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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

NOT APPROVED

MINUTES

JANUARY 14, 1988

SOCIAL SERVICES COMMITTEE MEETING

FEB 16 1988

Members Present: Mr. Snider, Mr. Allen, Mrs. Barnes, Mr. Frair, Mr. Wentworth, Mr. Watson, and Mrs. Habberfield

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

The minutes of the December, 1987, meetings were approved unanimously after a motion to approve by Lee Frair, second by Max Allen.

Commissioner Habberfield advised the Committee that a task group of Social Welfare Examiners had been meeting with her to study telephone patterns, structure a message center, and develop procedures. Training for switchboard and message center staff (one Examiner and two rotational slots manned by clients in work-training) is being developed by the Staff Development Coordinator. A meeting was held with a RONCO representative related to appropriate equipment for the Center, and State systems staff regarding move of a computer terminal to the area. The RONCO charge for installation of 3 SL-1 telephones with headphones to allow the person to move to access the computer terminals while still on the telephone is slightly above $1,000. No additional board will be needed. On a motion of Max Allen, second by Frances Barnes, approval was given unanimously, to forward the request to Central Services Committee, with Social Services Committee approval to purchase.

Budgeted equipment items for various divisions, as follows, were unanimously approved for purchase on a motion of Max Allen, second by Clair Wentworth:

2 - legal-size locked files for Child support
1 - secretarial chair for Child Support
1 - desk and chair for new "fill-in" Examiner in Income Maintenance
1 - legal-size file cabinet for the Program Integrity Unit
1 - table and guest chairs for Commissioner's Office.

The Committee was informed that, in addition to the task group to structure the message center, another group has developed procedures for the new "fill-in" Examiner, now that two Examiners have returned from maternity leave and there are no temporarily covered caseloads. The full-time Examiner position at the front desk for screening is in place.

The Commissioner requested Committee consideration of providing interim, part-time funding for Travelling Teacher, Inc., which has lost DFY start-up funds in 1988. $9,033 would allow April through June part-time continuation for the Public Assistance population, July 1, 1988 being the beginning of the new year for the Comprehensive Employment Program. It was explained that, although not specifically budgeted, the mid-year funding cycle allows for July 1, 1988 funding proposals to take into account this adjustment. The Committee was also advised of the requirements for State approval of the adjustment. Also reported that this is a very low cost per participant and successful program, with 40-50 annual high school equivalency diplomas being received by participants for an average 15-hour per week program. On the motion of Clair Wentworth, second by Max Allen, the Committee unanimously approved the interim funding, subject to State approval of the amendment.

The Commissioner reported the comparisons of burial allowances of contiguous counties with current allowances and requested increases for Allegany County. Although the County is slightly lower for children under 6 than some other counties, we are generally at or above allowances for the six and older age group comprising the bulk of the burials paid. We are also currently at or above the mileage rates of other counties. Based on this review, the Commissioner recommended that rates not be increased. On a motion by Clair Wentworth, second by Max Allen, the Committee unanimously decided to make no rate changes.

The Commissioner advised the Committee of submission of a letter of intent to apply for housing demonstration project funds to deal with code enforcement and housing rehabilitation grants and loans. Since this would require a staff position funded by the grant Committee consideration of support was requested. On the motion of Clair Wentworth, second by Max Allen, the Committee unanimously supported a grants application.

The Commissioner advised that the Federal Entrepreneurship Project was underway, with clients being tested and selected for "incubator" startup in February or March.

Monthly bills were reviewed.

On a motion by Max Allen, second by Lee Frair, the meeting was adjourned by apprxoimately 8:45 p.m.

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JOAN D. HABBERFIELD
Commissioner

APPROVED

SOCIAL SERVICES COMMITTEE

FEBRUARY 11, 1988

MINUTES

FEB 19 1988

Members Present: Mr. Snider, Mr. Watson, Mr. Allen, Mrs. Barnes, Mr. Frair, Mr. Wentworth and Mrs. Habberfield

Guests Present: Joan Dickenson, Olean Times Herald and James Hopkins, Wellsville Daily Reporter

The meeting was called to order by Chairman Snider at 1:35 p.m.

