

**Human Services Committee**  
**Warren County Department of Social Services**

COMMITTEE MEETING AGENDA

**April 25, 2023**

*Committee Members: Supervisors DRISCOLL, Frasier, Bruno, McDevitt, Runyon, Geraci and Smith.*

*Chair of the Board shall serve as an Ex-Officio member when needed in accordance with the Section C(4) of the Rules of the Board.*

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee meeting
- III. Privilege of the floor and public comment
- IV. Action Agenda/New Business Items:

**1. Request:**

Notice of Intent to Fill the position of Social Welfare Examiner #19, in the Medicaid Unit, Base Salary \$44,729 (Grade 8/Step 8), vacant due to promotion effective October 10, 2022.

**Rationale for Items 1 & 2:** These are budgeted positions; need to fill based on caseload size and programmatic mandates.

**Attachment #1**

**2. Request:**

Notice of Intent to Fill the position of Social Welfare Examiner #9, in the Temporary Assistance Unit, Base Salary 44,729 (Grade 8/Step 0), vacant due to resignation effective April 14, 2023.

**Rationale:** Same as item 1.

**Attachment #2**

V. Discussion Items:

1. Chris Hanchett, Commissioner  
-Commissioner's Report of Activities & Updates; (Previously distributed by Committee Chairman Driscoll)
2. Julie Montero, Fiscal Manager, DSS  
-Monthly Reports: Revenue, Expenditures and Overtime.

**Attachment #3**

VI. Referrals/Pending Items: NONE

***Immediately following the Social Services Agenda:***

Sue Mowrey, Warren County Youth Board – see separate Agenda

VII. Privilege of the Floor and public comment

VII. Motion to Adjourn

**ATTACHMENTS:**

1. Notice of Intent to Fill Social Welfare Examiner #19
2. Notice of Intent to Fill Social Welfare Examiner #9
3. Monthly Fiscal Reports & Overtime

**RESOLUTION REQUEST FORM NO. 12**

Schedule "A"

**NOTICE OF INTENT TO FILL VACANT POSITION**

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department: SOCIAL SERVICES Payroll Dept. No: 40.01  
Title of Position: Social Welfare Examiner #9 Base Salary of Position: \$44,729 Grade: 8  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A6010 110 - Salaries - Regular Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: Sexton/13720 Date of Vacancy: 4/17/2023  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal 50 %  State 25 %  Other \_\_\_\_\_ %

**CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL**

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
**Actual Impact to Budget Report will be provided monthly by Human Resources Director.**  
**Candidate's qualifications must be approved by Personnel Officer prior to hiring.** PO 4/11/23  
**Human Resources Director has approved this form when initialed.** HR 4/17/23

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 4/17/2023

**BUDGET OFFICER COMPLETES THIS SECTION**

The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 4/18/23

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee Human Services

The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 4/25/2023

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.03  
Title of Position: Social Welfare Examiner #19 Base Salary of Position: \$44,729 Grade: 8  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A6010 110 - Salaries - Regular Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: Biele/12500 Date of Vacancy: 10/10/2022  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal 50 %  State 25 %  Other \_\_\_\_\_ %

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_

**Actual Impact to Budget Report will be provided monthly by Human Resources Director.**

**Candidate's qualifications must be approved by Personnel Officer prior to hiring.**

**Human Resources Director has approved this form when initialed.**

*(NB) R-JF 4/13/23*

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature

*G. J. H.*

Date

4/18/2023

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature

*Frank E. Thomas*

Date

4/18/23

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

- The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature

*Bennett F. Dussally*

Date

4/25/2023

## SOCIAL WELFARE EXAMINER

**DISTINGUISHING FEATURES OF THE CLASS:** Determines financial eligibility for the various programs administered by a local social services district and recommends amounts of assistance in accordance with established policies and procedures. May perform any or a combination of assignments in connection with determining financial eligibility, categorical classification, case management, continued financial eligibility and income maintenance depending on the size, organizational structure and work activity needs of the social service district. The work involves the review and evaluation of applications and records and direct interviews with applicants. Work is performed under the supervision of a higher-ranking Social Welfare Examiner, except in smallest agencies where work is supervised by a high-ranking administrator.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Reviews the certification form to determine that all statements are complete and consistent with every other item of information provided;

Where necessary for clarification or completion of certification form, asks applicant appropriate questions and makes necessary additions or corrections on the form;

Makes an evaluation of applicant's financial eligibility for assistance;

May determine initial categorical eligibility;

Assesses client's situation to determine barriers to self-sufficiency;

Evaluates available resource details in relation to financial eligibility;

Prepares and computes budget for the applicant;

Advises applicant of the eligibility determination, the amount of assistance and when the first grant can be expected;

Advises the applicant about the program under which he is eligible for assistance and any documentation or additional information which is necessary for final program classification;

May assist the client in developing a self-sufficiency plan by identifying specific steps for the client to complete to become self-sufficient;

Recommends emergency grants as needed; Makes re-determinations of financial eligibility;

Explains the validation process to the applicant;

Advises the applicant about his duty to keep the agency informed of any change in status which may affect his eligibility for assistance;

Informs applicants about the range of services in the agency;

If mandatory, or requested by applicant or client, or need for services is indicated, refers applicant to social services section, or to other specialists, such as resources, housing, employment, legal, medical, etc.;

Makes referrals for full field investigation where presumption of fraud is indicated.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Knowledge of federal, state and local social services laws and programs as they affect eligibility for financial assistance and money payments;

Familiarity with other laws as they affect eligibility, such as Worker's Compensation, Social Security, and unemployment insurance; Ability to enter and maintain data and records in computer database;

Ability to establish rapport and motivate client to self-sufficiency; Ability to deal effectively with others;

Ability to analyze facts obtained and use facts in making judgments regarding eligibility;

Ability to understand and follow directions; Good powers of observation and perception;

Initiative, tact, good judgment; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and:

- A) Sixty credit hours of coursework from a New York State or regionally accredited college or university; or
- B) Two years of experience in examining, investigating or evaluating claims for assistance, veteran's or unemployment benefits, insurance or a similar program operating under established criteria for eligibility.

**BUDGET ANALYSIS**  
**REVENUE AND EXPENDITURES FOR MARCH 2023**

FUND(S): A

CODE(S): 6010, 6030, 6050, 6055, 6070, 6100, 6109, 6119, 6140, 6141, 6142, 7311, 7312, 7313

EXPENSES	2023 BUDGETED	MAR 2023 EXP	MAR 22 EXP	2023 YTD ACTUAL	2022 Prior Year Totals
110 Salaries - Regular	\$9,117,811.00	\$637,526.47	\$544,684.45	\$1,938,167.14	\$7,534,865.59
120 Salaries - Overtime	\$75,222.00	\$11,289.38	\$15,760.38	\$43,351.33	\$217,988.58
130 Salaries - Part Time	\$289,852.00	\$18,655.38	\$18,301.26	\$61,539.76	\$234,266.89
<b>100's PERSONAL SERVICES Total</b>	<b>\$9,482,885.00</b>	<b>\$667,471.23</b>	<b>\$578,746.09</b>	<b>\$2,043,058.23</b>	<b>\$7,987,121.06</b>
200's EQUIPMENT	\$145,500.00	\$322.69	\$2,168.35	\$15,453.30	\$75,366.60
400's CONTRACTUAL	\$24,347,039.85	\$2,207,641.66	\$908,854.05	\$5,297,024.79	\$23,852,391.17
800's EMPLOYEE BENEFITS	\$3,827,655.00	\$225,005.47	\$226,382.03	\$864,865.60	\$3,269,048.66
<b>TOTALS</b>	<b>\$37,803,079.85</b>	<b>\$3,100,441.05</b>	<b>\$1,716,150.52</b>	<b>\$8,220,401.92</b>	<b>\$35,183,927.49</b>

REVENUE	2023 BUDGETED	MAR 2023 REVENUE	MAR 2022 REVENUE	2023 YTD ACTUAL	2022 Prior Year Totals
	\$18,968,199.00	\$3,947,728.65	\$1,911,400.39	\$2,330,669.39	\$16,409,413.40

