JAN 18 1989

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

JOAN D. SINCLAIR
Commissioner

J. Margan

SOCIAL SERVICES COMMITTEE

JANUARY 12, 1989

MINUTES

NOT APPROVED

MEMBERS PRESENT: Max Allen, Clair Wentworth, Lee Frair, Arnold Loucks, Ceylon Snider, and Joan Sinclair

GUESTS PRESENT: Joan Dickenson, Olean Times Herald

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

On a motion by Ceylon Snider and seconded by Lee Frair, the minutes from the December 8, 1988, and December 27, 1988 meetings were approved as written.

Commissioner Sinclair presented results of applying Allegany County data to a workload measurement study showing average hours to handle primary processing in benefits programs within the Department. She advised that, although the study shows 7 fewer workers than what would be needed for average productivity, our low turnover rates and generic caseload, as well as other administrative measures allowed the Department to remain at a comparatively low staffing level. Committee members were advised that this information can be broken down by individual worker performance, and was one helpful management tool available.

The Committee was asked to consider a non-specific proposal to increase foster care rates due to difficulty in recruiting and retaining foster parents particularly for the 12 and over age group. Some discussion centered on actual costs of childrearing and the fact that foster parents have stated that they need to use personal funds to make up for low rates. The fact that the County was at 51%, 42% and 44% of the State reimburseable amounts at present for ages 0-5, 6-11, and 12 and over, respectively, and had a low clothing and no diaper allowance, as well, was presented. Mr. Loucks asked about budget effect. Commissioner Sinclair advised that there was no specific amount budgeted for this level of care, but that it was the least costly and retaining even one or two children at this level (rather than costly and less desirable group home or institutional care) would even out the total child welfare budget. Asked for a recommendation, Commissioner Sinclair suggested consideration of moving the current $165/month rate for children under 12 to $200 and $250, respectively, for children 0-5 and 6-11; and for $300 per month for those 12 and over. Lee Frair moved that these rates be established. It was seconded by Max Allen. Mr. Allen suggested an annual review. The motion was passed unanimously, with the addition that a February 1, 1989 effective date be set.

A request had been made for a longer telephone cord. Committee members advised that these could be purchased at a local retailer and installed internally.

On a motion of Clair Wentworth, second by Ceylon Snider, a request to fill a Senior Caseworker, due to an educational leave, was approved.

Approval was given for Commissioner Sinclair, Dan Guiney, and Gloria Lundberg to attend the Annual NYPWA Legislative Conference in Albany January 22, 1989 through January 25, 1989, on a motion by Ceylon Snider, second by Lee Frair, and for Marian Clark to attend the New York Welfare Fraud Investigator's Board of Directors meeting on February 23, 1989 in Albany on a motion by Lee Frair, second by Ceylon Snider.

On a motion by Arnold Loucks, second by Clair Wentworth, approval was also given to have Pat Tracy, CAP Coordinator attend a CAP State meeting on February 12-13, 1989.

A report was given on progress on the CAP program, including staff hiring, space rental and renovation and selection of office equipment and supplies. There was discussion of CAP equipment purchases, as to whether they needed Board Committee approvals in addition to State Division of Budget approvals. A motion was made by Clair Wentworth and seconded by Lee Frair that no further local approvals would be required insolong as approvals were obtained by State Division of Budget. The motion passed unanimously.

The Committee was provided information on the anticipated budgetary impact o the proposed 15% Public Assistance basic grant ($170,000 plus local share) and a State Division of Budget proposal for reduced administrative reimbursement for the month of March, 1989 which would cost in excess of $33,000 local share, if it is passed.

Members were provided excerpts from the Governor's State of the State related to human service programs and advised that Commissioner Sinclair is one of the representative local Commissioners meeting with State Commissioner Perales on means of tightening the Home Relief program (mentioned in the State of the State).

Monthly bills were reviewed.

The meeting was adjourned by Chairman Allen at 9:10 p.m.

FEB 21 1989

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

JOAN D. SINCLAIR
Commissioner

MINUTES

SOCIAL SERVICES COMMITTEE

FEBRUARY 9, 1989

NOT APPROVED

MEMBERS PRESENT: Max Allen, Lee Frair, Arnold Loucks, and James Raptis

GUESTS PRESENT: Mary Anne Reitnauer, Services Division Supervisor, Social Services Department, on behalf of Commissioner Sinclair.

After the call to order by Max Allen, Chair, the minutes of the January, 1989, meeting were approved, on a motion by Lee Frair, second by Arnold Loucks.

A preliminary report was given to Committee members analyzing anticipated local impact of the proposed State budget. Committee members discussed the issues with Mrs. Reitnauer.

Committee members were provided with copies of the Department's Annual Report to the Legislature, as well as a copy of available Departmental performance measurements which had been prepared at the request of Board Chairman Raptis.

