

J. Margeson

**NOT
APPROVED**

MINUTES OF THE MEETING

JAN 30 1997

HUMAN SERVICES

January 22, 1997

MEMBERS ATTENDING: Chairman Truax
Legislators Lucas, Heineman, Myers, Dibble

ALSO ATTENDING: Kim Toot, Office for the Aging
Johannes Peeters, Health Department
Joan Sinclair, Social Services
John Margeson, Administrator
John Walchli, Chair, Brd of Legislators
Theresa Gaeta, Health Department
Yvonne Perrin, Health Department

CALL TO ORDER

The meeting was called to order at 3:04 p.m. by Chairman Truax.

APPROVAL OF MINUTES

The minutes of December were approved with a motion from Legislator Dibble, and second from Legislator Lucas. Motion carried.

OFFICE FOR THE AGING

Ms. Toot stated that her agency with the help of an AU intern is reviewing the EISEP program to decide if it is cost effective.

The Office for the Aging requests a resolution to appropriate \$350.00 placed in a special reserve account. These funds donated in 1996 to be used for weatherization, repairs and minor modifications to elderly clients homes. Legislator Lucas moved on the request, with Legislator Dibble seconding. Motion carried.

The Office for the Aging requests a resolution to transfer \$500.00 from a .4 Account to a 2 account to purchase Nutrition Program software. Alfred University is working on the program. The program will be ready sometime in April. Legislator Dibble moved on the request, with Legislator Myers seconding. Legislator Heineman abstained from this decision. Motion carried

RESOLUTION (2)

The Office is working with a UB student to promote attendance at the Fillmore Senior Center. Attendance has tripled since they have been working on the promotion of the site.

The Office is also working with Dresser Rand on some strategic planning for the department.

The Committee was presented with the Office for the Aging 1996 report and 1995 report. Ms. Toot also reminded the Committee of the "Legislative Breakfast" being held on Thursday, February 13th at 8:30 a.m. at the Wellsville Campus Alfred Tech Vocational School. The topics of the day will be Social Security and Medicare.

Legislator Heineman asked how the recruiting of volunteers was coming. Ms. Toot stated that she just has not had to time to put into the effort at this time.

HEALTH DEPARTMENT

The Department along with Steuben and Yates counties are looking at ways of sharing services. Steuben County will act as the lead agency in this venture. They have asked that someone write a grant proposal for the three counties with Allegany County's share being \$500. A Memorandum of Understanding needs to be prepared by the County Attorney. Mr. Peeters ask committee approval to proceed with the preparation of the "memorandum" at a cost of not more than \$600. Legislator Dibble moved on the request, with Legislator Lucas seconding. Motion carried.

The Health Department received five bids for the purchase of two automobiles. There were two State bids; one for an Escort and one for a Neon. Preston Auto/Truck Center of Wellsville was the lowest bid (Cavalier/ \$24,012.20 with one trade in) of the five, with the State bids somewhat lower than Preston. After discussion, Legislator Lucas moved that Mr. Peeters and Mr. Margeson work together on this and go with the company who can deliver the vehicles in the more timely manner. This is for the purchase of two automobile with one trade in. Legislator Heineman seconded and motion carried.

The Health Department asks for approval to transfer \$3500.00 from A2960.439 (Insurance) to A2960.201 (Equipment). This money will be used to purchase computer equipment. Ms. Button is working with the Department on these purchases. Legislator Dibble moved on the request, with Legislator Heineman seconding. Motion carried.

The Health Department requests a transfer of \$78,998.00 from A4056.456 to A4056.201. The transfer will allow for the purchase of equipment to further expand the immunization network. Allegany County's capacity is that of Lead Agency and is working with the County's Data Processing Department for these purchases. Legislator Dibble moved on the transfer, with Legislator Myers seconding. Motion carried.

The Health Department requests a resolution increasing their IHAP Grant another \$2600.00. This will make the County's IHAP budget (4052) the same total as the IHAP Grant. Revenue account A10.3401.02 should also be increased by this amount. Expenditure account A4052.201 should appropriate this additional money. Legislator Dibble moved with Legislator Myers seconding. Motion carried. This should be referred to Ways and Means for their consideration.

The Department requests a transfer of \$951.00 from A4052.402 to A4052.201. This transfer will help bring the County's budget up to the IHAP grant amount in equipment. Legislator Dibble moved, with Legislator Myers seconding. Motion carried.

Mr. Peeters is requesting that a rug be laid and a solid door be installed in his room. He feels this would cut down on the noise and help with confidential conversations being held in his office. This request should be referred to Public Works Committee for their consideration. Legislator Lucas moved on the request, with Legislator Myers seconding. Motion carried.

The Health Department's Administrative Hearing Calendar for January was presented for committee information. It was stated that one of the establishments is no longer in operation.

SOCIAL SERVICES

The monies, totaling \$30,000.00, budgeted in the Department of Social Services for the Central Mail room need to be moved from A6010.401 to a central mail account not yet established. Legislator Lucas moved on the transfer, with Legislator Dibble seconding. Also monies need to be transferred from DSS lease account A6010.413 to an appropriate account for the meter. Legislator Heineman moved on this transfer, with Legislator Lucas seconding. These transfers need to be referred to Ways and Means for their approval.

EXECUTIVE SESSION

Due to the need to discuss personnel matters in regards to the Deputy position, Legislator Dibble moved to go into executive session, with Legislator Heineman seconding. Motion carried.

Motions were made as above to resume regular business.

A motion was made by Legislator Heineman to hire the Deputy Director at Grade 18, Step 6. Legislator Myers seconded and motion carried.

RESOLUTIONS

Commissioner Sinclair request revision of positions (promotional) originally suggested in the reorganization as follows:

Slotting at the next step above that which would otherwise be granted as follows:

- Director of Temporary Assistance - Grade 18 - Step 6,
- Director of Administrative Services - Grade 18 - Step 6,
- Principal Examiner - Grade 15 - Step 4

Legislator Dibble moved the refer this to Personnel Committee for their consideration, with Legislator Lucas seconding. Motion carried.

Amend a resolution deleted a position of Sr. Social Welfare Examiner, effective 12/31/96. To read effective January 1, 1997. The negative effect was not foreseen. As it is now the individual will actually have a sight salary decrease. Allowing for the change in effective date will let the individual receive a step and an increase in salary.

Legislator Heineman moved on the change, with Legislator Dibble seconding. Motion carried. Referral to Personnel Committee.

Commissioner Sinclair requests that carpeting be installed in her department. Legislator Heineman moved to refer to Public Works Committee for their consideration, with Legislator Dibble seconding. Motion carried.

Briefly discussed was allowing the use of graphs, etc in the annual report. This would enable the department to show information more clearly, etc. This will be looked into.

OTHER BUSINESS

Legislator Lucas moved to approve the agreement between the Association for the Blind and Visually Handicapped and Allegany County totaling \$7000 for 1997. Legislator Dibble seconded.

The following individuals are being recommended for appointment to the Citizens Advisory Committee for the Office for Aging:

- Janet Irish, Wellsville
- James Fuller, Wellsville
- Morgan Rosser, Wellsville
- Richard Fuller, Houghton
- Dorothy Crowther, Belmont
- Edward Brewster, Whitesville

Legislator Myers moved on these appointment, with Legislator Lucas seconding. Motion carried.

It has been recommended to appoint Dr. R. Rao to the Community Services Board to replace Dr. D. Graham to expire on December 31, 2000. Legislator Myers made the motion approving the appointment, with Legislator Dibble seconding. Legislator Lucas opposed.

ADJOURNMENT

There being no further business to bring before the committee that meeting was adjourned at 4:30 p.m.

Respectfully submitted,
Teresa Claypool

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Human Services

DATE: 01/22/97

The Health Department requests a transfer of \$951.00 from A4052.402 (mileage) to A4052.201 (equipment). This transfer will help bring the County's budget up to the IHAP grant amount in equipment.

FISCAL IMPACT: 100% reimbursable

For further information regarding this matter, contact:

Johannes Peeters
Name and Department

Ext 247
Telephone Number

5/94

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MEMORANDUM OF EXPLANATION

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

COMMITTEE: Human Services

DATE: 01/22/97

The Health Department requests a transfer of \$78,998.00 from A4056.456 to A4056.201. The transfer will allow for the purchase of equipment to further expand the Immunization network.

Allegany County's capacity is that of Lead Agency and is working with this County's Data Processing Department for these purchases.