The minutes of the January, 1988 meeting were unanimously approved on a motion to do so by Lee Frair, second by Fran Barnes.

The Commissioner provided end-of-year budget figures in an Annual Budget Report Executive Summary, indicating the full annual report would be completed the week of February 15, 1988. The Commissioner was advised that brief presentations would be made by Department heads related to the annual report highlights. It was suggested that the executive summary be provided to all Board members at that time.

Discussions of Medicaid and other health coverage proposals and newly initiated programs ensued. The Commissioner advised that a variety of reports and impact statements had or would be developed and that the Board would be provided with a synopsis. Concern related to increased State mandates without State assumption of cost was strongly expressed. A sample resolution of the Bipartisan Alliance of Western New York Legislators was provided to the Commissioner. On a motion of Clair Wentworth, second by Lee Frair, the Committee unanimously approved the preparation of a resolution to be presented to the Board on March 14, 1988, related to State pickup of costs for State-mandated Medicaid increases.

The Commissioner asked that the Committee review the content of a Memorandum of Explanation related to establishing a Community Service Worker position, which had been added to the Social Services 1988 budget. After review Clair Wentworth moved that a resolution be prepared to establish this position. The motion was seconded by Fran Barnes and unanimously approved.

Approval was given unanimously for attendance by Marian Clark, Social Services Investigator, at the New York Welfare Fraud Investigators Association Board of Directors meeting in Syracuse, February 17-18, 1988 on a motion by Clair Wentworth, second by Lee Frair. Unanimous approval was also given for the purchase of one secretarial desk and one executive chair, the motion being made by Clair Wentworth and seconded by Max Allen.

The Committee was informed that the Steuben County Legislature had passed a resolution agreeing to a $10 per day rate increase at the non-secure detention facility operated by Kinship Homes, Inc., in Bath, New York. This was the first rate increase in 6 years. Fran Barnes made a motion that a resolution be drawn to contract for non-secure detention services with Steuben County at the newly established $95 per day rate, seconded by Clair Wentworth and unanimously approved.

The Commissioner requested Committee consideration of her reappointment to a second five-year term. The motion to draw a resolution to this effect, to be presented at the full Board meeting, was made by Ceylon Snider, seconded by Max Allen, and unanimously approved.

In other business, the Commissioner was invited to attend a Committee meeting with student interns on February 22, 1988.

Monthly bills were reviewed.

The meeting was adjourned by Chairman Snider at 2:20 p.m.

ALLEGANY COUNTY
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JOAN D. HABBERFIELD
Commissioner

J. Margeson
APPROVED
MAY 9 1988

SOCIAL SERVICES COMMITTEE
APRIL 14, 1988 MINUTES

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

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

The meeting was called to order by Chairman Patrick Barry at 7:05 p.m.

The minutes of the February 11, 1988 meeting were unanimously approved on a motion by Max Allen, second by Ceylon Snider.

The Commissioner advised the Committee of the need to fill a Typist and a Senior Typist position, due to promotions resulting from the creation of a Community Service Worker position in the Services Division, and a maternity leave of one of the Social Welfare Examiners. A motion to approve filling these positions was made by Ceylon Snider, seconded by Lee Frair and approved unanimously.

Mrs. Habberfield reviewed with the Committee several proposals or revisions in employment and training programs which would address needs of particular populations not yet able to secure employment, and meet the needs of the business community. Reviewed were:

- A P.I.C. proposal for establishing a transitional program to insure that those who have special needs or have been in long term dependency can adjust to the demands of work-related requirements and household management. This type of program is at the request of several businesses in the community.

- A focus on non-traditional employment, such as nursing for males, and machining for women, in order to meet job market demands, as well as expanding employment options.

- The CEOSC (Community Economic Opportunity Support Center) grant obtained by BOCES for both Cattaraugus and Allegany County, which provides intensive work with AFDC recipients with children under 6 years old to assess, test, counsel and place participants in appropriate programs or jobs.

