

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HUMAN SERVICES

DATE: NOVEMBER 23, 2020

COMMITTEE MEMBERS PRESENT:	REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:
SUPERVISORS: DRISCOLL	CHRISTIAN HANCHETT, COMMISSIONER
HOGAN	JULIE MONTERO, FISCAL MANAGER
BRUNO	AMY MCBYRNE, DIRECTOR, COUNTRYSIDE ADULT HOME
FRASIER	FRANK E. THOMAS, CHAIRMAN OF THE BOARD
MAGOWAN	RYAN MOORE, COUNTY ADMINISTRATOR
MCDEVITT	MARY ELIZABETH KISSANE, COUNTY ATTORNEY
SHEPLER	AMANDA ALLEN, CLERK OF THE BOARD
	TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
	DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
	TOSHA BROWNELL, HELP DESK TECHNICIAN
	MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

Please note, the following contains a summarization of the November 23, 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/>

Note: As per Governor Cuomo’s Executive Order 202.1: “Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed”. Supervisors Driscoll, Hogan and Bruno attended the meeting virtually, while Supervisors Frasier, Magowan, McDevitt and Shepler were physically present.

Mr. Driscoll called the meeting of the Human Services Committee to order at 1:03 p.m.

Motion was made by Mr. Magowan, seconded by Mrs. Frasier and carried unanimously to approve the minutes of the prior Committee meeting, subject to correction by the Clerk of the Board.

Motion was made by Ms. Hogan, seconded by Mr. Magowan and carried unanimously to approve the minutes of the October 26th joint meeting with the Criminal Justice Committee, subject to correction by the Clerk of the Board.

Copies of the Department of Social Services (DSS) and Countryside Adult Home agendas were distributed to those in attendance and those participating virtually accessed the agendas via the Warren County website; *copies of the agendas are on file with the meeting minutes.*

Privilege of the floor was extended to Christian Hanchett, *Commissioner, Department of Social Services*, who commenced the agenda review with Item 1, presenting requests to fill the following vacant positions:

- Principal Social Welfare Examiner, *Grade 15, Base Annual Salary \$42,141*, due to retirement;
- Intake Clerk #4, *Grade 4, Base Annual Salary \$29,333*, due to promotion;
- Intake Clerk #7, *Grade 4, Base Annual Salary \$29,333*, due to promotion;
- Grade B Supervisor #1-Preventive Unit, *Grade 20, Base Annual Salary \$49,557*, due to retirement;
- Senior Caseworker, *Grade 18, Base Annual Salary \$46,492*, due to promotion;
- Caseworker #(tbd), *Grade 16, Base Annual Salary \$43,390*, due to promotion;
- Case Manager, *Grade 14, Base Annual Salary \$40,954*;
- Caseworker #38, *Grade 16, Base Annual Salary \$43,390*; and

- Caseworker #39, *Grade 16, Base Annual Salary \$43,390.*

Motion was made by Ms. Hogan, seconded by Mr. Magowan and carried unanimously to approve filling of all of the aforementioned vacancies and refer same to the Personnel & Administration Committee for reporting purposes. *Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

Next, Mr. Hanchett introduced a request to fill the vacant position of Social Services Attorney, *Base Annual Salary \$79,241*, due to termination. He explained they were currently doing interviews for the position and hoped to fill it as soon as possible.

Motion was made by Mr. Magowan, seconded by Mrs. Frasier and carried unanimously to approve of filling the vacant Social Services Attorney position and refer 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.*

Mr. Hanchett then presented a request to continue the Memorandum of Understanding with the Warren County Employment & Training Administration for temporary assistance and SNAP Units to provide employment referrals.

Motion was made by Ms. Hogan, seconded by Ms. Shepler and carried unanimously to approve the request as presented and the necessary resolution was authorized for the December 18, 2020 Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Continuing, Mr. Hanchett introduced a request to amend the County Budget in the amount of \$13,000 to reflect receipt funds of from NYS (*New York State*) OCFS (*Office of Children and Family Services*) to be used for foster care aging out support during the COVID-19 pandemic.

Motion was made by Mrs. Frasier, 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.*

Mr. Hanchett next presented a request for a transfer of funds in the amount of \$50,000 within the existing budget for the purpose of covering overtime through the end of the year.

Motion was made by Ms. Hogan, seconded by Ms. Shepler 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.*

Regarding the Pending Items portion of the agenda, Mr. Hanchett informed that due to the current pandemic, there were services that may or may not have been provided to disabled students which private schools still wanted to be paid in full for regardless of whether they occurred. He said they were working to audit each student and school to determine what services were provided and would be paid for; he noted that these programs were very expensive.

Finally, Mr. Hanchett apprised members of the DSS staff would be orchestrating the Adopt-a-Family program which many County employees donated to this year. He advised that staff from the Public Health Department typically did this work, but did not have time to do so this year due to COVID-19 pandemic.

Privilege of the floor was extended to Julie Montero, *Fiscal Manager, Department of Social Services*, who informed she anticipated overtime would be increasing due to the holiday season. She spoke regarding revenues and expenses, indicating expenses would be reduced over \$1 million with the final amount being determined in January 2021. She advised revenues were down, including a 20% decrease from the State.

Mr. Driscoll asked if there were any public comments and Don Lehman, *Director of Public Relations*, replied in the negative.

There being no further DSS business to discuss, privilege of the floor was extended to Amy McByrne, *Director, Countryside Adult Home*, who commenced review of the Countryside agenda with a request to authorize the ESAAL (*Empire State Association of Assisted Living*) annual membership in the amount of \$1,344. She informed the membership was very important and had been highly utilized throughout the COVID-19 pandemic.

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 December 18, 2020 Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Next, Ms. McByrne introduced a request for a transfer of funds totaling \$45,000 to cover overtime expenses through the end of the year.

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

Ms. McByrne then presented a request to fill the vacant position of Case Manager-Part Time, *Grade 14, Base Annual Salary \$40,954*; she advised this was an unanticipated vacancy and the position was 50% reimbursable.

Motion was made by Mr. Magowan, seconded by Ms. Shepler and carried unanimously to approve the request as outlined above and to refer 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.*

Ms. McByrne introduced a request to fill the vacant position of Institutional Aide #18-Part-Time, *Grade 3, Base Annual Salary \$28,026*, which she said was 50% reimbursable.

Motion was made by Mrs. Frasier, seconded by Ms. Hogan and carried unanimously to approve the request as outlined above and refer 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.*

Regarding the Census for October, Ms. McByrne informed the current number of residents was thirty-six, but she expected the number to increase to thirty-seven.

As there was no further business to come before the Human Services Committee, on motion made by Mr. Magowan, seconded by Ms. Shepler and carried unanimously, Mr. Driscoll adjourned the meeting at 1:34 p.m.

Respectfully submitted,
Molly Ganotes-Gleason, Legislative Office Specialist