FISCAL IMPACT: 100% reimbursable

For further information regarding this matter, contact:

Johannes Peeters

Name and Department

5/94

Ext 247

Telephone Number

form\memoexp

MEMORANDUM OF EXPLANATION

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

Committee: Human Services

Date: January 10, 1997

The Health Department asks for approval to transfer \$3,500.00 from A2960.439 (Insurance) to A2960.201 (Equipment). This money will be used to purchase computer equipment to be used within the Department.

Fiscal Impact: None

For further information regarding this matter, contact:

Johannes Peeters, Public Health Director

Name and Department

X247

Telephone #

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Human Services

DATE: 01/22/97

The Office for the Aging requests a resolution to transfer \$500.00 from a .4 Account to a .2 account to purchase Nutrition Program software.

TRANSFER

From A6772.474 Caterers

To A6772.201 Office Equipment \$500.00

FISCAL IMPACT: None

For further information regarding this matter, contact:

Vickie Pettit, OFA
Name and Department

Extension 396
Telephone Number

J. Margeson

MINUTES OF THE MEETING
HUMAN SERVICES COMMITTEE

February 19, 1997

NOT
APPROVED

FEB 21 1997

MEMBERS ATTENDING: Chairman Truax
Legislators Dibble, Lucas, Heineman, Myers

ALSO ATTENDING: Kim Toot, Office for the Aging
Johannes Peeters, Health Department
Thomas Hull, Health Department
Joan Sinclair, Social Services
Christine Johnson, Health Department
John Margeson, Administrator
John Walchli, Chair, Brd of Legislators
Edmund Burdick, Legislator

CALL TO ORDER

The meeting was called to order by Chairman Truax at 3:00 p.m.

APPROVAL OF MINUTES

The minutes of the January 22, 1997 meeting were approved with a motion from Legislator Myers, and second from Legislator Dibble. Motion carried.

OFFICE OF THE AGING

This office has received two bids from local dealers for a mini van. They were from North Towne Dodge with a bid of \$17,698 and Preston Auto with a bid of \$20,000. Ms. Toot would like to reject both bids and purchase through State bid of \$16,487 for a Plymouth Voyager. Legislator Heineman moved on this, with Legislator Myers seconding. Motion carried.

The monthly report was distributed to committee members for their information. Transportation is up due to the change in Medicaid requirements. The Office is arranging more rides for some of the Medicaid clients. This issue was discussed. Ms. Toot states that ARC has the ability to transport but her budget does not allow for the additional expense. She also states that a monthly letter is sent to the clients regarding contributing to the cost of their transportation.

HEALTH DEPARTMENT

The Department requests a resolution appropriating funds totaling \$30,000. The monies are for linking Allegany County Medicaid Managed Care Health Choice with Allegany County Family Planning Services. Legislator Dibble made the motion, with Legislator Heineman seconding. Motion carried. This also needs to be referred to Ways and Means.

The Department also requests a resolution appropriating funds totaling \$16,980. This is State monies to be used to promote wellness (Healthy Heart). Wellness programs will be set up in five area businesses. The idea is that this can cut down on insurance costs. Legislator Dibble moved on request, with Legislator Myers seconding. Motion carried with Legislator Lucas opposing. This needs referral to Ways and Means.

The Department of Social Services has asked the Health Department to provide physicals to some individuals on the Job Trak program. The Department has a Nurse Practitioner who can perform these physicals and these will be done.

Mr. Hull informed the committee that the President of the New York State Association of County Coroners and Medical Examiners (NYSACCME) contacted him regarding this county's coroners non participation. He states that NYSACCME puts on at least two training sessions on topics pertinent and important to the activities of county coroners and medical examiners. Other counties require their coroners to be active members of this Association, and to be "certified" by attending at least one of the training sessions annually. The liability of the County is in question should a coroner not follow proper procedures in their capacity as coroner. After discussion, it was decided to table this issue until the Mr. Hull could talk to the coroners, Legislator Dibble moved to table, with Legislator Lucas seconding. Motion carried.

Mr. Peeters stated that tobacco compliance checks were done on February 19 at 18 different establishments throughout the County with a 100% compliancy.. (No one sold to minors) He also states that the Department is considering handing out information on smoking to County employees at the time their paychecks are passed out. A copy of this information was provided to the committee.

Mr. Peeters provided a information sheet on the "SAY" (Steuben, Allegany, Yates Counties) project for the cooperative provisions of services and administrative efficiency within a rural area.

SOCIAL SERVICES

The Departments monthly report was handed out. Some highlights are a decrease in transportation costs, legislation - the lifting of the cap on State reimbursement of the Safety Net Program, a restoration of certain SSI benefits over the next five years, a \$3 billion initiative is being proposed would continue provide training funds, and modifications in the Food Stamp work requirements.

Commissioner Sinclair stated that the New York State Health Department has brought the department to a stand still regarding the expansion of the Managed Care network. At this time the Department is the Managed Care Provider, which saves considerable administrative monies than if the County was forced to work with an HMO.

OTHER BUSINESS

The committee reviewed the account of the disbursements of the Allegany County Association for the Blind and Visually Handicapped, Inc for the year 1996 and found it to be in conformity with the provisions of agreement. Legislator Heineman made the motion approving, with Legislator Lucas seconding. Motion carried.

Legislator Myers informed the committee that she had attended a Southern Tier West meeting regarding Household Hazardous Wastes. The public will be educated in the proper ways to dispose of these materials.

Legislator Walchli stated that the State has now reimbursed Allegany County all but \$24,000 of the monies owed through the Physically Handicapped Childrens Program. Allegany ARC is now an independent evaluator, (will provide no services), which will ultimately save the County dollars in these programs.

ADJOURNMENT

There being no further business to be brought before this committee, the meeting was adjourned at 4:30 p.m.

Respectfully submitted,
Teresa Claypool

REMINDER

TO: Ron Truax

FROM: Teresa Claypool

The Health Department did tobacco compliance checks on February 19th; visiting 18 establishments, all were compliant. No one sold tobacco products to minors!

J. Margeson

MINUTES OF THE MEETING

HUMAN SERVICES

March 19, 1997

NOT APPROVED

MAR 24 1997

MEMBERS ATTENDING: Chairman Truax
Legislators Myers, Heineman, Lucas, Dibble

ALSO ATTENDING: Kim Toot, Office for the Aging
Johannes Peeters, Health Department
John Walchli, Chair, Brd of Legislators
John Margeson, Administrator

CALL TO ORDER

The meeting was called to order at 3:05 p.m. by Chairman Truax.

APPROVAL OF MINUTES

The minutes of February 19th were approved with a motion from Legislator Heineman, and second by Legislator Dibble. Motion carried.

OFFICE FOR THE AGING

This office requests a resolution to transfer \$3,500.00 from A6778.474 Subcontractors to A6778.201 Equipment to purchase a computer. Legislator Heineman moved on the request, with Legislator Dibble seconding. Motion carried.

This office requests a resolution to increase the Title VII budget to \$2500.00 (expenditure account A6781.201 \$2200 and A6781.408 \$300.00) Revenue account A11.4772.05 should also be increased \$2500.00. This request should be referred to Ways and Means for their consideration. Legislator Heineman moved on the request with Legislator Lucas seconding. Motion carried.

The committee was informed of the "Seniors Meeting" being held on March 25th from 10 a.m. to Noon at the Wellsville Elementary School. Amo Houghton is the guest speaker and will address Social Security and Medicare.

The committee was presented the monthly report with comparisons as requested by the committee.

RESOLUTIONS (2)

HEALTH DEPARTMENT

Mr. Peeters returned to the committee to further explain a \$30,000 grant for linking Allegany County Medicaid Managed Care Health Choice with Allegany County Family Planning Services.

OTHER BUSINESS

A recommendation has been made for the appointment of Johannes Peeters to the Community Services Board to replace Deborah Aumick who resigned August 22, 1996. The term of this appointment would expire December 31, 1999. Legislator Lucas moved on this appointment, with Legislator Myers seconding. The motion carried.

Chairman Truax informed the committee of a meeting where Joan Sinclair, Johannes Peeters, Kim Toot, John Walchli, and himself attended to discuss the personal care aid rate. Legislator Walchli stated that both Joan, and Kim have given him suggestions to remedy the differences between the Medicaid rate and this County's rate. Letters have been sent to State representatives.

ADJOURNMENT

There being no further business the meeting was adjourned at 3:35 p.m.

