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ALLEGANY COUNTY
DEPARTMENT OF SOCIAL SERVICES
County Office Building ● Belmont, New York 14813
Telephone 716 268-7661

JOAN D. HABBERFIELD
Commissioner

SOCIAL SERVICES COMMITTEE

MINUTES OF THE JANUARY 15, 1987 MEETING

MEMBERS PRESENT: Max Allen, Frances Barnes, Lee Frair, Leonard Watson, Joan Habberfield

GUESTS PRESENT: Arnold Loucks; Jim Hopkins, Wellsville Daily Reporter

The meeting was called to order at 7:00 p.m. by Max Allen, in the absence of Chairman Ceylon Snider.

A motion was made by Lee Frair, seconded by Max Allen, and unanimously approved, to accept the minutes of the December 11, 1986, meeting.

Commissioner Habberfield, primarily addressing new members, advised the Committee of a number of reports, and the Commissioner's Reference Guide, which are available, and may be copied, to provide program, expenditure, workload, and staffing information. Mr. Watson suggested that the monthly reports would be helpful.

To the question posed by Mrs. Habberfield regarding any changes in format and content of materials the Committee might want, Mr. Allen indicated that he was in support of maintaining the same format.

Mrs. Habberfield indicated that she was working on a management plan, which expanded upon the type of content in the annual report, which is goal-oriented, and would also be sharing this document.

Mr. Frair asked about having an organization chart and staffing by division. Mrs. Habberfield advised this would be ready soon for 1987, and that there are annual submissions of this information to Albany.

A brief description of each division and program was given to Committee members.

The Commissioner advised that Housing Action, Inc. (which will be known as ACCORD - Allegany County Community Opportunities and Rural Development, when it becomes a designated CAP agency) has donated the $900 local share necessary for completion of the Parent Education Program fiscal year, ending February 28, 1987. She advised that it is likely that she will be seeking Committee approval to continue administrative involvement in 1987-1988, without a County share in program funding.

Justifications for creating two positions in the Department were presented.

In relation to creating a clerical position in support of the Resource Specialist which would allow a shift of duties out of the Services Division, it was decided that the full Committee should address support or opposition to bringing the matter to the full Board. It was concensus among Committee members to schedule a meeting on February 9, 1987 at 11 a.m. in the Legislative Chambers

to discuss this position further, and that the Commissioner would forward written information to absent members before that date.

A motion was made by Lee Frair, and supported by Frances Barnes, for a new position duties statement to be forwarded to the Personnel Officer, and for referral of the recommended classification of the position to the Personnel Committee on January 28, 1987. The motion was passed unanimously.

The justification for the position of Social Welfare Examiner was presented and discussed. On a motion by Max Allen, supported by Frances Barnes, and unanimously approved, the Commissioner was directed to request the County Attorney to prepare a resolution establishing the position, to be presented at the February 9, 1987 Board of Legislators' meeting.

It was further agreed that Mrs. Habberfield would provide written justification materials to absent Committee members and the matter would be open for discussion, if needed, at the February 9, 1987 special Committee meeting.

Approval was requested for Marge Perkins to attend State-provided training in Rochester, New York on January 27 and 28, 1987 and February 2 through 4, 1987, on Lotus 1-2-3, and DBase III+, respectively. Mrs. Habberfield explained that she has delegated the development of software expertise to Mrs. Perkins who will share this with other staff, and that these two pieces of software are ones which we own and will be using. Unanimous approved was given to the request, on the motion of Frances Barnes, second by Max Allen.

Mrs. Habberfield advised the Committee that she had been approached by Josephine Tyler, of the Dispute Settlement Center, who shared some information about uses of their services. It was suggested by Mrs. Habberfield and agreed to by Committee members that Mrs. Tyler would be invited to the February Committee meeting.

Frances Barnes moved to go into Executive Session in order to discuss a personnel matter related to two Social Services Department employees. It was supported by Lee Frair, and called by Max Allen. Executive Session was concluded by Max Allen on the motion of Frances Barnes, second by Lee Frair.

Monthly bills were audited.

The meeting was adjourned by Mr. Allen at 10 p.m.

Mr Mangeson

ALLEGANY COUNTY
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County Office Building ● Belmont, New York 14813
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JOAN D. HABBERFIELD
Commissioner

MONTHLY REPORT TO THE
SOCIAL SERVICES COMMITTEE
FEBRUARY 12, 1987

I. EXPENDITURES (See monthly and annual reports)

II. RECOVERIES/OFFSETS:

A. EMPLOYMENT PROGRAMS:

There were 9 entries into employment in December, a traditionally slow month (down 8 from November). We did have two TEAP transitions to unsubsidized employment as well as a JTPA-OJT transition. In addition, there were 7 Department of Labor placements of ADC clients.

Fourteen sanctions were imposed, 10 of which related to non-compliance with Work Relief, two on TEAP, and two on supervised work search.

Total employment program related savings for December were $7,837 from employment entries and $2,785 from sanctions for a grand total of $10,622, down approximately $6,000 from November.

B. FRAUD RECOVERIES:

There were 82 investigations completed in January, twenty of which were matters of fraud.

$4,616.58 was recovered during the month of January and there was one fraud conviction with a $5,521.50 award to the Department.

C. RESOURCE RECOVERY:

Over $20,000 in security deposits have now been collected. We are currently working with the State Division of Adult and Quality Control related to issues of recoupment and recovery from clients who have caused security deposit losses due to breaking 30-day notice or lease agreements.

Four cases were closed in January for failure to execute the Bond and Mortgage, one application withdrawn and two cases where parents were removed for monthly grant savings of $858.

Three cases were denied to the uncovering of unreported resources from bank and life insurance clearances.

1099 Match Status: Of the 180 cases reviewed in relation to unreported resources, 65 were returned requiring additional investigation. As of December, three cases were verified and referred for fraud action; 10 verifications (other than routine bank clearances) were initiated; 18 bank clearances were pending; 14 cases pending information from the clients and eleven interviews had been completed with clients related to findings.

III. CASELOADS/WORKLOADS:

Case activity nearly doubled from November to December with 187 cases openings and closings in November and 349 in December. (182 openings, 167 closings.)

In January the Public Assistance and Medicaid caseloads both dropped, a good sign particularly this time of year.

	December	January	Difference
Public Assistance	1680	1668	-12
ADC	973	958	-15
HR Families	153	151	-2
HR Singles	552	556	+4
Medicaid	1707	1694	-13
Food Stamps	1179	1199	+20

IV. LEGISLATION:

No new developments other than that which has been previously reported.

V. ACTIVITIES:

- January 21, 1987 - Surplus Foods Distribution

- January 21, 1987 - CASA meeting to discuss reports and directions

- January 22, 1987 - The internal steering committee met to review task group recommendations

- January 22, 1987 - Child Welfare staff, myself, and Dan Guiney, met to discuss termination of parental rights issues. We will be asking State DSS to do a local information session for attorneys and Judges.

- January 26 - 28, 1987 - NYPWA Legislative Conference in Albany.

- January 29, 1987 - Meeting to discuss referrals and service coordination with Jones Memorial Hospital staff.

- February 2, 1987 - Meeting regarding establishing a community action agency with Housing Action, Department of State representative, Leonard Watson and Delores Cross.

- February 3, 1987 - State Children's Service Regional Director visited - requested informational session and other assistance.

- February 5, 1987 - Department Head meeting and Disaster Preparedness meeting.

- February 9, 1987 - Special Social Services Committee meeting to discuss Typist position and Board meeting.

- February 10, 1987 - Visit from State Commissioner's Office representative and Regional Director to discuss various issues.

- Personnel matters and assisting in support of grants application both took up considerable time.

ALLEGANY COUNTY
DEPARTMENT OF SOCIAL SERVICES
County Office Building ● Belmont, New York 14813
Telephone 716 268-7661

JOAN D. HABBERFIELD
Commissioner

NOT APPROVED
Margeson

FEB 17 1987

SOCIAL SERVICES COMMITTEE

MINUTES

FEBRUARY 12, 1987

MEMBERS PRESENT: Ceylon Snider, Max Allen, Frances Barnes, Lee Frair, Clair Wentworth, Leonard Watson, Joan Habberfield

GUESTS PRESENT: Josephine Tyler, Dispute Resolution Center; Jim Hopkins, Wellsville Daily Reporter and Joan Dickenson, Olean Times Herald

Chairman Snider called the meeting to order at 7 p.m.

A motion was made by Clair Wentworth, supported by Max Allen, to accept the January meeting minutes as written. The motion passed unanimously.