- The C.A.P. (Child Assistance Program) which is an alternative to AFDC which will be tested in 8 counties effective October 1, 1988.

- The ACTC Entrepreneurship Program, for which ACCORD is the lead agency.

The annual employment planning process is underway, and State approval will be sought in late May for the July 1 - June 30, 1988-1989 program year.

Three training attendance requests were made for a Third Party Resources (TPR) training session for the Senior Clerk handling TPR, a Staff Development

Conference for the Staff Development Coordinator, and attendance of Program Integrity Unit staff at the Annual Welfare Fraud Association Conference in Niagara Falls. Unanimous approvals were given, respectively, after motions by Ceylon Snider, Frances Barnes and Max Allen, and seconds by Frances Barnes, Lee Frair and Frances Barnes.

The Commissioner asked that approval be given to forward a request for telephone changes in the Child Support Enforcement Building to the Central Services Committee to accomplish moves of staff in order to more adequately provide space for attorneys on a part-time basis, and to locate Investigators separately from collections staff. Unanimous approval was given on a motion by Max Allen, second by Ceylon Snider.

In other business Chairman Watson advised the Committee of a multi-Department review of shelving requirements for storage at the Child Support Enforcement Builing basement. Dependent upon costs involved for Social Services materials an interaccount transfer to the equipment account could potentially be needed prior to the next scheduled Committee meeting. A motion was made by Ceylon Snider, seconded by Max Allen, that such a transfer could be made, if necessary, from an appropriate account in which a surplus is projected to the equipment account. The motion was approved unanimously.

In discussion of other assessed building improvements required, it was recommended by Max Allen and Lee Frair that when windows were replaced, consideration be given to installing a window which would allow a second means of egress from the building on the first floor.

There being no other business, the meeting was adjourned at approximately 8:30 p.m. by Chairman Barry, after a motion to adjourn by Max Allen, second by Lee Frair.

J. Morgan
JUL 12 1988

NOT APPROVED

MINUTES

MAY 12, 1988 SOCIAL SERVICES COMMITTEE MEETING

MEMBERS PRESENT: Patrick Barry, Lee Frair, Ceylon Snider, Leonard Watson
Fran Barnes, Max Allen, Joan Habberfield

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

The minutes of the April Committee Meeting were approved on a motion by Ceylon Snider, second by Max Allen.

Commissioner Habberfield requested Committee consideration of a budget transfer of $5,000.00 from AFDC 6109.4 to Special Needs Fund for Adult Care Homes 6106.433 due to a statutory change in 55L461 requiring advance payments rather than item by item reimbursement to these homes. Unanimous approval was given to have a resolution prepared for this budget transfer, on a motion by Ceylon Snider, second by Lee Frair.

Approval was unanimously given to attendance of one newly assigned employee at CSMS/ASCU (Child Support Management and collections Systems) training in Albany scheduled for 6/13-6/15/88. The motion to approve was made by Fran Barnes, and seconded by Max Allen.

A motion was made by Ceylon Snider, seconded by Lee Frair, to approve a request for two additional telephones, and refer the matter to Central Services Committee. One telephone would be installed in the Services Division for use by the new Community Service worker who is handling day care development and certification, and the other would be installed in the Accounting Division which currently has two phones for five people and has had increased need for telephone contacts due to the implementation of BICS (Benefit Issuance Control System) The Committee voted unanimously in favor.

The Committee was presented with the potential for the Department to become a demonstration district for the Child Assistance Program, an alternative to AFDC for the population of single parents who, at minimum, obtain part time employment. It was explained that this program fits with current welfare reform legislation at the Federal level and that, although it would entail considerable administrative effort and potential space problems, all costs incurred would be fully reimbursed. The Committee voted unanimously to have the Commissioner explore participation in CAP, on a motion by Ceylon Snider, second by Max Allen.

A review of the annual employment plan was scheduled for 5/23/88 after the Board of Legislators' meeting.

On a motion by Max Allen, second by Lee Frair, Chairman Barry adjourned the meeting at 8:20 p.m.