Respectfully submitted,
Teresa Claypool

J. Margeson

MINUTES OF THE MEETING
HUMAN SERVICES

April 9, 1997

**NOT
APPROVED**
APR 28 1997

MEMBERS ATTENDING: Chairman Truax
Legislators Heineman, Myers, Lucas

ALSO ATTENDING: Kim Toot, Office for the Aging
Johannes Peeters, Health Department
John Walchli, Chair, Brd of Legislators

CALL TO ORDER

The meeting was called to order at 3:00 p.m. by Chairman Truax.

APPROVAL OF MINUTES

The minutes of the March 19, 1997 meeting were approved with a motion from Legislator Lucas, and second from Legislator Myers. Motion carried.

OFFICE FOR THE AGING

This office requests a resolution to transfer budgeted funds from Federal revenue accounts to local revenue accounts. Instead of vouchering the State for HEAP applications for the over 60 and disabled, the local Department of Social Services issues a check to the Office for the Aging. These transfers were approved with a motion from Legislator Heineman, second from Legislator Lucas, and motion carried.

RESOLUTION

Ms. Toot stated that May is Older Americans month. A calendar of events was distributed for the committee's information. The Senior Forum will be held on May 30th. The OFA will be honoring the many volunteers that help in the different activities, and services that are provided by this office. Ms. Toot is involved in a "Crop Walk" a walk for hunger. Ten percent of the proceeds will go to the Office for the Aging. An information sheet was passed out to the committee on this.

Legislator Walchli stated that April and May are County clean up months. He would like to see senior citizens go into the schools and talk to the children. It is felt that children can learn a lot from this group of people. Ms. Toot states that a letter to the Senior Clubs would be the best way to promote this type of activity.

RESOLUTION

HEALTH DEPARTMENT

The department is in receipt of a check for \$250 from the Fillmore Rotary Club to be used for the Shots-for-Tots Program. The department requests that these funds be accepted for the Immunization Program of Allegany County. Legislator Lucas moved on the request, with Legislator Myers seconding. Motion carried. This should also be referred to Ways and Means for their approval.

Mr. Peeters briefly told the committee of plans to assign nurses to specific programs in the department, and some plans to utilize the additional \$200,000 the State has approved in State Aid.

ADJOURNMENT

There being no further business to be brought before this committee, the meeting was adjourned at 3:30 p.m.

Respectfully submitted,
Teresa Claypool

9. Margeson

MINUTES OF THE MEETING

HUMAN SERVICES

APRIL 28, 1997

MEMBERS ATTENDING: Chairman Truax
Legislators Dibble, Lucas, Myers, Heineman

ALSO ATTENDING: Johannes Peeters, PHD, Health Department
John Margeson, Administrator
John Walchli, Chair, Brd of Legislators

CALL TO ORDER: The meeting was called to order at 2:45 p.m. by Chairman Truax.

HEALTH DEPARTMENT

After some discussion, Legislator Lucas made a motion for Kathy Graves, Account/Clerk Typist, to be put in Georgia Long, our Medical Records Computer Operator's place, on a temporary basis and be paid out-of-title and, also, to approve hiring a temporary Account/Clerk Typist to fill Kathy Graves' position. Motion was seconded by Legislator Dibble. Motion carried.

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:53 p.m.

MEMORANDUM OF EXPLANATION

Intro. No. _____
(Clerk'S Use Only)

COMMITTEE: Human Services

DATE: 4/28/97

Georgia Long, Medical Records Computer Operator, is on disability leave; therefore, the Health Department is requesting the following changes:

- Kathy Graves, Account/Clerk Typist, who has been certified to work in InfoMed, be put in Georgia Long's place on a temporary basis and be paid out-of-title.
- Approval to hire a temporary Account/Clerk Typist to fill Kathy Graves' position.

It is my understanding that if all goes well, Georgia Long will be back at the end of May. At that time, Kathy Graves will go back to her original position as Account/Clerk Typist and the temporary Account/Clerk Typist position would be discontinued. If the Medical Records Computer Operator is out longer than June 1, 1997, the Health Department would like to continue the temporary Account/Clerk Typist position until such time as Georgia either returns to work within the allowable 26 weeks or is placed on permanent disability.

FISCAL IMPACT: None

For further information regarding this matter, contact:

Johannes Peeters, PHD - Health Department
Name and Department

Ext 247
Telephone Number

J. Margeson

**NOT
APPROVED**

MINUTES OF THE MEETING

HUMAN SERVICES

May 21, 1997

MAY 30 1997

MEMBERS ATTENDING: Chairman Truax
Legislators Heineman, Myers, Lucas, Dibble

ALSO ATTENDING: Kim Toot, Office for the Aging
Johannes Peeters, Health Department
Joan Sinclair, Social Services
John Margeson, Administrator
John Walchli, Chair, Brd of Legislators

CALL TO ORDER

The meeting was called to order at 3:00 p.m. by Chairman Truax.

APPROVAL OF MINUTES

The minutes of April 9, 1997 were approved with a motion from Legislator Lucas, and second from Legislator Dibble. Motion carried.

OFFICE FOR THE AGING

Ms. Toot states that her Senior Intensive Case Manager will be taking a medical leave. She would like to hire someone for six to eight weeks at half time to cover some of the workload. Legislator Heineman moved on the request with Legislator Myers seconding. Motion carried.

This Office has received the van ordered through State bid.

The Office for the Aging requests a resolution to increase the Title III-C budget (A6772) by \$1,526.00. This is due to unbudgeted Federal Grant-in-Aid. Appropriate expenditure and revenue account should be increased accordingly. Legislator Dibble moved on the request, with Legislator Heineman seconding. Motion carried. This should also be referred to Ways and Means for their consideration.

The Office requests a resolution to transfer \$2500.00 in budget A6773 from a .8 account to a .4 account. Legislator Myers made the motion, with Legislator Heineman seconding. Motion carried.

A resolution is requested to transfer \$1114.00 in budget A6783 from .1 and .8 accounts to .4 accounts. Legislator Dibble moved on the request, with Legislator Lucas seconding. Motion carried.

The Office for the Aging also requests a resolution to increase the Title III-B budget A6773) by \$5580.00. This is due to unbudgeted Federal Grant-in-Aid. The appropriate expenditure and revenue accounts should be increased accordingly. Legislator Heineman made the motion for approval, with Legislator Dibble seconding. Motion carried. The Ways and Means Committee should also review this request.

Ms. Toot requests approval to hire a Whitesville meals-on-wheels driver due to retirement of the current driver. Legislator Myers moved on the request, with Legislator Dibble seconding. Motion carried.

Ms. Toot presented her monthly report and reminded the committee of the Senior Forum being held on May 30, 1997 in Wellsville.

HEALTH DEPARTMENT

The department request approval to transfer \$7100.00 from A4040.457 to A4040.463 to cover construction costs for an individual in the Long Term Program. Legislator Heineman moved on the request, with Legislator Dibble seconding. Motion carried.

The Department is in receipt of a check for \$2500.00 from Chautauqua County to be used for the "Youth Speak Out" program being given by this department. The Department requests that this money be accepted and appropriated to Family Planning account A4035.409. The appropriate revenue account should also be increased the same. A motion was made by Legislator Dibble, with a Legislator Heineman seconding, and the motion carried. This should also be referred to Ways and Means for consideration.

The State Department of Health as again allowed funding for reimbursement of respite and family resources and supports for children and families in the Early Intervention Program. The amount is \$7993.00. The Health Department requests a resolution appropriating this money to their Early Intervention account A4060.457 and revenue account A10.3401.0731. Legislator Heineman moved on the request, with Legislator Dibble seconding. This should also be referred to Ways and Means.

The Health Department requests a resolution increasing their Nutrition Budget (4082) by \$3337.00. The State has allowed us \$5000.00 in grant monies, and the department's budget is only \$1663.00. Legislator Myers made the motion approving the request, with Legislator Dibble seconding. Motion carried with Legislator Lucas opposing.

The Allegany County Health Department will be receiving a grant for \$10,000.00 from Erie County/New York State to conduct a comprehensive community health assessment. The Health Department will be working with the Allegany County Health Care Network to perform this community health assessment. Therefore, an account needs to be established for accepting this \$10,000.00 grant and for expenditure of these funds This also needs to be referred to Ways and Means committee for their consideration. The health care network, hospitals, etc, have to do this assessment and the Allegany County Health Department will be working with Erie County to create an assessment tool that all agencies can use. Legislator Lucas moved on accepting the monies, with Legislator Dibble seconding. Motion carried.

SOCIAL SERVICES

Commissioner Sinclair stated that a court case in regards to recovery of monies for maternity expenses such as confinement has been won. Therefore, her department will pursue collections that could amount to \$4000 to \$5000 per case in recovery of funds.