**ATTACHMENT #3**

# Expense Budget Performance Report

Fiscal Year to Date 03/31/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
<b>Fund A - General</b>										
<b>Department 6010 - Social Services</b>										
<b>EXPENSE</b>										
<i>Personal Services</i>										
110	Salaries - Regular	7,949,319.00	.00	7,949,319.00	552,062.11	.00	1,682,212.70	6,267,106.30	21	6,606,459.80
120	Salaries - Overtime	49,222.00	.00	49,222.00	9,241.25	.00	27,615.20	21,606.80	56	129,896.32
130	Salaries - Part Time	131,127.00	.00	131,127.00	10,563.20	.00	35,024.52	96,102.48	27	111,217.46
	<i>Personal Services Totals</i>	\$8,129,668.00	\$0.00	\$8,129,668.00	\$571,866.56	\$0.00	\$1,744,852.42	\$6,384,815.58	21%	\$6,847,573.58
<i>Equipment</i>										
210	Furniture/Furnishings	20,000.00	.00	20,000.00	322.69	(899.95)	1,189.63	19,710.32	1	2,612.24
220	Office Equipment	15,000.00	.00	15,000.00	.00	.00	1,047.13	13,952.87	7	20,476.84
260	Other Equipment	.00	.00	.00	.00	.00	.00	.00	+++	330.24
	<i>Equipment Totals</i>	\$35,000.00	\$0.00	\$35,000.00	\$322.69	(\$899.95)	\$2,236.76	\$33,663.19	4%	\$23,419.32
<i>Contractual Expense</i>										
410	Supplies	75,000.00	.00	75,000.00	2,430.73	11,103.07	6,459.41	57,437.52	23	53,536.43
411	Rent-Building/Property	1,196,701.00	.00	1,196,701.00	199,450.06	.00	398,900.12	797,800.88	33	1,043,145.40
418	Ins-General Liability	56,444.00	(29,000.00)	27,444.00	422.82	.00	27,764.17	(320.17)	101	49,182.56
423	Telephone	25,000.00	.00	25,000.00	787.38	.00	3,857.31	21,142.69	15	15,130.90
424	Postage	30,000.00	.00	30,000.00	60.00	.00	6,128.86	23,871.14	20	31,184.07
427	Memberships & Dues	6,000.00	.00	6,000.00	.00	.00	5,424.00	576.00	90	5,266.00
428	Data Processing & Internet Fees	5,000.00	.00	5,000.00	269.98	.00	671.94	4,328.06	13	4,061.76
432	Special Project Supply	100,000.00	.00	100,000.00	.00	.00	.00	100,000.00	0	200,494.00
435	Medical Fees	1,000.00	.00	1,000.00	(104.83)	.00	54.27	945.73	5	5,999.83
436	Advertising Fees	250.00	.00	250.00	.00	.00	.00	250.00	0	.00
439	Misc Fees & Expenses	30,000.00	.00	30,000.00	1,013.99	.00	3,260.49	26,739.51	11	16,910.46
440	Legal/Transcript Fees	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	4,869.00
441	Auto-Supplies & Repair	6,000.00	.00	6,000.00	40.75	.00	719.08	5,280.92	12	5,628.80
442	Automotive - Gas & Oil	8,000.00	.00	8,000.00	.00	.00	2,117.87	5,882.13	26	14,358.48
444	Travel/Education/Conference	12,000.00	.00	12,000.00	2,529.52	.00	4,452.56	7,547.44	37	7,082.44
469	Other Payments/Contributions	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	1,000.00
470	Contract	456,000.00	50,607.00	506,607.00	32,701.71	153,233.43	40,417.75	312,955.82	38	504,239.66
471	Administration	.00	123,174.00	123,174.00	7,103.00	.00	8,303.00	114,871.00	7	11,815.32
	<i>Contractual Expense Totals</i>	\$2,020,395.00	\$144,781.00	\$2,165,176.00	\$246,705.11	\$164,336.50	\$508,530.83	\$1,492,308.67	31%	\$1,973,905.11
<i>Employee Benefits</i>										
810	Retirement	901,793.00	.00	901,793.00	56,248.43	.00	171,488.56	730,304.44	19	674,001.14
830	Social Security	504,041.00	.00	504,041.00	33,151.93	.00	102,339.05	401,701.95	20	397,138.86
831	Medicare Contribution	117,879.00	.00	117,879.00	7,753.27	.00	23,934.18	93,944.82	20	92,879.26
860	Hospitalization	1,386,420.00	.00	1,386,420.00	97,111.92	.00	345,040.22	1,041,379.78	25	1,300,836.84
865	Dental Insurance	23,088.00	.00	23,088.00	1,627.24	.00	5,825.91	17,262.09	25	21,640.34
	<i>Employee Benefits Totals</i>	\$2,933,221.00	\$0.00	\$2,933,221.00	\$195,892.79	\$0.00	\$648,627.92	\$2,284,593.08	22%	\$2,486,496.44

# Expense Budget Performance Report

Fiscal Year to Date 03/31/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
<b>Fund A - General</b>										
<b>Department 6010 - Social Services</b>										
<b>EXPENSE</b>										
<i>Other Benefits</i>										
840	Workmen's Compensation	34,533.00	.00	34,533.00	.00	.00	34,533.00	.00	100	30,332.00
850	Unemployment Insurance	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
855	Disability	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	1,696.54
861	Retirees Hospitalization	264,560.00	.00	264,560.00	.00	.00	44,443.35	220,116.65	17	262,676.24
862	Health Insurance Cost Reimbursement	3,000.00	.00	3,000.00	760.78	.00	2,483.29	516.71	83	2,338.20
<i>Other Benefits Totals</i>		\$317,093.00	\$0.00	\$317,093.00	\$760.78	\$0.00	\$81,459.64	\$235,633.36	26%	\$297,042.98
<b>EXPENSE TOTALS</b>		\$13,435,377.00	\$144,781.00	\$13,580,158.00	\$1,015,547.93	\$163,436.55	\$2,985,707.57	\$10,431,013.88	23%	\$11,628,437.43
<b>Department 6010 - Social Services Totals (\$13,580,158.00) (\$163,436.55) (\$2,985,707.57) (\$10,431,013.88) 23% (\$11,628,437.43)</b>										
<b>Department 6030 - Countryside Adult Home</b>										
<b>EXPENSE</b>										
<i>Personal Services</i>										
110	Salaries - Regular	1,168,492.00	.00	1,168,492.00	85,464.36	.00	255,954.44	912,537.56	22	932,956.62
120	Salaries - Overtime	26,000.00	.00	26,000.00	2,048.13	.00	15,736.13	10,263.87	61	88,092.26
130	Salaries - Part Time	158,725.00	.00	158,725.00	8,092.18	.00	26,515.24	132,209.76	17	123,049.43
<i>Personal Services Totals</i>		\$1,353,217.00	\$0.00	\$1,353,217.00	\$95,604.67	\$0.00	\$298,205.81	\$1,055,011.19	22%	\$1,144,098.31
<i>Equipment</i>										
210	Furniture/Furnishings	100,000.00	13,216.54	113,216.54	.00	33,613.00	13,216.54	66,387.00	41	11,795.68
220	Office Equipment	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	681.03
260	Other Equipment	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	39,470.57
270	Lawn & Landscaping	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
<i>Equipment Totals</i>		\$110,500.00	\$13,216.54	\$123,716.54	\$0.00	\$33,613.00	\$13,216.54	\$76,887.00	38%	\$51,947.28
<i>Contractual Expense</i>										
410	Supplies	43,000.00	13,493.50	56,493.50	7,108.11	8,439.69	11,732.01	36,321.80	36	38,883.11
413	Repair & Maint.-Bldg/Property	20,000.00	.00	20,000.00	804.80	4,064.70	1,284.09	14,651.21	27	15,042.02
415	Electricity	31,000.00	.00	31,000.00	2,235.42	.00	4,728.40	26,271.60	15	26,468.17
416	Oil & Gas-Heating	45,000.00	.00	45,000.00	5,176.77	1,596.51	15,564.88	27,838.61	38	32,034.74
417	Water/Sewer/Taxes	10,000.00	.00	10,000.00	.00	.00	2,243.70	7,756.30	22	11,475.34
418	Ins-General Liability	11,000.00	.00	11,000.00	.00	.00	10,860.77	139.23	99	9,829.42
422	Repair/Maint-Equipment	5,000.00	.00	5,000.00	(279.99)	.00	.00	5,000.00	0	1,801.09
423	Telephone	2,000.00	.00	2,000.00	48.18	.00	296.92	1,703.08	15	688.25
424	Postage	250.00	.00	250.00	.00	.00	3.61	246.39	1	195.67
426	Subscriptions	650.00	.00	650.00	.00	.00	.00	650.00	0	474.00
427	Memberships & Dues	1,500.00	.00	1,500.00	.00	.00	1,344.00	156.00	90	1,344.00
428	Data Processing & Internet Fees	3,000.00	.00	3,000.00	620.86	.00	928.79	2,071.21	31	3,638.44
434	Allowances	22,800.00	.00	22,800.00	1,100.00	.00	3,300.00	19,500.00	14	14,750.00
435	Medical Fees	500.00	.00	500.00	.00	.00	.00	500.00	0	195.00

