

HUMAN SERVICES COMMITTEE

NOT
APPROVED

2/9/98

FEB 12 1998

Present: Ron Truax, Sue Myers, Preston Lucas, Robert Heineman, Bill Dibble, John
Walchli, Kim Toot

OFFICE FOR THE AGING

Kim Toot requested permission to fill the Aging Services Specialist job currently held by Brian Hendrick. The job is promotional from Aging Services Technician. She also asked permission to fill the Aging Services Technician job that will be vacant when the promotion is made.

Permission was granted unanimously.

Meeting adjourned.

Respectfully submitted,

Kim Toot

MINUTES OF THE MEETING

HUMAN SERVICES

February 18, 1998

NOT
APPROVED

FEB 24 1998

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
Margaret Cherre, Social Services
John Margeson, Administrator
John Walchli, Chair, Brd of Legislators

CALL TO ORDER

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

APPROVAL OF MINUTES

The minutes of January 21, 1998 were approved with a motion from Legislator Lucas, and second from Legislator Dibble. Motion carried.

OFFICE FOR THE AGING

Ms. Toot states that the State is continuing to note the Office for the Aging's low level of nutrition counseling provided to home-delivered meals clients. They also note the outstanding success of the expansion of the nutrition program with no waiting list for senior citizens in Allegany County. Ms. Toot is looking in the future to create a Home Delivered Meal Coordinator to help fill the void the State is pointing out. The agency delivers about 90,000 meals per year, with a Nutrition Coordinator and Typist handling the program. The Committee asks that the "assessment" required to be completed on these clients be brought in for their information. Suggested that she look to other counties to see how they are handling this program, what the duties of the individual would be, go to Personnel to find out the specifics, and it will be discussed again next month.

HEALTH DEPARTMENT

Mr. Peeters states that the department's Public Health Educator will be off on maternity leave from March to September. He would like approval to fill the position on temporary basis. Legislator Lucas moved on the request with Legislator Dibble seconding. Motion carried.

The Health Department requests a resolution appropriating \$10,000 to account A4047 Community Health Assessment This account was present last year and continues to be funded 100% by a grant thru Erie County Department of Health for the Public Health Priorities Partnerships Initiative. These funds will be used to create and distribute a county wide survey to identify Allegany county's major health problems and priorities, including the development of locale-specific intervention strategies. Legislator Dibble approved the appropriation, with Legislator Lucas seconding. This also need to be referred to Ways and Means. Motion carried.

The Department also requests a resolution to accept one time monies in the amount of \$35,000 from the New York State Department of Health-Family Planning Program Grant. The appropriate revenue account (3450) should also be increased. Legislator Lucas moved on the request specifying that the Department can show the effectiveness of the program. Legislator Dibble seconded, and motion carried. It was asked that the Nurse Practitioner come to committee with a overview of this program. The Ways and Means committee also needs to review this request.

The issue of making the County Office Buildings "smoke free" was again discussed. Legislator Myers moved to refer this to Ways and Means to set up the policy. The motion was seconded by Legislator Heineman, and carried.

SOCIAL SERVICES

It was requested to approve the increased rates for burials and cremations. There has not been any increase since 1990. This rate approval would set the rate for a three year period. Legislator Lucas moved on the request, with Legislator Myers seconding. Motion carried.

A request to enter into a contract with Steuben County for the purposes of providing Non-secure Detention Services at a per diem rate of \$140.00 was approved with a motion from Legislator Heineman, and seconded by Legislator Lucas. Motion carried.

A motion was made by Legislator Heineman and seconded by Legislator Myers to hire two caseworkers in the Child Protective Services unit. Motion carried.

A motion to hire a CCSI Support person was made by Legislator Myers, and seconded by Legislator Dibble. Motion carried.

Under the Custody Home Studies Contract it is requested to contract with an individual to perform the home studies for family for which the department is involved. Seventy percent of the investigation are private court ordered cases. The cost would be approximately \$6000 less than it is currently. Legislator Myers moved on this request, with Legislator Dibble seconding. The motion carried.

COMMUNITY SERVICES

John Margeson, on behalf of Dr. Anderson, requested approval to create a petty cash fund in the amount of \$900 for one of the Intensive Case Manager's. Legislator Dibble moved on the request, with Legislator Heineman seconding. Motion carried.

ADJOURNMENT

There being no further business to come before this committee, the meeting was closed at 4:40 p.m.

Respectfully submitted,
Teresa Claypool

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Human Services Committee

DATE: 2/18/98

This is to request the approval of the Board of Legislators to enter into a contract with Steuben County for the purposes of providing Non-secure Detention Services at a per diem rate of \$140.00, which is unchanged from the 1997 rate.

In that we have a reserved bed contract with Randolph Children's Home, it is seldom that we need to refer to other Non-secure Facilities. However, the Steuben County contract is one which we want to retain for the purposes of back up to our primary contract.

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Human Services Committee

DATE: 2/18/98

This is to request Board of Legislators' approval for changes to the 'Maximum Rates and Allowances to Be Paid by the Department of Social Services for Burials and Cremations'.

Resolution 22-90 established Burial and Cremation Rates which are maximums which are allowed for compensation to Funeral Directors for costs associated with the burial or cremation of indigent individuals. The rates have not been increased since the effective date of that resolution; April 1, 1990.