Josephine Tyler, the Cattaraugus-Allegany-Wyoming Director for the Dispute Resolution Program was introducted to Committee members and was given the floor to explain services available which would be of interest to Social Services. She particularly stressed their ability to establish a binding agreement between landlords and tenants over matters such as rent nonpayment, security deposits and damages. There is sponsorship by the Better Business Bureau fo Western New York and 50% funding of services by the Office of Court Administration. They would be seeking some form of case by case funding if they were to expand services.

After some questioning from Committee members about services, Mr. Watson pointed out that any contractual arrangement would need careful consideration of the County Attorney as well as the Department. Commissioner Habberfield expressed concern for creation of increased demand with publicity and also asked if specifics on how this is working in other counties could be forwarded.

The 1987 Contract with Steuben County for Non-secure Detention Services was presented. There are no wording or per diem rate changes. On a motion by Clair Wentworth, second by Max Allen, the Committee unanimously approved the forwarding of the contract to the County Attorney for review, and if no objections to the contract itself, the drawing of a resolution for Contract approval by the full Board.

Commissioner Habberfield gave "bottom line" 1986 budget figures including a $1,524,597 gross and $868,319 net surplus. She pointed out that the local share surplus is 57% of the total, well above normal County share which runs about 30%. This highlights the effect of concentration on revenues and recoveries, as well as a substantial Medicaid decrease.

Commissioner Habberfield explained that the underbudgeting was based on the after-the-fact downward trends in Public Assistance, alternate care and A-87 costs, as well as a $172,600 increase from 1985 to 1986 in repayments and refunds.

Actual local share expenditures decreased from 1985 to 1986 by (3.06%) local share. 1986 cost was $5,339,171, down $168,528 from the 1985 figure of $5,507,699.

The purchase of a desk and chair, apprxoimate costs of $150 and $70-$80, respectively, for the new Social Welfare Examiner, were approved on a motion by Frances Barnes, second by Clair Wentworth.

Attendance by two Senior Caseworkers and one Caseworker at training on services to victims of domestic violence, and one Caseworker to training in Family Therapy were approved unanimously after a motion to approve by Max Allen, supported by Clair Wentworth.

Attendance by Dan Guiney at the NYPWA Committee Day - Child Support and the Family Court Conference immediately following, and attendance by Commissioner Habberfield at NYPWA Committee day on February 19, 1987 were both approved unanimously on a motion by Clair Wentworth, second by Lee Frair.

Commissioner Habberfield explained a proposal to integrate the Investigator functions of fraud and resources under a senior level staff person who would be responsible to oversee the investigative and collection functions and be liaison to the State Case Integrity Unit, the County Attorney's Office, and District Attorney's Office.

A motion was made by Clair Wentworth, supported by Max Allen, to proceed with the classification of the position through the Personnel Office and Committee and, once classified and graded, to have a resolution drawn for the full Board to create the position. The motion was passed unanimously.

Monthly bills were reviewed.

Chairman Snider adjourned the meeting at 8:50 p.m.

Mr Margosian

ALLEGANY COUNTY
DEPARTMENT OF SOCIAL SERVICES
County Office Building ● Belmont, New York 14813
Telephone 716 268-7661

JOAN D. HABBERFIELD
Commissioner

MAR 24 1987

NOT APPROVED

SOCIAL SERVICES COMMITTEE
MINUTES
MARCH 12, 1987

MEMBERS PRESENT: Mr. Snider, Mr. Allen, Mrs. Barnes, Mr. Frair, Mr. Wentworth, Mr. Watson and Mrs. Habberfield

GUESTS PRESENT: Jim Hopkins, Wellsville Daily Reporter; Joan Dickinson, Olean Times Herald

The meeting was called to order by Chairman Snider at 4:00 p.m.

Minutes of the February meeting were unanimously approved after a motion by Max Allen, second by Clair Wentworth.

Commissioner Habberfield presented a proposal from the Dispute Resolution Center, with charges for services to resolve primarily landlord-tenant disputes. The Commissioner advised against this as an unnecessary expense for services which are provided internally. She also pointed out that the shift of duties from the Services Division to the new Program Integrity Unit would streamline processes and allow sufficient staff time to address such matters. Max Allen made a motion not to contract for services, supported by Fran Barnes, and passed unanimously.

The Commissioner advised that she and Alan Keohane would be speaking about CASA at a Long Term Care Conference on March 18, 1987 which will involve no County cost. Approval for the Commissioner's attendance, as well as that of Dan Guiney and Diana Anderson the following day at NYPWA Committee sessions was requested. Approval was given on a motion by Lee Frair and second by Max Allen.

A proposal for a replacement of the current photocopiers, on a lease agreement, was submitted by Xerox to the Commissioner. The figures showed a cost lower than the current lease arrangement. The Commissioner advised that several other Departments, including Health, the District Attorney and Probation had also been approached. In addition, the Committee was informed, that the large DSS photocopier has had to be repaired frequently - the volume being in excess of 26,000 copies per month.

At the recommendation of Chairman Snider and Max Allen, with concensus, the matter is referred to Central Services Committee.

Approvals were given for purchase of a computer table; and a secretarial desk, chair and typewriter, subsequent to contact with Mr. Hansen, Public Works, regarding possible surplus items on the motion of Clair Wentworth and second by Fran Barnes.

Information was given regarding upcoming surplus foods distribution on March 18, 1987 and the startup of an entrepreneurship program to include self-employed DSS clients, as well as the completion and availability of the agency's disaster preparedness plan.

Request was made for attendance by staff at the Mary 3-6 Welfare Fraud Conference, including two Services Division staff who have been asked to make a presentation on safety issues. This will have no county cost.

Subaccount transfers were approved after a motion by Max Allen, second by Clair Wentworth.

Monthly bills were reviewed.

The meeting was adjourned by Chairman Snider at 4:45 p.m.

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JOAN D. HABBERFIELD
Commissioner

MONTHLY REPORT TO THE SOCIAL SERVICES COMMITTEE

MARCH 12, 1987

I. EXPENDITURES

See Attached Reports.

On the "old form" report, it should be kept in mind that ADC and HR expenditures for the first quarter of the year are normally at their highest due to fuel expenditures and seasonal layoffs.

Also, Medicaid actual expenditures will be shown as extremely low because of the billing cycles in Albany which cause a 30-60 day lag.

II. RECOVERIES/OFFSETS

A. EMPLOYMENT PROGRAMS

There were 2 transitions to unsubsidized employment in January, and 3 in February, from TEAP contracts. Several TEAP contracts have been initiated since February 1, 1987 with C-E Air Preheater under their expansion plan.

A match of numbers of employable ADC and HR recipients registered and working with the Private Industry Council/DSS joint office has been done. There are in excess of 100 Public Assistance recipients registered with PIC who are not required under DSS regulations to seek training and work, in addition to the approximately 700 who are required. These are individuals doing so voluntarily.

There were 13 entries into employment from DSS-funded and operated programs in January. There were 10 sanctions for noncompliance with employability requirements. There were 12 self-entries to employment and 5 through the Department of Labor mod-WIN program, for a total number of entries of 30.

Grant savings from employment in January were $8,082.00 and from sanctions were $1,684.00 for a total of $9,766.00, down slightly from December.

Quarterly placements due to employment programs, compared to caseloads were recently charted for 1985 and 1986 (see attached).

B. FRAUD RECOVERIES

There were 108 investigations completed during the month of February, 28 of which were matters of fraud. $5,025.30 was recovered during the month. In addition there were 3 Food Stamp disqualifications, allowing $1,173.00 in recoupment.

A new State required recovery and recoupment report for both fraud and resources has been initiated and will ultimately become computer-generated. We were pleased that we are apparently one of a handful of counties which had already developed a ledger system allowing appropriate controls and reporting without systems support.

C. RESOURCES RECOVERY

$1,999.98 was recovered during February on security deposits. One case has been closed in February due to excess resources uncovered under the 1099 project and $2,988.29 has been recovered on an Assignment of Proceeds on a property sale. Total recovery actions created a $5,288.27 savings.

III. CASELOADS/WORKLOADS

After a doubling of case openings and closings from November to December (187 to 349) the high rate was maintained in January with 350 openings and closings (126 opened, 124 closed). This case activity is the primary measure for actual workload of the Income Maintenance staff.

We did have some rise in caseloads from January to February, bringing Public Assistance caseloads back to approximately December, 1986 levels.

	January	February	Difference
Public Assistance	1668	1697	+29
ADC	958	975	+17
HR Families	151	153	+2
HR Singles	556	567	+11
Medicaid	1694	1694	0
Food Stamps	1199	1213	+14

IV. LEGISLATION

I have written a letter of support for legislation which would allow our Department to access criminal records for prospective adoptive and foster parents.