On a motion of Arnold Loucks, second by Lee Frair, the Committee approved the preparation of a resolution to appropriate the amount of $12,000 in Account 6011.412 with an equal amount credited to revenue account 3611 for the purpose of establishing an account from which to expand State-approved C.A.P. funds to renovate C.A.P. offices.

On the advice of County Attorney Sikaras, the Committee was requested to approve a resolution to be drawn for full Board consideration of foster care rates of $200, $250, and $300 per month, respectively, for children ages 0-5, 6-11, and 12 and over, effective February 1, 1989. It was explained that since foster care rates were established by the full Board in 1986, even though they are within State reimbursable rates, changes required full Board approval. Approval to draw the resolution was made, on the motion of Lee Frair and second by Arnold Loucks.

There was discussion of State or County bid for one vehicle for the Social Services Department in light of Central Services Committee advisement to have the three Departments purchasing vehicles do so in conjunction. In that the Commissioner had consulted with both the Health Department and the Department of Public Works as well as researching, test driving, and comparing vehicle options, determining that both other Departments were going to purchase on State bid and that State bid was also the choice of the Social Services Department. Approval to proceed with State bid purchase was given, on the motion of Max Allen and second by Lee Frair.

A request for two replacement typewriters for the Division of Income Maintenance was considered and referred to the Central Services Committee, with the caveat that the Commissioner would provide additional information about the request to Chairman Allen, along with appropriate paperwork.

The matter of replacement chairs for the Division of Income Maintenance was tabled in order to obtain more information from the Commissioner at a later date.

More clarification was also needed related to the installation of a telephone jack in the Services Division HEAP Office.

There being no other business, the monthly bills were reviewed, and Chairman Allen adjourned the meeting.

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JOAN D. SINCLAIR
Commissioner

MAR 28 1989

NOT APPROVED

MINUTES

MARCH 9, 1989 SOCIAL SERVICES COMMITTEE

MEMBERS PRESENT: Mr. Allen, Mr. Loucks, Mr. Wentworth, Mr. Snider, and Mrs. Sinclair

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

The minutes of the February 9, 1989, meeting were approved unanimously, as submitted, on a motion of Arnold Loucks, second by Clair Wentworth.

Commissioner Sinclair provided a 1989 updated organizational chart for the Department which reflects the additions of the Child Assistance Program and Message Center, with accompanying narrative descriptions of division functions.

The annual contract for non-secure detention services for youth with Steuben County was presented. The contract is unchanged in wording or rate from 1988 and had been reviewed and approved in form by Assistant County ATtorney Guiney. On a motion by Clair Wentworth, second by Ceylon Snider, unanimous approval was given to have the County Attorney prepare a resolution to approve the contract for the March 27, 1989 Board of Legislators' meeting.

The Commissioner presented a written report on equipment needs budgeted for 1989 and recommended to the Committee, in light of the administrative cost cap proposed in the State budget, that essential equipment be purchased, if at all possible, prior to March 31, 1989, the end of the State fiscal year. It was reported to the Committee that the equipment budget had been scrutinized internally and some items originally budgeted, such as a camcorder, were deleted, resulting in purchases approximately $3,000 under the amount originally budgeted. It was noted that at least three items required Central Services Committee (2 replacement typewriters and one replacement photocopier). Chairman Allen advised that, upon the Committee's approval a contact would be made with James Gallman, Chair of the Central Services Committee, at the March 13, 1989 Board meeting to request early consideration of that Committee. Clair Wentworth made a motion to proceed with the equipment purchase plan, including Central Service Committee referral. The motion was seconded by Ceylon Snider and passed unanimously.

Other measures to reduce April 1, 1989 - December 31, 1989 administrative costs were presented, as outlined in a memorandum to Department staff.

The following training requests were approved unanimously, on a motion by Clair Wentworth, second by Ceylon Snider:

1. Rural Case Management for 3 Caseworkers in Canandaigua on March 15-16.
2. NYWFIA Annual Conference for 1 Social Services Investigator and NYWFIA Board Member in White Plains on April 16-19.
3. Foster Parent Trainer's Conference for 1 Staff Development Coordinator in Lake George on May 7-9.
4. TASA Case Management for 1 Caseworker in Buffalo on March 29-30.

Commissioner Sinclair also discussed need for clarification for travel which was either not paid by the County and/or was non-training or conference in nature, such as recent testimony in Washington, DC and a request to testify in Albany on March 16, 1989, by James Tallon, Assembly Majority Leader. Committee members were advised that this had been a topic of discussion at a recent Department Head meeting. Mrs. Sinclair was advised that, in light of the necessity to be away from the office, regardless of other expense, Committee approval was appropriate.

On a motion of Arnold Loucks, and second by Clair Wentworth, approval was unanimously given to allow the Commissioner to travel to Albany on March 16, 1989 to testify before the Task Force on Strengthening New York's Workforce.

The monthly report was reviewed, as were other materials submitted including projections of impact should there be an administrative cost cap, and a position paper and letter submitted to State Commissioner Perales related to enhanced fraud reimbursement and a disqualification program.