Commissioner Sinclair also states she will return to committee next month on her review of space utilization for the Department of Social Services.

A request to apply to the State Department of Labor for funding to assist counties in meeting new Federal TANF (Temporary Assistance to Needy Families) requirements totalling \$33007.00 was made. The funds can not be used to reduce the local share of employment program administrative costs or reduce average local employment program expenditure per ADC/TANF case. Legislator Lucas moved on the request, with Legislator Dibble seconding. Motion carried.

ADJOURNMENT

There being no further business to come before this committee, the meeting was adjourned at 4:15 p.m.

Respectfully submitted,
Teresa Claypool

J. Margeson

**NOT
APPROVED**

MINUTES OF THE MEETING

HUMAN SERVICES

June 18, 1997

JUN 24 1997

MEMBERS ATTENDING: Chairman Truax
Legislators Heineman, Lucas, Dibble

ALSO ATTENDING: Kim Toot, Office for the Aging
Joan Sinclair, Social Services
Johannes Peeters, Health Department
John Walchli, Chair, Brd of Legislators
Health Department Nurses

CALL TO ORDER

The meeting was called to order at 3:00 p.m. by Chairman Truax.

APPROVAL OF MINUTES

The amended minutes of May 21, 1997 were approved with a motion from Legislator Heineman, and second by Legislator Lucas. Motion carried. (See amended minutes attached)

OFFICE FOR THE AGING

The agency's monthly report was distributed to committee members. Ms. Toot states that she is working with Dresser Rand on producing a report that is performance based. It was also suggested that she contact Chautauqua County for information on the type of data she is looking to put together. Legislator Lucas asked if she could say the total number of senior citizens in the County versus the number her agency serves. She states that there are approximately 9000 senior citizens and her agency serves approximately 4000.

Ms. Toot was asked if she had heard anything on the Kmart/Tops "Bingo" game. She explained that these stores gave away things such as; day old baked goods, and damaged goods. It was a public relations tool and the older people enjoyed this. The State says that for-profit agencies must apply for permit/permission before they can run this type of thing.

SOCIAL SERVICES

Commissioner Sinclair asked committee approval to renew the contract with Randolph Non Secure Detention Center. She states that with the use of this facility as well as the Black Creek facility her agency has saved approximately \$40,000 in the first year. Legislator Dibble moved on the request, with Legislator Lucas seconding. Motion carried.

The plan for space utilization in the Department was presented to the committee. There are no new structural changes, except for partitions. It was suggested by Maintenance that plexiglass be used rather than glass in the partitions. There would be movement of a few of the staff, but mostly supplies and equipment. In the Temporary Assistance Division there would be minimal changes. Everyone would move files, any personal things around. Public Works would move desks. The telephone changes have already been addressed. There will just be some computer changes. Approval was given to go to Public Works with the plan with a motion from Legislator Lucas, and second from Legislator Heineman. Commissioner Sinclair will need to know if this will be done this year or for the 1998 budget year.

Commissioner Sinclair stated that her agency has been trying to utilize the space at the recently purchased property of the county by holding group recertifications, and committee meeting there.

HEALTH DEPARTMENT

Mr. Peeters informed the committee that Georgia Long will be returning to work on the 25th at half time. He asks to be able to keep the temporary employee until such time as she is working at full time. The committee states that this was already the case and did not again need their approval.

Mr. Peeters requested executive session to discuss contracts and personnel issues. Legislator Dibble moved on the request. Legislator Heineman asked the nurses present if there was something they would like to discuss before this session took place.

Some of the issues the nurses brought up were: Dictaphones - not being able to get them repaired-not having the opportunity to go to computer training as other staff members were. They feel that their Director of Patient Services has lost her voice in Health Department matters and they have therefore lost theirs. They state that they are not managers (non-unit personnel) and need a "nurse manager" who can relay nursing concerns but also knows the way of management. Contract issues, such as overtime, were discussed briefly by some Legislators. It was felt by some nurses that the overtime has indeed decreased in the department, that they have reassessed some of their patients and when it is feasible a family member could do specific care. It is also felt that a lot of overtime is for paper work and not patient care. The problem of cost was discussed when it comes to providing computers to the nursing staff. Mr. Peeters states that in his 1997 budget proposal there were monies for computers for nurses, but it was removed due to cost. He states that he is looking into other companies that could provide the software needed for all nursing/billing aspects of the agency. The computer issue should be referred to Technology for their consideration. Legislator Dibble moved and Legislator Lucas seconded. Motion carried.

EXECUTIVE SESSION

Legislator Lucas seconded the motion previously made to hold executive session. Motion carried.

Motions were made accordingly to resume regular business.

ADJOURNMENT

There being no further business to come before this committee, the meeting was adjourned at 4:45 p.m.

Respectfully submitted,
Teresa Claypool

AMENDED

6/2/97

**MINUTES OF THE MEETING
HUMAN SERVICES
May 21, 1997**

MEMBERS ATTENDING: Chairman Truax
Legislators Heineman, Myers, Lucas, Dibble

ALSO ATTENDING: Kim Toot, Office for the Aging
Johannes Peeters, Health Department
Joan Sinclair, Social Services
Robert Anderson, Community Services
John Margeson, Administrator
John Walchli, Chair, Brd of Legislators

CALL TO ORDER

The meeting was called to order at 3:00 p.m. by Chairman Truax.

APPROVAL OF MINUTES

The minutes of April 9, 1997 were approved with a motion from Legislator Lucas, and second from Legislator Dibble. Motion carried.

COMMUNITY SERVICES

Dr. Anderson states that his Senior Intensive Case Manager will be taking a medical leave. He would like to hire someone for six to eight weeks at half time to cover some of the workload. Legislator Heineman moved on the request with Legislator Myers seconding. Motion carried.

OFFICE FOR THE AGING

This Office has received the van ordered through State bid.

The Office for the Aging requests a resolution to increase the Title III-C budget (A6772) by \$1,526.00. This is due to unbudgeted Federal Grant-in-Aid. Appropriate expenditure and revenue account should be increased accordingly. Legislator Dibble moved on the request, with Legislator Heineman seconding. Motion carried. This should also be referred to Ways and Means for their consideration.

The Office requests a resolution to transfer \$2500.00 in budget A6773 from a .8 account to a .4 account. Legislator Myers made the motion, with Legislator Heineman seconding. Motion carried.

A resolution is requested to transfer \$1114.00 in budget A6783 from .1 and .8 accounts to .4 accounts. Legislator Dibble moved on the request, with Legislator Lucas seconding. Motion carried.

The Office for the Aging also requests a resolution to increase the Title III-B budget A6773) by \$5580.00. This is due to unbudgeted Federal Grant-in-Aid. The appropriate expenditure and revenue accounts should be increased accordingly. Legislator Heineman made the motion for approval, with Legislator Dibble seconding. Motion carried. The Ways and Means Committee should also review this request.

Ms. Toot requests approval to hire a Whitesville meals-on-wheels driver due to retirement of the current driver. Legislator Myers moved on the request, with Legislator Dibble seconding. Motion carried.

Ms. Toot presented her monthly report and reminded the committee of the Senior Forum being held on May 30, 1997 in Wellsville.

HEALTH DEPARTMENT

The department request approval to transfer \$7100.00 from A4040.457 to A4040.463 to cover construction costs for an individual in the Long Term Program. Legislator Heineman moved on the request, with Legislator Dibble seconding. Motion carried.

The Department is in receipt of a check for \$2500.00 from Chautauqua County to be used for the "Youth Speak Out" program being given by this department. The Department requests that this money be accepted and appropriated to Family Planning account A4035.409. The appropriate revenue account should also be increased the same. A motion was made by Legislator Dibble, with a Legislator Heineman seconding, and the motion carried. This should also be referred to Ways and Means for consideration.

The State Department of Health as again allowed funding for reimbursement of respite and family resources and supports for children and families in the Early Intervention Program. The amount is \$7993.00. The Health Department requests a resolution appropriating this money to their Early Intervention account A4060.457 and revenue account A10.3401.0731. Legislator Heineman moved on the request, with Legislator Dibble seconding. This should also be referred to Ways and Means.

The Health Department requests a resolution increasing their Nutrition Budget (4082) by \$3337.00. The State has allowed us \$5000.00 in grant monies, and the department's budget is only \$1663.00. Legislator Myers made the motion approving the request, with Legislator Dibble seconding. Motion carried with Legislator Lucas opposing.