I am preparing a position paper regarding litigation related to the issue of spousal support when one person is in a nursing facility and the other is in the home.

There is proposed legislation for a State pickup on non-chronic care Medicaid costs at an enhanced rate, which we will strongly support.

V. ACTIVITIES

- Disaster Preparedness Plan has been completed and submitted, after meetings with local and regional officials to review the proposal.

- Follow-up has been done on the content of the February 3, 1987 Regional Services Director visit. The regional office will be assisting us by doing a presentation May 21, 1987 for Judges, law guardians and caseworkers on termination of parental rights and permanency planning.

- Surplus foods distribution materials have been prepared and sent. March 18, 1987 will be the next day for distribution.

- Meetings have been held related to Friendship Foundries startup and our planned Entrepreneuership Program, with several members of the ACTC (Allegany County Training Consortium) in the past two weeks.

- We have put surplus foods and staff development records up on our microcomputer.

- Alan Keohane, CASA coordinator and I will be doing a presentation at a long term home care conference in Norwich on March 18, 1987.

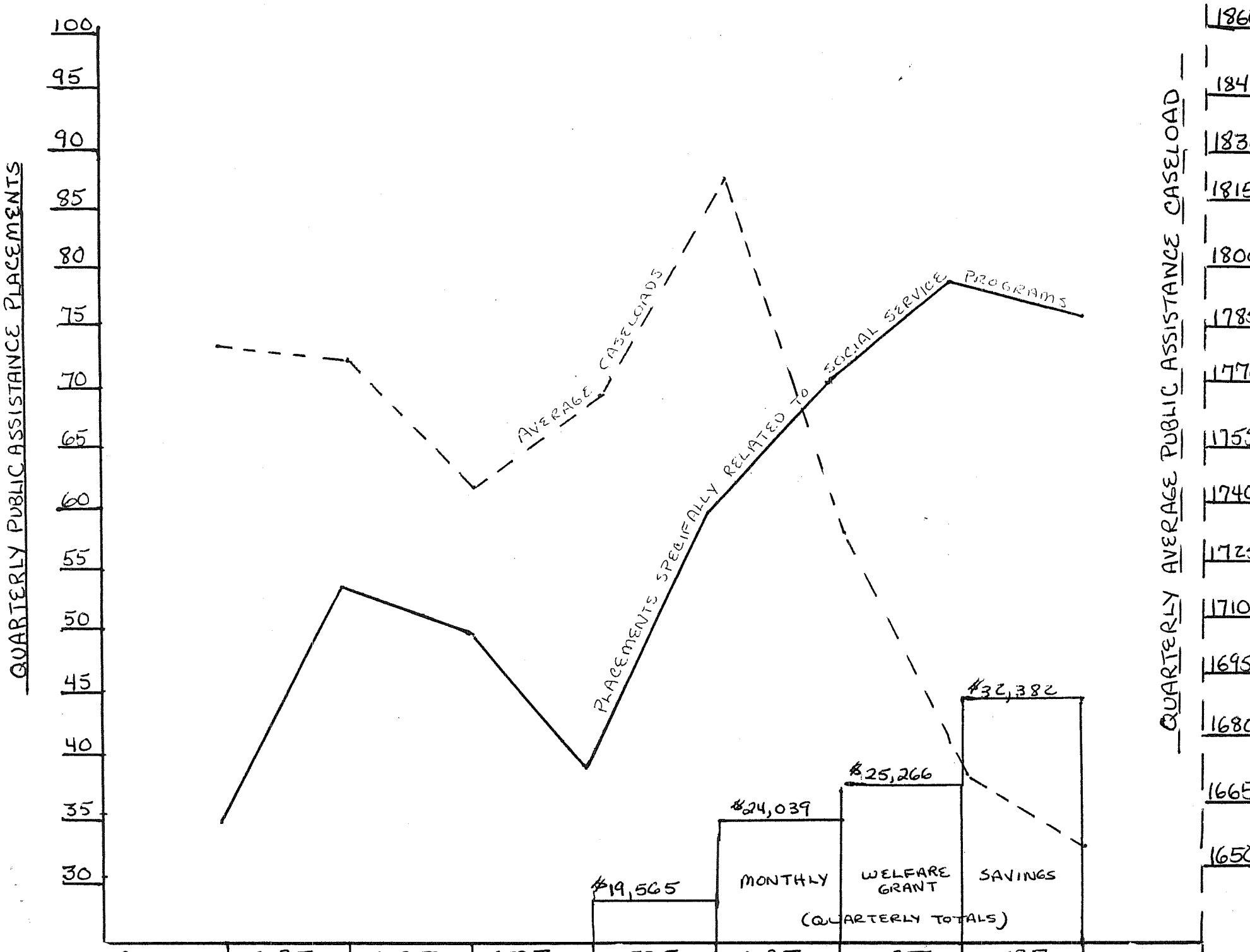
- I will be presiding March 12, 1987 at the Western Region Commissioner's meeting at which we will be presenting local concerns to Barbara Sabol, the new State Executive Deputy Commissioner.

- I spoke to student interns on March 9, 1987, and am assisting four of them with a project related to Social Services.

- We are continuing with support for co-location of Department of Labor with PIC and DSS, and hope to assist in the design of a mutual intake procedure.

- I spoke at the recent press conference on economic development issues.

- I have been asked to speak, but declined, on rural housing initiatives on March 18, 1987. Some of our concepts and models, however, will be presented in my absence.


QUARTERLY PUBLIC ASSISTANCE PLACEMENTS
100
95
90
85
80
75
70
65
60
55
50
45
40
35
30
QUARTERLY AVERAGE PUBLIC ASSISTANCE CASELOAD
AVERAGE CASELOADS
PLACEMENTS SPECIFICALLY RELATED TO SOCIAL SERVICE PROGRAMS
$19,565
$24,039
$25,266
$32,382
MONTHLY
WELFARE GRANT
SAVINGS
(QUARTERLY TOTALS)

ALLEGANY COUNTY
DEPARTMENT OF SOCIAL SERVICES
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Telephone 716 268-7661
JOAN D. HABBERFIELD
Commissioner

M. Margeson

APR 14 1987

NOT APPROVED

SOCIAL SERVICES COMMITTEE
MINUTES
APRIL 9, 1987
MEETING

MEMBERS PRESENT: Mr. Snider, Mr. Allen, Mrs. Barnes, Mr. Wentworth, Mr. Watson and Mrs. Habberfield

GUESTS PRESENT: Jim Hopkins, Wellsville Daily Reporter and Joan Dickenson, Olean Times Herald

The meeting was called to order at 7:05 p.m. by Ceylon Snider, Chairman.

Minutes of the March, 1987 meeting were unanimously approved after a motion by Max Allen, supported by Clair Wentworth.

Commissioner Habberfield went over the new Program Integrity Unit report which will be provided monthly. Misconceptions about the unit's functioning were pointed out and also the benefit to cost ratio. Mrs. Barnes requested clarifications of some of the acronyms and abbreviation on reports. It was decided each member would be provider with the Commissioner's Reference Guide which includes a list of definitions.

Chairman Snider recommended quarterly issuance of the work measures tracking report and Committee concensus was in agreement.

The Commissioner update information on the Xerox second photocopier proposal and indicated she would like to investigate other company's proposals prior to submission to Central Services, to which the Committee agreed.

A request was made to send the Third Party Resources Clerk to a two-day conference in Albany May 5-6. Max Allen moved to approve the request; seconded by Clair Wentworth and unanimously approved.

A request was made for two legal-sized lock files for Child Support Enforcement Unit and one two-drawer file for the Program Integrity Unit. On a motion of Clair Wentworth, second by Frances Barnes, approval was given.

The Committee was advised of the physical move of the Program Integrity Unit staff and the need for moving telephones between the Investigations and Staff Development, as well as the former chronic care offices, and that two additional telephones are required. It was moved by Max Allen, seconded by Frances Barnes that the required telephone changes be forwarded to the Central Services Committee for action. The motion was unanimously passed.

Approval was given to the attendance of Dan Guiney at the Public Welfare Association Legislative and Child Support Committees on April 16, 1987, after a motion by Clair Wentworth, supported by Frances Barnes.

There was general discussion of legislative and Department head roles and responsibilities as well as questioning related to management planning and goal-setting, as well as need for grants persons to assist Social Services. The Commissioner informed the Committee of planning methods and involvement of staff through a steering committee-quality circle approach. No specific needs for a grants person was foreseen.

Two transfers between accounts for items deposited to incorrect accounts were approved on the motion of Clair Wentworth, second by Frances Barnes.

Mr. Wentworth reviewed the monthly fiscal report.

Monthly bills were reviewed.