# Expense Budget Performance Report

Fiscal Year to Date 03/31/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
<b>Fund A - General</b>										
<b>Department 6030 - Countryside Adult Home</b>										
<b>EXPENSE</b>										
<i>Contractual Expense</i>										
436	Advertising Fees	500.00	.00	500.00	.00	.00	.00	500.00	0	460.00
437	Consulting Fees	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
439	Misc Fees & Expenses	1,500.00	.00	1,500.00	101.75	.00	203.50	1,296.50	14	1,032.25
441	Auto-Supplies & Repair	3,000.00	3,313.81	6,313.81	4,168.07	.00	4,189.77	2,124.04	66	7,602.41
442	Automotive - Gas & Oil	2,500.00	.00	2,500.00	.00	.00	361.46	2,138.54	14	3,991.89
444	Travel/Education/Conference	1,500.00	.00	1,500.00	634.00	.00	634.00	866.00	42	1,666.27
445	Foods	225,000.00	.00	225,000.00	19,030.85	30,985.76	43,514.24	150,500.00	33	168,454.98
451	Medical Supply Expense	5,500.00	.00	5,500.00	330.24	169.76	330.24	5,000.00	9	2,678.73
453	Uniforms & Clothing	200.00	.00	200.00	.00	.00	.00	200.00	0	7,136.15
470	Contract	45,000.00	.00	45,000.00	1,295.74	7,464.29	3,331.83	34,203.88	24	30,289.16
<i>Contractual Expense Totals</i>		\$482,400.00	\$16,807.31	\$499,207.31	\$42,374.80	\$52,720.71	\$104,852.21	\$341,634.39	32%	\$380,131.09
<i>Employee Benefits</i>										
810	Retirement	139,150.00	.00	139,150.00	9,009.80	.00	27,821.63	111,328.37	20	107,804.45
830	Social Security	83,904.00	.00	83,904.00	5,656.43	.00	17,804.23	66,099.77	21	67,724.62
831	Medicare Contribution	19,619.00	.00	19,619.00	1,322.87	.00	4,163.84	15,455.16	21	15,838.83
860	Hospitalization	184,198.00	.00	184,198.00	12,130.08	.00	42,455.28	141,742.72	23	163,445.23
865	Dental Insurance	3,504.00	.00	3,504.00	232.72	.00	814.52	2,689.48	23	3,133.42
<i>Employee Benefits Totals</i>		\$430,375.00	\$0.00	\$430,375.00	\$28,351.90	\$0.00	\$93,059.50	\$337,315.50	22%	\$357,946.55
<i>Other Benefits</i>										
840	Workmen's Compensation	23,688.00	.00	23,688.00	.00	.00	23,688.00	.00	100	19,254.00
850	Unemployment Insurance	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	.00
855	Disability	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	(269.33)
861	Retirees Hospitalization	102,740.00	.00	102,740.00	.00	.00	16,732.56	86,007.44	16	100,615.08
862	Health Insurance Cost Reimbursement	2,250.00	.00	2,250.00	.00	.00	.00	2,250.00	0	750.00
<i>Other Benefits Totals</i>		\$139,178.00	\$0.00	\$139,178.00	\$0.00	\$0.00	\$40,420.56	\$98,757.44	29%	\$120,349.75
<b>EXPENSE TOTALS</b>		\$2,515,670.00	\$30,023.85	\$2,545,693.85	\$166,331.37	\$86,333.71	\$549,754.62	\$1,909,605.52	25%	\$2,054,472.98
<b>Department 6030 - Countryside Adult Home Totals</b>		(\$2,515,670.00)	(\$30,023.85)	(\$2,545,693.85)	(\$166,331.37)	(\$86,333.71)	(\$549,754.62)	(\$1,909,605.52)	25%	(\$2,054,472.98)
<b>Department 6050 - Public Facil. For Children</b>										
<b>EXPENSE</b>										
<i>Contractual Expense</i>										
469	Other Payments/Contributions	43,556.00	.00	43,556.00	.00	.00	13,926.49	29,629.51	32	126,856.58
<i>Contractual Expense Totals</i>		\$43,556.00	\$0.00	\$43,556.00	\$0.00	\$0.00	\$13,926.49	\$29,629.51	32%	\$126,856.58
<b>EXPENSE TOTALS</b>		\$43,556.00	\$0.00	\$43,556.00	\$0.00	\$0.00	\$13,926.49	\$29,629.51	32%	\$126,856.58
<b>Department 6050 - Public Facil. For Children Totals</b>		(\$43,556.00)	\$0.00	(\$43,556.00)	\$0.00	\$0.00	(\$13,926.49)	(\$29,629.51)	32%	(\$126,856.58)

# Expense Budget Performance Report

Fiscal Year to Date 03/31/23  
 Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
<b>Fund A - General</b>										
Department <b>6055 - Daycare</b>										
EXPENSE										
Contractual Expense										
470	Contract	1,082,811.00	.00	1,082,811.00	83,492.81	.00	148,267.40	934,543.60	14%	782,775.96
		Contractual Expense Totals		\$1,082,811.00	\$83,492.81	\$0.00	\$148,267.40	\$934,543.60	14%	\$782,775.96
		EXPENSE TOTALS		\$1,082,811.00	\$83,492.81	\$0.00	\$148,267.40	\$934,543.60	14%	\$782,775.96
Department <b>6055 - Daycare</b>										
EXPENSE										
Contractual Expense										
470	Contract	250,000.00	.00	250,000.00	42,964.08	.00	67,548.20	182,451.80	27%	321,017.69
		Contractual Expense Totals		\$250,000.00	\$42,964.08	\$0.00	\$67,548.20	\$182,451.80	27%	\$321,017.69
		EXPENSE TOTALS		\$250,000.00	\$42,964.08	\$0.00	\$67,548.20	\$182,451.80	27%	\$321,017.69
Department <b>6070 - Services for Recipients</b>										
EXPENSE										
Contractual Expense										
470	Contract	11,245,936.00	.00	11,245,936.00	773,556.00	.00	2,514,057.00	8,731,879.00	22%	10,199,189.00
		Contractual Expense Totals		\$11,245,936.00	\$773,556.00	\$0.00	\$2,514,057.00	\$8,731,879.00	22%	\$10,199,189.00
		EXPENSE TOTALS		\$11,245,936.00	\$773,556.00	\$0.00	\$2,514,057.00	\$8,731,879.00	22%	\$10,199,189.00
Department <b>6100 - Medicaid</b>										
EXPENSE										
Contractual Expense										
470	Contract	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0%	163.08
		Contractual Expense Totals		\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$163.08
		EXPENSE TOTALS		\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$163.08
Department <b>6101 - Medical Assistance</b>										
EXPENSE										
Contractual Expense										
470	Contract	1,925,000.00	.00	1,925,000.00	271,026.05	.00	551,716.98	1,373,283.02	29%	2,872,972.48
		Contractual Expense Totals		\$1,925,000.00	\$271,026.05	\$0.00	\$551,716.98	\$1,373,283.02	29%	\$2,872,972.48
		EXPENSE TOTALS		\$1,925,000.00	\$271,026.05	\$0.00	\$551,716.98	\$1,373,283.02	29%	\$2,872,972.48
Department <b>6109 - Aid To Dependent Children</b>										
EXPENSE										
Contractual Expense										
470	Contract	5,150,000.00	.00	5,150,000.00	582,127.76	.00	1,060,107.45	4,089,892.55	21%	5,746,733.43
		Contractual Expense Totals		\$5,150,000.00	\$582,127.76	\$0.00	\$1,060,107.45	\$4,089,892.55	21%	\$5,746,733.43
		EXPENSE TOTALS		\$5,150,000.00	\$582,127.76	\$0.00	\$1,060,107.45	\$4,089,892.55	21%	\$5,746,733.43