There being no other business, the meeting was adjourned by Chairman Allen at 8:40 p.m., on a motion by Ceylon Snider, second by Arnold Loucks.

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JOAN D. SINCLAIR
Commissioner

J. Margeson

APR 21 1989

SOCIAL SERVICES COMMITTEE

APRIL 13, 1989

MINUTES

Members Present: Max Allen, James Raptis, Clair Wentworth, Lee Frain, Arnold Loucks, Ceylon Snider, and Joan Sinclair

Guests Present: Student Interns (2) and Thomas E. Bower

Minutes of the March, 1989, meeting were unanimously approved on a motion by Ceylon Snider, second by Clair Wentworth.

Commissioner Sinclair reviewed State budget issues with the Committee members, including the likelihood that the 15% welfare grant increase would be included, as might the administrative cost cap, but that the 10%-20% increase in local share of home care was now excluded.

The Committee was provided with materials related to the potential for pass through of Federal sanctions to localities for the period 1983-1987, and options for a county position on the matter. The budgetary results of using currently discussed formulas were presented, as well as information on potential litigation. Considerable discussion was held related to risks involved of each possible position. Ultimately, it was decided that the matter be discussed with the Committee of the Whole on MOnday, April 24, 1989. James Raptis recommended Dan Guiney's involvement related to legal issues. The County would stand to lose $180,000 to $200,000 if one of the two proposed formulas were enacted, even though the county's indicator error rate is well below the Federal tolerance levels used to compute Federal to State sanctions.

The Committee was provided with graphs of caseloads, with breakdowns of employable, voluntarily employable, and transportation hardship cases, monthly from January 1, 1987 to March 31, 1989.

The following requests were made and actions taken:

1 Caseworker to Sexual Abuse Intervention Training in Buffalo, at a cost of $221 gross, $25 local, and 2 Caseworkers to Social Trends: Child Abuse Conference in Ithaca, at a cost of $398 gross, $47.75 local, unanimously approved on a motion by Clair Wentworth, second by Lee Frair.

3 Program Integrity Unit Staff to Disability Program Technical Training in Albany, at no cost to the County (State direct pay), unanimously approved on a motion by James Raptis, second by Ceylon Snider.

Commissioner to Commissioners' Annual Conference in Cooperstown, at a cost of $209 gross, $62.70 local, and the Commissioner for Job Training Partnership Council Subcommittee meetings April - November, 1989, for a total of 6 meetings, unanimously approved on a motion by Clair Wentworth, second by Ceylon Snider.

Thomas E. Bower from Fillmore, New York, was given the floor by Chairman Allen. He presented a number of issues and concerns related to the welfare system and operations, and was provided program and legal/ regulatory information.

The monthly report was highlighted.

A motion by Max Allen, second by Arnold Loucks, the meeting was adjourned by Chairman Allen at 10:00 p.m.

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JOAN D. SINCLAIR
Commissioner

J. Morgan

APPROVED

JUN 2 1989

SOCIAL SERVICES COMMITTEE

MINUTES

MAY 12, 1989 MEETING

MEMBERS PRESENT: Max Allen, Clair Wentworth, Lee Frair, Arnold Loucks, Ceylon Snider and Joan Sinclair

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

The April 13, 1989 meeting minutes were approved as submitted on a motion by Clair Wentworth, second by Ceylon Snider.

Committee members were advised of the implementation status of the Child Assistance Program (CAP) which has approximately 40 families participating as of June 1, 1989. A June 1, 1989 Official opening is planned at which State Commissioner Perales will be the primary speaker.

Commissioner Sinclair gave status of the potential pass through of Federal Audit and Quality Control sanctions, including possible Federal legislation which would considerably reduce amounts (by approximately 70%), the formation of a NYPWA negotiating committee, and the possibility for litigation. Dan Guiney will be attending a Social Services Attorney's meeting on May 24, 1989, part of which will be related to this issue.

There is concern that, without a resource limit or additional administrative funding, no County will be able to administer the HEAP program in its entirety in 1989-1990 due to major Federal cutbacks.

The Committee was also advised by Mrs. Sinclair that tracking has begun on the ADC vs. HR caseloads and the reduction of need for State administrative reimbursement under the administrative cost cap.

It is expected that a milestone related to caseloads will be reached in May, 1989, with Public Assistance caseloads going below 1,400 (from a 1984 high of over 1,800). A news release was recommended.

The monthly report was reviewed, as were monthly bills.

The meeting was adjourned by Chairman Allen at 8:20 p.m.

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JUL 26 1989

SOCIAL SERVICES COMMITTEE

MINUTES

JULY 10 and JULY 13, 1989, MEETINGS

NOT APPROVED

JULY 10, 1989

Members Present: Max Allen, Arnold Loucks, Ceylon Snider, Joan Sinclair

A brief meeting was called to order at 3:15 p.m. on July 10, 1989, for the purpose of discussion of need to fill a contingent permanent status position as Social Welfare Examiner, due to the resignation of a Senior Social Welfare Examiner. Permission was unanimously granted on a motion for approval to fill by Ceylon Snider, second by Arnold Loucks. Chairman Allen advised that other Committee members would be informed of this action at the regular July 13, 1989 meeting.