JUN 29 1988

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

MINUTES
JUNE 9, 1988
SOCIAL SERVICES COMMITTEE MEETING

Members Present: Mr. Barry, Mr. Allen, Mrs. Barnes, Mr. Frair, Mr. Snider, Mr. Watson and Mrs. Habberfield

Guests Present: Joan Dickenson, Wellsville Daily Reporter

The meeting was called to order by Chairman Barry at 7:05 p.m.

The Committee was requested to consider approval of the attendance of 4 Support Investigators at advanced CSMS (Child Support Management System) training in Albany. Attendance was approved unanimously on a motion by Max Allen, seconded by Ceylon Snider.

Approval was given by the entire Committee for conference attendance at the NYPWA Summer Conference for Dan Guiney, Gloria Lundberg and Joan Habberfield, plus day trips for division managers (conference being held in Rochester) for specific workshops, after a motion to approve by Frances Barnes, second by Lee Frair.

A discussion was held related to a proposed tri-county (Chautauqua, Cattaraugus, and Allegany) contract with Jamestown Community College which would provide coursework for up to 15 Allegany County DSS staff to pursue an associate's degree in accounting, human services, social science, or computer science, dependent upon the employee's position duties and/or position goals within the agency.

Commissioner Habberfield noted that the project is designed to provide tuition and fees, plus educational and career counseling, but that the participant would be responsible for costs such as transportation, and would be attending only in the evening or on Saturdays and not during business hours.

The cost to the County would not be reflected in the Social Services budget, other than as an appropriation with an equal amount of Federal reimbursement (no local share). However, participants would create additional numbers of County residents attending JCC, therefore the community college charge-back could be expected to increase. Committee members estimated that charge-back to be approximately $70.00 per course.

It was questioned as to whether the employee would be required to work a certain number of months or years with the County due to this benefit. Commissioner Habberfield responded that this would not be the case, in light of the facts that there is no loss of time on the job, that the Department would be benefitting from increased expertise while employees are attending, and other similar requirements proved generally unenforceable.

The Committee was advised that, in order to begin the program this fall, a transfer of funds would need to be made from AFDC, in which account a significant surplus is anticipated, to a new account, in the amount of $14,000, the maximum which could be expected to be expended during 1988. The proposal covers 4 semesters, through December 31, 1989, but only one would be completed during 1988.

On a motion to approve drawing a resolution to transfer funds for the purpose of establishing a contract with JCC, with an equal amount of Federal reimbursement, by Max Allen, second by Lee Frair, unanimous approval was given.

Commissioner Habberfield advised the Committee that, due to the installation of the State Welfare Management Employment Subsystem, a computer stand, monitor stand, vertical organizer and chair would be needed, for a total cost of $352.00, before discount. The Commissioner also advised that this would be a maximum amount, because there was some potential to shift another piece of furniture to the Employment Center for use as a monitor stand. Ceylon Snider made a motion to approve up to $352.00 for these purchases, seconded by Max Allen, and unanimously approved.

The Commissioner was asked by Mr. Snider to look into the matter of a telephone installation at the Child Support Building, which was apparently requested at the site, but had not gone through channels for approval at the time of moving to telephone extensions.

Commissioner Habberfield reviewed with the Committee the content of the Annual Employment Plan, which was to be submitted to Albany for approval. It was pointed out that costs for components of the plan would be included in the 1989 budget submission, and that the primary cost increase is for DSS to offset approximately half the costs of a transitional program developed by the Employment, Training and Development Center. The target group is the longer term Public Assistance client needing living and self-management skills to successfully maintain employment. It was suggested that Jackie Manis, the Employment Counselor who took the lead in developing the Transitional Program be invited to speak to the Committee. This will be arranged by the Commissioner.

A conservative estimate of cost-benefit ratio for county dollars expended for education, training and employment services is 1:10 in welfare grant savings, based on 1987-1988 achievements.