# Expense Budget Performance Report

Fiscal Year to Date 03/31/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
<b>Fund A - General</b>										
Department 6119 - Child Care										
	EXPENSE									
	<i>Contractual Expense Totals</i>	\$5,150,000.00	\$0.00	\$5,150,000.00	\$582,127.76	\$0.00	\$1,060,107.45	\$4,089,892.55	21%	\$5,746,733.43
	EXPENSE TOTALS	\$5,150,000.00	\$0.00	\$5,150,000.00	\$582,127.76	\$0.00	\$1,060,107.45	\$4,089,892.55	21%	\$5,746,733.43
Department 6119 - Child Care										
	EXPENSE									
	<i>Contractual Expense Totals</i>	5,000.00	.00	5,000.00	198.36	.00	201.78	4,798.22	4%	971.28
	EXPENSE TOTALS	5,000.00	\$0.00	5,000.00	\$198.36	\$0.00	\$201.78	\$4,798.22	4%	\$971.28
Department 6123 - Juvenile Delinquent Care										
	EXPENSE									
	<i>Contractual Expense Totals</i>	350,000.00	.00	350,000.00	.00	.00	.00	350,000.00	0%	.00
	EXPENSE TOTALS	350,000.00	\$0.00	350,000.00	\$0.00	\$0.00	\$0.00	\$350,000.00	0%	\$0.00
Department 6129 - State Training School										
	EXPENSE									
	<i>Contractual Expense Totals</i>	1,500,000.00	.00	1,500,000.00	159,966.69	.00	297,767.53	1,202,232.47	20%	1,325,044.68
	EXPENSE TOTALS	1,500,000.00	\$0.00	1,500,000.00	\$159,966.69	\$0.00	\$297,767.53	\$1,202,232.47	20%	\$1,325,044.68
Department 6140 - Home Relief										
	EXPENSE									
	<i>Contractual Expense Totals</i>	1,500,000.00	\$0.00	1,500,000.00	159,966.69	.00	297,767.53	1,202,232.47	20%	1,325,044.68
	EXPENSE TOTALS	1,500,000.00	\$0.00	1,500,000.00	\$159,966.69	\$0.00	\$297,767.53	\$1,202,232.47	20%	\$1,325,044.68
Department 6141 - Fuel Crisis Assistance										
	EXPENSE									
	<i>Contractual Expense Totals</i>	30,000.00	.00	30,000.00	5,230.00	.00	29,173.92	826.08	97%	(2,017.82)
	EXPENSE TOTALS	30,000.00	\$0.00	30,000.00	\$5,230.00	\$0.00	\$29,173.92	\$826.08	97%	(\$2,017.82)
Department 6142 - Emergency Aid For Adults										
	EXPENSE									
	<i>Contractual Expense Totals</i>	20,000.00	.00	20,000.00	.00	.00	875.00	19,125.00	4%	9,494.94
	EXPENSE TOTALS	20,000.00	\$0.00	20,000.00	\$0.00	\$0.00	\$875.00	\$19,125.00	4%	\$9,494.94

# Expense Budget Performance Report

Fiscal Year to Date 03/31/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Recd	Prior Year Total
<b>Fund A - General</b>										
Department 6142 - Emergency Aid For Adults	Totals	(\$20,000.00)	\$0.00	(\$20,000.00)	\$0.00	\$0.00	(\$875.00)	(\$19,125.00)	4%	(\$9,494.94)
Department 7311 - Youth Bureau										
EXPENSE										
<i>Other Benefits</i>										
861	Retirees Hospitalization	7,788.00	.00	7,788.00	.00	.00	1,297.98 ✓	6,490.02	17	7,561.08
	<i>Other Benefits Totals</i>	\$7,788.00	\$0.00	\$7,788.00	\$0.00	\$0.00	\$1,297.98	\$6,490.02	17%	\$7,561.08
	EXPENSE TOTALS	\$7,788.00	\$0.00	\$7,788.00	\$0.00	\$0.00	\$1,297.98	\$6,490.02	17%	\$7,561.08
Department 7311 - Youth Bureau	Totals	(\$7,788.00)	\$0.00	(\$7,788.00)	\$0.00	\$0.00	(\$1,297.98)	(\$6,490.02)	17%	(\$7,561.08)
Department 7312 - Special Delinquency Prev.										
EXPENSE										
<i>Contractual Expense</i>										
470	Contract	166,701.00	.00	166,701.00	.00	110,000.00	.00	56,701.00	66	166,701.00
	<i>Contractual Expense Totals</i>	\$166,701.00	\$0.00	\$166,701.00	\$0.00	\$110,000.00	\$0.00	\$56,701.00	66%	\$166,701.00
	EXPENSE TOTALS	\$166,701.00	\$0.00	\$166,701.00	\$0.00	\$110,000.00	\$0.00	\$56,701.00	66%	\$166,701.00
Department 7312 - Special Delinquency Prev.	Totals	(\$166,701.00)	\$0.00	(\$166,701.00)	\$0.00	(\$110,000.00)	\$0.00	(\$56,701.00)	66%	(\$166,701.00)
Fund A - General	Totals	\$37,728,839.00	\$174,804.85	\$37,903,643.85	\$3,100,441.05	\$359,770.26	\$8,220,401.92	\$29,323,471.67		\$35,240,373.79
	Grand Totals	\$37,728,839.00	\$174,804.85	\$37,903,643.85	\$3,100,441.05 ✓	\$359,770.26	\$8,220,401.92 ✓	\$29,323,471.67		\$35,240,373.79

WARREN COUNTY

# Receipts by G/L Distribution Report - Summary

From Date: 03/01/2023 - To Date: 03/31/2023

G/L Account Number	G/L Date	Due To/From Fund	Project	Transactions	Debit Amount	Credit Amount
Fund: A - General						
Account: 400.00 - State&Federal,Social Services						
	03/02/2023			2	\$0.00	\$641,208.00
	03/07/2023			1	\$0.00	\$618,641.00
	03/17/2023			1	\$0.00	\$93,822.00
	03/22/2023			2	\$0.00	\$12,252.00
	03/31/2023			6	\$0.00	\$2,158,405.00
				12	\$0.00	\$3,524,328.00
Account Total: State&Federal,Social Services						
Fund Total: General						
					\$0.00	\$3,524,328.00

Grand Total:

STATE & FED

12

\$0.00

\$3,524,328.00

LOCAL

123400.65

TOTAL Revenue

3,947,728.65

March 2023

WARREN COUNTY

# Receipts by G/L Distribution Report - Summary

From Date: 03/01/2023 - To Date: 03/31/2023

G/L Account Number	G/L Date	Due To/From Fund	Project	Transactions	Debit Amount	Credit Amount
Account Total: Repay of Aid to A.D.C.						
				4	\$0.00	\$14,722.37
Department Total: Aid To Dependent Children						
Department: 6119 - Child Care						
<b>Account: 1819 - Repay of Child Care</b>						
	03/02/2023			1	\$0.00	\$119,486.80
	03/23/2023			1	\$0.00	\$1,578.30
	03/31/2023			1	\$0.00	\$97,836.69
Account Total: Repay of Child Care						
				3	\$0.00	\$218,901.79
Department Total: Child Care						
Department: 6140 - Home Relief						
<b>Account: 1840 - Repay of Home Relief</b>						
	03/02/2023			1	\$0.00	\$2,432.08
	03/23/2023			1	\$0.00	\$560.09
	03/31/2023			1	\$0.00	\$6,288.49
Account Total: Repay of Home Relief						
				3	\$0.00	\$9,280.66
Department Total: Home Relief						
Fund Total: General						
				27	\$0.00	\$423,400.65
<b>Grand Total:</b>						
					\$0.00	\$423,400.65

