copies of which were included in the agenda packet. Ms. Montero indicated 2019 invoices were still being paid and they remained under budget; however, she said, revenues were also down. Mr. Conover inquired if they were expecting any additional revenue for 2019 and Ms. Montero replied in the negative.

Ms. Braymer inquired how many Caseworkers there were in Child Protective Services as compared to Preventative Services and Ms. Breen replied there were five Preventative Services Caseworkers and Foster Care had six Caseworkers where each had a their own Supervisor and Senior Caseworker.

As there was no further business to come before the Human Services Committee, on motion made by Ms. Hogan and seconded by Mr. Magowan, Mr. Driscoll adjourned the meeting at 10:50 a.m.

Respectfully submitted,
Molly Ganotes-Gleason, Legislative Office Specialist