The meeting was adjourned at 8:30 p.m. by Chairman Snider.

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County Office Building ● Belmont, New York 14813
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JOAN D. HABBERFIELD
Commissioner

MONTHLY REPORT TO THE
SOCIAL SERVICES COMMITTEE
APRIL 9, 1987

I. EXPENDITURES: (See Attached Reports)

II. RECOVERIES/OFFSETS:

A. EMPLOYMENT PROGRAMS:

There were 2 TEAP transitions to unsubsidized employment during February, and 8 new TEAP contracts initiated. The transitions resulted in $830 per month grant savings.

37 persons were newly assigned to Work Relief slots, plus seven worked a two-day special project for the Solid Waste Program. Twenty were disenrolled, twelve of whom were sanctioned, five moved out of county, and two who are now employed.

There were 9 mod-WIN placements by the Department of Labor, and an additional 17 placements from PIC/DSS employment programs.

Total monthly grant savings from employment programs was $ 8,636 due to placements and $213.50 as a result of sanctions.

B. PROGRAM INTEGRITY UNIT RECOVERIES:

An integrated monthly report has been established for the Program Integrity Unit (copy attached). The first full report will be available in May for the month of April.

This report will include items traditionally reported, plus tracking information and savings amounts on all functions assigned to the Unit, and functions newly developed.

Fraud recoveries for the month of March amounted to $4,930.67. There were two criminal convictions involving $2,310. In addition, there was an indictment for Medicaid provider fraud and abuse in March.

Pre-investigation by the Audit and Quality Control Specialist resulted in 3 cases not opened for $529 in monthly grant savings.

$642 was collected on Food Stamp Inadvertent Household Error (IHE) claims and 4 cases were disqualified from Food Stamps due to Intentional Program Violations (IPVs).

$1,561 was recovered from security deposit returns.

24 Bond and Mortgages were executed and 12 cases were withdrawn, closed or denied for failure to execute, for monthly grant savings of $2,680. One Bond and Mortgage was satisfied with a recovery of $808.44.

Of 15 cases targeted for categorical audit, 10 resulted in a total additional reimbursement amount of $2,667.47 and additional reimbursement of $18,823 was claimed due to disability review processing. 5 SSI interim agreements were satisfied for a recovery of $8,512.24.

Total recovery, grant savings, and reimbursement claims for the month of March was $38,687.90; local share $13,340. Administrative cost for the unit is $12,670 per month; $3,880 local share.

The benefit to cost ratio for the first month of operation was approximately 5:1, or for each dollar spent, 5 dollars were returned to the County. We will be tracking this ratio, as well as actual cost savings. There has obviously been a lack of understanding of the functioning of this unit, which is somewhat understandable due to the complexity of functioning. However, as stated when request was made for a manager of this unit, I am totally convinced of the major benefits which are and will be derived for the Department and the County.

During the first few weeks of operation we have already established centralized control mechanisms, and have put in place additional collection techniques which we did not have the manpower to accomplish in the past. We also are working on streamlining referral systems, which was an impossibility when these functions were located in different divisions. I expect the results to be significant, or even dramatic, and they will be reported to the Committee on a monthly basis.

III. CASELOADS/WORKLOADS:

Case openings and closings figures remain extremely high at 354 for the month of February.

In order to do ongoing evaluation of workload (versus caseload) an internal management report, which is a composite of information from State Systems reports, has been developed, beginning January, 1987 (copy attached).

This report not only tracks case activity, but its relationship to the number of cases pending over 30 days.

Case processing level per worker for Allegany County continues to be one of the highest in the State, and is a primary factor in maintaining a low level of administrative cost.

We did have slight increases in caseload from February to March, 1987, but can expect future reductions based on employment placement statistics and the end of seasonal layoffs.

	February	March	Difference
Public Assistance	1,697	1,704	+7
ADC	975	976	+1
HR Families	153	145	-8
HR Singles	567	581	+14
Medicaid	1,697	1,707	+13
Food Stamps	1,213	1,214	+1

IV. LEGISLATION:

There is considerable proposed legislation related to services provision including:

- A day care funding consolidation bill.
- A domestic violence shelter bill related to responsibility for payment.
- Housing demonstration project bill.
- A Teenage Services Act, which will mandate certain services effective January 1, 1988 and will have local budgetary implications. This Act will be discussed at the May 7, 1987 Western Region Commissioners' Meeting. Directives are not expected until summer.

The Governor's Program Bill #55 on Child Support is under review. Dan Guiney is representing the Department related to this Bill and the anticipated child support formula.

There is a Homeless Rehousing Bill on which we will comment related to changes to include those in uninhabitable dwellings as well as those undomiciled.

I have these bills and will be glad to provide them to anyone requesting copies.

V. ACTIVITIES:

- There have been numerous internal meetings, as well as development of written procedures, reports, etc. related to transfer and development of functions of the Program Integrity Unit.

- PIC, DOL and DSS met to develop a centralized intake and assessment process. The proposal was drafted and transmitted to State Offices for review, as well as request for waivers. Feedback thus far is favorable.

- A meeting was held with Alfred State, PIC, Economic Development and other collective initiatives. The ACTC will be meeting Friday, April 10, 1987 to formalize plans.

- State review of the HEAP program was done April 1 and April 2 and we have been commended for this year's operation.

- Response to the single audit finding was prepared and submitted.

- Management tracking reports development continues, including those provided plus an employability tracking report.

- I will be on vacation the week of April 13, 1987.

- A Protective Service for Adults law enforcement meeting will be held on April 22, 1987

- Verbal notice has been given that Housing Action will be designated the Allegany County Community Action agency. I have also been notified that there is a possibility that Gail Shaffer, Secretary of State, may visit Allegany County to issue the formal designation.

PROGRAM INTEGRITY UNIT - TEGRATED MONTHLY REPORT

MONTH OF _____, 19____

SECTION I - INVESTIGATIONS

A. REFERRALS: TOTAL _____ BY SOURCE: INCOME MAINTENANCE _____ A&QC _____ RESOURCE RECOVERY _____
OTHER AGENCY SOURCE _____ COMMUNITY _____ OTHER _____

B. INVESTIGATION RESULTS:
1. TOTAL COMPLETED _____; SUBSTANTIATED _____ UNSUBSTANTIATED _____
2. C.O.J. #_____ AMOUNT $_____; CRIMINAL CONVICTION #_____ AMOUNT $_____;
CIVIL ACTION #_____ AMOUNT $_____
3. FOOD STAMP DISQUALIFICATIONS #_____ GRANT SAVINGS *$_____

C. COLLECTIONS: *TOTAL RECOVERED: $_____ RESTITUTION $_____ RECOVERY $_____ RECOUPMENT $_____

D. CASE ACTIONS: CLOSED #_____ GRANT SAVINGS *$_____ REMOVED FROM BUDGET #_____ GRANT SAVINGS *$_____

E. PRE-INVESTIGATION: REFERRED #_____ CASES DENIED/WITHDRAWN #_____ GRANT SAVINGS *$_____

SECTION II - FOOD STAMP INADVERTENT HOUSEHOLD ERRORS

REFERRALS #_____ RESPONSES #_____ COLLECTIONS *$_____. TRANSFERRED FOR INVESTIGATON #_____
SUSPENDED #_____ PAID IN FULL #_____.

SECTION III - RESOURCE RECOVERY

A. SECURITY DEPOSITS:
1. REQUESTS FOR DEPOSIT #_____ APPROVED #_____ DISAPPROVED #_____
2. RETURN OF DEPOSITS:
a. PROCESSED _____ *RETURNED IN FULL #_____ AMOUNT $_____
*PARTIALLY RETURNED #_____ AMOUNT $ _____
b. WITHHELD #_____ FOR DAMAGES #_____ AMOUNT $_____
c. *RECOUPMENTS #_____ AMOUNT $_____

B. BOND AND MORTGAGE: SIGNED #_____ FILED #_____ SATISFIED #_____ GRANT SAVINGS *$_____
CASES WITHDRAWN/CLOSED/DENIED FOR FAILURE TO SIGN #_____ GRANT SAVINGS *$_____

C. RESOURCE CLEARANCES: COMPLETED #_____ CASES CLOSED/DENIED #_____ GRANT SAVINGS *$_____
TRANSFERRED TO INVESTIGATIONS #_____

D. VALUATION OF ASSETS: COMPLETED #_____ CASES CLOSED/DENIED #_____ GRANT SAVINGS *$_____

E. ESTATE LIENS: FILED #_____ SATISFIED #_____ *$_____

F. ACCIDENT LIENS: Filed #_____ SATISFIED #_____ *$_____

SECTION IV - COMPUTER MATCHES

A. CINTRAK, UIB, SOCIAL SECURITY: REPORTS RECEIVED #_____ UNREPORTED INFOMRATION #_____
CASE AUDIT COMPLETED #_____ CASE CLOSED/GRANT REDUCED #_____
*GRANT SAVINGS $_____ TRANSFERRED TO INVESTIGATIONS #_____