WARREN COUNTY

# Receipts by G/L Distribution Report - Summary

From Date: 03/01/2023 - To Date: 03/31/2023

G/L Account Number	G/L Date	Due To/From Fund	Project	Transactions	Debit Amount	Credit Amount
Fund: A - General						
Department: 6010 - Social Services						
<b>Account: 1810 - Administration</b>						
	03/02/2023			1	\$0.00	\$3,833.34
	03/23/2023			1	\$0.00	\$1,023.13
	03/31/2023			1	\$0.00	\$6,558.11
Account Total: Administration					\$0.00	\$11,414.58
<b>Account: 1811 - Medical Incentive Earning</b>						
	03/07/2023			1	\$0.00	\$49.82
	03/23/2023			1	\$0.00	\$3,788.00
Account Total: Medical Incentive Earning					\$0.00	\$3,837.82
<b>Account: 435 - Medical Fees</b>						
	03/23/2023			1	\$0.00	\$104.83
	03/31/2023			1	\$0.00	\$135.00
Account Total: Medical Fees					\$0.00	\$239.83
<b>Account: 471 - Administration</b>						
	03/02/2023			1	\$0.00	\$283.00
				1	\$0.00	\$283.00
Account Total: Administration					\$0.00	\$566.00
Department Total: Social Services						
Department: 6030 - Countryside Adult Home						
<b>Account: 1830 - Repay - Adult Care, Pub Inst</b>						
	03/01/2023			1	\$0.00	\$5,217.10

# Receipts by G/L Distribution Report - Summary

From Date: 03/01/2023 - To Date: 03/31/2023

G/L Account Number	G/L Date	Due To/From Fund	Project	Transactions	Debit Amount	Credit Amount
	03/02/2023			1	\$0.00	\$45,108.35
	03/30/2023			1	\$0.00	\$5,217.10
	03/31/2023			1	\$0.00	\$55,947.29
Account Total: Repay - Adult Care, Pub Inst				4	\$0.00	\$111,489.84
Department Total: Countryside Adult Home					\$0.00	\$111,489.84
Department: 6055 - Daycare						
<b>Account: 1855 - Repayments of Day Care</b>						
	03/02/2023			1	\$0.00	\$10.00
	03/31/2023			1	\$0.00	\$49.00
Account Total: Repayments of Day Care				2	\$0.00	\$59.00
Department Total: Daycare					\$0.00	\$59.00
Department: 6101 - Medical Assistance						
<b>Account: 1801 - Repay of Medical Assist</b>						
	03/02/2023			1	\$0.00	\$38,688.96
	03/23/2023			1	\$0.00	\$3,049.45
	03/31/2023			1	\$0.00	\$11,433.35
Account Total: Repay of Medical Assist				3	\$0.00	\$53,171.76
Department Total: Medical Assistance					\$0.00	\$53,171.76
Department: 6109 - Aid To Dependent Children						
<b>Account: 1809 - Repay of Aid to A.D.C.</b>						
	03/02/2023			1	\$0.00	\$1,133.27
	03/23/2023			2	\$0.00	\$12,898.88
	03/31/2023			1	\$0.00	\$690.22



**Human Services Committee**  
**Warren County Youth Bureau**  
COMMITTEE MEETING AGENDA  
April 25, 2023

*Committee Members: Supervisors DRISCOLL, Frasier, Bruno, McDevitt, Runyon, Geraci, and Smith.*

*Chair of the Board shall serve as an Ex-Officio member when needed in accordance with the Section C(4) of the Rules of the Board.*

- I. Committee meeting called to order by Chair
- II. Motion to approve minutes of prior Committee meeting
- III. Action Agenda/New Business
  1. **Resolution Request:** Request authorization to continue contractual agreements with Warren County Municipalities (Towns and the City of Glens Falls), to reimburse a portion of the costs for recreational programs and associated community youth service providers as outlined on the attached.  
**Rationale:** The funds are allocated annually to provide positive youth development/recreation programming. Note: this year is a transition year in which there will be two resource allocations. Moving forward, the program year for allocations will follow the federal budget year of October 1 to September 30<sup>th</sup>. The benefit of this change is that programs will be informed of their allocations prior to the start of the program year.  
**Attachment #1**
  2. **Resolution Request:** Request authorization to enter into an agreement with the following: Big Brothers Big Sisters  
**Rationale:** To use Youth Sports and Education Opportunity Funding to support sports programs for underserved children and youth under the age of 18.  
**Attachment #2**
  3. **Resolution Request:** Request authorization to enter into an agreement with the following: Glens Falls Recreation  
**Rationale:** To use Youth Sports and Education Opportunity Funding to support sports programs for underserved children and youth under the age of 18.  
**Attachment #3**
  4. **Resolution Request:** Request authorization to enter into an agreement with the following: Prospect School  
**Rationale:** To use Youth Sports and Education Opportunity Funding to support sports programs for underserved children and youth under the age of 18.  
**Attachment #4**
  5. **Resolution Request:** Request authorization to enter into an agreement with the following: Town of Thurman  
**Rationale:** To use Youth Sports and Education Opportunity Funding to support sports programs for underserved children and youth under the age of 18.  
**Attachment #5**

6. **Resolution Request:** Request authorization to submit the New York state Office of Children & Family Services Resource Allocation Plan for 2023.

**Rationale:** Acceptance of Resolution Request 1 and 2

**Attachment #6**

7. **Resolution Request:** Request authorization to appoint a new member to the Warren County Youth Board

**Rationale:** We are seeking to add a Northern Warren County representative on the Youth Board

**Attachment #7**

IV. Information for Discussion and/or Review

- Youth Bureau Update

V. Referrals/Pending Items: None

VI. Privilege of the Floor and public comment (please allow 15 second delay on live stream meetings)

VII. Motion to Adjourn

**ATTACHMENTS:**

1. Request authorization to continue agreements with Warren County Municipalities (RAP Chart)
2. Request to enter into agreement with Big Brothers Big Sister
3. Request to enter into agreement with Glens Falls Recreation
4. Request to enter into agreement with Prospect School
5. Request to enter into agreement with Town of Thurman
6. Permission to submit 2023 RAP Plan
7. Appoint new member to the Warren County Youth Board

# **RESOLUTION REQUEST FORM NO. 20**

## **MISCELLANEOUS**

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

**DEPARTMENT NAME: YOUTH BUREAU**

**DATE: 4/25/23**

(a) Purpose of Request:

**Requesting continuation of agreements with the Towns and Municipalities within the County, to reimburse a portion of the costs for recreational programs and associated community youth service providers for 2023.**

(b) Details:

**The New York State Office of Children & Family Services provides an allocation to reimburse Warren County costs to the Towns and Municipalities as outlined.**

(c) Previous Resolution Number:

**Resolution 546 of 2021**

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**Expense Code: A.7312 470**

**Revenue Code: A.7312 3822**

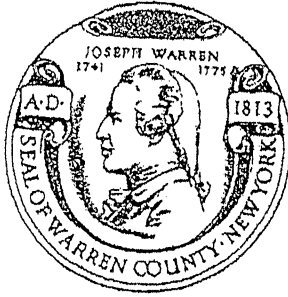
**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

Town/City Name	2022 Allocations	2023 Recommended Allocations
City of Glens Falls	\$4,541.00	\$3,406
Town of Bolton	\$2,446.00	\$1,835
Town of Chester	\$3,541.00	\$2,656
Town of Hague	\$2,491.00	\$1,868
Town of Horicon	\$2,541.00	\$1,906
Town of Johnsbury	\$2,601.00	\$1,951
Town of Lake George	\$2,601.00	\$1,951
Town of Luzerne	\$2,791.00	\$2,093
Town of Queensbury	\$4,541.00	\$3,406
Town of Stony Creek	\$2,491.00	\$1,868
Town of Thurman	\$2,541.00	\$1,906
Town of Warrensburg	\$2,941.00	\$2,206
<b>Total</b>	<b>\$</b>	<b>\$27,052</b>
Community Program Title		
Catholic Charities (Youth and Family Counseling)	\$5,311.00	\$3,983
Community Maternity Services (Homebased Parent Education)	\$3,393.00	\$2,545
WAIT House Crisis Service Program	\$5,000.00	\$3,750
Warren County Alternative Sentencing Program	\$2,296.00	\$1,722
Youth Bureau- Administration	\$2,660.00	\$1,993
<b>Total</b>	<b>\$54,727</b>	<b>\$41,045</b>

