

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH, HUMAN AND SOCIAL SERVICES

DATE: JUNE 20, 2017

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS FRASIER  
MACDONALD  
BRAYMER  
MCDEVITT  
LEGGETT

**OTHERS PRESENT:**

CHRIS HUNSINGER, DIRECTOR OF EMPLOYMENT & TRAINING ADMINISTRATION  
ROB YORK, DIRECTOR, OFFICE OF COMMUNITY SERVICES  
DEANNA PARK, DIRECTOR, OFFICE FOR THE AGING  
REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:  
CYNTHIA SCHROCK SEELEY, DEPUTY COMMISSIONER/CHIEF LEGAL COUNSEL  
JULIE MONTERO, FISCAL MANAGER

**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS VANSELOW  
MONTESI

EDWARD CORCORAN, DIRECTOR, COUNTRYSIDE ADULT HOME  
REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH/PATIENT SERVICES:  
PAT AUER, DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES:  
GINELLE JONES, ASSISTANT DIRECTOR OF PUBLIC HEALTH DIVISION  
TAWN DRISCOLL, FISCAL MANAGER  
VALERIE WHISENANT, ASSISTANT DIRECTOR OF PATIENT SERVICES  
TAMMIE DELORENZO, CLINICAL & FISCAL INFOMATICS COORDINATOR  
RONALD F. CONOVER, CHAIRMAN OF THE BOARD  
KEVIN B. GERAGHTY, ACTING COUNTY ADMINISTRATOR  
BRIAN REICHENBACH, COUNTY ATTORNEY  
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK THOMAS, BUDGET OFFICER  
SUPERVISORS BROCK  
SEEBER  
SIMPSON  
SOKOL  
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

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*Please note, the following contains a summarization of the June 20, 2017 meeting of the Health, Human & Social Services Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <http://www.warrencountyny.gov/gov/comm/Archive/2017/health>*

Mrs. Frasier called the meeting of the Health, Human & Social Services Committee to order at 9:31 a.m.

Motion was made by Mr. McDevitt, seconded by Ms. Braymer and carried unanimously to approve the minutes of the previous Health Services Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Chris Hunsinger, *Director of the Employment & Training Administration (ETA)*, who distributed copies of his agenda to the Committee members; *a copy of the ETA agenda is on file with the minutes.*

Commencing his agenda review, Mr. Hunsinger presented the following requests:

- 1) To amend the 2017 Warren County Budget in the amount of \$589,862 to reflect receipt of Federal Workforce Investment and Opportunity Act funds for the 2017 Program year.

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

- 2) To authorize the ETA to host the annual Summer Youth Award Ceremony and Picnic on August 16, 2017 at the Crandall Park Pavilion.

Motion was made by Mr. MacDonald, seconded by Ms. Braymer and carried unanimously to approve the request as outlined above. *A copy of the Request to Host Meeting or Conference form is on file with the minutes.*

- 3) To authorize the ETA to host orientation for the Summer Youth Employment Program on June 26, 2017 at 333 Glen Street, Second Floor Community Room, Glens Falls, NY.

Motion was made by Ms. Braymer, seconded by Mr. MacDonald and carried unanimously to approve the resolution request. *A copy of the Request to Host Meeting or Conference form is on file with the minutes.*

Continuing with the Information for Discussion/Review portion of the agenda, Mr. Hunsinger announced the Workforce Development Board meeting would be held on June 27, 2017 at the 333 Glen Street, Glens Falls location on the second floor in the Community Room; he extended an invitation for the Committee to attend. Finally, Mr. Hunsinger showed a You Tube video related to the SkillUp America initiative and he made a presentation on NY Wired Metrix E-Learning Program.

Mr. McDevitt and Mrs. Frasier spoke about the Summer Youth Award Ceremony and Picnic, both noting they had enjoyed past ceremonies and indicating this was a good program.

There being no further ETA business to discuss, privilege of the floor was extended to Rob York, *Director of the Office of Community Services*, who distributed copies of his agenda to the Committee members; *a copy of the Mental Health/Office of Community Services agenda is on file with the minutes.*

Commencing his agenda review, Mr. York presented the following requests:

- 1) To appoint Christina Bessen to the Warren County Community Services Board for the term commencing July 21, 2017 and terminating December 31, 2017.

Motion was made by Mr. MacDonald, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the July 21<sup>st</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To amend the 2017 Warren County Budget in the amount of \$8,112.19 to reflect the receipt of funds provided by Adirondack Health Institute to support DSRIP (*Delivery System Reform Incentive Payment Program*).