B. 1099 MATCH: REPORTS RECEIVED #_____ UNREPORTED INFORMATION #_____ CLEARANCES COMPLETED _____
CASE CLOSED/GRANT REDUCED #_____ *GRANT SAVINGS $_____ TRANSFERRED TO INVESTIGATIONS #_____

SECTION V - REIMBURSEMENT RECOVERY

A. CATEGORIAL CHANGE AUDIT: CASES AUDITED #_____ ADDITIONAL FEDERAL PARTICIPATION VERIFIED #_____
ADDITIONAL REIMBURSEMENT AMOUNT CLAIMED $_____*

B. DISABILITY REVIEW PROCESSING: CASES REFERRED: #_____ CASES ESTABLISHED BY ACF #_____ AD SUBMISSIONS #_____
AD DETERMINATIONS #_____ ADDITIONAL REIMBURSEMENT AMOUNT $_____*
SSA APPEALS: BY CLIENT #_____ BY LEGAL SERVICE #_____
NEGATIVE DECISIONS OVERTURNED #_____ GRANT SAVINGS $_____*
SSI INTERIM REPAYMENT AGREEMENT: EXECUTED #_____ SATISFIED #_____
AMOUNT $_____* REPAYMENT #_____ AMOUNT $_____*

SECTION VI - SPECIAL REPORTS

DESCRIPTION:

*RESULTS:

SECTION VII - SAVINGS/RECOVERY SYNOPSIS

FS Disqualifications	$_____
Inv. Collections	$_____
Inv. Cases Closed	$_____
Inv. Grant Reduced - Full Inv.	$_____
Pre-Inv.	$_____
FS IHE Collections	$_____
Security Deposit Returns	$_____
Security Deposit Recoupments	$_____
Bond and Mortgage-Grant Savings	$_____
Resource Clearances-Grant Savings	$_____
Valuation of Assets-Grant Savings	$_____
Sub-total	$_____

Estate Liens Satisfied	$_____
Accident Liens Satisfied	$_____
Computer Match-Grant Savings	$_____
1099 Match-Grant Savings	$_____
Category Reimbursement and Recoveries	$_____
AD Reimbursement Recoveries	$_____
SSA Appeals-Grant Savings	$_____
SSI Interim Repayment	$_____
Special Projects Savings	$_____
Sub-total	$_____

TOTAL SAVINGS $_____

PROGRAM ACTIVITY TRACKING

(WINR 1240/WINR 4132/WINR 4122)

FIRST QUARTER, 1987

	JANUARY				FEBRUARY				MARCH			
PROGRAM	APPS. REGIS-TERED	CASES DIS-POSED	APPS. 30 + DAYS	CASES PROC-ESSED	APPS. REGIS-TERED	CASES DIS-POSED	APPS. 30 + DAYS	CASES PROC-ESSED	APPS. REGIS-TERED	CASES DIS-POSED	APPS. 30 + DAYS	CASES PROC-ESSED
PUBLIC ASSISTANCE												
ADC	76	53	0	898	60	67	3	810	60	66	3	957
HR	113	89	2	457	72	82	6	478	68	87	1	500
EMERGENCY	0	0	1	0	2	3	0	1	9	9	0	2
TOTAL	189	142	3	1,355	134	152	9	1,289	137	162	4	1,459
NPA/FS + FS/MIX	121	126	6	513	113	119	4	448	118	120	5	481
MEDICAID	104	95	29	311	91	83	32	332	95	102	33	322
SERVICES	12	12	4	N/A	22	20	5	76	22	25	3	N/A
ADC-FC	1	1	0	5	1	3	0	5	6	4	1	N/A

STATE OF NEW YORK
DEPUTY ATTORNEY GENERAL
FOR MEDICAID FRAUD CONTROL
468 ELLICOTT SQUARE BUILDING
BUFFALO, NEW YORK 14203
(716) 847-3594

EDWARD J. KORIANSKY
Deputy Attorney General

MICHAEL T. KELLY
Special Assistant
Attorney-General-in-Charge

April 2, 1987

Joan Habberfield
Social Services Commissioner
Allegany County
County Office Building
Belmont, New York 14813

Dear Ms. Habberfield:

Please accept our thanks for your cooperation and the assistance of your fine staff in aiding this office with a probe of Medicaid providers in the Southern Tier. The effort proved very successful.

It is through cooperating agencies such as yours that we are able to continue our responsibility of overseeing and requiring accountability of Medicaid providers.

Please call upon us if we may be of assistance to you.

Again, thank you for your valuable assistance.

Very truly yours,

Michael T. Kelly
Special Assistant Attorney General

MTK/hmc

ALLEGANY COUNTY
DEPARTMENT OF SOCIAL SERVICES
County Office Building • Belmont, New York 14813
Telephone 716 268-7661

JOAN D. HABBERFIELD
Commissioner

J. Margeson
NOT APPROVED
MAY 13 1987

SOCIAL SERVICES COMMITTEE
MINUTES
MAY 14, 1987

MEMBERS PRESENT: Mr. Snider, Mr. Allen, Mrs. Barnes, Mr. Frair, Mr. Wentworth, Mr. Watson and Mrs. Habberfield

GUESTS PRESENT: Jim Hopkins, Wellsville Daily Reporter; Joan Dickinson, Olean Times Herald

Chairman Snider called the meeting to order at 7:05 p.m.

Minutes of the April meeting were unanimously approved after a motion by Max Allen, supported by Clair Wentworth.

Commissioner Habberfield discussed with Committee members a concern that we address day care issues in relation to economic development and supporting transitions of Public Assistance recipients to self-support. Currently available funding, including startup grants for day care homes and centers, and day care funds to subsidize the costs for the working poor were explained. Committee members expressed support for development of a proposal or plan for provision of day care and for the idea of using such resources to provide incentive and ability to work while reducing the Public Assistance roles.

Commissioner Habberfield cautioned that, although considerable funding is currently available and that it was likely a realistic plan of support could be done without a local share of costs, development might ultimately mean County share investment.

A plan will be provided to the Committee to be used along with the Comprehensive Employment Plan and for budgetary considerations for 1988.

A request was made for the construction of an interview room for Services Division staff in the room adjoining the Services Division office area in which Community Service Workers now have office space. The Commissioner was advised to discuss this need with John Margeson.

Frances Barnes moved to approve a request for a four-drawer file for the Employment Specialist at the PIC Office, which was seconded by Lee Frair, and passed unanimously.

The Commissioner discussed a request for $300 from Jan and Bev's Nursing to help defray printing of a packet of information for discharged hospital patients. After a discussion of purpose and types of information included, it was proposed that a representative of Jan and Bev's be invited to the June meeting to provide further information.

Purchase of a replacement adding machine, which would cost more to repair, was unanimously approved on a motion by Lee Frair, second by Max Allen.

Not on the agenda was the recently highlighted need for a second 1/2 door in the Child Support Building. This door would prohibit client entry to the work area while allowing ventilation and brief conversation. This request was prompted by a recent incident when a belligerent client came into the work area. On the motion of Clair Wentworth and second by Max Allen; approval was given to request Public Works to arrange for the door.

Approval was given to attendance by Joan Habberfield and Dan Guiney at the May 20-21 NYPWA Subcommittee and Committee meetings on the motion of Max Allen, second by Clair Wentworth.

The following attendance at training sessions were approved without dissent, on a motion by Lee Frair, second by Max Allen:

- Child Sexual Abuse training for non-protective service staff (foster care and adoption Caseworkers).
- Combating Child Sexual Abuse (Children's Service Supervisor).
- How to Deal with Difficult People (Support Investigators).

In other business, the Commissioner asked if a special meeting could be set for review of the Comprehensive Employment Plan prior to submission June 1, 1987 to Albany for approval. A meeting was set for 1 p.m., Tuesday, May 26, 1987, in the Board Chambers.

Committee members were informed that alternatives to the Xerox photocopier were being investigated and that it was an understanding that a final Central Services Committee decision would be forthcoming on May 26, 1987. Although features and service arrangements for the Mita copiers were preferred, there would be a significant price difference. Chairman Snider advised that it was important to get a product which would best meet service needs and Mr. Wentworth expressed that we need to be sure of capacity.

Concensus was that, once all information was obtained, the Commissioner present the information and recommendation to the Central Services Committee.

Monthly bills were reviewed. Monthly expenditure data was discussed.