Warren County OCFS Funding Chart 2023  
 Program Year: 1/1/2023-09/30/2023

Community Program Title		
Youth Sports		
Big Brothers Big Sisters	N/A	\$3,683.00
Glens Falls	N/A	\$4,000.00
Prospect School	N/A	\$5,033.00
Town of Thurman	N/A	\$4,000.00
<b>Overall Total:</b>		<b>\$16,716</b>



## WARREN COUNTY YOUTH BUREAU

383 Broadway  
Fort Edward, New York 12828  
(518) 746-2330 or (518) 746-2333  
Fax (518) 746-2331

Michael J. Gray  
*Director*

Susan Mowrey  
*Assistant Director*

(c) Name of Contractor

City of Glens Falls

(d) Address 42 Ridge Street, Glens Falls, NY 12801

(e) Contact Name

William Collins, Mayor

Contact: 518-761-3805

Payment Provisions \$3,406.00

(c) Name of Contractor

Town of Bolton

(d) Address 4949 Lake Shore Drive, Bolton Landing, NY 12814

(e) Contact Name

Town Supervisor Ronald F. Conover

Contact: 518-644-2461

Payment Provisions \$1,835.00

(c) Name of Contractor

Town of Chester

(d) Address 6307 US-9, Chestertown, NY 12817

(e) Contact Name

Town Supervisor Craig R. Leggett

Contact: 518-494-2711

Payment Provisions \$2,656.00

(c) Name of Contactor

Town of Hague

(d) Address 9793 Graphite Mountain Road, Hague, NY 12836

(e) Contact Name

Town Supervisor Edna Frasier

Contact: 518-543-6161 x 12

**Payment Provisions** \$1,868.00

(c) **Name of Contactor**

Town of Horicon

(d) **Address** 6604 NY-8, Brant Lake, NY 12815

(e) **Contact Name**

Town Supervisor Michael Geraci

Contact: 518-494-3647

**Payment Provisions** \$1,906.00

(c) **Name of Contactor**

Town of Johnsburg

(d) **Address** 219 Main Street, North Creek, NY 12853

(e) **Contact Name**

Town Supervisor Andrea Hogan

Contact: 518-251-2421

**Payment Provisions** \$1,951.00

(c) **Name of Contactor**

Town of Lake George

(d) **Address** 20 Old Post Road, Lake George, NY 12845

(e) **Contact Name**

Town Supervisor Dennis J. Dickinson

Contact: 518-668-3667

**Payment Provisions** \$1,951.00

(c) **Name of Contactor**

Town of Lake Luzerne

(d) **Address** 539 Lake Ave, Lake Luzerne, NY 12846

(e) **Contact Name**

Town Supervisor Eugene J. Merlino

Contact: 518-696-2711 ext. 3

**Payment Provisions** \$2,093.00

(c) **Name of Contactor**

Town of Queensbury

(d) **Address** 742 Bay Road, Queensbury, NY 12804

(e) **Contact Name**

Town Supervisor John F. Strough

Contact: 518-761-8229

**Payment Provisions** \$3,406.00

(c) Name of Contactor

Town of Stony Creek

(d) Address 52 Hadley Road, Stony Creek, NY 12878

(e) Contact Name

Town Supervisor Frank E. Thomas

Contact: 518-696-3575

Payment Provisions \$1,868.00

(c) Name of Contactor

Town of Thurman

(d) Address 311 Athol Road, Athol, NY 12810

(e) Contact Name

Town Supervisor Debi Runyon

Contact: 518-623-9649

Payment Provisions \$1,906.00

(c) Name of Contactor

Town of Warrensburg

(d) Address 3797 Main Street, Warrensburg, NY 12885

(e) Contact Name

Town Supervisor Kevin Geraghty

Contact: 518-623-9511

Payment Provisions \$2,206.00

Youth Sports	Recommended Allocation
Big Brothers Big Sisters	\$3,683.00
Glens Falls	\$4,000.00
Prospect School	\$5,033.00
Town of Thurman	\$4,000.00
<b>Overall Total:</b>	<b>\$16,716</b>

## RESOLUTION REQUEST FORM NO. 3

### Request for New Contract

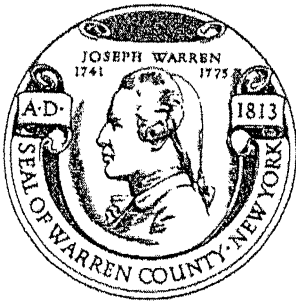
DEPARTMENT NAME: Warren County Youth Bureau

DATE: 4/7/2023

- (a) Is this a Result of a Bid or Request for Proposal?  
No
- (b) Purpose of Contract:  
To use Youth Sports and Education Opportunity Funding to support sports programs for underserved children and youth under the age of 18.
- (c) Name of Contractor:  
Big Brothers Big Sisters
- (d) Address of Contractor: 1 Lawrence street, Suit 1B Glens Falls, NY 12801
- (e) Contractor's Contact Person and Telephone Number:  
Bill Moon, 518-798-1010
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract:  
1/1/23
- (h) Termination Date of Contract:  
9/30/23
- (i) Payment Provisions: i) lump sum amount \$3,683.00  
ii) hourly rate amount  
iii) total amount not to exceed  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount:  
A.7312 470

Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

\*as listed in budget and LOGOS



## WARREN COUNTY YOUTH BUREAU

383 Broadway  
Fort Edward, New York 12828  
(518) 746-2330 or (518) 746-2333  
Fax (518) 746-2331

**Michael J. Gray**  
*Director*

**Susan Mowrey**  
*Assistant Director*

### Attachment #2

#### Youth Sports and Education Opportunity Funding

**Background:** Part Y of Chapter 59 of the Laws of 2021 legalized mobile sports wagering in New York State. Subdivision 8 of section 1367 of the Racing, Pari-Mutuel Wagering and Breeding Law established that 1% of the state tax proceeds from mobile sports wagering were to be used to support grants for sports activities and education for youth. A grantmaking fund was created under OCFS in the SFY 2021-2022 budget for the purpose of providing annual awards to support sports programs for underserved children and youth under the age of 18. The focus of these grants will be to support youth development via local nonprofit organizations.

**Grant Award:** \$3,683.00

**Dates of Service:** 1/1/23-9/30/23

**Program Description:** Fun with Fitness Program is composed of (4) four-hour long sessions which will utilize youth development principals and educational opportunities. However, this program will primarily focus on movement in a nontraditional way to get youth excited about their physical health. Youth will learn how being active can be healthy and fun. Each session will promote positive social, emotional, and physical health, along with educational opportunities that youth can foster into life-long effects. Some sessions will focus on hiking, swimming, and educational components where matches (Bigs and Littles) will experience several benefits. During the swim activity, children and youth will participate in low impact cardio exercise. Swimming leads to superior muscle development, a healthier heart, better sleep, increased confidence, and better cognitive functioning. Youth will learn basic skills in swimming which include freestyle, backstroke, butterfly, and breaststroke. During the 1.5-mile hike, youth will partake in outdoor exercise by hiking along a gradual incline with several steeper sections. The hike offers beneficial cardiovascular exercise and offers the opportunity to traverse rocks, navigate roots, climb over fallen trees, build balance and agility. Other sessions focus on tubing for game play. Tubing is a great way to increase coordination, strength, and balance in a non-strenuous manner. Getting in and out of the tube utilizes several arm muscles and burns between 180-266 calories per half hour. Other sessions will have nutritional components tied with movement to determine one's active metabolic rate based on caloric intake and activity level.

