



ALLEGANY COUNTY
DEPARTMENT OF SOCIAL SERVICES

County Office Building • Belmont, New York 14813

Telephone 716 268-7661

SOCIAL SERVICES COMMITTEE

MINUTES

JANUARY 11, 1990

NOT
APPROVED

JOAN D. SINCLAIR
Commissioner

JAN 22 1990

MEMBERS PRESENT: Max Allen, Delores Cross, Arnold Loucks, Patrick Barry, Leonard Watson, Ruth Faulkner

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

Minutes of the December meeting were approved as written, on a motion to approve by Mr. Loucks, seconded by Mr. Allen.

Mr. Allen welcomed new and returning Committee members.

Commissioner Sinclair reviewed 1989 budget considerations and outcomes, and discussion was held related to the method and timing of facility (nursing home/hospital) retroactive rate increases, which can in and of themselves cause Medicaid budget deficits. A 7% increase is average, and is budgeted, but retroactive increases can go as far back as 3 years.

Mrs. Sinclair answered questions related to the Home Relief program, particularly single persons, and tightening, legislatively of work rules and sanctions which begins with a Job Search Program, January 22, 1990, for which staff is currently being trained.

A client characteristics and expenditure report was submitted to the Committee and reviewed.

Mrs. Sinclair advised Committee members of the submission of a concept paper for State review which may lead to State funds for a sexual abuse intervention program, should the Committee and Board agree to implement this 12-month program. Funds will only be made available to a few such programs. Mr. Watson requested clarification that this would entail no local funds, which was confirmed by Commissioner Sinclair.

The Commissioner advised Committee members of an upcoming Rural Human Services Administrative Issues Symposium, to be conducted in Geneseo by Cornell U. with funding provided by the State Department of Social Services. Mrs. Sinclair had contacted several agency directors and Chairman Cross in order to ascertain interest in working on preventive teen services coordination, and asked permission to attend, February 7-8, 1990, if others were also interested, noting there would be no County cost. On a motion to approve by Pat Barry, seconded by Leonard Watson, the Committee unanimously approved attendance. Mr. Allen may also attend, and Mrs. Sinclair has been asked to be a speaker for the evening session.

The Committee was advised that Mrs. Sinclair had been asked to continue to Chair the State Income Maintenance Committee of the New York Public Welfare Association, which involves monthly meetings in Albany with other County Commissioners and Directors, as well as State officials. On a motion of Pat Barry, seconded by Arnold Loucks, the Committee unanimously approved this commitment.

The monthly report was briefly reviewed, including concern related to caseload increases, particularly in the Home Relief singles category, which should be stemmed to some extent by the new HR Job Search Program.

Commissioner Sinclair requested filling of a Social Welfare Examiner position through temporary internal promotion, due to a medical leave which will extend several months, advising that this position has been left unfilled for over one month, as had been agreed related to a "lag filling" proposal in order to save personnel expenses in 1990.

On a motion by Pat Barry, seconded by Ruth Faulkner, Chairman Allen adjourned the meeting at approximately 9:30 p.m.



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MINUTES

JOAN D. SINCLAIR
Commissioner

SOCIAL SERVICES COMMITTEE

FEBRUARY 8, 1990

NOT
APPROVED

MEMBERS PRESENT: Max Allen, Arnold Loucks, Ruth Faulkner, Pat Barry,
Joan Sinclair

GUEST PRESENT: Jennifer Kincade, Student Intern, Cuba, New York

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

The minutes of the January 12, 1990 meeting were unanimously approved, as written, on a motion to approve by Arnold Loucks, seconded by Ruth Faulkner.

Commissioner Sinclair presented and reviewed with the Committee a report on revenues of the Department (attached). Also presented were explanations of the monthly expenditures sheets provided to Committee members. Highlighted were:

- The fact that the Medicaid line item is local share, and has a considerable lag due to the fact that claims are processed in Albany and charged back.
- That certain items have no local share such as CAP and HEAP (Child Assistance Program and Home Energy Assistance Program).

In response to questioning Mrs. Sinclair advised that Medicaid is divided in to MA and MMIS in that MA (Medical Assistance) is that which is locally paid and reimbursed, the bulk of which is medical transportation, and that MMIS (Medicaid Management Information Systems) is the local share of State paid claims to medical providers.

The Commissioner advised that she would, with Committee approval, like to evaluate the potential to remove the wall between the Services and HEAP offices with the intent of rearranging movable partitions in a manner in which to maximize limited space available (primarily to gain flexibility). Some discussion was held related to space, as well as interest of Committee members to tour the offices. Arnold Loucks made a motion to have Mrs. Sinclair contact Public Works to review the Services-HEAP space options, for return of information to the Committee. The motion was seconded by Pat Barry, and passed unanimously.

The monthly and annual report content was reviewed.

Mrs. Sinclair also advised Committee members that there would be a picture of her and a synopsis of accomplishments on display, with other women human services professionals, at the Empire State Plaza Concourse, for Women in History Month in March.

There being no further business, the meeting was adjourned at 9:30 p.m. by Chairman Allen after a motion to adjourn by Mr. Barry, seconded by Mr. Allen.



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NOT
APPROVED
J. Margeson
Telephone 716 268-7661

JOAN D. SINCLAIR
Commissioner

SOCIAL SERVICES COMMITTEE

MARCH 14, 1990

MINUTES

MAR 26 1990

Members Present: Max Allen, Arnold Loucks, Patrick Barry, Leonard Watson, Ruth Faulkner and Joan Sinclair

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

The minutes of the February 8, 1990 Committee meeting were approved as written, on a motion to approve by Arnold Loucks, seconded by Ruth Faulkner.

Commissioner Sinclair advised Committee members that Services Division space had been discussed with Dennis Dunham and blueprints were received from the Public Works Department. A plan to remove the dividing wall and to construct a supervisory office and two interview rooms had been developed. Members reviewed the sketch of the intended layout. Also discussed was whether or not moves among division locations had been considered and whether there were expansion space. The Commissioner stated that the former had been considered, but no obvious exchange of space was seen. There is one 5'x8' area set aside for files which could technically be used for an additional worker, but, all in all, there is virtually no space available on the floor for expansion.