The Allegany County Health Department will be receiving a grant for \$10,000.00 from Erie County/New York State to conduct a comprehensive community health assessment. The Health Department will be working with the Allegany County Health Care Network to perform this community health assessment. Therefore, an account needs to be established for accepting this \$10,000.00 grant and for expenditure of these funds. This also needs to be referred to Ways and Means committee for their consideration. The health care network is working to conduct a community assessment. Legislator Lucas moved on accepting the monies, with Legislator Dibble seconding. Motion carried. Allegany County Health Department will be working with Erie County to create an assessment tool that all agencies can use.

SOCIAL SERVICES

Commissioner Sinclair stated that a court case in regards to recovery of monies for maternity expenses such as confinement has been won. Therefore, her department will pursue collections that could amount to \$4000 to \$5000 per case in recovery of funds.

Commissioner Sinclair also states she will return to committee next month on her review of space utilization for the Department of Social Services.

A request to apply to the State Department of Labor for funding to assist counties in meeting new Federal TANF (Temporary Assistance to Needy Families) requirements totalling \$33007.00 was made. The funds can not be used to reduce the local share of employment program administrative costs or reduce average local employment program expenditure per ADC/TANF case. Legislator Lucas moved on the request, with Legislator Dibble seconding. Motion carried.

ADJOURNMENT

There being no further business to come before this committee, the meeting was adjourned at 4:15 p.m.

Respectfully submitted,
Teresa Claypool

J. Margeson

MINUTES OF THE MEETING

HUMAN SERVICES

July 16, 1997

NOT
APPROVED

JUL 22 1997

MEMBERS ATTENDING: Chairman Truax
Legislators Heineman, Myers, Dibble, Lucas

ALSO ATTENDING: Kim Toot, Office for the Aging
Johannes Peeters, Health Department
Joan Sinclair, Social Services
John Walchli, Chair, Brd of Legislators
John Margeson, Administrator

CALL TO ORDER

The meeting was called to order by Chairman Truax at 3:00 p.m.

APPROVAL OF MINUTES

The minutes of June 18th were approved with a motion from Legislator Lucas, and second from Legislator Dibble. Motion carried.

OFFICE FOR THE AGING

This office's copier lease is expiring. The current machine is four years old and constantly under repair. Ms. Toot would like to lease a new Xerox machine from State bid listing. The Administrator states that he is in agreement with this lease. Legislator Dibble moved to approve this lease, with Legislator Lucas seconding. Motion carried. This should be referred to Ways and Means for their approval. It was suggested, if the county is going to enter into a number of lease agreements, that there be discussion with Xerox on possible price breaks.

The Office for the Aging's monthly report was given to this committee for their information. Ms. Toot also reminded the members of the Senior Picnic being held on July 31st.

HEALTH DEPARTMENT

Mr. Peeters passed out a packet showing different services provided by the Health Department that will be used in a new "pull out" brochure.

Mr. Peeters discussed the \$10,000 grant to conduct a comprehensive community health assessment. It was explained that the public will be involved by stating where they think there is need for services in their communities. There was discussion on the need for a contract with either Alfred University or the Allegany County Healthcare Network to conduct this assessment. Legislator Dibble moved that the contract be with the Allegany County Healthcare Network, with the option to subcontract if necessary with the approval of Mr. Peeters. Legislator Lucas seconded this motion. Motion carried with Legislator Heineman abstaining.

Mr. Peeters provided examples of monthly reports he hopes to be presenting to the committee for their information at a future date.

Legislator Lucas moved to hold executive session, with Legislator Heineman seconding. Motion carried.

Motions were made accordingly to resume regular business.

SOCIAL SERVICES

This department's monthly report was distributed to the committee. The 1998 budget was briefly discussed. Commissioner Sinclair states that there looks to be a \$200,000 to \$250,000 net decrease in the new budget.

The funeral directors are requesting an increase in burial rates. There has not been an increase since 1990. The increase would be 25%, \$1200 to \$1320 with flexibility to families. Legislator Heineman made the motion to approve increase, with Legislator Myers seconding. Motion carried. The budget for this item in 1997 is \$60,000 and will remain the same for 1998.

It was stated the department would like to include monies in 1998 for the purchase of a third van. Legislator Lucas moved on doing this, with Legislator Myers seconding.

Commissioner Sinclair has talked to the Data Processing Department regarding a charge back to her department for a percentage of a computer person's time. At this-time the Department of Social Services has their own part time contractor. If the committee is in agreement, she would discontinue this position and use the services provided by the Data Processing Department. The committee was in agreement of this.

ADJOURNMENT

There being no further business to come before this committee, the meeting was adjourned at 4:10 p.m.

Respectfully submitted,
Teresa Claypool

G. Margeson

NOT APPROVED

MINUTES OF THE MEETING

HUMAN SERVICES

August 12, 1997

SEP 5 1997

MEMBERS ATTENDING: Chairman Truax
Legislators Heineman, Lucas, Myers, Dibble

ALSO ATTENDING: Johannes Peeters, Health Department
Thomas Hull, Health Department
Joan Sinclair, Social Services
John Walchli, Chair, Brd of Legislators
Bette Hayes, Health Department
Martha Jordan, Health Department
Lynn Searl, Health Department

CALL TO ORDER

The meeting was called to order at 3:10 p.m. by Chairman Truax.

APPROVAL OF MINUTES

The minutes of July 16th were approved with a motion from Legislator Lucas, and second from Legislator Dibble. Motion carried.

HEALTH DEPARTMENT

The Board of Health has recommended the reappointment of Dr. Richard Cudahy to another six year term, to expire July 7, 2003. The Board of Health requests approval from this committee for this reappointment. Legislator Dibble moved to approve the appointment, with Legislator Lucas seconding. Motion carried.

Mr. Peeters discussed the SAY Project. Steuben, Allegany, and Yates counties will develop and pilot a project that will serve as a model for the cooperative provision of services and administrative efficiency within a rural area. This is a three year project. In the first year the SAY network requests \$138,690 to complete a comprehensive feasibility study that will result in pooling of funding, administration and optimized delivery of high quality public health services. The networks first meeting will be held of August 25 with the three county's Public Health Directors. Information of the SAY project was distributed to members of the committee.

A 1994 profile of births in Allegany County showing comparative information was distributed to the committee for their information. They felt it was very informative.

With the changes in health care delivery requirements, the Health Department needs to change from a clinical model to a community model for public health activities. To start this process, the Health Department wishes to create a Supervising Public Health Nurse (Community Health) position and abolish one Public Health Nurse position. After discussion, a motion was made by Legislator Lucas to approve the above request, but before any interviews take place the committee wishes to see in writing what the selection/interview process will be. They also would like for Dale Dutton to be included in these interviews. Legislator Myers seconded the motion. Motion carried.

Another organizational chart was distributed to the committee. Some of the nurses from the Department briefly discussed concerns and made comments on the reorganization.

SOCIAL SERVICES

The Department's monthly report was distributed. It was noted that Medicaid and Food Stamps have leveled off.

Commissioner Sinclair states they have a Senior Typist position vacant due to illness. She has just received word that the individual will be off longer than anticipated (at least two months). Therefore, approval is requested to fill the position on a temporary basis. Legislator Lucas approved the request, with Legislator Dibble seconding. Motion carried.

The Social Services offices have been open between the hours of 8:00 a.m. and 5:00 and will continue to be so. At a meeting with some of the staff, it was noted that during 4:30 and 5:00 they have very minimal visits of clientele. During the hours of 8:30 and 9:00 they are many more visits. Therefore, she would like to officially make the core hours of the department to be between 8:30 and 4:30. The State needs thirty days notice on this change. Legislator Lucas moved to approve these core hours, with Legislator Dibble seconding. Motion carried.

There was discussion on the State talking of approving new HMO rates which will affect rates being paid to doctors here. Although there has been approval for an enhanced office rate; the housing issue was discussed briefly; and results of the reorganization in Social Services.

EXECUTIVE SESSION

A motion was made by Legislator Lucas to hold executive session, with Legislator Myers seconding. Motion carried.

Motion were made to resume regular business.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:05 p.m.

Respectfully submitted,

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Human Services

DATE: August 12, 1997

With the changes in health care delivery requirements, the Health Department need to change from a clinical model to a community model for public health activities. To start this process, the Health Department wishes to create a Supervising Public Health Nurse (Community Health) position and abolish one Public Health Nurse position.

The responsibility of this Supervising Public Health Nurse position is attached.