In other business, the Committee was advised that Mary Jones, Social Services Investigator, broke her hip and would be out on medical leave, and that although June Foreman would be returning from medical leave, it would benefit PIU functioning if Janet Gordon (Senior Examiner) could temporarily retain the Investigator title until Mary Jones' return. In effect, there would still be a vacancy unfilled, but it would be the Senior Examiner position, and allow Ms. Gordon to be assigned both levels of duties. The Committee was also advised that a posting had been done to determine whether someone with more seniority was interested in temporary promotion, but this was not the case. Ceylon Snider moved to allow continuation of the temporary filling of the Investigator position. The motion was seconded by Frances Barnes and approved unanimously.

On a motion by Max Allen, second by Lee Frair, Chairman Barry adjourned the meeting at approximately 8:30 p.m.

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Joan D. Sinclair
Commissioner

SOCIAL SERVICES COMMITTEE

MINUTES

AUGUST 11, 1988 MEETING

Members Present: Mr. Barry, Mr. Allen, Mrs. Barnes, Mr. Frair, Mr. Snider, and Mrs. Habberfield

Guests Present: Joan Dickenson, Olean Times Herald

The meeting was called to order at 7:10 p.m. by Chairman Barry.

On a motion by Ceylon Snider, seconded by Frances Barnes, the minutes of the July 14, 1988 meeting were approved unanimously.

A discussion was held regarding the status of the proposal to install air conditioning at the Child Support Building. The Committee was advised that David Roeske had obtained a bid for 1989 budget purposes and that new Public Works Director, Richard Young, had been informed of the Social Services Committee support. Mr. Allen advised that this item should come up in Public Works Committee review of the 1989 budget.

It was pointed out that the Central Services Committee had not been provided with approval forms for typewriter purchases approved by the Social Services Committee at the July meeting. Procedure was reviewed to verify this requirement. Commissioner Habberfield was directed to send appropriate forms to Mr. Gallman, Chair of the Central Services Committee. Mr. Snider advised that he would explain circumstances (Xerox sale timing) to that Committee.

Approval was requested for Marian Clark to attend a New York Welfare Fraud Association Board of Directors' meeting in Albany on August 18-19, 1988. Unanimous approval was given, after a motion to that effect by Ceylon Snider, seconded by Lee Frair.

Commissioner Habberfield requested permission to fill three vacancies in the Department: a Senior Caseworker, a Caseworker, and a Social Welfare Examiner. The Caseworker positions will both become vacant due to educational leaves and the Social Welfare Examiner due to promotion to the Health Department Physically Handicapped Children's Program. Filling of these vacancies were approved unanimously, respectively, on motions by Lee Frair, Max Allen, and Lee Frair and seconds by Frances Barnes, Lee Frair and Ceylon Snider.

Chairman Barry requested further information on the staffing levels in Income Maitnenance and questioned needing to maintain current levels of Social Welfare Examiners in view of caseload reduction. Commissioner Habberfield explained that caseloads were still some of the highest in the State and that Medicaid and Food Stamp increases have offset Public Assistance decreases. In addition, workload measures, such as case activity, have been used, as opposed to strictly caseload numbers. Mr. Barry requested that he be provided with additional written information.

The Commitee reviewed the 1989 budget item by item, discussing reasons for changes as well as amounts requested. In particular, Medicaid rate increases and projected effects of anticipated increases in Medicaid eligibility levels and Medicare catastrophic illness coverage legislation were discussed, as well as significant increases in JD/PINS cases and need to enhance preventive and protective services for children via contracts. Employment program contracts were also reviewed in some detail. All line items were approved as submitted except 6010.101 (Personnel Services - Section IV - Commissioner's and Attorney's salary requests).

Max Allen moved to go into executive session to discuss personnel matters which received full Committee approval and was declared by Chairman Barry. After executive session discussions Lee Frair made a motion to return to regular session which was unanimously approved.

Chairman Barry opened regular session at which time the Committee took action on recommendations for two changes in the 1989 budget as submitted, as follows:

A6010.101 (Section IV): $91,660 (<$8,590)

A6010.201 (Equipment): $22,000 (>$12,000)

Monthly bills were reviewed.

A motion was made for adjournment by Max Allen. Unanimous approval was given, and Chairman Barry called the meeting adjourned at 9:45 p.m.