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

Concluding his agenda review, Mr. York advised that in keeping with the revised Travel Policy he had included in his agenda packet a copy of the fully executed Authorization to Attend Meeting or Convention form required for one of his staff members to attend the Grant Writing Basics Training Workshop held in Saratoga Springs, NY on June 19 - 20, 2017 at a total cost of \$339.94.

There being no further Mental Health/Office of Community Services business to discuss, privilege of the floor was extended to Deanna Park, *Director of the Office for the Aging (OFA)*, who distributed copies of her agenda to the Committee members; *a copy of the OFA agenda is on file with the minutes.*

Commencing the review of her agenda, Ms. Park presented the following requests:

- 1) To fill the vacant position of Supervisor of Volunteers, *Grade 2, Base Salary \$26,027*, due to termination.

Motion was made by Mr. MacDonald, seconded by Mr. McDevitt and carried unanimously to approve the request and forward same to the Personnel & Higher Education Committee for reporting purposes. *A copy of the Notice of Intent to Fill Position form is on file with the minutes.*

- 2) To amend the County budget in reducing the number of department codes for the OFA from twenty to two.

Motion made by Mr. McDevitt, seconded by Mr. MacDonald and carried unanimously to approve the request and forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Geraghty entered the meeting 9:57 a.m.

- 3) To authorize a MOU (*Memorandum of Understanding*) with SAIL (*Southern Adirondack Independent Living Center*) to provide NY Connects services in Warren/Hamilton Counties as required by NYSOFA (*New York State Office for the Aging*) contingent upon review and approval by the County Attorney's Office.

Motion was made by Mr. McDevitt, seconded by Mr. MacDonald and carried unanimously to approve the request and the necessary resolution was authorized for the July 21<sup>st</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

There being no further OFA business to review, privilege of the floor was extended to Cynthia Schrock Seeley, *Deputy Commissioner/Chief Legal Counsel, Department of Social Services (DSS)*, in the absence of Maureen Schmidt, *DSS Commissioner*, who distributed copies of her agenda to the Committee members; *a copy of the DSS agenda is on file with the minutes.*

Commencing the DSS agenda review, Ms. Schrock Seeley presented the following requests:

- 1) To amend Resolution No. 183 of 2017, *Authorizing Extension Agreement with Council for Prevention of Alcohol and Substance Abuse, Inc. for the Youth Court Program*, to reflect the correct Local Share total of \$68,820, rather than the total expense of \$85,850.

Motion was made by Mr. Leggett, seconded by Mr. MacDonald and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 21<sup>st</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To amend the 2017 Warren County Budget in the amount of \$5,900 to increase the Special Delinquency Prevention budget and revenues to match the final 2017 allocation amount.

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

- 3) To authorize acceptance of a donation in the amount of \$20,000 from the Children's Committee of Warren County.

Motion was made by Mr. Leggett, seconded by Mr. MacDonald and carried unanimously to approve the request and the necessary resolution was authorized for the July 21<sup>st</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 4) To authorize creation of the temporary part-time position of Community Services Aide within the Foster Care Division at an hourly wage to be determined effective July 21, 2017 with funding for the position to be provided from the \$20,000 donation from Children's Committee of Warren County.

Motion was made by Mr. Leggett, seconded by Mr. MacDonald and carried unanimously to approve the request to amend the Departmental Table of Organization and Salary Schedule as outlined above and forward same to the Personnel & Higher Education Committee. *A copy of the resolution request form is on file with the minutes.*

Next, Ms. Schrock Seeley apprised the DSS had recently undergone an audit performed by the New York State Office of Children and Family Services (OCFS) for the Preventative Services Unit and had received an excellent review. She mentioned they were anticipating \$20,000 - \$30,000 in grant money from OCFS for programs related to sexually exploited youth at the end of the year. She further explained the State and Federal government were focusing on human trafficking and wanted Counties who had not participated in the specific programs such as this to get involved. Ms. Seeley mentioned June was Child Abuse Awareness Month and Elder Abuse Month and she advised the Adult Protective Services Unit had provided a presentation at the Warrensburg Public Library. She added that May had been Mental Health Awareness and Foster Care Awareness Month.

Mr. Geraghty inquired as to whether DSS finances were in good shape and Julie Montero, *Fiscal Manager*, replied affirmatively.

