

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HUMAN SERVICES

DATE: OCTOBER 18, 2021

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS DRISCOLL  
FRASIER  
MAGOWAN  
SHEPLER  
SMITH

OTHERS PRESENT:

AMY MCBYRNE, DIRECTOR, COUNTRYSIDE ADULT HOME  
REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:  
CHRISTIAN HANCHETT, COMMISSIONER  
JULIE MONTERO, FISCAL MANAGER  
RACHEL E. SEEBER, CHAIRWOMAN OF THE BOARD  
RYAN MOORE, COUNTY ADMINISTRATOR  
AMANDA ALLEN, CLERK OF THE BOARD  
ROBERT TERWILLIGER, ACTING COUNTY ATTORNEY  
FRANK THOMAS, BUDGET OFFICER  
SUPERVISORS BEATY  
BRAYMER (VIA ZOOM)  
BRUNO  
CONOVER  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

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*Please note, the following contains a summarization of the October 18, 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://warrencountyny.gov/mma>

*Note: Pursuant to New York State Legislation (S.50001/A.40001): “Notwithstanding the provisions of article 7 of the public officers law to the contrary, any state agency, department, corporation, office, authority, board, or commission, as well as any local public body, or public corporation as defined in section 66 of the general construction law, or political subdivisions as defined in section 100 of the general municipal law, or a committee or subcommittee or other similar body of such entity, shall be authorized to meet and take such action authorized by law without permitting in public in-person access to meetings and authorize 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.” All of the Committee members in attendance were physically present.*

Mr. Driscoll called the meeting of the Human Services Committee to order at 11:15 a.m.

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

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

The Committee began with a review of the Countryside Adult Home agenda which included the following requests:

1. To authorize renewal of contract with Action Septic to provide repairs for compliance of environmental standards set forth by New York State Department of Health in the lump sum of \$1,260, and authorizing a not to exceed amount of \$2,000 for unexpected repairs, for a term commencing January 1, 2022 and terminating December 31, 2022.

Motion was made by Mr. Magowan, seconded by Ms. Smith and carried unanimously to approve the request as outlined above and the necessary resolution request was authorized for the November 19<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

2. To amend the 2021 County Budget in the amount of \$36,010 to reflect receipt of EQUAL Award funding from the New York State Department of Health.

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

The Information for Discussion portion of the agenda was reviewed which included an overview of the Census and Overtime Reports included in the agenda packet.

Moving on to the Department of Social Services agenda, the following requests were reviewed:

1. To fill the vacant position of Caseworker #9, *Grade 16, Base Annual Salary \$45,831.*  
To fill the vacant position of Caseworker #29, *Grade 16, Base Annual Salary \$45,831.*  
To fill the vacant position of Caseworker #37, *Grade 16, Base Annual Salary \$45,831.*

Motion was made by Mr. Magowan, seconded by Ms. Shepler and carried unanimously to approve the requests as outlined above and refer same to the Personnel, Administration & Higher Education Committee for reporting purposes. *Copies of the Notices of Intent to Fill Vacant Position forms are on file with the minutes.*

2. To amend the Table of Organization and Salary Schedule to create and fill two Temporary HEAP Examiners, *Grade 6, Base Annual Salary \$33,614, effective November 22, 2021.*

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

3. To amend the 2021 County Budget in the amount of \$50,000 to reflect receipt of the CAPTA/CARA 2021/2022 funds received from the New York State Office of Children & Family Services.

Motion was made by Mr. Magowan, seconded by Ms. Smith 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 to the Information for Discussion/Review portion of the agenda, privilege of the floor was extended to Julie Montero, *Fiscal Manager*, who reviewed the monthly Revenue, Expenditures and Overtime reports, copies of which are on file with the minutes.

There being no further business to come before the Human Services Committee, on motion made by Ms. Smith, seconded by Mrs. Frasier and carried unanimously, Mr. Driscoll adjourned the meeting at 11:28 a.m.

Respectfully submitted,  
Leslie Lovelace, Secretary to the Clerk of the Board