## RESOLUTION REQUEST FORM NO. 3

### Request for New Contract

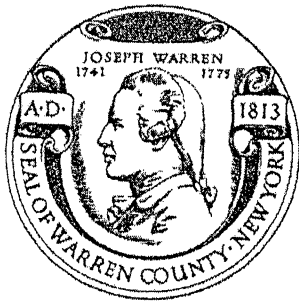
DEPARTMENT NAME: Warren County Youth Bureau

DATE: 4/7/2023

- (a) Is this a Result of a Bid or Request for Proposal?  
No
- (b) Purpose of Contract:  
To use Youth Sports and Education Opportunity Funding to support sports programs for underserved children and youth under the age of 18.
- (c) Name of Contractor:  
Glens Fall Recreation
- (d) Address of Contractor: 42 Ridge Street Glens Falls, NY 12801
- (e) Contractor's Contact Person and Telephone Number:  
Amy Collins, 518-761-3864
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract:  
1/1/23
- (h) Termination Date of Contract:  
9/30/23
- (i) Payment Provisions: i) lump sum amount \$4,000.00  
ii) hourly rate amount  
iii) total amount not to exceed  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount:  
A.7312 470

Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

\*as listed in budget and LOGOS



## WARREN COUNTY YOUTH BUREAU

383 Broadway  
Fort Edward, New York 12828  
(518) 746-2330 or (518) 746-2333  
Fax (518) 746-2331

**Michael J. Gray**  
*Director*

**Susan Mowrey**  
*Assistant Director*

### Attachment #3

#### Youth Sports and Education Opportunity Funding

**Background:** Part Y of Chapter 59 of the Laws of 2021 legalized mobile sports wagering in New York State. Subdivision 8 of section 1367 of the Racing, Pari-Mutuel Wagering and Breeding Law established that 1% of the state tax proceeds from mobile sports wagering were to be used to support grants for sports activities and education for youth. A grantmaking fund was created under OCFS in the SFY 2021-2022 budget for the purpose of providing annual awards to support sports programs for underserved children and youth under the age of 18. The focus of these grants will be to support youth development via local nonprofit organizations.

**Grant Award:** \$4,000.00

**Dates of Service:** 1/1/23-9/30/23

**Program Description:** Our target population are youth between the ages of 6-11 who reside in the City of Glens Falls deemed "low income". According to the Glens Falls, New York (NY) Poverty rate data usa, 14.7% live below the poverty line which is a number higher than the national average of 12.8% and 49.3% of residents are non-homeowners. Additionally, Glens Falls has a significant homeless population with 1,292 bed nights at the Open Door Mission which is located in Glens Falls. According to the 2022 Point in Time Count NY-523 Glens Falls, Saratoga, Washington, Warren and Hamilton Counties CoC, 141 households were sheltered in emergency housing, 13 in transitional housing in 2022.

## RESOLUTION REQUEST FORM NO. 3

### Request for New Contract

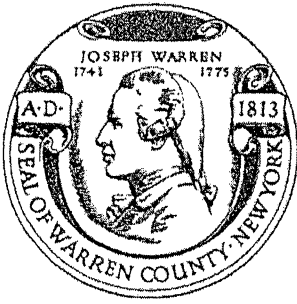
DEPARTMENT NAME: Warren County Youth Bureau

DATE: 4/7/2023

- (a) Is this a Result of a Bid or Request for Proposal?  
**No**
- (b) Purpose of Contract:  
**To use Youth Sports and Education Opportunity Funding to support sports programs for underserved children and youth under the age of 18.**
- (c) Name of Contractor:  
**Prospect School**
- (d) Address of Contractor: **133 Aviation road, Queensbury, NY 12804**
- (e) Contractor's Contact Person and Telephone Number:  
**Kathy Bee, 518-798-0533**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract:  
**1/1/23**
- (h) Termination Date of Contract:  
**9/30/23**
- (i) Payment Provisions: i) lump sum amount **\$5,033.00**  
ii) hourly rate amount  
iii) total amount not to exceed  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount:  
**A.7312 470****

Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

\*as listed in budget and LOGOS



## WARREN COUNTY YOUTH BUREAU

383 Broadway  
Fort Edward, New York 12828  
(518) 746-2330 or (518) 746-2333  
Fax (518) 746-2331

**Michael J. Gray**  
*Director*

**Susan Mowrey**  
*Assistant Director*

### **Attachment #4**

#### **Youth Sports and Education Opportunity Funding**

**Background:** Part Y of Chapter 59 of the Laws of 2021 legalized mobile sports wagering in New York State. Subdivision 8 of section 1367 of the Racing, Pari-Mutuel Wagering and Breeding Law established that 1% of the state tax proceeds from mobile sports wagering were to be used to support grants for sports activities and education for youth. A grantmaking fund was created under OCFS in the SFY 2021-2022 budget for the purpose of providing annual awards to support sports programs for underserved children and youth under the age of 18. The focus of these grants will be to support youth development via local nonprofit organizations.

**Grant Award:** \$5,033.00

**Dates of Service:** 1/1/23-9/30/23

**Program Description:** Prospect school's yoga program will enhance their current Adaptive PE program by utilizing a trained yoga instructor who specializes in working with students with special needs and will take the physical and mindfulness components of a traditional yoga practice and modify it to maximize students' participation and benefits. Yoga sessions will be offered monthly in half hour sessions to each of our eleven school age classrooms. Yoga will enhance students' physical activity with alternative positioning, which can assist in relieving pressure sores/discomfort; prolonged stretching to increase flexibility and prevent tightness/contracture; postures which improve core strength, balance, and overall coordination; movement which improves circulation in the body's major organs and glands and enhances overall health; and breathing to bring about stillness and connection of body and mind.

## RESOLUTION REQUEST FORM NO. 3

### Request for New Contract

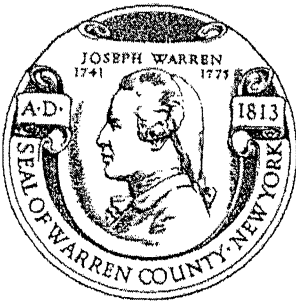
DEPARTMENT NAME: Warren County Youth Bureau

DATE: 4/7/2023

- (a) Is this a Result of a Bid or Request for Proposal?  
**No**
- (b) Purpose of Contract:  
**To use Youth Sports and Education Opportunity Funding to support sports programs for underserved children and youth under the age of 18.**
- (c) Name of Contractor:  
**Town of Thurman**
- (d) Address of Contractor: **311 Athol Road Athol NY, 12810**
- (e) Contractor's Contact Person and Telephone Number:  
**Debra Runyon, 518-623-4050**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract:  
**1/1/23**
- (h) Termination Date of Contract:  
**9/30/23**
- (i) Payment Provisions: i) lump sum amount **\$4,000.00**  
ii) hourly rate amount  
iii) total amount not to exceed  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount:  
**A.7312 470****

Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

\*as listed in budget and LOGOS



## WARREN COUNTY YOUTH BUREAU

383 Broadway  
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Fax (518) 746-2331

**Michael J. Gray**  
*Director*

**Susan Mowrey**  
*Assistant Director*

### **Attachment #5**

#### **Youth Sports and Education Opportunity Funding**

**Background:** Part Y of Chapter 59 of the Laws of 2021 legalized mobile sports wagering in New York State. Subdivision 8 of section 1367 of the Racing, Pari-Mutuel Wagering and Breeding Law established that 1% of the state tax proceeds from mobile sports wagering were to be used to support grants for sports activities and education for youth. A grantmaking fund was created under OCFS in the SFY 2021-2022 budget for the purpose of providing annual awards to support sports programs for underserved children and youth under the age of 18. The focus of these grants will be to support youth development via local nonprofit organizations.

**Grant Award:** \$4,000.00

**Dates of Service:** 1/1/23-9/30/23

**Program Description:** The Archery summer camp will provide an educational social activity for the youth that is safe, close to home, and has a physical activity component. The program will run for 4 consecutive weeks, one day per week by the instructor's schedule. Youth will be instructed in the proper use of a bow. They will learn the difference between a recurve bow and a compound bow. This physical activity will be held outdoors, in a large field. Eye/hand coordination will be strengthened as the participant aims for the smaller targets. After all arrows have been shot and the shooting area is safe, the participants will run down to the target and retrieve their arrows.

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**RESOURCE ALLOCATION PLAN**

Submitted herewith and incorporated herein is the Resource Allocation Package for Warren County, containing the youth services program and project applications for the 2023 program year. This submission is one of the required components of the Children and Family Services Plan, which was approved by the Office of Children and Family Services (OCFS) on February 27, 2023.

The signing of this plan by the above-named County will qualify the County for State reimbursement for the program year, in accordance with OCFS's allocation of funds appropriated for counties engaged in comprehensive planning for the Children and Family Services Plan, provided that the youth services are rendered in accordance with the Rules and Regulations of OCFS and the Children and Family Services Plan guidelines and OCFS fiscal policies. Subject to the provisions hereof, the amount approved for allocation to the County is \$ \$57,761.00 as delineated in the program summary submitted herewith and incorporated herein.