JULY 13, 1989

Members Present: Max Allen, James Raptis, Clair Wentworth, Arnold Loucks, Ceylon Snider, and Joan Sinclair

Chairman Max Allen called the meeting to order at 7:00 p.m.

Minutes of the June, 1989 meeting were unanimously approved as written on a motion to approve by Clair Wentworth, second by Arnold Loucks.

Chairman Allen advised Mr. Wentworth of the approval for filling a Social Welfare Examiner position, on July 10, 1989.

Commissioner Sinclair advised Committee members of the action or inaction by the State Legislature on significant bills related to Social Services. Of most interest/impact were:

- The failure of enabling legislation to implement the JOBS portion of the Family Support Act (Welfare Reform Bill): looked upon as positive, at least until the end of a period during which an administrative cost cap is in place.

- The Senate supported a bill to lift the administrative cost cap, but there was no companion bill in the Assembly.

- A compromise formula bill sponsored by the NYPWA which would have reduced the amount of pass through of Federal Quality Control sanctions to Allegany County by $100,000 did not pass, but is still a possibility in the fall session.

Considerable discussion was held related to whether an amount should be budgeted in 1990 as contingency should the sanction pass through become reality. Mr. Snider recommended that the maximum amount which could be expected to be charged be budgeted. There seemed to be general consensus that this matter should be addressed in the budget.

Commissioner Sinclair reported that there could still be reprieves of sorts at the Federal or the State level and, if not, rural counties may still want to consider litigation.

The Committee was advised that it appeared that RONCO would need to move the telephone in the Services Division discussed at a previous meeting. Clair Wentworth and Max Allen both felt that Public Works might assist and that this contact should be made, prior to contacting RONCO.

Commissioner Sinclair asked permission to research with RONCO the feasibility and costs which might be associated with removing the "switchboard" console and establishing equipment which would allow for the telephone reception to be handled at the individual Senior Typists work stations. Mr. Loucks suggested this might eliminate the need for one position, however there was concurrence that, since only 1/6 of each Senior Typist's time was spent on this function and each had a nearly full time team/unit assignment and would continue to do 1/6 reception time, this would not be workable.

The Committee approved Commissioner Sinclair to contact Linda Canfield to arrange a RONCO visit, on a motion by Ceylon Snider, second by Arnold Loucks. Results would be discussed at a future Committee meeting.

Mrs. Sinclair, pointing out major increases in child abuse and neglect reports, and the fact that our Children's Services Division is at approximately 1/2 of the State staffing guidelines, requested the consideration of the Committee of adding a Senior Caseworker (Child Protective Services) and a Caseworker-Preventive Services, to the staff in 1990. Discussion was held related to the reasons for the increases, space problems attendant with any staff increase, and whether earlier addition of this staff might be considered. The Commissioner will prepare a formalized report along with the budget worksheets for the August Committee meeting.

A preliminary report synopsis of a Statewide survey on handling of Caseworker travel and client transportation was presented. There were no obvious conclusions related to either cost effectiveness of approaches or the best way in which to handle liability concerns. The detailed report with recommendations for consideration will be prepared and mailed to Committee members prior to the August meeting.

The Committee was advised of the problems with the storage area in the Child Support Building. Chairman Raptis advised that Central Services, as Committee of Jurisdiction would be informed of the shelving problems and safety concerns.

The meeting was adjourned by Chairman Allen, after a motion to adjourn by Arnold Loucks, seconded by Ceylon Snider.

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JOAN D. SINCLAIR
Commissioner

JUN 12 1989
J. Morgeson

SOCIAL SERVICES COMMITTEE

MINUTES

JUNE 8, 1989 MEETING

NOT APPROVED

MEMBERS PRESENT: Clair Wentworth, Arnold Loucks, Ceylon Snider, Lee Frair, and Joan Sinclair

The meeting was called to order at 7:10 p.m. by Clair Wentworth.

Minutes of the May, 1989, meeting were approved as written on a motion to approve by Ceylon Snider, second by Lee Frair.

Unanimous approval was given to a motion by Lee Frair, seconded by Arnold Loucks, for attendance at the NYPWA Conference, July 23-26, Niagara Falls, of Joan Sinclair, Dan Guiney, and Gloria Lundberg.

Commissioner Sinclair advised Committee members of a request from SCME to respond to problems related to staff assigned the task of transporting clients. Varying opinions were expressed related to options. Commissioner Sinclair was asked to investigate options, including insurance coverages in conjunction with the Assistant County Attorney, legalities related to new drug enforcement laws, and cost effectiveness of purchases of vehicles and/or hiring of a driver(s).

