

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HUMAN SERVICES

DATE: JANUARY 19, 2021

COMMITTEE MEMBERS PRESENT:	CHRISTIAN HANCHETT, COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES
SUPERVISORS: DRISCOLL	
MAGOWAN	AMY MCBYRNE, DIRECTOR, COUNTRYSIDE ADULT HOME
SMITH	RACHAEL E. SEEBER, CHAIRWOMAN OF THE BOARD
FRASIER	RYAN MOORE, COUNTY ADMINISTRATOR
	MARY ELIZABETH KISSANE, COUNTY ATTORNEY
COMMITTEE MEMBER ABSENT:	AMANDA ALLEN, CLERK OF THE BOARD
SUPERVISOR: DICKINSON	FRANK E. THOMAS, BUDGET OFFICER
	SUPERVISORS BEATY
	BRAYMER
	CONOVER
	GERAGHTY
	HOGAN
	LEGGETT
	MERLINO
	SHEPLER
	THOMAS
	WILD
	JOANNE CONLEY, TOURISM DIRECTOR
	TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
	LEISA GRANT, PRINCIPAL ACCOUNT CLERK, TOURISM
	DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
	MICHAEL SWAN, COUNTY TREASURER
	TOSHA BROWNELL, HELP DESK TECHNICIAN
	MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

Please note, the following contains a summarization of the January 19, 2021 meeting of the Human Services Committee; the meeting in its entirety can be viewed on the Warren County website using the following link:
<https://warrencounty.gov/gov/comm/Archive/2021/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, Magowan, Smith and Frasier were all physically present.

Mr. Driscoll called the meeting of the Human Services Committee to order at 10:24 a.m.

Mr. Driscoll took a moment to thank the 2020 Committee members and welcomed the new Committee members.

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

Copies of the meeting agendas were distributed to those in attendance; *a copy of same is on file with the meeting minutes.*

Privilege of the floor was extended to Amy McByrne, *Director, Countryside Adult Home*, who began with a request to appropriate funds in the amount of \$10,000 from Budget Code A.861.00, *Countryside Rehabilitation Reserve*, to Budget Code A.6030 413, *Countryside Adult Home Repair & Maint-Bldg/Property*, to cover the cost of a boiler repair. Mr. Magowan inquired if Ms. McByrne knew what the issue was with the boiler and Ms. McByrne replied the burner was cracked.

Motion was made by Mr. Magowan, seconded by Mrs. Frasier 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.*

Continuing, Ms. McByrne introduced the following requests;

- To amend the Table of Organization and Salary Schedule to create the new position of Senior Account Clerk, *Grade 7, Base Annual Salary \$33,600*, and delete the position of Part-Time Senior Account Clerk, effective March 1, 2021; and
- To fill the vacant position of Senior Account Clerk, *Grade 7, Base Annual Salary \$33,600*, due to creation.

Motion was made by Mrs. Frasier, seconded by Mr. Magowan and carried unanimously to approve the requests as outlined above and refer same to the Personnel, Administration and Higher Education Committee. *Copies of the resolution request and the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

Next, Ms. McByrne presented the following request;

- To amend the Table of Organization and Salary Schedule to create the new position of Part-Time Leisure Time Activities Aide, *Grade 3, Base Annual Salary \$28,026*, and delete the positions of Full Time Activities Aide, *and Part-Time Senior Account Clerk*, effective March 1, 2021 and;
- To fill the vacant position of Part-Time Leisure Time Activities Aide, *Grade 3, Base Annual Salary \$28,026*, effective March 1, 2021, due to creation.

Motion was made by Mr. Magowan, seconded by Mrs. Frasier and carried unanimously to approve the requests as outlined above and refer same to the Personnel, Administration and Higher Education Committee. *Copies of the resolution request the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

Concluding her agenda review, Ms. McByrne indicated the census numbers were holding strong with one discharge which left thirty-five residents.

Ms. McByrne apprised they were going into the 11th month of the pandemic and remained COVID-19 free, informing they had partnered with CVS Pharmacy to provide vaccine clinics beginning on January 25th. She indicated some staff members had already been vaccinated.

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

There being no further Countryside Adult Home business to discussion, privilege of the floor was extended to Christian Hanchett, *Commissioner, Department of Social Services, (DSS)* who commenced his agenda review with a request to fill the vacant position of Resource Clerk #3, *Grade 4, Base Annual Salary \$29,333*, due to a lateral move within the department.

Motion was made by Mrs. Frasier seconded by Mr. Magowan and carried unanimously to approve the request as outlined above and to refer same to the Personnel, Administration and Higher Education 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 requests to authorize submission of New York State Office of Children & Family Services Allocation Plan for 2020 and to continue the contractual agreement with Warren County Municipalities to reimburse a portion of the costs for recreational programs.

Motion was made by Mr. Magowan, seconded by Mr. Frasier and carried unanimously to approve the requests as presented and the necessary resolutions were authorized for the February 19, 2021 Board Meeting. *Copies of the resolution request forms are on file with the minutes.*

Moving on, Mr. Hanchett introduced a request to authorize renewal of the contract with the Council for Prevention of Alcohol & Substance Abuse, Inc., in an amount not to exceed \$60,000 for 2020 Youth Court programs. In response to a question posed, Mr. Hanchett confirmed 2020 was the correct year.

Motion was made by Mrs. Frasier, seconded by Mr. Magowan and carried unanimously to approve the request as presented and the necessary resolution was authorized for the February 19, 2021 Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Regarding request No. 4, Mr. Hanchett explained the request only had one action item which was to amend the County Budget in the amount of \$90,000 to reflect receipt of two allocations received from NYS OCFS (*New York State Office of Children and Family Services*). He informed \$50,000 was from the Child Abuse Prevention Treatment Act and \$40,000 was from the Safe Harbor Act. He said the first two bullets under request No. 4 were for information purposes only and they would be handled by the Social Services Attorney. He apologized for the confusion, apprising the request should have been worded differently. Mr. Magowan questioned if the grant was for \$40,000 or \$35,000 as stated in the request and Mr. Hanchett answered the grant was for \$40,000 of which \$35,000 was allocated to the program, adding \$5,000 would stay within the departmental budget to help manage the program with the Wait House for sexually exploited youth. Ryan Moore, *County Administrator*, asked where the funds would be placed on the expense side and Mr. Hanchett replied the funds would cover administration costs and supplies.

Motion was made by Mr. Magowan, seconded by Mrs. Frasier and carried unanimously to approve the request to amend the 2021 County Budget as outlined above and to refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Proceeding to the Pending Items portion of the agenda. Mr. Hanchett provided an update on various programs for children with disabilities. He spoke regarding the programs that requested payment for services not rendered. He advised he looked into each case to see what school would be paid. He indicated some schools were paid, but not all were paid in full and not all the funds available were spent. He apprised all students were back at school.

Mr. Hanchett explained there would not be a review of revenue and expenditures, however they were included in the agenda packet.

Concluding his agenda review Mr. Hanchett apprised his Department had done a great job remaining COVID-19 free and they continued to maintain programs.

Mr. Driscoll asked if there was any public comment and Mr. Lehman replied in the negative.

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

Respectfully submitted,
Molly Ganotes-Gleason, Legislative Office Specialist