Moving to the Information for Discussion/Review portion of the agenda, privilege of the floor was extended to Edward Corcoran, *Director of Countryside Adult Home*, who distributed copies of his agenda to the Committee members; *a copy of the Countryside agenda is on file with the minutes.*

Commencing his agenda review, Mr. Corcoran presented a request to renew the contract with Mahoney Notify Plus in the amount of \$1,442 for security system services over the term commencing August 1, 2017 and terminating July 31, 2018.

Following some discussion with regard to the status of the security system, a motion was made by Mr. Leggett, seconded by Mr. MacDonald and carried unanimously to approve the request and the necessary resolution was authorized for the July 21<sup>st</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

Regarding admissions and discharges, Mr. Corcoran informed there had been three admissions and one discharge; he advised there were currently thirty-two long-term residents housed at Countryside. He mentioned there was one daycare resident who was currently in the hospital with pneumonia but would be returning once discharged from the hospital and they also had one planned daycare admission.

Mr. Geraghty asked if there were any issues with the residents during Americade week and Mr. Corcoran replied there was a lot of traffic but no issues. He said the staff encouraged residents to watch the motorcycles and take advantage of the activities involved with the event, which some did. Mr. Conover asked Mr. Corcoran about increasing resident population and Mr. Corcoran responded this was a challenge due to the fact that he was still acclimating himself to his position; however, he said, he had been trying to increase the number of residents by providing presentations to health centers and doctors offices. He said in the future he would like to give tours of Countryside and to concentrate

more on community education and promotion.

Mr. Conover requested that Mr. Corcoran inform the Committee if at any point he felt the projected occupancy would not meet the anticipated budget revenue. Mrs. Frasier questioned if there was advertising on the County website and Mr. Corcoran responded there was but believed it could be updated or changed to highlight their assets. He commented the target group wasn't utilizing social media so he believed word of mouth and doctor referrals were more useful than website advertising. Mr. Conover suggested due to Mr. Corcoran's responsibilities possibly other staff should be directed to help with the advertising and he encouraged Mr. Corcoran to approach either himself, Mr. Geraghty or Mrs. Frasier with suggestions for improvement he might have. Ms. Montero pointed out that they were trying to keep expenses down in anticipation of receiving less revenue. As examples, she apprised of a Case Management position which was budgeted, but currently vacant, and of efforts by Mr. Corcoran to obtain donations he planned to use for resident outings which he hoped would help attract future residents and provide positive promotion of Countryside. Mr. Corcoran elaborated on Ms. Montero's comments, advising that the families of deceased residents were appreciative of the care their loved ones had received and responded with monetary donations which were put into a fund intended to provide residents with off campus activities. He added that family members happy with the services received were also asked to write recommendation letters to use in the packet for prospective admissions, such as the one provided by Sheriff York regarding the care his mother had received, which he believed was very beneficial.

Mr. Corcoran notified the Committee that the recently hired Aide was working out well due to being young, energetic and very good with residents; he added that this new employee lived locally and was willing to work all shifts. Mr. Corcoran stated he had a very good team which was a mixture of veteran and new employees.

Returning to the review of the DSS agenda, Ms. Montero reviewed the DSS Revenue and Expenditure Reports for May 2017.

There being no further DSS or Countryside business to discussion, privilege of the floor was extended to Pat Auer, *Director of Public Health/Patient Services*, who distributed copies of her agenda to the Committee members; *a copy of the Public Health agenda is on file with the minutes.*

Commencing her agenda review, Ms. Auer presented a request to authorize a contract with Chantalle Grenier for Occupational Therapy Services in a form approved by the County Attorney for the term commencing July 24, 2017 and terminating with thirty day written notice by either party.

Motion was made by Mr. MacDonald, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the July 21<sup>st</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

Next, Ms. Auer asked Ginelle Jones, *Assistant Director of the Public Health Division*, to provide an update on the recent Measles case in Warren County. Ms. Jones apprised that prior to the recent outbreak there had not been a measles case in the region since 1992 and informed the current case involved a Saratoga County resident, but a Warren County employee. She said they had narrowed the exposure down to five locations, three of which were in Warren County and two were in Saratoga County. She advised they had informed the Warren County locations, all of which were within the Hudson Headwaters network, specifically Warrensburg Health Center, West Mountain Health Services and Hudson Headwaters Health Network, as well as Hudson Headwaters Administration Building.