Mrs. Sinclair stated that the State has requested continuation of local employment programs beyond June 30, 1989 at current effort levels. The Committee provided unanimous support to the Commissioner's position that this was not feasible in light of the loss of employment bonus-monies and the administrative cost cap. At minimum, a $30,000 cut in employment contracts would be in effect July 1, 1989, and a particularly strong approach with Home Relief recipients, under the Job Search Bill, would be in effect August 1, 1989.

It was pointed out that CAP caseload figures had been added to the monthly report and that this month they will be duplicative of AFDC figures, which would be revised in future months.

The expenditure report was reviewed.

There being no other business, the meeting was adjourned at 8:30 p.m.

AUG 28 1989 NOT
J. Margeson APPROVED

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JOAN D. SINCLAIR
Commissioner

MINUTES

AUGUST 10, 1989

SOCIAL SERVICES COMMITTEE MEETING

MEMBERS PRESENT: Max Allen, Clair Wentworth, Lee Frair, Arnold Loucks, Ceylon Snider, James Raptis, Joan Sinclair

GUESTS PRESENT: Joan Dickenson, Olean Times Herald

The meeting was called to order by Chairman Allen at 7:06 p.m.

Minutes of the July meetings were unanimously approved on a motion of Ceylon Snider, seconded by Arnold Loucks.

Commissioner Sinclair was given permission to fill three Caseworker positions; two on a temporary basis due to maternity and educational leaves and one on a permanent basis due to resignation. The motion to approve was made by Ceylon Snider and seconded by Lee Frair and passed unanimously.

An agenda item related to telephone equipment costs, if a new reception method were implemented was tabled due to lack of information.

The Committee was requested to consider approval of expansion of memory on the current IBM computer, at a cost of $595, $150 of which is labor cost. Commissioner Sinclair advised that certain programs and files were unusable due to insufficient RAM (random access memory) and that extension of memory was not possible. Mr. Raptis advised that Mr. Duserick, computer consultant, should be contacted for advice either by Mrs. Sinclair or Mr. Gallman, Central Service Committee Chairman. The Committee was advised by Mrs. Sinclair that the computer was not available for any use until IBM was given a decision. Chairman Allen indicated that referral to Central Services might be possible on August 14, 1989 after the Board of Legislators meeting. A motion was made by Mr. Frair, seconded by Mr. Loucks, and passed unanimously, that expansion be approved pending Central Services Committee action. Mrs. Sinclair was asked in the meantime to determine the amount of expansion.

On a motion by Clair Wentworth, seconded by Lee Frair, approvals were unanimously given for attendance by two Caseworkers at training in Buffalo on "High Risk Families", 9/6-9/8/89 and for three Caseworkers to attend "Sexual Abuse Interviewing" training in Syracuse on 9/13-9/14/89. Some discussion was held related to the fact that Services Division training did not fall within the administrative cost cap, and training necessity due to turnover and increased sexual abuse acases.

Commissioner Sinclair advised the Committee that she had been invited to speak at the NYSAC Fall Conference, on welfare reform and Allegany County's employment and training programs, Monday, September 25, 1989. She was asked about expenses and indicated that she did not expect NYSAC to pay expenses, but also did not expect to have to pay registration or other fees. Unanimous approval was given on a motion to approve by Lee Frair, seconded by Ceylon Snider.

The 1990 budget worksheets were reviewed line by line after budget highlights and materials related to staffing and equipment requests (attached) were reviewed by Mrs. Sinclair. There was considerable discussion of changes, and purchase of service and contracts accounts. The supplies sub-account was not approved, with agreement reached that further breakdowns and reasons for projected increase would be determined. Some corrections were made, of two typographical errors on subaccount numbers, a reduction at Mrs. Sinclair's request, of the purchase of service account, and a discrepancy in amount of longevity pay due to the Social Services Attorney.

Mrs. Sinclair was also requested to determine the status of real property onwed by the Department.

When reviewing the equipment account it was noted that Emergency Services and other Departments had one or more VCRs and that there was potential for joint use. Also, there is acknowledged leaway in the account, which might or might not be used for a paper shredder, if ultimately determined to be an appropriate purchase. Final decisions on equipment purchases, as well as filling a currently unfilled Examiner position, and increase in rates for contract attorneys, would be held in abeyance until it is known what will occur with the administrative cost cap.

On a motion by Ceylon Snider, seconded by Clair Wentworth, Chairman Allen called an executive session to discuss Commissioner and Social Service Attorney salary requests. After discussion, the Commissioner was advised to budget the Attorney salary at base for 1989 plus 5%, plus the correct amount of longevity, on a motion by Mr. Loucks, seconded by Mr. Frair, and unanimously approved.

There being no further business, Chairman Allen called the meeting adjourned at approximately 10:30 p.m.