The layout does not consider such concerns as ventilation and lighting, although consideration was given to telephone and electrical outlets. The Committee decided to refer the matter to the Public Works Committee for an assessment, with a recommendation that the changes be made, if feasible. This decision was made in the form of a motion by Arnold Loucks, seconded by Pat Barry, which passed unanimously.

A discussion was held regarding whether to purchase a replacement for the Department's stencil cutter for the mimeograph machine. Mrs. Sinclair advised that his equipment would cost \$1,492 and that photocopying was considered as an alternative, as was printing. Photocopying was ruled out for forms with volumes of 5,000 or more per printing (8 such items) due to expense and time consumption. These forms could be printed for \$950.00 with typesetting and, thereafter for \$830.00. It was decided that keeping the mimeograph in operation would pay for itself after the first two years or so. On a motion by Leonard Watson, seconded by Pat Barry, the Committee unanimously approved the purchase. Commissioner Sinclair was asked to clarify whether or not review should be made by Central Services Committee by contacting Linda Canfield or James Gallman, and to initiate a request, if required.

Commissioner Sinclair advised that the mailing machine equipment, which lease (on the old equipment) had been extended last summer through March 31, 1990 in order to postpone a final decision due to the Social Service district administrative cost cap, is due for buy out or replacement. A buy out would be \$917.70, but the equipment is skipping and needs major repair such as rollers and feet replacement, and is past its normal "life" (almost 5 years old) for its volume. A replacement of the same level machine with a similar accounting system could be leased at \$213.30 per month, with scale. Currently the lease is \$199.27 per month. The Commissioner recommended a new lease agreement to insure reliability, in light of the fact that this equipment has no backup and is critical to numerous County departments. Leonard Watson made a motion for equipment replacement through lease agreement, which was seconded by Arnold Loucks and passed unanimously.

Mrs. Sinclair indicated to the Committee that continuation of the current arrangement for handling central mailing at the Social Services Department had become unacceptable, and that there had been considerable discussion of the issue at the last Department Head meeting. This operation was established in trial form four and one-half years ago. UPS was added this year. It takes the Commissioner's Secretary up to two hours per day (dependent upon volume) plus Senior Typist assistance of about an hour per day, or more. This has been increasingly difficult to handle as it disrupts Departmental business and there is a rising workload. It is both time consuming and causes a near chaotic atmosphere in the Commissioner's Secretary's Office. Mrs. Sinclair advised that there are 30 accounts being handled, and a high level of demand by various other Departments. It is clearly cost effective, saving thousands of dollars in lease agreements or purchases of equipment, and by taking advantage of pre-sort rates.

There was considerable discussion of alternatives ranging from personnel assistance to a separate function located elsewhere. Committee consensus was to leave the physical location as is, with Commissioner's Secretary oversight of the operation, but to recommend that other Departments with wherewithal provide personnel. It was also consensus that personnel assigned would need to be regular and permanently assigned rather than rotational, due to training requirements, reliability, and pre-existing daily deadlines. Chairman Allen advised that he would discuss the matter with Mrs. Cross and suggested that the Committee of the Whole address the issues.

In February, 1989, the Committee reviewed and set new foster care rates, with an intent to review rates annually. The Commissioner advised the Committee that there had been recommendations to address the additional financial needs in caring for infants who require diapers and formula or baby foods, and for linking any rate increase to successful completion of in-service training by foster parents, to provide incentive to increase parenting skills and abilities to deal with problem behaviors (such training, after orientation training, is optional). After discussion of possibilities, Commissioner Sinclair was asked to return to the Committee in April with a formal proposal.

Conference and meeting attendences were approved unanimously as follows:

- Commissioner: Social Policy Summit, followed by speech at the New York Welfare Fraud Association Conference (NYWFIA), Glens Falls, April 22-25, all State paid with exception of last evening's stay for NYWFIA Conference, on a motion by Pat Barry, seconded by Leonard Watson.
- Senior Investigator, Investigator, and Resource Assistant attendance at NYWFIA, Glens Falls, April 22-25, on a motion of Leonard Watson, seconded by Pat Barry. (Reduced from initial request for four attending.)
- Social Service Attorney, and two Senior Caseworkers, Video Technology and the Abused Child, Buffalo, April 16-17, on a motion by Arnold Loucks, seconded by Pat Barry.
- Senior Caseworker attendance, Adolescent Maltreatment, Rochester, March 21-22, on a motion of Pat Barry, seconded by Leonard Watson.

Commissioner advised that a second Case Manager, budgeted for 1990 in the Child Assistance Program, had received State approval, and that a resolution to create the position was being sought. A motion was made by Ruth Faulkner, seconded by Leonard Watson, that a resolution be drawn to create a position of CAP Case Manager, which was unanimously approved.

The annual contract with Steuben County for provision of non-secure detention services, with no rate increase, was presented. Arnold Loucks made a motion to have a resolution drawn to approve the contract. The motion was seconded by Leonard Watson and passed unanimously.

Commissioner Sinclair shared information on the New York Public Welfare Association's mandate reduction initiative, and reviewed the monthly report, highlighting caseload and case activity data, as well as Medicaid cost projections.

Chairman Allen advised the Committee of a need to discuss a matter of personnel. Pat Barry made a motion to move to Executive Session, which was seconded by Leonard Watson and approved. After Executive Session Pat Barry moved to return to regular session, which motion was seconded by Ruth Faulkner, and approved.

There being no further business, Chairman Allen called the meeting adjourned at approximately 9:45 p.m.