Resuming her agenda review, Ms. Auer presented the following requests:

- 1) To authorize a transfer of funds totaling \$5,900 between various budget codes to cover part time salaries and to cover the annual fee for the Fit Testing equipment warranty.
- 2) To amend the 2017 Warren County Budget in the amount of \$7,905 to reflect receipt of funds from the Adirondack Health Institute to support the New York State DSRIP Program.

Motion was made by Mr. MacDonald, seconded by McDevitt and carried unanimously to approve both of the aforementioned requests and forward same to the Finance Committee. *Copies of both resolution request forms are on file with the minutes.*

- 3) To authorize a contract with Lexikeet Learning LLC, in a form approved by the County Attorney, to provide intake software, installation of equipment and computer equipment for the WIC (*Women, Infants & Children*) program.

Motion was made by Mr. McDevitt, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the July 21<sup>st</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 4) To authorize a contract with Durrin, Inc. to provide transportation services for children with special needs for Preschool and Early Intervention Programs at a rate of \$49.90 a day per child and \$200 a day per child if wheelchair bound for a term commencing September 1, 2017 and terminating August 31, 2018.

Motion was made by Mr. Leggett, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the July 21<sup>st</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 5) To authorize a contract with Katherine Miele, *Registered Dietician*, to provide nutrition services to patients as ordered by a physician, for the term commencing July 24, 2017 and terminating upon thirty days written notice by either party.

Motion was made by Ms. Braymer, seconded by Mr. MacDonald and carried unanimously to approve the request and the necessary resolution was authorized for the July 21<sup>st</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 6) To accept the 2016 Annual Report for Warren County Health Services.

Motion was made by Mr. McDevitt, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the July 21<sup>st</sup> Board meeting. *A copy of the resolution request form and the 2016 Annual Report are on file with the minutes.*

- 7) To appoint Paul Bachman, *MD*, as Medical Director for the Division of Public Health and appoint him as a member of the Professional Advisory Committee for Warren County Health Services effective July 1, 2017.

Motion was made by Mr. MacDonald, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the July 21<sup>st</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

As there were no Referral/Pending Items to discuss, review of the Information for Discussion/Review proceeded, as follows:

Report of Expenditures, Revenues, Overtime and Per Diem Use for 2017 - Tawn Driscoll, *Fiscal Manager*, gave an update on the month's closing financials. She noted payroll was down due to the vacant positions and use of per-diem staff. She advised revenues were slightly lower overall than last year as shown in Attachment #2.

Revenue and Expense Comparison Report for 2016 vs 2017 - Ms. Driscoll provided a brief overview of the reports included in the agenda packet as Attachment #3.

Emergency Response and Preparedness Activities - Ms. Auer advised Attachment No.1 in the agenda packet included a review of the Emergency Response and Preparedness Activities for the month.

Status of Referrals - Valerie Whisenant, *Assistant Director of Patient Services*, reviewed the referrals, included as Attachment #4, advising that in comparison to 2016 the figures were up, but were still in the negative. Mr. Geraghty requested the figures for CHHA (*Certified Home Health Agency*) noting his concern regarding competition and he commented they needed to "stay on their toes" to avoid losing business. Ms. Auer offered to have a meeting and provide all of the figures and information Mr. Geraghty was concerned with.

Personnel Update - Ms. Auer requested to fill the vacant position of Nurse Technician, *Grade 11, Base Salary \$36,259*, due to retirement.

Motion was made by Ms. Braymer, seconded by Mr. MacDonald and carried unanimously to approve the request and forward same to the Personnel & Higher Education Committee for reporting purposes. *A copy of the Notice of Intent to Fill Position form is on file with the minutes.*

Ms. Auer also requested to fill the part-time position of WIC Nutrition Facilitator, *Grade 16, Base Salary \$41,158, pro-rated to \$19.78 per hour*, due to a resignation.

Motion was made by Mr. Leggett, seconded by Mr. MacDonald and carried unanimously to approve the request and forward same to the Personnel & Higher Education Committee for reporting purposes. *A copy of the Notice of Intent to Fill Position is on file with the minutes.*

Rabies Program Report- Ms. Auer indicated that the new plan for managing animal bites was going well.

Donations - Ms. Auer apprised that a patient who passed away had requested that memorial donations be made to Warren County Health Services which resulted in the receipt of \$785. She mentioned the donations related to a case where more than one nurse cared for the patient and it was nice for staff to know their services were appreciated.

There being no further business to come before the Health, Human & Social Services Committee, on motion made by Mr. MacDonald and seconded by Mr. Leggett, Mrs. Frasier adjourned the meeting at 10:56 a.m.

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