FISCAL IMPACT: Monies in budget except for \$2,368 - 75% State Aid

For further information regarding this matter, contact:

Johannes Peeters

Name and Department

5/94

Ext 247

Telephone Number

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Human Services

DATE: August 12, 1997

At the Board of Health's Annual Meeting on July 24, 1997, the Board recommended the reappointment of Dr. Richard Cudahy to another six-year term, to expire July 7, 2003.

Therefore, the Board of Health requests that the Allegany County Legislator reappoint Dr. Richard Cudahy to the Board of Health for another six-year term.

FISCAL IMPACT: None

For further information regarding this matter, contact:

Johannes A. Peeters, Health Department
Name and Department

EXT. 491
Telephone Number

5/94

J. Margeson

HUMAN SERVICES COMMITTEE

September 2, 1997

**NOT
APPROVED**

SEP 9 1997

PRESENT: R. Truax, R. Heineman, W. Dibble, P. Lucas, S. Myers, J. Walchli

Chairman Truax called the meeting to order at 3:00 p.m.

Robert Anderson, Ph.D., Community Services Agency Director presented his department's 1998 budget request.

On motion of R. Heineman, seconded by P. Lucas, the Budget Officer rendition of the budget was approved.

Kimberly Toot and Brian Hendrick presented the 1998 budget for the Office for Aging. Mr. Hendrick distributed to committee information relative to the E.I.S.E.P. Program and Ms. Toot explained to committee the rationale in support of her request for increased funding for the E.I.S.E.P. Program.

On motion of P. Lucas, seconded by R. Henieman the committee approved the OFA budget as recommended by the Budget Officer.

Johannes Peeters and Pamela Reynolds presented the 1998 budget request for the Department of Health.

After discussion, the budget as recommended by the Budget Officer, was approved on motion of R. Heineman, seconded by P. Lucas.

Joan Sinclair, DSS Commissioner presented her department's 1998 budget request.

At the suggestion of the Commissioner, R. Heineman moved to increase Revenue #3609.00 DSS Dependant Care from 1,324,500. To 1,424,500. Motion seconded by W. Dibble and carried.

Thereafter, on motion of R. Heineman, seconded by P. Lucas, the Budget Officer recommendation was approved.

Meeting adjourned at 4:30 p.m.

J. Margeson

MINUTES OF THE MEETING

HUMAN SERVICES

September 17, 1997

NOT APPROVED
SEP 24 1997

MEMBERS ATTENDING: Chairman Truax
Legislators Myers, Heineman, Lucas, Dibble

ALSO ATTENDING: Kim Toot, Office for the Aging
Johannes Peeters, Health Department
Pam Reynolds, Health Department
Robert Anderson, Community Services
John Margeson, Administrator
John Walchli, Chair, Brd of Legislators
Christine Johnson, Health Department
Norilyn Patrick, Health Department
Linda Wydysh, Health Department

CALL TO ORDER

The meeting was called to order by Chairman Truax at 3:10 p.m.

COMMUNITY SERVICES

Dr. Anderson requests approval to increase 1997 expenditure account A4310.456 \$66,272 and revenue account A4310.10.3490.03 by the same amount. The Office of Mental Retardation and Developmental Disabilities have increased the amount of State Aid through "Other Than Chapter 620 State Aid". The contracted amount with ARC for 1996 will also need to be revised. Legislator Dibble moved on the request, with Legislator Lucas seconding. Motion carried.

Dr. Anderson reports that there is no van available on State bid like the one he is looking to purchase. Therefore, they are still working on this purchase, and will return to committee in October.

In regard to the Stop DWI monies, there is a meeting scheduled and a report will come back to committee on this.

EXECUTIVE SESSION

A motion to hold executive session to discuss salaries was made by Legislator Myers, seconded by Legislator Dibble, and carried.

Motion as above were made to resume regular business.

Dr. Anderson received approval to increase the salary of the Coordinator by 6%; and the salary of the Intensive Case Manager by 5%. Motions were made by Legislator Dibble, and seconded by Legislator Heineman. Motion carried.

OFFICE FOR THE AGING

The Allegany County Office for the Aging requests a resolution to transfer budgeted funds from the Title III-B budget (A6773) to the Expanded In-home Services for the Elderly (EISEP) budget (A6778) in the amount of \$2948.00. This will help to cover a shortfall in the EISEP home care account. Transfer from A6773.101 to A6778.474 - \$2100.00; transfer from A6773.806 to A6778.474 - \$848.00. A motion was made by Legislator Lucas, seconded by Legislator Heineman and carried.

The OFA requests a resolution to increase the Title VII budget (A6781) by \$441.00. This is due to non-budgeted Federal aid. Revenue account A11.4772.05 and Expenditure account A6781.101 should be increased by this amount. A motion was made by Legislator Myers, seconded by Legislator Lucas, and carried.

A resolution is requested to increase the EISEP budget A6778 by \$3600.00. This is due to non-budgeted State aid. Revenue account A10.3772.00 and Expenditure account A6778.474 should be increase by this amount. A motion was made by Legislator Lucas, seconded by Legislator Heineman, and carried.

The Office for the Aging requests a resolution to increase the CSE budget A6776 by \$2500.00. This is due to non-budgeted Member Initiative Funding for this winter's blizzard boxes. Revenue account A10.3772.03 and Expenditure account A6776.408 should be increased by this amount. A motion was made by Legislator Dibble, seconded by Legislator Lucas, and carried.

The Office for the Aging requests a resolution to transfer \$1551.00 in the EISEP budget A6778 from .2 and .8 accounts to A6778.474 account. A motion was made by Legislator Lucas, seconded by Legislator Heineman and carried.

Ms. Toot requested to change her department's "core hours" from 9:00 to 5:00 to 8:30 to 4:00. The committee was presented with a record of phone calls showing the calls that were received after 4:00. There was some discussion regarding this and it was decided to table this request until a later date.

The Office for the Aging is offering a Caregiver's Course for anyone who is caring for an older person. The committee received a program schedule. It was suggested this notice be posted in libraries, and senior citizen gathering places.

A "Summary of Medicare Changes" was distributed to the committee for their information. Also the monthly reports for July and August were distributed. There was brief discussion on pharmacy participation in providing senior citizens with information on drug interactions. Ms. Toot stated they have talked about a "brown bag" program where all medication would be thrown in a bag and this same type of thing be done regarding interactions.

It was stated that legislation has been approved to have Medicaid as the first choice for Senior Citizens for medical coverage rather than Medicare. This will affect Allegany County's taxes.

HEALTH DEPARTMENT

Reports showing visit and time comparison's for 1997 and 1996 for the different pay sources were distributed to the Committee for their information. Also graphs and charts were distributed showing the Long Term program as self supporting at present and the Home Care program carrying a deficit.

Mr. Peeters stated that the Department is considering closing the clinic site in Canaseraga as attendance has been very low. The committee was assured that the Department will continue to work through the school where it seems to reach more people than the clinic site.

Mr. Peeters was asked to update regarding the new position in the department. He stated that it has been advertised and selection will take place in October.

ADJOURNMENT

There being no further business to come before this committee, the meeting was adjourned at 4:00.

Respectfully submitted,
Teresa Claypool

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Human Services

DATE: 09/17/97

The Allegany County Office for the Aging requests a resolution to transfer budgeted funds from the Title III-B budget (A6773) to the Expanded In-home Services for the Elderly (EISEP) budget (A6778) in the amount of \$2,948.00. This will help to cover a shortfall in the EISEP home care account.

<u>TRANSFER</u> <u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
A6773.101 Regular Pay		\$2,100.00
A6773.806 Hosp/Med. Ins.		<u>848.00</u>
		\$2,948.00
	A6778.474 Subcontractors	\$2,948.00

FISCAL IMPACT: Transfer county dollars from one budget to another.

For further information regarding this matter, contact:

Kimberley Toot, Office for the Aging
Name and Department

Ext. 390
Telephone

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Human Services

DATE: 09/17/97

The Office for the Aging requests a resolution to increase the Title VII budget (A6781) by \$441.00. This is due to non-budgeted Federal grant-in-aid.

Increase Revenue Account # A 11 4772.05	\$441.00
Increase Expenditure Acct. # A6781.101	
Regular Pay	\$441.00

FISCAL IMPACT: Increase Federal dollars.

For further information regarding this matter, contact:

Kimberley Toot, Office for the Aging
Name and Department

Ext. 390
Telephone

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Human Services

DATE: 09/17/97

The Office for the Aging requests a resolution to increase the EISEP budget (A6778) by \$3,600.00. This is due to non-budgeted State grant-in-aid.