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NOT
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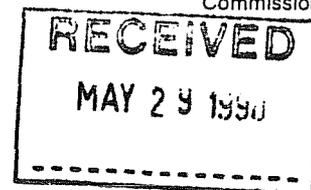
J. Mangione
Telephone 716 268-7661

JOAN D. SINCLAIR
Commissioner

SOCIAL SERVICES COMMITTEE

MAY 10, 1990

MINUTES



Members Present: Max Allen, Delores Cross, Arnold Loucks, Maynard Boyce, Leonard Watson, Ruth Faulkner and Joan Sinclair

Chairman Max Allen called the meeting to order at 7:10 p.m. Mr. Maynard Boyce, who has replaced Mr. Barry on the Committee was welcomed by Chairman Allen and Committee members.

Mr. Watson moved to approved the April 12, 1990 Committee meeting minutes. The motion was supported by Mrs. Faulkner and was passed unanimously.

Considerable discussion was held related to coming to resolution on the issue of central mailing. Some difference of opinion apparently remains as to whether a part-time person should be hired, what location should be designated and if shared staff were to be used how staff would be selected, assigned, and supervised. Mr. Gallman, Chair of Central Services Committee was contacted by telephone. Agreement was reached that the matter be resolved via a meeting of the Committee of the Whole.

Commissioner Sinclair advised the Committee of progress with Services Division space. Public Works has designated funds. RONCO has done an on-site review of telephone needs. Once telephone estimate is completed and approved, arrangements will need to be made to move electrical posts (has been discussed with Mr. Dunham, who indicated this would be done internally) and begin construction. The question of permit was raised. This will be checked with Public Works.

Mr. Allen and Mrs. Sinclair advised other Committee members that they had looked at the available space at the Ames Plaza, Wellsville, to see if it were even feasible to consider that space for a move of the Social Services Department. Mrs. Sinclair provided a brief written synopsis of considerations related to a Departmental move.

It appears that approximately 25,000-28,000 square feet of space is currently available at the Ames Plaza (25,000 at the old grocery store area, and about 3,000 in vacant areas adjoining the main space). The Department currently occupies about 20,000 square feet.

Questions were raised related to leasing, renovations, the extent of building interior flood damage, the potential building site area next to the Plaza, and defraying of costs.

Mrs. Sinclair was awaiting recontact by the owners.

There was consensus that additional information should be obtained. Also, Chairman Cross asked that Michael Kear, Planner, be provided with information, and advised that the architectural consultants who would be reviewing the current County space would soon begin their work.

The Commissioner provided some background information related to a project for revenue collection discussed in the fall of 1989 when a budget decision was made to leave \$7,000 in the contractual account for the purpose of hiring an attorney to take civil action on outstanding judgments, and security deposit returns. As this project was pursued, it was determined that considerable clerical/accounting/computer work needed to be done prior to even a decision as to whether legal action would be fruitful. This work would produce:

- A collection tracking system and collection notification letters.
- A set of criteria for those judgments which would be worthwhile to pursue.
- A civil court record, similar to one prepared for the District Attorney for fraud pursuit, which reduces review and presentation time.
- Address verification for closed cases and means to determine whether or not the person owing us has income and/or resources.

The Commissioner advised that the Department recommends hiring of a temporary staff person, potentially an Account Clerk and potentially a third or fourth year Accounting student, for up to 90 days, to do the background work, prior to a final determination related to civil action.

After some discussion of whether or not the approximate \$1,700-\$1,800 of investment might be worthwhile, there was a request made by Mr. Loucks that the Committee meet with Mr. Guiney to obtain his input. Consensus was that a meeting with Mr. Guiney would be held, if possible, after the Board of Legislators' meeting on May 14, 1990.

The Committee was advised that an additional HEAP allocation of \$188,709 needed to be appropriated. A motion was made by Leonard Watson, supported by Maynard Boyce, that a resolution be drawn to appropriate this amount to Account 6141.433 (HEAP) with a like amount added to the Federal Revenue Account A4641. The motion was unanimously approved.

Mrs. Sinclair reported briefly on results of the social policy summit held in April between the State Commissioners and local Commissioners. Critical decisions included State support for mandate reduction, direct State computer systems support for eligibility functions, and a forms reduction/work simplification project. In addition, there was the beginning of formulation of long-range strategies to overhaul the system with prime focus on shifting resources to address workforce preparation and placement.

Mrs. Sinclair advised that the mandate reduction effort which she has headed has provided at least some basis for the agreements reached. She will share final versions of the Statewide survey results.

A request for the filling of a maternity leave of a Social Welfare Examiner was approved unanimously, on a motion by Mr. Loucks, seconded by Maynard Boyce. It was noted that lag filling has assisted in staying 3% under the personnel appropriation.

A referral to the Personnel Committee related to review of grading of the Senior Social Services Investigation position was made on the motion of Ruth Faulkner, seconded by Leonard Watson and unanimously approved.

Also discussed was the fact that the review of Marge Perkins', Secretary to the Commissioner position had been tabled in Personnel Committee. Questions remain as to reason for this action and for past upgrade of two of the three Secretary positions which have traditionally been in the same non-unit pay grade.

It was recommended that Mrs. Sinclair discuss this matter with Mr. Nielsen, Chair, Personnel Committee.

Additional divisional reports from the management planning project were shared along with the monthly report.

Chairman Cross and Commissioner Sinclair shared a letter received from a Senior Caseworker which expressed frustration related to what he perceived as a lack of formal policy of the County as to liability while transporting clients, and also the lack of a County car for that purpose. After discussion it was decided that a more formal procedure for borrowing the Sheriff's van was needed; that Mrs. Cross and Mrs. Sinclair would discuss liability concerns with Mr. Sikaras; and that a vehicle would be discussed at budget time.

There being no further business, the meeting was adjourned by Chairman Allen after a motion to adjourn by Mr. Loucks, at approximately 10:00 p.m.



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DEPARTMENT OF SOCIAL SERVICES

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NOT
APPROVED

J. Mangerson
Telephone 716 268-7661

JOAN D. SINCLAIR
Commissioner

RECEIVED

JUN - 5 1990

SPECIAL SOCIAL SERVICES COMMITTEE MEETING

MAY 14, 1990

MEMBERS PRESENT: Max Allen, Delores Cross, Arnold Loucks,
Leonard Watson, Ruth Faulkner, and Joan
Sinclair

GUESTS PRESENT: Daniel Guiney, Assistant County Attorney

A special meeting of the Social Services Committee was called to order at approximately 3:15 p.m. by Chairman Allen.