OCFS will reimburse the County directly for expenditures relating to this Resource Allocation Package. OCFS will reimburse the County for expenditures made in accordance with the approved Program Applications and Budgets for the agencies listed on the program summary submitted herewith. Reimbursement will be made to the County only after the submission of vouchers and supporting documents which conform to applicable federal and State laws, rules, regulations, OCFS fiscal policies, procedures, and requirements, including those established by the Comptroller of the State of New York, and which are acceptable to OCFS as proof of expenditures. The County will submit, upon request, adequate and acceptable documentation to substantiate claims for reimbursement.

The County shall retain the overall responsibility to monitor and ensure the maintenance and availability of complete financial and project records for all programs. Within six weeks of the end of the program period, the County will submit Program Annual Reports on forms supplied by the Office of Children and Family Services.

The County agrees to permit on-site inspections and financial audits during the term of this Resource Allocation Plan and at any time thereafter by authorized representatives of OCFS and the New York State Comptroller, to keep records necessary to assure proper accounting for program funds, and to disclose fully the receipt and disposition of funds received under this Plan. The County agrees to allow OCFS, or its representatives when specifically directed by OCFS, to take possession of all books, records, and documents relating to this Plan provided, however, that OCFS will return to the County such books, records, and documents upon completion of OCFS's official purpose.

Any change or modification in the services to be rendered, or in the program budgets, must be approved in writing by OCFS, which reserves the right to modify the services rendered by the County or the program budgets at its discretion or when such modifications may be required by the State Comptroller.

OCFS may withhold approval for State Aid reimbursement for youth programs included in the Resource Allocation Package when there is noncompliance with this plan and/or the above referenced Rules, Regulations and Guidelines, or when the county does not have a Children and Family Services Plan approved by OCFS. This plan shall be deemed executory to the extent of monies made available to OCFS from the State of New York for Local Assistance programs and no liability on account thereof shall be incurred by OCFS or the State of New York beyond monies made available for such purposes.

The County certifies that a resolution was properly passed by the County Board approving this Resource Allocation

COUNTY CHIEF EXECUTIVE OFFICER:

COUNTY FISCAL OFFICER:

Signature:

Signature:

Date:

Date:

Print Name:

Print Name:

Title:

Title:

Address:

Address:

**RESOLUTION REQUEST FORM NO. 1**

***Request to Appoint or Reappoint Member of Committee, Board or Agency\****

***\*If more than one person is being appointed, please attach additional sheets***

**DEPARTMENT NAME: YOUTH BUREAU**

**DATE: 04.25.23**

- (a) Name of Appointee: **Katelyn Hill**
- (b) Is this a Reappointment? **No** If so, please provide the Resolution No. which authorized the last appointment of this individual
- (c) If a Certificate of Appointment applies, please provide a copy of the prior certificate of appointment, if possible.
- (d) If person is being Appointed as a Representative of a Specific Group/Agency, please list their Affiliation and Title  
**Director of Youth Commission, Chester-Horicon**
- (e) Address of Appointee: **[REDACTED], Brant Lake, NY12815**
- (f) Title of Appointment:  
**Member: Warren County Youth Board**
- (g) Effective Date of Appointment:  
**4/25/2023**
- (h) Termination Date of Appointment:  
**12/31/2023**
- (i) Name of Person Being Replaced (if applicable):  
**N/A**
- (j) Reason for Replacement:  
**N/A**

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: HUMAN SERVICES**

**DATE: APRIL 25, 2023**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS DRISCOLL  
FRASIER  
BRUNO  
MCDEVITT  
RUNYON  
GERACI

**OTHERS PRESENT:**

REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:

CHRISTIAN HANCHETT, COMMISSIONER

JULIE MONTERO, FISCAL MANAGER

REPRESENTING THE WARREN COUNTY YOUTH BUREAU

SUE MOWREY

LEAH BREEYEAR

KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD

JOHN TAFLAN, COUNTY ADMINISTRATOR

AMANDA ALLEN, CLERK OF THE BOARD

RYAN DICKEY, SECOND ASSISTANT COUNTY ATTORNEY

FRANK E. THOMAS, BUDGET OFFICER

SUPERVISORS MAGOWAN

STROUGH

WILD

TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR

DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS

MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

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**COMMITTEE MEMBER ABSENT:**

SUPERVISOR SMITH

*Please note, the following contains a summarization of the April 25, 2023 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>

Mr. Driscoll called the meeting of the Human Services Committee to order at 10:35 a.m.

Motion was made by Ms. Runyon, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Mr. Smith absent*) to approve the minutes of the previous Human Services Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the Floor and Public Comments were called for, but there was no one wishing to speak.

Copies of the and Department of Social Services (*DSS*) and Youth Bureau agendas were distributed to those in attendance. *Copies of the agendas are on file with the minutes.*

The meeting commenced with review of the DSS agenda with the following requests:

1. To fill the vacant position of Social Welfare Examiner #19, *Grade 8, Base Annual Salary \$44,729*, due to promotion.

Motion was made by Mrs. Frasier, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Mr. Smith absent*) to approve the request as outlined above and 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.*

2. To fill the vacant position of Social Welfare Examiner #9, *Grade 8, Base Annual Salary \$44,729*, due to resignation.

Motion was made by Mr. Bruno, seconded by Mr. McDevitt and carried by a unanimous vote of those present (*Mr. Smith absent*) to approve the request as outlined above and 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.*

The Discussion Items portion of the agenda included the following items:

1. Commissioner's report of activities and updates was provided by email.
2. The Revenue, Expenditures and Overtime Reports were reviewed.

There being no further DSS business to discuss, review of the Youth Bureau agenda commenced with the following requests:

1. To continue the agreements with the Towns and Municipalities within Warren County, to reimburse a portion of the costs for recreational programs and associated community youth service providers of 2023.

Motion was made by Mrs. Frasier, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Mr. Smith absent*) to approve the request as outlined above and the necessary resolution was authorized for the May 19<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

2. For a new contract with Big Brothers Big Sisters to use youth sports and education opportunity funding to support sports programs for undeserved children and youth under the age of 18, in the lump sum of \$3,683, to commence January 1, 2023 and terminate September 30, 2023.
3. For a new contract with Glens Falls Recreation to use youth sports and education opportunity funding to support sports programs for undeserved children and youth under the age of 18, in the lump sum of \$4,000, to commence January 1, 2023 and terminate September 30, 2023.
4. For a new contract with Prospect School to use youth sports and education opportunity funding to support sports programs for undeserved children and youth under the age of 18, in the lump sum of \$5,033, to commence January 1, 2023 and terminate September 30, 2023.
5. For a new contract with the Town of Thurman to use youth sports and education opportunity funding to support sports programs for undeserved children and youth under the age of 18, in the lump sum of \$4,000, to commence January 1, 2023 and terminate September 30, 2023.

Motion was made by Mrs. Frasier, seconded by Mr. Geraci and carried by a unanimous vote of those present (*Mr. Smith absent*) to approve the requests as outlined above and the necessary resolutions were authorized for the May 19<sup>th</sup> Board Meeting. *Copies of the resolution request forms are on file with the minutes.*

6. For authorization to submit the New York State Office of Children and Family Services Resource Allocation Plan for 2023.

Motion was made by Mr. Bruno, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Mr. Smith absent*) to approve the request as outlined above and the necessary resolution was authorized for the May 19<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

7. To appoint Katelyn Hill to the Warren County Youth Board for a term commencing April 25, 2023 and terminating December 31, 2023.

Motion was made by Mrs. Frasier, seconded by Mr. Bruno and carried by a unanimous vote of those present (*Mr. Smith absent*) to approve the request as outlined above and the necessary resolution was authorized for the May 19<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

The Discussion Item portion of the agenda included the following item:

1. Youth Bureau Update provided.

Privilege of the Floor and Public Comments were called for, but there was no one wishing to speak.

As there was no further business to come before the Human Services Committee, on motion made by Mr. Bruno, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Mr. Smith absent*), Mr. Driscoll adjourned the meeting at 10:55 a.m.

Respectfully submitted,  
Molly Ganotes-Gleason, Legislative Office Specialist