Increase Revenue Account # A 10 3772.00	\$3,600.00
Increase Expenditure Acct. # A6778.474 Subcontractors	\$3,600.00

FISCAL IMPACT: Increase State dollars.

For further information regarding this matter, contact:

Kimberley Toot, Office for the Aging
Name and Department

Ext. 390
Telephone

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Human Services

DATE: 09/17/97

The Office for the Aging requests a resolution to increase the CSE budget (A6776) by \$2,500.00. This is due to non-budgeted Member Initiative Funding for this winter's blizzard boxes.

Increase Revenue Account # A 10 3772.03	\$2,500.00
Increase Expenditure Acct. # A6776.408 General Supplies	\$2,500.00

FISCAL IMPACT: Increase State dollars.

For further information regarding this matter, contact:

Kimberley Toot, Office for the Aging
Name and Department

Ext. 390
Telephone

J. Margeson
**NOT
APPROVED**

MINUTES OF THE MEETING

HUMAN SERVICES

October 22, 1997

OCT 24 1997

MEMBERS PRESENT: Chairman Truax
Legislators Myers, Heineman, Lucas

ALSO ATTENDING: Kim Toot, Office for the Aging
Johannes Peeters, Health Department
Joan Sinclair, Social Services
John Margeson, Administrator
John Walchli, Chair, Brd of Legislators

CALL TO ORDER

The meeting was called to order at 3:02 p.m. by Chairman Truax.

PRESENTATION

Mr. William H. Horton of Pioneer Credit Recovery, Inc. gave a presentation to this committee. He stated that they are working with Chautauqua County, and Erie County Medical Center in recovery of debts. Pioneer Credit Recovery does not charge an initial up front fee. They would receive a percentage of the monies collected. The more accounts that are handled, the less the percentage. It was stated that the Department of Social Services in Allegany County has close to one million dollars in outstanding debts. A motion was made by Legislator Heineman asking that a detailed proposal be presented and then it could be pursued from there. Legislator Myers seconded and the motion carried.

OFFICE FOR THE AGING

Ms. Toot stated that she had attended an open house at the Wellsville Woods apartment complex that morning. Mr. Walchli also attended.

The Office for the Aging requests a resolution to increase the SNAP budget (A6779) by \$10,337.00. This is due to non-budgeted State grant in aid. The appropriated expenditure and revenue accounts should be increased. Legislator Heineman moved on the request, with Legislator Myers seconding. Motion carried. This should also be referred to Ways and Means for their consideration.

The OFA requests a resolution to increase the CSE budget (A6776) by \$770.00. The appropriate expenditure and revenue accounts should be increased. Legislator Lucas moved on the request, with Legislator Heineman seconding. Motion carried.

A resolution was requested to increase the Title III-C budget by \$5,400.00 due to an increase in revenue in the Long Term Home Health Care account. Appropriate expenditure and revenue account need to be increased. Legislator Heineman moved on the request, with Legislator Lucas seconding. Motion carried.

The monthly report was presented for the committee information. Ms. Toot asked if consideration had been given to her request to change the hours in her department. It was stated that it will be presented to the Ways and Means committee on Friday. She also stated that her agency will be visited by the State to perform a program audit in November. It was suggested that a name be considered for the meal sites. Perhaps the senior citizens who attend could be involved in coming up with a name.

HEALTH DEPARTMENT

Mr. Peeters stated that interviews for the new Public Health Nurse position will be held on Thursday. Dale Dutton, Tom Hull, and himself will conduct the interviews. He expects that within a few days after the interviews an individual will be chosen.

New York State has a health insurance plan for kids under 19 years of age called Child Health Plus. Some services that would be covered under this plan are immunizations, x-rays and lab tests, outpatient surgery, and inpatient hospital medical or surgical care. Children under the age of 19 who are not eligible for Medicaid and who have limited or no health insurance may be eligible. The State is mandating that the local Health Departments make this information available to the public.

The Health Department requests miscellaneous transfers from one major account to another totaling \$31575. These are needed to cover costs that apply to the Certified Home Health Agency versus the Public Health program budgets. Legislator Lucas moved on the request, with Legislator Heineman seconding. Motion carried.

The Department requests a transfer from A4056.456 to A4056.201 totaling \$35600. Through the IIS budget, equipment will be purchased to further expand the networking for pertinent information in the program. This information has been passed on to the Data Processing Department for their consideration. The request was approved with a motion from Legislator Heineman, and second from the Legislator Lucas. Motion carried.

The Department also requests a resolution increasing appropriations in various accounts totaling \$127033. The Department's visits for Private Duty Nursing, Personal Care, and Home Health Aide have increased over what was anticipated for 1997. Although this will increase the expenditure, the revenue received offsets these expenses. Legislator Heineman moved on the request, with Legislator Lucas seconding. Motion carried with a referral to Ways and Means.

A transfer totaling \$10,000 from A4011.456 to A4011.459 was requested to cover costs through the end of 1997 for physical therapy services. Legislator Heineman moved on the request, with Legislator Lucas seconding. Motion carried.

SOCIAL SERVICES

Commissioner Sinclair explained to the committee that the department's JOBTRAK Supervisors have been considered temporary positions for three years now. She requests that they be given permanent status. After some discussion, Legislator Heineman moved on the request, with Legislator Myers seconding. Motion carried. This should also be referred to the Personnel Committee.

It was asked to hire a Community Service Aide for the HEAP program for six months. This individual would be doing data entry, reviewing applications, etc. Legislator Myers moved on the request, with Legislator Heineman seconding. Motion carried.

Another Community Service Aide position is requested to assist in the intake processes of the department. A part of the restructuring in DSS has been to have a specialized unit of intake personnel. The Aide would assist these individuals with duties such as giving out information of eligibility, job search information, doing photo ID's, and finger imaging. It should be noted that both this position and the above position will take another two people off the assistance rolls. Legislator Lucas moved on the request, with Legislator Heineman seconding. Motion carried with a stipulation that this position be only temporary with review at a later date.

The Department's monthly report was distributed for committee information. Attached to that Commissioner Sinclair included her response to editorials appearing in the newspapers.

ADJOURNMENT

There being no further business to come before this committee, the meeting was adjourned at 4:30 p.m.

Respectfully submitted,
Teresa Claypool

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Human Services

DATE: 10/22/97

The Health Department requests the following transfer:

A4056.456 (Contracts) to A4056.201 (Equipment) \$35,600.

Through the Immunization Information System (IIS) budget, equipment will be purchased to further expand the networking for pertinent information in the program. The Counties involved in the program, along with Jones Memorial Hospital will receive new equipment. This information has been passed on to the Data Processing Department for their consideration.

FISCAL IMPACT: None

For further information regarding this matter, contact:

Johannes Peeters
Name and Department

Ext 247
Telephone Number

5/94

J. Margeson

**NOT
APPROVED**

OCT 31 1997

HUMAN SERVICES

October 31, 1997

PRESENT: R. Truax, R. Heineman, W. Dibble, P. Lucas, S. Myers, R. Anderson

Purpose of meeting was to open bids for a 1998 Van for Allegany County Community Services.

On motion of R. Heineman, seconded by P. Lucas and unanimously carried, approved a bid from Maple City Dodge of Hornell for \$18,800.

Meeting adjourned.

John M.

NOT
APPROVED

MINUTES OF THE MEETING

HUMAN SERVICES

November 19, 1997

NOV 21 1997

MEMBERS PRESENT: Chairman Truax
Legislators Myers, Heineman, Lucas, Dibble

ALSO ATTENDING: Kim Toot, Office for the Aging
Robert Anderson, Community Services
Johannes Peeters, Health Department
Joan Sinclair, Social Services
John Walchli, Chair, Brd of Legislators
John Margeson, Administrator
Edmund Burdick, Legislator

CALL TO ORDER

The meeting was called to order at 3:02 p.m. by Chairman Truax.

APPROVAL OF MINUTES

The minutes of the October 22, 1997 Human Services meeting were approved with a motion from Legislator Heineman, and second from Legislator Dibble.

COMMUNITY SERVICE

Dr. Anderson requested a resolution to establish another C & F Intensive Case Manager position for 1998. This has already been approved in the 1998 County Budget. Legislator Heineman moved on the request, with Legislator Lucas seconding. Motion carried.