J Margeson
SEP 15 1988

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Joan D. Sinclair
Commissioner

NOT APPROVED

SOCIAL SERVICES COMMITTEE

MINUTES

SEPTEMBER 8, 1988 MEETING

Members Present: Mr. Barry, Mr. Watson, Mr. Allen, Mrs. Barnes, Mr. Frair, Mr. Snider, and Mrs. Sinclair

Guests Present: Joan Dickenson, Olean Times Herald

The meeting was called to order by Chairman Barry at 7:00 p.m.

The minutes of the August 11, 1988, meeting were unanimously approved on a motion to do so by Ceylon Snider, seconded by Lee Frair.

Commissioner Sinclair requested consideration of the Committee to fill two vacancies; one as Support Investigator due to a retirement, and one as Social Welfare Examiner due to resignation. Permission to fill both positions was unanimously given on a motion by Ceylon Snider, seconded by Frances Barnes.

A request was made for the Senior Social Services Investigator and a Social Services Investigator to attend the National Council on Welfare Fraud Conference in Harrisburg October 16, 1988 to October 19, 1988, and for Commissioner Sinclair to attend October 16, 1988 to October 17, 1988 in order to be the luncheon speaker on October 17, 1988. Ceylon Snider moved to approve the request. The motion was seconded by Max Allen, and unanimously approved.

Commissioner Sinclair advised the Committee that a transfer of funds is needed into the Child Welfare account, primarily due to significant increases in the JD/PINS population placed by Family Court in group homes or institutional care. The request for presenting a resolution to transfer $300,000 from ADC to Child Welfare to the Board of Legislators at the September 26, 1988 meeting was unanimously approved on a motion by Max Allen, second by Ceylon Snider.

The Committee was informed that the CASA Coordinator, Carol Cash, had resigned to take a position with the Employment Center as Employment and Training Coordinator. Questions were raised as to reason for this resignation and Commissioner Sinclair advised that involved Department heads would be meeting with Ms. Cash for an exit interview on September 15, 1988. JoAnne LarForge, currently with Jones Memorial Hospital, will be replacing Ms. Cash effective September 19, 1988.

Mrs. Sinclair informed the Committee that an error in addition had been made on the 1989 budget worksheets which, although there were no line item changes, did significantly effect totals. New totals were given, as well as new percentage 1988 to 1989 increases. Committee members were offered new budget worksheet copies, and these will be distributed immediately.

In other business, the Commissioner asked about the status of Election Day or the day after Thanksgiving as holidays, and was informed that the Personnel Committee would be addressing the question, as would the Union.

Potential for putting an observation window in the Conference Room for purposes of controlled parent-child visitation was discussed. Microphones were also suggested. The Committee advised Commissioner Sinclair to contact Mr. Dunham to assess method and cost.

Commissioner Sinclair reviewed Medicaid legislation and anticipated local impact, and Management Indicator charts showing rankings of the Department compared to other counties. Chairman Barry shared a letter regarding the Allegany County Child Support Enforcement Unit's performance, sent by the State Department of Social Services, in which the staff was commended for exceeding it's collections goals. He will make mention of this at the September 12, 1988 Board meeting.

There being no further business, a motion for adjournment was made by Ceylon Snider. The meeting was adjourned by Chairman Barry at 8:10 p.m.

SEP 29 1988

ALLEGANY COUNTY
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JOAN D. SINCLAIR
Commissioner

NOT APPROVED

SOCIAL SERVICES COMMITTEE MEETING

SEPTEMBER 26, 1988 MINUTES

MEMBERS PRESENT: Mr. Barry, Mr. Watson, Mr. Allen, Mrs. Barnes, Mr. Frair, Mr. Snider, and Mrs. Sinclair

Chairman Barry called a brief Committee meeting to order prior to the September 26, 1988 Board of Legislator's meeting.

Commissioner Sinclair was provided the opportunity to request permission of the Committee for Daniel Guiney to attend a two-day training session on Family Court practice, which would occur prior to the next regularly scheduled Social Services Committee meeting. Max Allen made the motion to permit attendance; it was seconded by Ceylon Snider, and passed unanimously.