Mr. Loucks made a motion to enter Executive Session relating to attorney-client privilege and personnel matters. The motion was supported by Mrs. Faulkner and passed unanimously.

After a motion by Mr. Watson, supported by Mr. Loucks, and unanimously approve, to return to regular session, Mr. Allen called regular session to order at approximately 3:40 p.m.

A motion was made by Mr. Watson to have a resolution prepared to create a position of Senior Caseworker. The motion was supported by Mrs. Faulkner and carried unanimously.

Mr. Loucks moved that a resolution to create a temporary position of Account Clerk in the Social Services Department, to be filled for a period not to exceed 90 days, be drawn by the County Attorney. The motion was supported by Mr. Watson and unanimously approved.

Mrs. Sinclair was reminded to develop a Memoranda of Explanation to accompany the resolutions approved.

There being no further business, the meeting was adjourned by Chairman Allen at approximately 3:50 p.m.

MEMORANDUM OF EXPLANATION

INTRO. No. _____
(Clerk's Use Only)

COMMITTEE: Social Services Committee

DATE: May 29, 1990

The Department of Social Services requires an Intake position in the Services Division. The duties of this position have been reviewed by the Personnel Officer. Due to the requirement to have an experienced staff member, knowledgeable of community and governmental resources, the functions are those appropriate to the pre-existing title of Senior Caseworker.

There are sufficient funds in the Department's Personnel Service Account to cover salary for this position during fiscal year 1990.

FISCAL IMPACT:	Gross Expenditure:	\$14,000 salary
		<u>\$4,000 fringe</u>
	Local Share: \$3,600	\$18,000 total: 1990

MEMORANDUM OF EXPLANATION

INTRO. No. _____
(Clerk's Use Only)

COMMITTEE: Social Services

DATE: _____

In the fall of 1989, during budget review, it was decided to retain \$7,000 originally added to the Social Services Department contracts subaccount for Attorney fee rate increases, and, instead, investigate the potential for use of these funds for revenue production by contracting for additional Attorney hours dedicated to civil action to recover on judgments and owed security deposits.

The Department's Program Integrity Unit put together a project which identified over \$50,000 in outstanding judgments, and a number of landlords who have been unresponsive to our attempts to recover security deposits. Discussions were held with the Social Services Attorney and fraud units of other Departments related to successful means of collections. A number of options were considered, including a collection agency contract, and civil court action.

It was determined that a number of activities must take place prior to a determination as to whether a legal service investment is warranted. These activities included:

- Development of a set of criteria for selection of matters to be pursued (such as dollars owed, if the person who owes us has income or resources, etc.).
- Development of an accounting system for recording and tracking collections.
- Development of notification letters and a tickler system for issuance and tracking responses.
- Computerizing the recording, accounting, and tracking systems developed.

Our best guesses at this point are that 1) in certain cases where we have judgements recovery is a distinct possibility with persistent non-legal pursuit, and 2) in the case of landlords owing security deposits pursuit beyond that which is currently done would not only bring a return, but would be a deterrent to future ignoring of our collection letters.

The passage of this resolution would allow for establishing a temporary Account Clerk position which could be filled for a period not to exceed 90 days, the end of which period of time decisions would be made related to the value of future pursuit through legal action.

LOCAL IMPACT:

\$3,398 GROSS WAGES: \$1,019.40 County share for 13 weeks. This can be absorbed in the current DSS Personal Service Account, without tapping allocated funds for legal services in the Contractual Account. It is anticipated that revenue produced will exceed the investment. These funds are not subject to the cap on State share of administrative costs because they are to be used for revenue production

RECEIVED
JUN 28 1990

J. Margeson
NOT

SOCIAL SERVICES COMMITTEE

MINUTES *JES*

APPROVED

JUNE 14, 1990

MEMBERS PRESENT: Max Allen, Arnold Loucks, Maynard Boyce, Leonard Watson, Ruth Faulkner and Joan Sinclair

The meeting was called to order by Max Allen, Chair, at 7:00 p.m.

The minutes of the May 10, 1990 meeting were approved unanimously as written, on a motion to approve by Leonard Watson, supported by Maynard Boyce.

Commissioner Sinclair advised members that, dependent upon ultimate indirect cost allocation figures, Social Services stayed about break even on the State reimbursement cap for April 1, 1989 - March 31, 1990. The 1990-1991 State budget allowed for a 5% increase in administrative expense. Personnel costs remain 3% under the local budget allocation, which had been reduced by an amount equal to the cost of 2-1/2 positions. 1990-1991 outlook should be good, dependent upon indirect expense and contract negotiation variables.

The NYPWA was successful in lobbying efforts against a cross-county comparative administrative reimbursement methodology, and also in having a study done with joint and separate findings. This allows counties to formally interpret variables for the legislature.

Requests were made for Committee consideration of pursuing purchase of two budgeted computers. The Department had not pursued any major equipment purchases thus far due to need to analyze the administrative cap situation. \$5,000 a piece was budgeted. However, in an initial review of the needs of the CSEU (Child Support Enforcement Unit) it was found that considerably less computer capability was needed than was originally anticipated. Therefore, the costs would be much less than budgeted. Mrs. Sinclair indicated that she had spoken with Mr. Mulholland about meeting with the new programmer to review needs and hardware options, as well as with Mr. Duserik.

On a motion by Ruth Faulkner, seconded by Maynard Boyce, the Committee voted unanimously to pursue options and refer information to the Central Services Committee for review.

A request was made to fill a Caseworker-Preventive Services position on a temporary basis due to a leave of absence. The intent is to fill the position with an individual who worked with the preventive service cases as a student intern. Approval was unanimously given on a motion to approve by Leonard Watson, seconded by Arnold Loucks.