OFFICE FOR THE AGING

Ms. Toot reported to this committee that the 1987 Chevy Astro Van used for the home delivered meals program is no longer in working order. She asked committee to approve the purchase of a new vehicle with the monies to come from the contingency funds. The lowest State bid price is \$16775.00. Discussion ensued regarding the different types of vehicles, ex. Vans versus station wagons, used versus new, etc. It was also mentioned that the wagon that now is used in the OES office will eventually come to the Office for the Aging. Ms. Toot and Legislator Burdick checked with local car dealers to see what they had on their lots. It was reported that a 1995 Caravan with 26000 miles at the price of \$10,500.00 was available. Legislator Lucas moved to refer this request to Ways and Means for their consideration. Legislator Heineman seconded, and motion carried.

HEALTH DEPARTMENT

Mr. Peeters informed the committee of the preschool tuition rates for 97-98.

A request to transfer monies from A2960.438 transportation to A2960.442 Itinerant Services totaling \$20,000 was made. Legislator Heineman moved on the request with Legislator Lucas seconding. Motion carried.

A statistical profile was distributed and discussed briefly. Also briefly discussed were the SAY project; they will have their first orientation meeting on the 25th, and the reorganization of the Health Department; the Community Health Nurse has been appointed.

Mr. Peeters was asked if the Health Department has been doing any programs, education, due to the recent HIV incident in Chautauqua County. It was stated that the State is now considering declaring HIV a communicable disease, which would have to be reported to the Health Department for follow up. The State would also be responsible for paying for treatment, which can be very expensive.

SOCIAL SERVICES

Commissioner Sinclair reported that she took the JOBTRAK Supervisor positions to the Personnel Committee. They were looking into the grading and steps for the positions. It has been since decided that they will be at Grade 10, and they will be put on a step where they will see some sort of raise.

It is also reported that three individuals in the department will be taking the early retirement option. The positions are two Adult Family Services and one Child Support Supervisor. Commissioner Sinclair would like to fill the two Adult Family Services individuals but looking to lower the Child Support Supervisor from Sr. Case Worker to Case Worker. Legislator Lucas moved on this, with Legislator Myers seconding. Motion carried.

A transfer of monies from TANF account to Purchase of Services account totalling \$75000.00 was requested. Legislator Lucas moved on the request, with Legislator Heineman seconding. Motion carried.

An increase in the appropriation in the HEAP Account totaling \$260,000.00 as requested. Legislator Lucas moved to refer this to Ways and Means for their consideration. Legislator Heineman seconded and motion carried.

The Child Support department is in need of a different laser jet printer. The present printer does not have enough memory to support the information coming through. Therefore, a request to transfer monies from Medical Transportation to Office Equipment totalling \$1341.65.

OTHER BUSINESS

An agreement for air medical services with Mercy Flight for 1998 totaling \$8000 was approved with a motion from Legislator Myers, second from Legislator Dibble. Motion carried.

An agreement for the Allegany County Association for the Blind and Visually Handicapped in the amount of \$7000 for 1998 was also approved. Legislator Myers made the motion, Legislator Dibble seconded and motion carried.

The County Attorney should prepare the necessary resolutions for the above agreements.

ADJOURNMENT

There being no further business to discuss at this time, the meeting was adjourned at 4:30 p.m.

Respectfully submitted,
Teresa Claypool

John M.

MINUTES OF THE MEETING

HUMAN SERVICES

December 17, 1997

NOT
APPROVED

DEC 18 1997

MEMBERS ATTENDING: Chairman Truax
Legislators Heineman. Myers. Lucas. Dibble

ALSO ATTENDING: Kim Toot, Office for the Aging
Johannes Peeters, Health Department
Joan Sinclair, Social Services
John Walchli, Chair, Brd of Legislators
John Margeson, Administrator
Thomas Freeman, Progressive Transportation
Brad Thomas, Progressive Transportation

CALL TO ORDER

The meeting was called to order at 3:00 p.m. by Chairman Truax.

APPROVAL OF MINUTES

The minute of November 19, 1997 were approved with a motion from Legislator Lucas, and second from Legislator Dibble. Motion carried.

PRESENTATION

Mr. Thomas Freeman of Progressive Transportation spoke to this committee on his business. This company would provide transportation both to the public sector and to clients of the Human Services agencies throughout the county. The financial history in other counties throughout the State has been one of savings. They are able to maximize State transportation monies. They provide three different levels of services: 1) bus service that travel the main roads, 2) "dial-a-ride" services in the much more rural areas on an informal basis, 3) specialized, a door to door service where an attendant may be needed, for example, a client in a wheelchair, who would need assistance. The Department of Social Services is the key agency to be involved in this venture. This is due to the greater expense provided by this agency for its services. A motion was made by Legislator Lucas to pursue the possibility of contracting with Progressive Transportation by having a meeting with all Human Services department heads and the County Administrator. Legislator Heineman seconded this motion, and the motion carried.

OFFICE FOR THE AGING

Ms. Toot stated that the bids for meals were received from Canaseraga and SUNY with both coming in a \$3.25/meal. A motion was made by Legislator Lucas, seconded by Legislator Dibble to accept these bids. Motion carried.

The Office for the Aging has received the Dodge Caravan and it is operating in the Whitesville area.

Briefly discussed was the EISEP waiting list and the "notch" program. The monthly report was also distributed for committee information.

HEALTH DEPARTMENT

Mr. Peeter requested approval to hire an individual to fill the upcoming vacancy of the Director of Patient Services position. Legislator Dibble moved on the request, with Legislator Heineman seconding. Motion carried. Legislator Heineman asked that the same procedure be used as when recruiting for the Community Health Nurse.

The committee was provided an information packet comparing two computer software (billing) agencies. They are Datacron and Infomed. Informed being the operating system being used in the department at the present time. It was stated that the department has had problems retrieving information from the program and that with Datacron these reports would be easily retrieved. Although it appears that the cost to update the Infomed software is less, the monthly maintenance fee for Datacron is much less than Infomed. A motion was made by Legislator Lucas authorizing Mr. Peeters to pursue the purchase with the Administrator's and Debbie Button's approval. Legislator Heineman seconded the motion and asked that any decision/information be brought back to the committee. Motion carried.

SOCIAL SERVICES

It was reported that Ben Fanton, Children's Services and Child Protection, has retired. It is requested to fill this vacancy. There is also a Senior Caseworker retiring and asks to be able to fill this position also. Legislator Heineman made the motion approving these requests with Legislator Lucas seconding. Motion carried.

Commissioner Sinclair requested approval to create the position of Senior Child Support Investigator (one Child Support Investigator position would be deleted). There has never been a supervisory backup for the Coordinator. There would be no additional staff with this change. Legislator Heineman moved on the request, with Legislator Myers seconding. Motion carried. This should be referred to the Personnel Committee.

A request to delete the Child Support Attorney contract and create a full time Child Support Attorney was tabled until after the holidays. There is a shift occurring to make Child Support a more administrative operation. There have been significant increases in demands for a Child Support Attorney. The cost for 1997 is expected to exceed \$38,000. It is anticipated that having a full time Child Support Attorney will be necessary in 1998 and that having a staff Attorney would be more cost effective.

A position of Certified Alcohol Counselor is requested to be added to the Social Services staff. It would be predominantly funded under the Welfare Reform Act. There was considerable discussion on this request. It was suggested that the service be contracted possibly with the Community Services Agency. The advantage of having the individual on staff is that they could be utilized in both Alcohol and Domestic Violence cases. Legislator Myers moved to hire a temporary person on a six month basis. If it appears at that time there is justification to have this position permanently on staff, a decision would be made at that time. Legislator Dibble seconded this motion. A counter motion from Legislator Lucas to table the above motion until such time this proposal is discussed with Robert Anderson, Community Services, for his input, whether it be the possibility of using one of his staff or to hire an individual within DSS. Legislator Heineman seconded this motion. Legislator Myers was opposed and motion carried.

OTHER BUSINESS

The 1997 disbursements for the Allegany County Association for the Blind and Visually Handicapped were examined and found to be in conformity with the provisions of the Agreement. Legislator Lucas made the motion approving, with Legislator Myers seconding. Motion carried.

The reappointments of Sandra Keenan, Kathy Brown, and Ronald Truax to the Community Services Board for another four year term to expire December 31, 2001 were approved with a motion from Legislator Lucas. Legislator Myers seconded, and motion carried.

In addition, Darren Fleegeer of Wellsville has been recommended for appointment to the Community Services Board effective January 5, 1998 to December 31, 2001. Legislator Myers moved on the appointment with Legislator Dibble seconding. Motion carried with Legislator Lucas opposing.

ADJOURNMENT

There being no further business to come before this committee, the meeting was adjourned at 5:00 p.m

Respectfully submitted,
Teresa Claypool