Mrs. Sinclair informed the Committee members that one of the Caseworkers recently hired to fill an educational leave had just resigned due to an ability, based on Civil Service test results just received, to obtain permanent employment at the Employment, Training, and Development Center. A request was made to refill this position. Frances Barnes moved that permission be granted. It was seconded by Ceylon Snider, and passed unanimously.

J. Mangan

NOT APPROVED

ALLEGANY COUNTY
DEPARTMENT OF SOCIAL SERVICES
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JOAN D. SINCLAIR
Commissioner

NOV 4 1988

SOCIAL SERVICES COMMITTEE MINUTES

OCTOBER 13, 1988 MEETING

Members Present: Mr. Barry, Mr. Watson, Mr. Allen, Mrs. Barnes, Mr. Frair, Mr. Snider and Mrs. Sinclair

The meeting was called to order by Chairman Barry at 5:00 p.m.

Commissioner Sinclair provided the Committee with information regarding the effect of establishing a message center in April of 1988 which showed the average calls per month to the Income Maintenance Division prior to implementation as 200, 193 and 157 per day, respectively in January, February, and March; and 41, 40 and 30, respectively for May, June, and July. Total calls (to both the Center and IM staff) for the latter period averaged 104, 109, and 115 in May, June, and July, attributable primarily to reduction of the necessity of repeat calls to IM staff. This has been a very effective operational change which has allowed IM continuity while providing better service to clients.

The Child Assistance Program (CAP) implementation is proceeding and the Commissioner suggested that the Board as a whole should be informed of the demonstration program and its anticipated impact. A presentation was tentatively scheduled for the November 14, 1988 Board Meeting at a Committee of the Whole session.

A request was made for the Commissioner and two Children's Service staff members to attend the joint State Education/State Social Services Conference on "Increasing Opportunities for New York's Children" to be held in Syracuse on November 15 and 16, 1988, with the Commissioner remaining for NYPWA Committee Day and Board of Director's meeting on November 17, 1988 at the same location. Unanimous approval was given on the motion to approve by Max Allen, seconded by Lee Frair. Mr. Frair requested a report to the Committee on the conference content.

A request was made for the Child Protective Services Supervisor and two Senior Caseworkers to attend a training session on the investigation of cases of sexually abused and exploited children to be held in Batavia. Approval was given after a motion to approve by Frances Barnes, second by Ceylon Snider.

In a review of the monthly report, it was pointed out that application had been made for USDA Food Stamp funds to transport clients to employment services, and that analyses of National Welfare Reform implications were underway.

A decision was made to hold a joint Social Services/Health Services Commitee meeting after the October 24, 1988 Board of Legislators' meeting to discuss a current contract, and options.

In other business the process of issuing an RFP (request for proposals) for microfilming was clarified. Information will be given to the County Attorney, County Historian, and, after a motion by Max Allen and second by Frances Barnes, and unanimous Committee approval, to Central Services Committee for information.

There being no other business, the meeting was adjourned, on a motion by Max Allen, by Chairman Barry at approximately 6:15 p.m.

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JOAN D. SINCLAIR
Commissioner

J. Morgan
DEC 16 1988

NOT APPROVED

SOCIAL SERVICES COMMITTEE MEETING

DECEMBER 15, 1988

MINUTES

Members Present: Mr. Barry, Mr. Watson, Mrs. Barnes, Mr. Frair, Mr. Snider and Mrs. Sinclair

Guests Present: James Raptis and Joan Dickenson, Olean Times Herald

The meeting was called to order by Chairman Barry at 8:10 a.m.

Mr. Barry asked for an update on the status of central mailing concerns and was advised by Chairman Watson and Commissioner Sinclair that the matter had been addressed by Mr. Watson with specific departments, that a memorandum had been sent, signs posted, and discussion held at the department head meeting. The matter of longer term view was referred to Central Services Committee. At this point, the operation is running smoothly.

Minutes of the November, 1988 meeting were approved unanimously, on a motion by Frances Barnes, second by Ceylon Snider.