Maynard Boyce moved, and the motion was seconded by Arnold Loucks, that Daniel Guiney and Joan Sinclair be given permission to attend the NYPWA Annual Summer Conference in Lake Placid, and passed unanimously. Pat Tracy, CAP Coordinator, was to give a presentation and would also attend, at no local cost.

Commissioner Sinclair advised that she had met with the Central Services Committee on June 13, 1990 at which time approvals were given for the RONCO telephone changes needed for the Services Division construction project and computer dedicated circuitry. Also discussed was terminal and file security, including State DSS advisements on a security plan with 1) no listing of dedicated line number (thus limiting line knowledge) 2) individual passwords for entry on 3 levels: linking, file accessing, and file changing, and 3) file passwords for files containing any confidential information. It was also clarified at Central Services that funding for construction was to be addressed by Ways and Means.

Discussion was held regarding the central mailing issue. It was understood that John Margeson was preparing a report. Joan Sinclair advised that Marge Perkins had provided John Margeson with written information regarding the process.

Medicaid cost containment projections were available verbally, but had not as yet been put in writing. Management reports also had not as yet been copied. Rather than having a verbal review, Committee consensus was that they be mailed at a later date.

Mr. Boyce had asked for an abbreviation and acronym review. The expenditure report items were reviewed, and the Commissioner advised that a new Commissioner's Reference Guide would be obtained at the NYPWA Summer Conference. This guide has a listing of acronyms and abbreviations and would be distributed to Committee members.

There being no further business Chairman Allen called the meeting adjourned at approximately 9 p.m. on a motion by Mr. Watson and Committee member consensus.



ALLEGANY COUNTY
DEPARTMENT OF SOCIAL SERVICES

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SOCIAL SERVICES COMMITTEE

MINUTES

JULY 12, 1990 MEETING

NOT APPROVED

RECEIVED
JAMES SINCLAIR
Commissioner

AUG 8 1990

Members Present: Max Allen, Delores Cross, Arnold Loucks, Maynard Boyce, Leonard Watson, Ruth Faulkner and Joan Sinclair

Guest Present: Dan Guiney, Assistant County Attorney
Charles Kalthoff, Executive Director, ACCORD, Corp.

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

The minutes of the June 14, 1990 meeting were unanimously approved as written, after a motion to approve by Maynard Boyce, supported by Ruth Faulkner.

Mr. Guiney and Mrs. Sinclair provided a review of legal service rate and budgetary implications related to contracted legal services for the Child Support Enforcement Program. A rate increase had been budgeted but delayed to determine outcomes of the State budget, and to consider a revenue production project to recover security deposits and judgments. The revenue production project will cost (for 3 months) \$2,500-\$3,000 of the \$7,000 budgeted. The balance would be available for one half year legal services rate increase. It was recommended to the Committee that pay equity should be achieved between our legal representatives and Court-appointed attorneys at a rate of \$60 per hour in Court and \$40 per hour out of Court. It was pointed out that, as of April 1, 1990, Child Support Enforcement is no longer subject to the State Administrative cost cap.

A motion was made by Mr. Loucks, supported by Maynard Boyce, that the rates of \$60 per hour in Court and \$40 per hour out of Court be paid to Social Services contract attorneys, effective July 1, 1990.

Also discussed was a proposal to eliminate Mr. Guiney's salary from the Social Services budget and to establish a contract for County Attorney Office services which would allow for Social Services Department reimbursement for County Attorney administrative expense. The Committee was advised that Mr. Mulholland had met with Mr. Sikaras, Mr. Guiney, and Mrs. Sinclair to review the cost effectiveness of this proposal and had agreed that this would gain revenue. It was Committee consensus that County Attorney Office services should be budgeted as a contractual expense.

Mr. Loucks moved for an attorney-client executive session to be held with Mr. Guiney. Ruth Faulkner supported and it was agreed unanimously. Mr. Allen called an executive session, following which Mr. Loucks made the motion to return to regular session which was supported by Mr. Boyce and agreed to unanimously.

Mr. Kalthoff, Executive Director, ACCORD, Corporation, was introduced. Mr. Kalthoff presented information to the Committee about a Federal HUD Housing Rehabilitation Program, which would require sponsorship by a government entity. Considerable discussion was held regarding the nature of the program, and clarification was made that resources would be used to upgrade existing units, not to create units. Mr. Loucks moved that the matter be referred to Ways and Means, with support of the Social Services Committee, for pursuit. The motion was seconded by Maynard Boyce and passed unanimously. It was noted that Ways and Means was to meet the following Monday morning and that arrangements would be made to have Mr. Kalthoff present information at that time.

Commissioner Sinclair advised Committee members that she had been approached by Carl Peterson, Employment and Training, and Mary Sienkiewicz, Cooperative Extension, about joining them in a presentation on July 23, 1990 at the Committee of the Whole related to service integration and specifically nutrition education and life skills programs.

A summary of significant 1991 budget changes was provided in writing and reviewed. Mrs. Sinclair advised that the Department was still awaiting information from the State level on how and where to budget the JOBS Program (welfare reform), and child care. This and Committee consensus on legal services were needed to finalize the 1991 budget projections. A separate line-by-line budget review session was requested, with apology for the delay in preparation. It was decided that the Committee would meet at 10 a.m. on July 23, 1990, for this purpose. Mrs. Sinclair advised that she would try to mail out copies of the worksheets prior to that meeting.

Mrs. Sinclair requested Committee approval for one Senior Caseworker to attend a Medical Issues in Child Protective Services training session; and for herself to attend two of three days of a Rural Human Services Conference in Chautauqua. A motion to approve was made by Leonard Watson, supported by Maynard Boyce, and unanimously passed.

A report was given on a recent open meeting for landlords and town and village officials on working with the Department, legal issues, and resources available for rehabilitation. An overwhelming number (100+) attended. Mr. Boyce advised of feedback that there was too much content for one session. Mrs. Sinclair agreed and stated that there would be follow-up questionnaires to attendees, and future sessions focused on single topics. Copies of Department handouts will be provided to all Legislators for information.