AUG 31 1989 NOT

J. Mazeson APPROVED

ALLEGANY COUNTY
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JOAN D. SINCLAIR
Commissioner

MINUTES

AUGUST 28, 1989

SOCIAL SERVICES COMMITTEE MEETING

MEMBERS PRESENT: Max Allen, Clair Wentworth, Lee Frair, Arnold Loucks, Ceylon Snider, and Joan Sinclair

A special meeting of the Social Services Committee was called to order by Chairman Allen at 4:00 p.m.

Changes to line items of the Social Services 1990 budget were discussed, including the reduction of the supply account (6010.407) from $50,000 to $40,000; the amount in 6010.101 (salary) account, based on decisions reached at the August 10, 1989 Committee meeting; and clarifications requested at the August 10, 1989 meeting.

Commissioner Sinclair advised Committee members of the account amounts with changes incorporated, as well as the net costs after revenue account adjustments.

On a motion of Clair Wentworth, seconded by Ceylon Snider, approval was given unanimously to line item changes not acted upon August 10, 1989.

In other business, Commissioner Sinclair advised Committee members of the approval of the State Department of Social Services for the addition of a Child Assistance Program position of Community Service Worker on or after September 1, 1989. This position is budgeted for 1990, and there are sufficient funds to pay for the position from September - December, 1989 in the CAP budget.

A number of questions were asked related to position duties and status of the position, as well as the approach to hiring. The Committee was advised that the position functions had been presented to and reviewed by the Personnel Officer and classified as Community Service Worker to be filled in temporary status by internal promotion for the duration of the CAP demonstration. The Memorandum of Explanation and New Position Duties Statements were provided.

On a motion of Clair Wentworth, seconded by Ceylon Snider, the Committee unanimously approved the drawing of a resolution to establish the position for the September 11, 1989 Board of Legislators meeting.

There being no further business, the meeting was adjourned at approximately 4:15 p.m. by Chairman Allen.

JDS:mjp

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JOAN D. SINCLAIR
Commissioner

NOT APPROVED

MINUTES

SEPTEMBER 14, 1989

SOCIAL SERVICES COMMITTEE

SEP 20 1989

MEMBERS PRESENT: Max Allen, James Raptis, Lee Frair, Arnold Loucks, Ceylon Snider and Joan Sinclair

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

The minutes of the August meeting were approved as written, on a motion to approve by Lee Frair, seconded by Ceylon Snider.

Commissioner Sinclair advised that 2 of the 4 computers budgeted for 1990 might be purchased this year without County share. One is for the CAP Program, within the current CAP equipment account, rather than purchasing in 1990. The second, for Child Welfare, would be entirely paid for out of Title IV-E Federal funds if purchased under the auspices of the Independent Living Program this year.

Quotes had been received from Blumenthal's, Olean, after several contacts were made related to computers on the State list of those meeting requirements for funding and had been telefaxed to Albany for review. State approval has been given.

In conjunction with this request, the Commissioner advised that a $10,000 reduction in the 1990 equipment budget would be in order, and a $500 transfer into the equipment account (6010.2) from the Child Welfare Account (6119.4) would be necessary.

On a motion by Lee Frair, second by Arnold Loucks, the Committee voted unanimously to refer the matter to Central Services Committee. The motion passed unanimously after discussion of intended uses of the equipment.

A motion was made by Arnold Loucks, seconded by Max Allen, that the County Attorney be requested to draw a resolution to transfer $500 from account 6119.4 (Child Welfare) to 6010.2 (Equipment) in order to have sufficient funds for the Child Welfare computer. The motion passed unanimously.

Review of the monthly report spurred questions related to the overall budget for 1989 (which will have an undetermined surplus), a considerable amount of discussion related to concerns about CASA operational problems and LTHHC patient demographics, and current status of quality control sanctions. Committee members were advised that the likely Federal scenario will result in a 75% reduction of sanctions to States. The New York State formula for distribution will be hammered out in the next legislative session.

Lee Frair moved to go into Executive Session to discuss personnel matters. The motion was passed unanimously after a second by Ceylon Snider. Lee Frair made the motion to come out of Executive Session, which was seconded by Ceylon Snider and passed unanimously.

The motion was made by Lee Frair, seconded by Ceylon Snider, that two Social Services Department positions be reviewed in relation to grade by the Personnel Officer and Committee: those being Secretary to the Commissioner and Senior Social Services Investigator. The motion was passed unanimously. Commissioner Sinclair was instructed to advise Mr. Rosell, Personnel Officer, of the concerns related to grading and seek advisement as to how to proceed.

There being no other business, the meeting was adjourned by Chairman Allen, on a motion by Lee Frair, seconded by Arnold Loucks, at 9:00 p.m.

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JOAN D. SINCLAIR
Commissioner

OCT 23 1989

NOT APPROVED

SOCIAL SERVICES COMMITTEE MEETING

OCTOBER 12, 1989

MINUTES

MEMBERS PRESENT: Max Allen, Clair Wentworth, Lee Frair, Arnold Loucks, and Joan Sinclair

The meeting was called to order by Chairman Allen at 7:09 p.m.

