

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HUMAN SERVICES

DATE: NOVEMBER 22, 2021

COMMITTEE MEMBERS PRESENT:

SUPERVISORS DRISCOLL
MAGOWAN
SMITH

COMMITTEE MEMBERS ABSENT:

SUPERVISORS FRASIER
SHEPLER

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
LARRY ELMEN, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
BRAYMER (VIA ZOOM)
WILD
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the November 22, 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 12:06 p.m.

Motion was made by Mr. Magowan, 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 ratify the actions of the Director of Countryside Adult Home with regard to submitting a grant application to the Department of Health for the Equal Funds Award.

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 December 17th Board meeting. *A copy of the resolution request form is on file with the minutes.*

2. To authorize a transfer of funds totaling \$30,000 from Budget Code A.6030 130, *Part-Time Salaries*, to various budget codes to cover overtime and benefit costs through the end of the year.

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.*

3. To authorize the ESAAL annual membership in the amount of \$1,344.

Motion was made by Ms. Smith, seconded by Mr. Magowan and carried unanimously to approve the request as outlined above and the necessary resolution request was authorized for the December 17th Board meeting. *A copy of the resolution request form is on file with the minutes.*

4. To authorize renewal of the service agreement with Hudson Headwaters Health Network to provide annual physicals to employees and new hires and bi-annual ppd placements, Hepatitis B vaccinations, Tdap, and Influenza vaccines in an amount of \$135 per physical, \$16 per ppd test, \$68 per dose for a series of 3 totaling \$204 for Hepatitis B Vaccinations, \$48 per Tdap vaccine and \$27 per Influenza vaccine for a term commencing January 1, 2022 and terminating December 31, 2023.

Motion was made by Ms. Smith, seconded by Mr. Magowan and carried unanimously to approve the request as outlined above and the necessary resolution request was authorized for the December 17th Board meeting. *A copy of the resolution request form is on file with the minutes.*

5. To authorize a new contract with Omnicare Pharmacy to provide stock medications and supplies at a discounted price that are the responsibility of the facility for an amount not to exceed \$1,500, including a lump sum of \$1,000 for a term commencing November 1, 2021 and terminating October 31, 2024.

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 December 17th Board meeting. *A copy of the resolution request form is on file with the minutes.*

6. To fill the vacant position of Institutional Aide #3 (Part-Time), *Grade 3, Base Annual Salary \$23,682.38*, due to termination.

Motion was made by Ms. Smith, seconded by Mr. Magowan and carried unanimously to approve the request as outlined above and refer same to the Personnel, Administration & Higher Education Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position 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 #TBD, *Grade 16, Base Annual Salary \$47,023*, due to promotion and Caseworker #TBD, *Grade 16, Base Annual Salary \$47,023*, due to promotion.
2. To fill the vacant position of Caseworker #20, *Grade 16, Base Annual Salary \$47,023*, due to resignation.
3. To fill the vacant position of Social Welfare Examiner #12, *Grade 8, Base Annual Salary \$36,957*, due to promotion.
4. To fill the vacant positions of Senior Caseworker #9, *Grade 18, Base Annual Salary \$50,384*, and Senior Caseworker #10, *Grade 18, Base Annual Salary \$50,384*, due to creation.

Motion was made by Mr. Magowan, seconded by Ms. Smith 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.*

5. To fill the vacant position of Legal Clerk III #1, *Grade 10, Base Annual Salary \$40,784*, due to creation.

Motion was made by Ms. Smith, seconded by Mr. Magowan and carried unanimously to approve the request as outlined above and refer same to the Personnel, Administration & Higher Education Committee for reporting purposes only. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

6. To fill the vacant position of Senior Clerk #1, *Grade 4, Base Annual Salary \$31,789*, due to creation.

Motion was made by Ms. Smith, seconded by Mr. Magowan and carried unanimously to approve the request as outlined above and refer same to the Personnel, Administration & Higher Education Committee for reporting purposes only. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

7. To authorize a transfer of funds totaling \$131,000 amongst various budget codes to cover salaries and disability expenses through the end of the year.

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.*

8. To amend the 2021 County Budget in the amount of \$11,458 to reflect the receipt of Supplemental Child Care Disaster Relief & Recovery Funds.

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.*

9. To continue the Memorandum of Understanding between Warren County Department of Social Services and Warren County Employment & Training Administration for the Temporary Assistance and SNAP Units to provide employment referrals 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 December 17th Board meeting. *A copy of the resolution request form is on file with the minutes.*

10. To continue the contractual relationship with Agencies listed in Schedule A (Special Delinquency Prevention Programs 2021).

Motion was made by Ms. Smith, seconded by Mr. Magowan and carried unanimously to approve the request as outlined above and the necessary resolution request was authorized for the December 17th Board meeting. *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 Mr. Magowan, seconded by Ms. Smith and carried unanimously, Mr. Driscoll adjourned the meeting at 12:30 p.m.

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