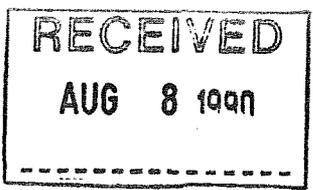
Monthly report content was briefly highlighted.

There being no further business, Mr. Allen called to meeting to a close at approximately 10 p.m.



ALLEGANY COUNTY
DEPARTMENT OF SOCIAL SERVICES

County Office Building • Belmont, New York 14813



Telephone 716 268-7661

J. Ferguson
SOCIAL SERVICES COMMITTEE

JOAN D. SINCLAIR
Commissioner

1991 BUDGET PROPOSAL REVIEW *JF*

NOT

JULY 23, 1990

APPROVED

Members Present: Max Allen, Arnold Loucks, Maynard Boyce, Leonard Watson, Ruth Faulkner and Joan Sinclair

A special meeting of the Social Services Committee, for the purpose of budget review, was called to order by Chairman Allen at 10:00 a.m.

All line items were reviewed and approved, as proposed.

The following budget items were discussed:

6010.101 Personal Services, Section IV. The deletion of the Social Services Attorney's position salary and the Commissioner's request for consideration of a 3.85% raise was pointed out.

6010.102 This personal service account does not include increments or percentage increases.

6010.103 This personal service account also does not include increments or percentage increases. Salaries for two positions, which can now be claimed under JOBS, A6015.103, were deleted.

6010.105 It was noted that the 1/3 cut in overtime from 1990 was restored in light of mandated child protective services after hours investigations which must occur.

Total 6010.1: Approved unanimously as proposed, on a motion to approve by Maynard Boyce, seconded by Arnold Loucks.

6010.201 Equipment. Discussion centered on the budgeting of \$8,000 to purchase a mid-sized station wagon for the Children's Services Division. Concerns were expressed related to control of usage and future push for additional vehicle(s). Mrs. Sinclair advised that this would have child removals and placements as its primary purpose and that, based on past experience (and especially with Sheriff's van backup) one car should be sufficient for the foreseeable future. The vote was four (4) to one (1) with Mr. Loucks dissenting, in favor of this item as proposed.

6010.401 Postage. Unanimously approved on a motion of Leonard Watson, seconded by Maynard Boyce, as proposed. Postal rate increase anticipated for 1991 is included.

6010.402 Mileage. Unanimously approved on a motion by Arnold Loucks, supported by Ruth Faulkner.

6010.403 Maintenance Contracts. There was discussion of Central Services input on maintenance contracts. A motion was made by Arnold Loucks, seconded by Ruth Faulkner, that the item be approved as proposed, until such time as Central Services Committee discussions were known. The motion passed unanimously.

After discussion, it was agreed that each Committee member would read through .4 subaccounts and raise any questions they may have, rather than voting separately on each subaccount.

Questions were raised as follows:

- 1) Specifics of what is included in the repair and rental of personal property accounts (6010.411 and 6010.413).
- 2) Contracts (6010.432). Legal services through the County Attorney's Office of an estimated \$114,000 was noted. This would gain \$42,000 in Federal and State reimbursement to the County Attorney, but add \$18,000 local share expense to the Social Services budget. It was recommended that Ways and Means review the overall impact.
- 3) Taxes - County Owned Property (6010.433). A question was raised as to ability to sell this property at public auction, if not sold on the open market.

Total 6010.4. A motion to approve as submitted was made by Leonard Watson, supported by Arnold Loucks and passed unanimously.

6011 The CAP budget. These subaccounts are subject to State approval and are fully State-funded. A motion was made by Arnold Loucks, supported by Maynard Boyce that this account be approved as submitted, subject to State approval. The motion passed unanimously.

6015 JOBS. This is a new account to which have been transferred two Employment Specialist positions, and employment services contracts. This account does not include JOBS day care or support services to recipients. It is subject in part to 100% Food Stamp reimbursement, and in part to enhanced 60% Federal, 20% State reimbursement. Leonard Watson made a motion to approve as proposed, which was supported by Maynard Boyce and passed unanimously.

6070 Purchase of Services. This account supports purchased in home services for children to prevent foster care and institutional placements. On a motion by Maynard Boyce, seconded by Ruth Faulkner, this account was approved as requested.

6101.433 Medicaid. The Committee was advised of a forecast of a deficit in 1990 for this account, and anticipated substantial increase in 1991 due to program expansions. The account amount as submitted was unanimously approved, on a motion to approve by Leonard Watson, supported by Ruth Faulkner.

6106.433 Special Needs - Proprietary Homes. The amount requested was approved unanimously on a motion to approve by Maynard Boyce, supported by Ruth Faulkner.

6109.433 ADC. This account was budgeted with a caseload increase trend factor of 5% plus monies for mandated transitional child care and a shift of Children's Services funds to EAF, minus JOBS client support services previously included in this account. On a motion by Ruth Faulkner, seconded by Leonard Watson, this account was approved as submitted.

6109.434 CAP. Leonard Watson moved for approval as submitted. The motion was supported by Maynard Boyce and passed unanimously.

The balance of accounts were reviewed individually by Committee members. There being no additional questions, a motion was made by Maynard Boyce, supported by Leonard Watson, to approve the Total amount requested for 1991, as submitted. The motion passed unanimously.

The meeting was adjourned by Chairman Allen at 12:20 p.m.



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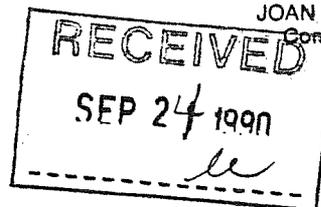
J. Margeson

SOCIAL SERVICES COMMITTEE

MINUTES

SEPTEMBER 13, 1990

JOAN D. SINCLAIR
Commissioner



MEMBERS PRESENT: Max Allen, Arnold Loucks, Maynard Boyce, Leonard Watson, Ruth Faulkner, and Joan Sinclair

GUESTS PRESENT: Representatives of the Department's Income Maintenance Staff

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

Commissioner Sinclair introduced staff and advised Committee members that they had prepared some materials on their workload and asked to be present to answer any questions the Committee may have.