The minutes of the September, 1989, meeting were unanimously approved as written, on a motion to approve by Arnold Loucks, seconded by Lee Frair.

Commissioner Sinclair indicated that the motion to have a resolution drawn to transfer $500 into the Equipment Account for the purpose of computer purchase had not been done due to advisement of the County Attorney that this matter must first be referred to Ways and Means. Rather than doing so, Mrs. Sinclair indicated that she had awaited this meeting for discussion because she had also been unaware at the time the motion had passed that a file cabinet had been ordered, which would cause the amount to cover the equipment account through end of year would be $750 rather than $500. Mr. Loucks, who had made the original motion at the September Social Services Committee meeting, made a motion to refer the budget transfer to Ways and Means, with an amended amount of $750.00. The motion was unanimously approved.

Discussion was also held regarding the status of computer approvals with the Central Services Committee. Mr. Frair advised that he did not recall any discussion in that Committee. Chairman Allen advised that he would ask Mr. Gallman about status.

There was considerable discussion regarding a proposal by the Allegany County Funeral Director's Association to increase rates. Current rates have been in effect for seven years. Commissioner Sinclair shared materials submitted by the Association, which would increase rates in the 35%-60% range when combining a base rate increase with additional (ancillary) charges. Although it was recognized that some increase due to inflation is warranted, Mr. Loucks and others expressed concern related to ability to stay within the 1990 proposed budget allocation, and discussion of the overall budget and the administrative cost cap was also held in relation to the proposal. A compromise of 20% base rate, a bio-hazard rate of $150. and $50. removal and transport base rates, beginning April 1, 1990 (due to the cost cap in effect through March 31, 1990) was proposed by Commissioner Sinclair. This would not guarantee staying within the 1990 allocation, but would not be expected to be out of the question related to 1990 estimates.

On a motion by Lee Frair, seconded by Clair Wentworth, the Committee unanimously approved Commissioner Sinclair's proposal, which would set rates at a 20% base rate increase, a $50. removal and base transport rate, and $150. for the occasional bio-hazard circumstances, leaving the remainder of rates at current levels.

Committee approval was unanimously given, on a motion by Arnold Loucks, seconded by Clair Wentworth, to having a resolution drawn to appropriate the County's adjusted HEAP allocation of $135,311 to HEAP account A6141.433, with an equal amount in Federal revenue account A4641.

Commissioner Sinclair requested Committee consideration of a resolution to oppose the administrative cost cap and a new local reimbursement method based on State-selected performance measures. The Committee agreed that this resolution should be presented to the full Board for consideration and should be, upon approval, widely distributed. On a motion by Lee Frair, seconded by Clair Wentworth, the Committee unanimously approved the drawing of this resolution.

Mrs. Sinclair advised that the temporary filling of a Data Entry Operator position for the HEAP program would be needed subsequent to HEAP 1989-1990 start up. It was clarified that this is a budgeted position, filled only on a temporary basis, as needed, during the "HEAP season". Approval to fill on a temporary basis was given.

The Committee was also asked to consider the establishment of a Senior Caseworker position, prior to 1990 (a fifth Senior Caseworker - Child Protective Services is in the 1990 budget). Given the fact that the position would not be filled until at least mid-November, and an Income Maintenance Examiner position has been left unfilled for several months, there would be sufficient funds in the 1989 Personnel account to pay for the position. Child Protective Services has already in the first 3 quarters of 1989 exceeded investigation and caseload levels of 1988, which itself was a record high year. Caseloads are approximately double State-recommended standards.

In conjunction with this discussion, Mrs. Sinclair also advised that an Account Clerk Typist position, which has been left unfilled for a considerable period of time, could be abolished.

Lee Frair made a motion to have a resolution, or two resolutions as seen fit by the County Attorney, drawn to create a Senior Caseworker position and to abolish an Account Clerk Typist position. Discussion was held in relation to the ability to also abolish the currently unfilled Social Welfare Examiner position. Commissioner Sinclair advised against this, at this time, due to Statewide trends of caseload increases and studies which show considerable understaffing in Income Maintenance, as well as need to implement additional activities under Welfare Reform and a new HR Job Search Program.

The motion to create a Senior Caseworker position and abolish an Account Clerk Typist position was approved unanimously.

Training and conference attendance requests, as follows, were reviewed:

- 1 Social Services Investigator to Executive Board of the New York Welfare Fraud Association Conference. Cost $135.; $40.50 County share. October 23-24, 1989, Saratoga Springs.

- Sexual Abuse Investigations training for two Deputy Sheriffs in Cortland, New York, November 1-3. Cost $419.; $125.70 County share.

- Third Party Resource Training in Troy, October 17-18, for one Senior Clerk. Cost $317.; $95.10 County share.

- Commissioner to attend Executive Leadership Seminar at Rensselaer Institute. No county cost, but absent October 30-31.