There being no other business, the meeting was adjourned by Chairman Snider at 9 p.m.

ALLEGANY COUNTY
DEPARTMENT OF SOCIAL SERVICES
County Office Building ● Belmont, New York 14813
Telephone 716 268-7661

JOAN D. HABBERFIELD
Commissioner

TO: Bill Hansen
John Margeson

FROM: Joan Habberfield

DATE: May 18, 1987

RE: Construction of Interview Room - Services Divsiion
Half Door in Child Support Building

Approval was given at the May 14, 1987 Social Services Committee meeting (minutes attached) to refer the above matters to you.

The interview room, to be constructed in the corner of the middle office area on the north side of the building, should require two full walls and doorway, since it needs to be a private area. Contact person is Mary Anne Reitnauer (x 319).

The half door (similar to the one previously placed on the right side of the hallway in the Child Support Building) is needed on the left side entry to work areas. This does not require a shelf as did the first one. Pat Volkmar (x 315) is the contact person.

Thank you for your assistance.

JDH:mjp
cc: Patricia Volkmar
Mary Anne Reitnauer

ALLEGANY COUNTY
DEPARTMENT OF SOCIAL SERVICES
County Office Building ● Belmont, New York 14813
Telephone 716 268-7661

JOAN D. HABBERFIELD
Commissioner

SOCIAL SERVICES COMMITTEE
MINUTES
MAY 14, 1987

MEMBERS PRESENT: Mr. Snider, Mr. Allen, Mrs. Barnes, Mr. Frair, Mr. Wentworth, Mr. Watson and Mrs. Habberfield

GUESTS PRESENT: Jim Hopkins, Wellsville Daily Reporter; Joan Dickinson, Olean Times Herald

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ALLEGANY COUNTY COMMUNITY SERVICES BOARD
Mental Health, Mental Retardation, Alcoholism and Drugs

22 West State Street, Wellsville, New York 14895 Telephone (716) 593-6300

J. Margeson SEP 22 1987

COMMUNITY SERVICES BOARD MEETING

July 28, 1987

NOT APPROVED

Members Present	Excused	Others Present
E. Krumm	C. Tyler	R. Anderson
D. Dominski		E. Bloom, Alle. Ccl.
J. Crecelius		T. Houston, Reg. Office
L. Frair	Absent	
V. Horst		
A. Sylor	D. Stevenson	
A. VanderLinde	T. Brown	
	P. Burgess	
	G. Canfield	
	N. Cooper	
	D. Graham	
	W. Timberlake	

I. OLD BUSINESS

A. Roll Call Meeting called to order at 7:00 PM without a quorum present.

B. Approve June Minutes (quorum not present)

C. Quarterly Report - Allegany Council (Sr. Bloom)

Sister Bloom reviewed the Quarterly Report which had been mailed to Board Members prior to this meeting.

D. Monthly Report - Counseling Center (Mr. Jakovac)

Monthly statistcs were distributed.

II. NEW BUSINESS

A. Subcommittee Reports

1. Mental Health Did not meet.

2. Developmental Disabilities Did not meet.

3. Alcohol Met and discussed possibility of an audit to determine what services might exist in the County that we don't know about, especially regarding young people.

Alcohol Subcommittee - Continued:

Another topic was how to increase participation in subcommittees, as well as recruitment of additional members. Since Janet Myers has been too busy to work on the Developmental Disabilities Committee, it will be reorganized in September. The Board will be polled to determine each member's special interest(s) so these subcommittees will become active again. Mr. Krumm will review the M.H. Law regarding subcommittees' responsibilities. Another suggestion: professional staff be encouraged to participate.

B. Executive Committee Did not meet.

C. Director's Report (Dr. Anderson)

Dr. Anderson read a rough draft of a Resolution drawn by J. Sikaras, Allegany County Attorney, et al. This Resolution must go before the Health Services Committee for final approval. (Re: Contracting MH Service

Mr. Krumm reported that Dr. Anderson had given an excellent presentation to the Board of Legislators in Belmont on July 13.

Dr. Anderson stated that another budget meeting for the three Contract Agencies will be held August 7, 2:00 PM at the Counseling Center. A tentative Local Assistance Sheet was distributed to Board Members.

Meeting adjourned at 7:50 P.M.

Submitted by:

APPROVED BY:

D. J. Burdick, Recorder

D. Dominski, Secretary

b

ALLEGANY COUNTY
DEPARTMENT OF SOCIAL SERVICES
County Office Building • Belmont, New York 14813
Telephone 716 268-7661

JOAN D. HABBERFIELD
Commissioner

J. Morgan
JUN 25 1987

MINUTES

SOCIAL SERVICES COMMITTEE

JUNE 11, 1987

NOT APPROVED

MEMBERS PRESENT: Mr. Snider, Mr. Allen, Mr, Frair, Mr. Wentworth, Mr. Watson, and Mrs. Habberfield

GUESTS PRESENT: Jim Hopkins, Wellsville Daily Reporter

Ceylon Snider called the meeting to order at 7 p.m. The May, 1987 minutes were approved after a motion to do so was made by Max Allen, supported by Clair Wentworth.

Chairman Snider called upon Jan and Bev's Home Care to present the content of a discharge packet which has been developed over the past several months and will be printed in July, 1987 and used in local hospitals for selected patients potentially in need of some type of home care. The packet highlights CASA as the single access point to home care service in Allegany County, and provides a listing as well as individual descriptions of available services. Publishing costs for 5,000 copies will be $6,000 and, although Jan and Bev's Home Care will be the primary financial supporter, a contribution of $300 was being sought from represented public and private agencies. After questioning, and comments on the quality of the packet as well as its need, Clair Wentworth moved that $500 be provided once the packet was printed and available. The motion was seconded by Max Allen and unanimously approved.

Commissioner Habberfield explained that, although the Central Services Committee had approved CANON copier purchases on June 10, 1987 new information had come to light on prices given, as well as supply cost. Also, it appeared that competitive bidding might become an issue. Regardless of ultimate decision on product, Commissioner Habberfield advised that this would be an equipment purchase rather than lease (saving over $2,000 during a 3-year period in interest charges) and requested approval for a resolution to transfer $10,000 to the equipment account from AFDC to purchase photocopiers and also to provide sufficient leaway in the account for typewriter purchase should there be an approval to purchase two as part of a special price offering being considered. Lee Frair moved that a resolution be prepared for the July 13, 1987, Board of Legislator's meeting providing for transfer of funds from the AFDC account to equipment account, expenditure from which would be subject to Central Services Committee approvals. A motion was seconded by Max Allen and passed unanimously.

Request was made to authorize two Child Support Enforcement unit staff to attend State Child Support System training for two days in Albany. The request was approved on the motion of Clair Wentworth, second by Max Allen. On a motion by Max Allen and support by Lee Frair approval was also given for one Caseworker to attend training on Life Skills for Adolescents.

Commissioner Habberfield highlighted the elements of the July 1, 1987 through June 30, 1988 Comprehensive Employment Plan, and its relationship to the Employment and Training Center and joint planning with Private Industry Council, Department of Labor and educational services.

The Plan submission is to the Bureau of Employment Programs. Approval would allow budgeting within the Department's budget for staffing, contracts and equipment expenses.

A request was made to address the Committee of the Whole to fill a Social Welfare Examiner position vacant due to resignation, and two Examiner positions on a temporary basis due to maternity leaves. On a motion of Clair Wentworth, second by Lee Frair, approval was given.

Monthly bills and expenditure sheets were reviewed.

The meeting was adjourned at 9 p.m. by Chairman Snider.

ALLEGANY COUNTY
DEPARTMENT OF SOCIAL SERVICES
County Office Building • Belmont, New York 14813
Telephone 716 268-7661

JOAN D. HABBERFIELD
Commissioner

MINUTES

SOCIAL SERVICES COMMITTEE

AUGUST 13, 1987

MEMBERS PRESENT: Ceylon Snider, Clair Wentworth, Max Allen, Lee Frair, Leonard Watson, and Joan Habberfield

The meeting was called to order by Chairman Snider at 7 p.m. Minutes of the previous meeting had not been prepared as yet.

The 1988 budget proposal was reviewed line by line, after Commissioner Habberfield pointed out that, subsequent to preparation, three items were addressed but not finalized. These were costs of microfilming should it be decided that a move should be made in that direction, a Community Service Aide position, and a part-time Attorney position. Concensus was that these matters would be discussed when the appropriate accounts were reviewed.

In discussion of the 6010.103 account, it was agreed that a Community Services Aide position, Grade 10, $13,000 would be added to handle the family day care effort and systems and records for Casework staff. A part-time Attorney position was discussed briefly. The Commissioner will meet with County Attorney Sikaras to determine the most appropriate approach. Currently Assistant County Attorney Guiney has an impossible volume of work and frequent conflicts with court schedules.