The Committee was informed that the Personnel Committee, on November 30, 1988 acted upon classification and grading of the C.A.P. demonstration program positions and referred the matter back to Social Services Committee for action to create these positions.

There was discussion of having each resolution related to these positions presented at the December 27, 1988, Board of Legislators' meeting, requiring direction of the Chairman to the County Attorney to prepare resolutions to create (unit and non-unit) for that Board meeting. Concensus was reached that this be done.

On a motion of Ceylon Snider, second by Frances Barnes, the Committee unanimously approved the drawing of resolutions to create the positions of Child Assistance Program Coordinator, Child Assistance Program Manager, and 2 Child Assistance Program Specialists for the December 27, 1988 Board of Legislators' meeting.

A list of requests to fill positions either vacant, temporarily required, or to be created was presented, as follows:

- Typist, Child Support, due to medical leave.
- Temporary Data Entry Operator, H.E.A.P., for approximately 3 months, during the height of the HEAP season.
- C.A.P. positions, pending full Board approval to create.
- An Employment Specialist, due to promotion.
- One Examiner and one Senior Examiner in January, 1989, due to retirements.

On a motion by Frances Barnes, second by Ceylon Snider, approvals were unanimously given to fill the above-stated positions.

Bid (State and County) procedures were discussed in relation to the equipment budget appropriation for 1989 approved for the purpose of purchasing one automobile for the Department.

Earlier budget discussions were reviewed related to purchase of a mid-size vehicle with limited optional equipment.

There being no further business, the meeting was adjourned by Chairman Barry, on a motion by Lee Frair, second by Leonard Watson.

J. Margeson

ALLEGANY COUNTY
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JOAN D. SINCLAIR
Commissioner

DEC 29 1988

NOT APPROVED

SOCIAL SERVICES COMMITTEE

DECEMBER 27, 1988

MEETING MINUTES

A special meeting of the Social Services Committee was called to order by Chairman Barry at 3:40 p.m.

Commissioner Sinclair advised Committee members that she had discussed the setting up of CAP project accounts with County Treasurer Mulholland and had recently received formal State Division of budget approval for CAP appropriations.

Anticipated CAP program expenses were recommended to be transferred from AFDC 6109.433 account to a subaccount 6109.434, in the amount of $200,000. The Committee was advised that a new account A6150 and revenue account 4650 was needed to establish Food Stamp cash-out benefits, in the amount of $60,000. Administrative accounts were presented, as follows:

Appropriations

			Revenue
Personnel:	6010.106 (non-unit)	$25,000	3610.1
	6010.107 (unit)	$62,597	3610.1
Equipment:	6010.202	$10,000	3610.2
Mileage:	6011.402	$4,920	3611.4
Office Supplies:	6011.407	$6,650	3611.4
Lease/Rental:	6011.413	$3,600	3611.4
Utilities:	6011.425	$2,400	3611.4
Telephone:	6011.429	$4,920	3611.4
	Total	$19,570	3611.4

At such time as State approvals for renovations of office space are approved one additional subaccount will be needed.

Discussion was held related to necessary resolutions and transfer approvals.

Max Allen moved for approval of the transfer of $200,000 AFDC program funds from 6109.433 (ADC) to a subaccount 6109.434. The motion was seconded by Ceylon Snider and passed unanimously.

Lee Frair moved that four resolutions be prepared to establish:

1. An account A6150 (Food Stamp cash-out) in the amount of $60,000 with an equal amount of Federal revenue in 4650.

2. Personnel subaccounts 6010.106 and 6010.107 in the amounts of $25,000 and $62,597, respectively, with the amount of $87,597 State aid added to revenue account 3610.1

3. A subaccount 6010.202 (equipment) in the amount of $10,000 with an equal amount of State aid added to revenue account 3610.2.

4. New 6011.4 subaccounts, as presented to the Committee with an equal amount of $19,570 in State aid established in a new revenue account 3611.4.

The motion was seconded by Frances Barnes and passed unanimously.

There being no further business, the meeting was adjourned by Chairman Barry at 3:55 p.m.