Mrs. Sinclair asked for Committee consideration of 1990 budget transfers. Item one was a request to transfer \$47,192 from Home Relief (A6140.4) to State Training Schools (A6129.4) to balance the State Training School account. Members were advised that this account pertained to expenditures for youth in court-ordered Division for Youth placements, the number of which had increased from previous years. A motion was made by Leonard Watson and supported by Maynard Boyce to recommend the transfer. The motion was approved unanimously.

Due to an increase in the number of clients transitioned from the ADC to the CAP program a request was made to transfer from ADC (A6109.433) to the subaccount for CAP (A6109.434) the amount of \$150,000 in program funds. The motion to transfer was made by Arnold Loucks, seconded by Leonard Watson, and passed unanimously.

Also, due to the CAP case increase the amount of \$35,000 was requested to be appropriated to the CAP Food Stamp cash out account (A6150.433), with an equal amount credited to the Federal revenue account A4650. A motion was made to approve the appropriation by Leonard Watson, supported by Maynard Boyce and passed unanimously.

Discussion was held that this matter, as well as the State Training School transfer are those requiring Board resolution, as would the next request related to the Sexual Abuse Treatment Program. Commissioner Sinclair advised that Memoranda of Explanation would be prepared.

The Sexual Abuse Treatment Program, which had been previously discussed in Committee, and for which State approvals had been received requires appropriation of State grant-in-aid funds in the amount of \$24,668 for 1990. The balance of the grant is in the 1991 budget. A motion was made by Leonard Watson, supported by Maynard Boyce, to approve the appropriation of \$24,668 to A6010.4, with an equal amount credited to State revenue account A3610. The motion passed unanimously.

The Commissioner provided copies of a memorandum, which had been sent to Jim Mulholland; Chairman Allen; and Clair Wentworth, Budget Officer and Chair of Ways and Means, regarding the need to change the IV-F (JOBS Program) accounts for 1991 (copy attached). The bottom line effect would be budget transfers from ADC (A6109.433) of \$42,000 and JOBS - Administration (A6015), plus \$18,000 in additional allocation, all to the JOBS-Program Account (A6135.433), resulting in a JOBS - Program Account of \$105,000; a budget increase of \$18,000 gross, \$3,600 county share. These changes were requested due to assessment of impact of the JOBS Bill, passed in late June by the State Legislature.

Chairman Allen recommended that these changes be considered along with the next agenda item requesting additional staffing, also due to JOBS program implementation.

Commissioner Sinclair presented materials on the workload of the Income Maintenance staff, caseload data, and a listing of primary additions to workload which will be brought on with the implementation of JOBS. Considerable discussion was held among members and with Income Maintenance staff related to their workload.

A request for Committee consideration of adding funds in the amount of \$53,729 of the Personal Services Account (A6010.103) and \$2,500 to the Equipment Account (A6010.201) for the addition of one Senior Social Welfare Examiner and two Social Welfare Examiners, and equipment funds for 3 additional work stations was made. The Commissioner advised that the net County share could range from a minimum of \$16,830 to a maximum of \$28,120 dependent upon how we fared with the 5% administrative cost cap. The actual amount is indeterminable due to the fact that outcomes of contract (AFSCME-County) negotiations are unknown, as are indirect costs.

A motion was made by Maynard Boyce, seconded by Leonard Watson, to recommend changes as outlined in the memorandum of IV-F Account changes, and to add \$53,729 to the Personal Services Account and \$2,500 to the equipment account. A motion was passed on a four to one affirmation with Arnold Loucks opposing, stating his objection to be based on the view that an increase in work week hours would better accomplish the goal of sufficient time in which to meet job requirements.

Chairman Allen advised that he would bring these matters to the attention of the Ways and Means Committee the following morning, September 14, 1990.

Further programmatic issues related to the JOBS program were discussed and Commissioner Sinclair suggested that she and Carl Peterson might present jointly, to the Committee of the Whole the anticipated impacts on operations within the context of labor market projections. It was consensus that this would be helpful and that the first Board meeting in October might be a good time to do so.

The Committee was advised that there would be a minimum of \$14,000 and a maximum of \$20,000 surplus in the Personal Services Account for 1990, although the overall budget may end in a deficit situation due primarily to Medicaid and Children's Services overruns, which may or may not be fully offset by Public Assistance program surpluses. With Committee agreement, the Commissioner advised that she would like to use up to \$14,000 from the Personal Services account for overtime compensation during JOBS implementation in the final quarter of 1990.

Chairman Allen advised that he would like to discuss the overall picture with Mrs. Sinclair and Mr. Mulholland prior to decision-making. This was agreed.

In other business, the proposals of John Margeson, and the Board consensus on handling county mail, were discussed. The Board consensus for hiring two part-time individuals, to be on the Social Services payroll and supervised by Social Services was put in the form of a motion by Ruth Faulkner, supported by Max Allen and passed with three to two vote, with Arnold Loucks and Leonard Watson voting no, on the basis that they both are unconvinced that it is necessary to hire additional staff to do this work.

The meeting was adjourned by Chairman Allen at approximately 9:30 p.m.

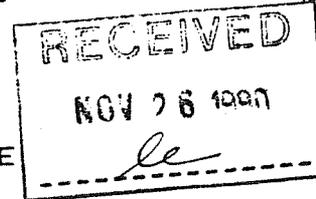


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J. Margeson



JOAN D. SINCLAIR
Commissioner

SOCIAL SERVICES COMMITTEE

NOVEMBER 8, 1990

MINUTES

PRESENT: Max Allen, Delores Cross, Arnold Loucks, Maynard Boyce,
Leonard Watson, Ruth Faulkner and Joan Sinclair

Chairman Allen called the meeting to order at 7:10 p.m.

Maynard Boyce made a motion to approve the October 11, 1990 minutes, which was supported by Arnold Loucks and passed unanimously.