In discussing the 6010.21 Equipment Account, Commissioner Habberfield dsicussed results of several meetings regarding microfilming and provided a separate report to the Committee. The list of equipment needed was also reviewed. On a motion by Max Allen, second by Clair Wentworth, and unanimous approval, $35,000 for microfilm equipment purchase was added to the Equipment Account as was a $940 additional general equipment amount, resulting in a $40,940 amount request.

The 6010.407 office supply account was adjusted due to the decision to pursue microfilming, with $6,000 budgeted for separated, tabbed case files deleted, and $3,000 added for microfilm supplies for a net decrease of $3,000 from the original amount requested.

$15,000 was added to the contracts account 6010.432 to cover initial microfilm project costs.

The Commissioner was requested to investigate cost effectiveness of maintaince contracts and to clarify items paid from the Fees Account.

The Commissioner was directed to make the changes in expenditure accounts, totals and revenue accounts and add Committee comments, and submit the revised budget worksheets to Chairman Snider for review and approval prior to submission to the Budget Officer.

In other business three Child Protective staff members who had previously not had advanced child sexual abuse training were approved to attend the upcoming session, and Dan Guiney and Joan Habberfield were approved for attendance at the NYPWA Summer Conference, on a motion by Clair Wentworth, second by Max Allen.

Monthly bills were reviewed.

The meeting was adjourned at 9:45 p.m. by Chairman Snider.

J. Margeson
SEP 29 1987

ALLEGANY COUNTY
DEPARTMENT OF SOCIAL SERVICES
County Office Building ● Belmont, New York 14813 Telephone 716 268-7661

JOAN D. HABBERFIELD
Commissioner

NOT APPROVED

SOCIAL SERVICES COMMITTEE
SEPTEMBER 10, 1987
MEETING MINUTES

MEMBERS PRESENT: Ceylon Snider, Max Allen, Lee Frair, Clair Wentworth, Leonard Watson, and Joan Habberfield

GUESTS PRESENT: Jim Hopkins, Wellsville Daily Reporter and Joan Dickinson, Olean Times Herald

The meeting was called to order by Chairman Snider at 7 p.m.

Unanimous approval was given, after a motion by Max Allen, second by Clair Wentworth, to the minutes of the August meeting.

Commissioner Habberfield advised that she had yet to obtain full information requested on the fees and maintenance accounts and would forward this.

The Committee was advised that refund accounts for prior years and Home Relief would be increased to $85,000 and $97,000, respectively in the 1988 budget on the advice of the County Treasurer. These had been conservatively estimated.

The Committee was advised that a meeting was held with County Attorney Sikaras and Assistant County Attorney Guiney related to need for a part-time Attorney. As indicated at the August Committee meeting, it is impossible on certain days for the Department to have representation on child support and paternity matters since Dan Guiney is required to be in Family Court. In addition, the volume of work has substantially increased with emphasis on recoveries and collections through the Program Integrity Unit, and major increases in child support matters: from 747 to 1305 ADC matters between January of 1985 and April of 1987, and 400 to 817 non-Public Assistance cases in the same time frame. Number of paternity cases has doubled since 1984 (66 in 1984 and 128 in 1986).

The Commissioner advised that two options were discussed; those being the hiring of a part-time Assistant County Attorney and contracting for legal services at the rate of $25 per hour out-of-court and $40 per hour in-court, primarily for child support and paternity cases. Although there were pros and cons to each approach, concensus was that for the first year, contracting would be the better option. The estimated expense for the year would be $18,000.

A motion was made by Max Allen, seconded by Lee Frair, to add $18,000 to Administrative Account 6010.432 with corresponding increases of $12,240 in Federal Aid to Revenue Account 4610 and $2,880 in State Aid to Revenue Account 3610.

On a motion by Clair Wentworth, second by Lee Frair, unanimous approval was given for Commissioner Habberfield to attend a Management and Performance Seminar on Child Support practices along with Pat Volkmar on September 16, 1987 and to remain in Albany on September 17 and September 18 for Public Welfare Association meeting and negotiation sessions with various division directors related to the Allegany County planning waiver.

The Commissioner advised the Committee of the upcoming TASA (Teenage Services Act of 1987) conference, October 27 and 28 in Albany. TASA must be implemented January 1, 1988 in all counties. The Conference is fully and directly State paid (including transportation, meals and accommodations) and three staff members are expected to attend.

A review of monthly bills was done.

A request for interaccount transfer of funds was postoponed to September 14, 1987 in order for the Commissioner to clarify ccounts.

The meeting was adjourned at 9:10 by Chairman Snider.

ALLEGANY COUNTY
DEPARTMENT OF SOCIAL SERVICES
County Office Building ● Belmont, New York 14813
Telephone 716 268-7661

JOAN D. HABBERFIELD
Commissioner

SOCIAL SERVICES COMMITTEE MEETING

SEPTEMBER 14, 1987

MINUTES

MEMBERS PRESENT: Ceylon Snider, Max Allen, Lee Frair, and Joan Habberfield

A brief Social Services Committee meeting was held on September 14, 1987, called to order at 3:30 p.m. by Chairman Snider to address Social Services account transfers.

The Commissioner advised Committee members that the sub-account which was designated for the Parent Education Program was being closed out, since funds for both counties are now being provided by Cattaraugus County. The bulk of the transferred funds were to the main Purchase of Service Account; other amounts were for what was expected to be a $1,500 overrun in conference expenses and $500 in legal fees.

It was moved by Max Allen, seconded by Lee Frair and unanimously approved that the fund transfers take place.

The meeting was adjourned at 3:45 p.m. by Chairman Snider.

ALLEGANY COUNTY
DEPARTMENT OF SOCIAL SERVICES
County Office Building ● Belmont, New York 14813
Telephone 716 268-7661

JOAN D. HABBERFIELD
Commissioner

NOT APPROVED

OCT 9 1987

SOCIAL SERVICES COMMITTEE

MINUTES

OCTOBER 8, 1987

MEMBERS PRESENT: Ceylon Snider, Max Allen, Frances Barnes, Lee Frair, Clair Wentworth and Joan Habberfield

GUESTS PRESENT: Jim Hopkins, Wellsville Daily Reporter and Joan Dickenson, Olean Times Herald

The meeting was called to order at 7 p.m. by Committee Chair, Ceylon Snider.

Approval was given for the set of two September meeting minutes on the motion of Max Allen, second by Clair Wentworth.

Commissioner Habberfield requested that Committee members read an October 6, 1987 memorandum to legislators from the Department's Examiner staff regarding the negative impact of the Board policy on vacancy filling, as well as the Commissioner's Special Report on workload and staffing needs to prepare for discussion of the issues. She advised the Committee that a meeting had been held with Income Maintenance staff to obtain their input regarding what is seen as a critical situation related to their workload, and this request was one result of that meeting.

Considerable discussion was held regarding the vacancy filling policy and possible alternatives which would reduce or eliminate delays while still maintaining Board involvement. Concensus was reached that a stand should be taken on returning the issue to the Board floor for discussion and further action. Committee members asked about the current vacancy situation in Social Services and Commissioner Habberfield advised that one Examiner had resigned effective September 30, 1987, one was expected to go on medical leave and an Account Clerk Typist recently resigned, for a total of three immediate vacancies to be filled, with Examiners being the most critical.

A motion was made by Clair Wentworth, seconded by Max Allen, that the Committee allow Ms. Habberfield to begin to recruit to fill these vacancies immediately, and that the Board would be informed of this measure during the Committee of the Whole on Tuesday, October 13, 1987. Further, Chairman Snider would introduce the vacancy policy issue at the same meeting for full Board discussion. There was unanimous Committee approval.

Commissioner Habberfield reviewed the data developed on workload measurement, which shows a wide discrepancy between average case processing time and the time available to Allegany County Examiners to do case processing. It was discussed that data also shows that, even with a considerable drop in Public Assistance cases, case processing transactions have remained consistently high, and that a near crisis has been reached in the past two to three months due to State policy changes and considerable turnover which cannot be absorbed by such a low level of staff.

Comments of Examiners were shared, including the fact that they felt caseloads could be handled if there were relief from constant interruption and the necessity to cover during vacancies, absences, and training. Chairman Snider commented on the State requirements and risks of not meeting those requirements, and Clair Wentworth on the business perspective of the impact of even brief interruptions. Training time, stress management, and clerical support were also discussed.