Clair Wentworth made a motion to approve requested training, as listed. The motion was seconded by Lee Frair and approved unanimously.

The monthly report was reviewed.

The meeting was adjourned by Chairman Allen at approximately 10:30 p.m.

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

JOAN D. SINCLAIR
Commissioner

NOV 1 1989

SOCIAL SERVICES COMMITTEE

MINUTES

NOVEMBER 9, 1989

ADDENDUM - NOVEMBER 13, 1989

MEMBERS PRESENT: Max Allen, Arnold Loucks, Ceylon Snider, and Joan Sinclair

GUESTS PRESENT: Three high school students

The minutes of the October 12, 1989, meeting were unanimously approved as written, on a motion to approve by Arnold Loucks, seconded by Max Allen.

Commissioner Sinclair advised that she, Carl Peterson, and Charles Kalthoff had been asked to present at the Rural Services Conference in Syracuse on December 4-5, 1989. Details of costs and exact time of presentation were not as yet available. The Committee was advised, however, that no overnight costs would be associated with the trip, if approved. On a motion of Ceylon Snider, seconded by Arnold Loucks, unanimous approval was given for attendance. Max Allen requested that Mrs. Sinclair provide additional information on November 13, 1989 regarding costs.

A discussion was held related to two recent actions of the Department related to the closure of three rental properties in Wellsville and rent withholding at one trailer park due to unsafe conditions as determined by the Village of Wellsville and the Health Department, respectively.

The Committee was also informed of a $182,000 local share retroactive rate increase bill just received. This will effectively eliminate any Medicaid surplus anticipated for 1989. The method of retroactive state approval by the State Department of Health was explained.

On a motion by Arnold Loucks, seconded by Ceylon Snider, unanimous approval was given to fill a soon to be vacated Senior Caseworker position in the Child Protective Services Unit.

The monthly report was reviewed, including audit results showing 100% accuracy related to wage reporting, and a review of caseload data.

Several questions were asked by the students present.

The meeting was adjourned by Chairman Allen at approximately 8:45 p.m.

ADDENDUM - NOVEMBER 13, 1989

Due to the lateness of the hour, a brief Social Services Committee meeting intended to follow the Board of Legislators' meeting was not held. Chairman Allen contacted the other Committee members by telephone the evening of November 13, 1989 and reported unanimous approval of the Committee members for the following:

- Budget transfers within the 6010.4 account from contracts to mileage, conference, taxes, and supply accounts.

- The filling of a Caseworker position, to be vacated due to resignation.

In addition, Committee members were advised by telephone that there would be no costs associated with the speaking engagement at the Rural Human Services Conference in Syracuse, December 4-5, 1989.

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Commissioner

SOCIAL SERVICES COMMITTEE

MINUTES

DECEMBER 14, 1989

NOT APPROVED

DEC 20 1989

MEMBERS PRESENT: Max Allen, Clair Wentworth, Lee Frair, Arnold Loucks, Ceylon Snider, James Raptis, and Joan Sinclair

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

The minutes of the November meeting were unanimously approved as prepared, on a motion to approve by Ceylon Snider, which was seconded by Max Allen.

Commissioner Sinclair requested approval of a resolution to be drawn to appropriate $16,500 in HUD Emergency Shelter Program funds, with an equal amount to be placed in the State revenue account. These funds are State grant-in-aid monies which will be paid in full to ACCORD, Corporation, for expansion of office and child care space at the Shelter for Victims of Domestic Violence. Unanimous approval was given on a motion by Lee Frair to approve, seconded by Clair Wentworth.

Arnold Loucks moved that approval be given for training and conference attendance, as follows:

- January 16-17, 1990, one CPS Senior Caseworker in Rochester, "Medical Issues in CPS". $144.00 (local share - $43.20)

- January 22-25, 1990, NYPWA Legislative Conference in Albany. Social Services Attorney, Commissioner, Staff Development Coordinator, and CAP Coordinator. Cost $371/person. CAP and Staff Development Coordiantor 100% Reimbursement. Local Share for 4 - $192.60.

The motion was seconded by Clair Wentworht and passed unanimously.

Discussion was held related to the burial rate increase proposal, which was held in order to determine whether there would be a 1990 budget change negating the proposal. It was confirmed by the Committee members that their understanding was that we should proceed with the resolution, since the Committee of the Whole elected not to cut the burial account. Mrs. Sinclair advised that County Attorney Sikaras had prepared a draft policy for attachment to a future resolution. Mrs. Sinclair was advised to proceed with a request that a resolution be drawn.

The 1989 budget was reviewed with Committee members. A break even in Medicaid is expected, and varying levels of surpluses in other major program areas.

Commissioner Sinclair advised that Congress has "forgiven" State retroactive AFDC error rate sanctions, but has established a new sanction methodology, effective January 1, 1991. Counties will be pushing for the State to provide statistically valid error rates for all counties by the time the new method os initiated.

There being no other business, the meeting was adjourned by Chairman Allen at 8:30 p.m.