Commissioner Sinclair requested consideration of approval of one Senior Caseworker to attend training on Sexual Abuse Child Interviewing at an approximate \$50.00 local cost. Ruth Faulkner moved approval of attendance, which motion was seconded by Leonard Watson and passed unanimously.

Mrs. Sinclair informed Committee members of a December 13 Committee meeting schedule conflict. Mr. Allen asked that she consult with Mrs. Canfield to establish an alternative meeting time.

Budget transfer items were listed on the agenda, however had not as yet been completed. A meeting was tentatively scheduled following the November 13, 1990 Board of Legislators' session.

The 1991 budget changes were reviewed, with Mrs. Sinclair advising Committee members of a meeting held among Mr. Allen, Mrs. Cross, Mr. Mulholland and herself, which resulted in agreements on \$100,000 in local share reductions, predominantly on the revenue side. A written synopsis was provided.

The requested staffing for 1991 was again discussed. Commissioner Sinclair pointed out the 72% increase in application rates this year alone. A 40-hour work week was brought up by Mr. Loucks as an alternative. Discussion ended with a motion by Leonard Watson, supported by Maynard Boyce, that one CAP position of Case Manager, approved and fully funded by the State, rather than the two CAP positions originally requested, and the Income Maintenance positions of one Senior Examiner and two Examiners be recommended to the Committee of the Whole for inclusion in the 1991 budget. The vote was four in favor, with Arnold Loucks opposing.

Mr. Allen asked about the potential for the Social Services Department to purchase a TV-VCR monitor to be shared with Fire Service and Civil Defense. A decision was requested prior to the November 16, 1990 Public Safety meeting. Mrs. Sinclair said that she had spoken briefly with John Tucker about the possibilities and would put her Staff Development Coordinator in touch with him about logistics.

Mrs. Cross asked about mail person classification. A new position duties statement had been transmitted to the Personnel Officer and classification was being awaited.

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



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JOAN D. SINCLAIR
Commissioner

SOCIAL SERVICES COMMITTEE

NOVEMBER 13, 1990

MINUTES

PRESENT: Max Allen, Delores Cross, Arnold Loucks, Maynard Boyce,
Leonard Watson, Ruth Faulkner and Joan Sinclair

A special meeting of the Social Services Committee was called to order by Chairman Allen subsequent to the Board of Legislators' session.

CAP administrative sub-accounts (6011.4) transfers in the amount of \$1,700 were requested for purposes of end of year balances, and approved unanimously on a motion to approve by Ruth Faulkner, supported by Arnold Loucks. Likewise, Departmental administrative sub-accounts (6010.4) transfers in the amount of \$4,207.18 to balance end of year were presented and approved unanimously on a motion to approve by Maynard Boyce, seconded by Leonard Watson.

Mr. Allen called the meeting adjourned.



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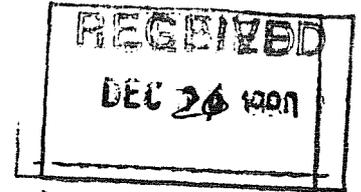
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JOAN D. SINCLAIR
Commissioner

SOCIAL SERVICES COMMITTEE

DECEMBER 20, 1990 MEETING

MINUTES



Members Present: Arnold Loucks, Leonard Watson, Ruth Faulkner, and Joan Sinclair

Guests Present: Robert Babbitt, Kathryn Ross, Wellsville Daily Reporter

The meeting was called to order by Arnold Loucks at 7:30 p.m., subsequent to an informal review of State and local budgetary and legislative issues by Commissioner Sinclair until such time as a quorum was present.

On a motion to approve by Leonard Watson, supported by Ruth Faulkner, the minutes of the November 8, 1990 Committee meeting were approved unanimously as submitted.

Commissioner Sinclair advised Committee members that, due to electrical/telephone jack pole moves possible during Services Division structural changes, plus delays which reduced necessity to change telephone numbers a new RONCO estimate had been obtained with \$800 less cost than originally approved. Members asked that this be noted in the minutes and that Central Services Committee members be advised.

Commissioner Sinclair asked for Committee consideration of four to attend the NYPWA Legislative Conference in Albany, January 27-30, 1991, advising that attendance of Gloria Lundberg and Dan Guiney would involve no local share and that of herself and Gen Weber, Income Maintenance Supervisor, would cost \$888; \$222 local share. Leonard Watson moved to approve. The motion was supported by Ruth Faulkner and passed unanimously.

Committee members were advised that the IBM-PC computer monitor burned out and that options had been researched by Debbie Button. Mrs. Sinclair recommended replacement at \$674 State bid, as oppose to an estimated \$550 repair, with purchase from the 1990 budget since sufficient funds originally appropriated for computer equipment were available. Mrs. Faulkner moved to purchase and refer the matter to Central Services Committee. The motion was supported by Leonard Watson and approved unanimously.

On a motion by Leonard Watson, seconded by Ruth Faulkner, approval was unanimously given to hire a temporary Data Entry Operator for approximately three months, under the HEAP Program.

Pointing out the fact that work is increasingly falling behind due to upsurge in applications and caseloads, particularly in Medicaid, the actions pending or taken against other counties related to timeliness of case processing, and the lack of immediate reprieve at the State level, Mrs. Sinclair requested approval to have a resolution drawn for the January 14, 1991 Board of Legislators meeting to add the three budgeted Income Maintenance positions: one Senior Examiner and two Examiners. The motion to do so was made by Leonard Watson and supported by Ruth Faulkner. Discussion centered on potential for reduce administrative requirements, action taken by some counties to hold or reduce administrative effort in order to send message to Albany, actions taken by State DSS to sanction other counties, and whether a forty-hour work week was a possibility. Mrs. Sinclair advised that should such actions come to fruition she would certainly re-evaluate the staffing level required.

Leonard Watson moved to have the resolution drawn. The motion was supported by Ruth Faulkner, and passed with a two to one vote, with Arnold Loucks opposing.

The meeting was adjourned by Mr. Loucks at 8:40 p.m. after a motion to adjourn by Mr. Watson, supported by Mrs. Faulkner.