Lee Frair moved that the Commissioner request of the County Attorney that a resolution be drawn, for presentation at the October 26, 1987 Board of Legislators' meeting, to create three Social Welfare Examiners, and to transfer funds necessary within the Social Services 1987 budget. The motion was seconded by Frances Barnes. Discussion was held related to budget impact, which, on an annual basis would be approximately $12,500 County share.

The Committee unanimously approved the motion. Commissioner Habberfield was advised to share the data analysis with all Board members prior to the October 26, 1987 meeting.

The Committee was advised of a grant approval for Cattaraugus-Allegany BOCES to establish two Community Economic Opportunity Support Centers (CEOSCs). The proposal was developed in conjunction with both Social Services districts and Private Industry Council offices. BOCES will be the administrative agency and the program is designed to return AFDC recipients who are exempt from work rules but volunteer for the program.

It has also been announced that the ACTC, with ACCORD Corporation as lead administrative agency, will be receiving a Federal demonstration project grant to work with self-employment as an avenue to self-support for Public Assistance recipients.

Changes in State utility policy were explained as were a definite shelter allowance increase January 1, 1988, and potential for a 15% grant increase the following year which is expected to be requested in the State 1988-89 budget.

Unanimous approval was given for attendance by two Investigators at a Confernece in Batavia, October 20-22, on a motion by Clair Wentworth, second by Max Allen.

Monthly bills were audited.

A transfer of $500 to the fees account from supplies, to cover 1988 NYPWA dues was approved after a motion by Lee Frair, second by Frances Barnes.

Lee Frair moved that the meeting be adjourned, seconded by Max Allen. The meeting was adjourned by Chairman Snider at 9 p.m.

ALLEGANY COUNTY
DEPARTMENT OF SOCIAL SERVICES
County Office Building ● Belmont, New York 14813
Telephone 716 268-7661

JOAN D. HABBERFIELD
Commissioner

NOT APPROVED J. Margeson

NOV 18 1987

SOCIAL SERVICES COMMITTEE

NOVEMBER 12, 1987

MINUTES

MEMBERS PRESENT: Ceylon Snider, Max Allen, Frances Barnes, Lee Frair, Clair Wentworth, Leonard Watson and Joan Habberfield

GUESTS PRESENT: Jim Hopkins, Wellsville Daily Reporter and Joan Dickinson, Olean Times Herald

The meeting was called to order at 7 p.m. by Chairman Snider.

A motion was made by Max Allen, seconded by Clair Wentworth, to approve the October minutes as written. Carried unanimously.

Permission was requested of the Committee to fill an Employment Specialist position during a four-month maternity leave. The Committee was advised that Carl Peterson would make the selection, which would likely be a temporary promotion for a Social Welfare Examiner, which would then need to be filled. A motion for approval to fill was made by Frances Barnes, seconded by Clair Wentworth and passed unanimously.

Commissioner Habberfield requested that the Committee approve a resolution to be drawn for the full Board of Legislators to transfer funds from the ADC account 6109.4 to 6010.4 in the amount of $25,000. Reasons for early depletion of the 6010.4 account (mid-December) are the initiation of the Food Stamp Employment and Training Program (although 100% reimbursed by USDA, the expenditures are reflected in the 6010.4 account) and unusual legal fees under contract on a particular children's service case. It was moved by Lee Frair, seconded by Max Allen, that a resolution be prepared to transfer the $25,000 from 6109.4 to 6010.4, and unanimously passed.

Need for an appropriation to the purchase of service account 6070.4 in the amount of $19,000, was explained. This amount is a grant award from the Federal Emergency Shelter Grant fund of HUD which was approved for Allegany County to use to upgrade ACCORD, Corporation's homeless housing units with plumbing upgrade, handicapped access, and enclosed porch areas. The amount is entirely Federal funds and would be turned over to ACCORD, Corporation, under a County-ACCORD contract specifying use and accountability.

The Commissioner was questioned regarding who would actually be doing the work and was advised that subcontracts were bid for the plumbing and most of the construction.

After some discussion regarding ACCORD housing rehabilitation projects and the nature of the not-for-profit corproation and its Board makeup, a motion was made by Max Allen, seconded by Lee Frair, and passed unanimously that a resolution be drawn to appropriate the HUD funds in the amount of $19,000.

There being no other business. The meeting was adjourned by Chairman Snider, after review of monthly bills.

JAN 11 1987

ALLEGANY COUNTY
DEPARTMENT OF SOCIAL SERVICES
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JOAN D. HABBERFIELD
Commissioner

MINUTES
SOCIAL SERVICES COMMITTEE MEETING
DECEMBER 10, 1987

MEMBERS PRESENT: Mr. Allen, Mrs. Barnes, Mr. Frair, Mr. Wentworth, Mr. Watson, and Mrs. Habberfield

GUESTS PRESENT: Jim Hopkins, Wellsville Daily Reporter and Joan Dickenson, Olean Times Herald

The meeting was called to order at 7 p.m. by Max Allen, Vice-Chairman.

Commissioner Habberfield advised the Committee of moves of a temporary Typist and an Account-Clerk-typist into provsiional status Social Welfare Examiner positions and return of two Social Welfare Examiners from materntiy leave, and return by request of a Social Welfare Examiner to a previously held Account-Clerk-Typist position, resulting in the hiring of two Typists to positions on contingent permanent basis in the Accounting and Program Integrity Units to replace promoted Typists.

Burial allowances were on the agenda for discussion. The Committee was advised, however, that the policy as a whole was under review and that comparisons were being done with other counties and suggested postponement of the discussion until the January meeting.

The Commissioner asked for increases of $50 per year across the board for clothing allowances for foster children. Since there is an average of 25 children in care this increase would have minimal budget impact, but would relieve to some extent the burden on foster parents who report having to spend their own money on clothing.

Frances Barnes asked about current rates and was advised that they were different dependent upon age, but averaged approximately $200 per year.

On a motion by Clair Wentworth and second by Lee Frair, the Committee unanimously approved a $50 across-the-board increase in clothing allowances for foster children effective January 1, 1988.

Leonard Watson made the motion that Dan Guiney and Commissioner Habberfield be permitted to travel to Albany on December 16, 1988 for NYPWA Committee activities. This motion was seconded by Lee Frair and unanimously approved. (Note: Due to December 16, 1988 Intercounty meeting and other demands, neither went to these meetings.)

Commissioner Habberfield advised that she has been nominated to represent Western New York counties on the NYPWA Board of Directors, but would not accept the post without Committee agreement, since it would involve commitment to participate each month. For the past several years approximately half of the monthly Committee days have been attended. This would be the third Thursday of each month. On a motion by Clair Wentworth, second by Frances Barnes, the Committee unanimously gave blanket approval for attendance.

NOT
APPROVED

A request for three chairs and a table for the Services Division interviewing room, budgeted for 1987, was made. This was approved after a motion by Frances Barnes, second by Lee Frair. A reminder was made of purchase form completion and check with Public Works prior to purchase.

There was discussion of means by which the issue of furniture in the back hallway causing a potential fire hazard could be resolved. Commissioner Habberfield advised the Committee that she had discussed this with Mr. Hansen, and that there is no problem removing the desk to an office opposite its current location, and removing the couch. Seating however, is a particular problem during the HEAP season. One suggestion was for bolted spring-action seats which would only extend from the wall while in use. This will be presented to Public Works. The Commissioner advised that further discussion will take place to resolve the matter.

Monthly bills were reviewed.

On a motion of Lee Frair and second by Clair Wentworth the meeting was adjourned at 8:45 p.m.

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JOAN D. HABBERFIELD
Commissioner

SOCIAL SERVICES COMMITTEE MEETING

DECEMBER 21, 1987

A brief meeting was held after the regular Board of Legislators' meeting with Chairman Snider, Max Allen, and Lee Frair, at which Commissioner Habberifeld asked to fill a part-time, temporary, Data Entry Operator, which is budgeted but vacant, and only used for about three months a year to handle HEAP systems entry. This position is covered 100% by HEAP federal funding. On a motion by Max Allen, second by Lee Frair, permission was unanimously granted.

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JOAN D. HABBERFIELD
Commissioner

SOCIAL SERVICES COMMITTEE MEETING

JANUARY 4, 1988

A brief meeting was held after the Board of Legislators' Organizational Meeting, called to order by Chairman Snider at approximately 3:00 p.m. In attendance were Ceylon Snider, Frances Barnes, Max Allen and Lee Frair. The Commissioner advised of one medical and one personal leaves of absence of Caseworkers in the Services Divsiion and the necessity to fill these positions for up to 6 months from the current Caseworker Civil Service list, if possible. Approval to fill was given unanimously on the motion of Max Allen, second by Frances Barnes. The meeting was adjourned by Chairman Snider.