The proposed new maximum rates are attached. The implementation of the new rates are anticipated to increased burial costs by approximately 25%. Given the fact that it has been 8 years since there has been a rate increase it is the Department's considered position that the new amount is justified.

The most commonly charged base burial rate would be \$1,500 in this new rate schedule, versus a prior rate of \$1,200. This base burial rate includes the cost of a standard cloth casket. A previous category, the age group 1 year to six years has been eliminated. There are very few burials in this age range but Funeral Directors advise that their costs are not lower in these instances.

A requirement that assets, insurances and/or contributions will reduce the amount charged will be retained. In addition, clauses will be added 1) delineating that which is acceptable for family members to purchase, if the burial/cremation is County funded and 2) clarifying that the County will not use these allowances to pay a portion of a non-indigent burial or cremation.

This rate approval would set the rate for a three year period.

In anticipation of a 1998 rate increase additional funds were budgeted for 1998.

FISCAL IMPACT: The new rates will cause an increase in burial expenses of approximately \$10,000 per year.

September 30, 1997

To: The Allegany County Department of Social Services
From: John W. Embser
Representing the Allegany County Funeral Directors
RE: Proposed Burial/Cremation Rate
Term: 3 Years

BURIAL RATE

Stillborn to one year	\$ 500.00
One year and over	\$ 1,500.00

BURIAL ALLOWANCES

1. Actual cost of opening the grave.
2. Actual cost of lot, if necessary.
3. The cost of removal at \$ 75.00 plus \$ 1.25 per mile, one way, not to exceed 100 miles from the place of business.
4. The cost of transportation to the place of burial at \$ 1.25 per mile, one way, not to exceed 100 miles from the place of business.
5. The actual cost of a grave liner.
6. The actual cost of cemetery equipment, excluding a tent.
7. The actual cost difference between a standard cloth covered casket and an equivalent oversized or specialty casket, when required.
8. The actual cost of all protective attire used to prevent workplace transmission of blood-borne infectious agents, not to exceed a total of \$ 150.00.

CREMATION RATE

Direct Cremation	\$ 1,000.00
Traditional funeral followed by cremation	\$ 1,500.00

CREMATION ALLOWANCES

1. The actual cost of cremation.
2. The actual cost of opening the grave.
3. The actual cost of lot, if necessary.
4. The cost of removal at \$ 75.00 plus \$ 1.25 per mile, one way, not to exceed 100 miles from the place of business.
5. The cost of transportation to the crematory at \$ 1.25 per mile, one way, not to exceed 100 miles from the place of business.
6. The actual cost of a minimum cremation urn.

MINUTES OF THE MEETING

HUMAN SERVICES

March 18, 1998

NOT
APPROVED

MAR 23 1998

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

ALSO ATTENDING: Kim Toot, Office for the Aging
Johannes Peeters, Health Department
Thomas Hull, Health Department
Corrine Collins, Health Department
Joan Sinclair, Social Services
Margaret Cherre, Social Services
John Margeson, Administrator

CALL TO ORDER

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

APPROVAL OF MINUTES

The minutes of February 18, 1998 were approved with a motion from Legislator Lucas, seconded by Legislator Dibble, and carried.

OFFICE FOR THE AGING

Due to the increased availability of Title III, SNAP, and WRAP funding, the Office for the Aging is requesting a resolution to increase the appropriate expense and revenue line items for these programs totaling \$14833.00. Legislator Lucas moved on the request, with Legislator Dibble seconding. Motion carried. This should also be referred to Ways and Means for their consideration.

A resolution is requested to transfer funds in the Title III-B budget account A6773.101 Personal Services to A6773.201 Equipment totaling \$3500.00. The agency will be upgrading their computer network to Windows 95. Legislator Myers moved on the request, with Legislator Lucas seconding. Motion carried.

A proposed Home Delivered Meal Coordinator job description was provided to the committee for their information. Ms. Toot gathered descriptions from other county Office for the Aging Departments. The State has a "PDS software" that would be used to compile the assessment information on their clients. The Meal Coordinator would be taking a laptop with them into the homes entering the information on site.

RESOLUTIONS (3)

Legislator Lucas suggested because of grant monies available in the Health Department, that possibly they could provide a database with necessary information for the Office for the Aging, DSS, etc., and an individual for the Health Department could do the assessment Ms. Toot explained, after further discussion, that she is not asking the county for money to fund the Coordinator position, only to proceed with the planning, and refer this to Personnel Committee for their consideration. She will continue to evaluation the position, and look to finding the monies within the boundries of the Department's existing funds. Legislator Dibble moved to refer to Personnel for their consideration, Legislator Myers second, and motion carried.

It was requested by Legislator Lucas that a resolution be prepared, regarding State impositions that inevitably put extra costs on the County, asking the State to provide the County with a cost reimbursement for every assessment that is filled out for the home delivered meals program. Legislator Dibble seconded this, and the motion carried.

Monthly reports were distributed for committee information.

HEALTH DEPARTMENT

Ms. Collins handed out the bid information for Health Department vehicles. The bids were opened on Friday, March 13. Seventeen car dealers were sent the bid specifications with eight responding. After review the bid was awarded to Paul Brown Motors of Olean for 4 Dodge Neons with trade in at a cost of \$45500.00, and 1 Dodge Caravan with trade in at \$17196.00. Legislator Lucas moved on this, with Legislator Heineman seconding. Motion carried.

The Department requests a resolution increasing the Family Planning Grant accounts totaling \$5290.00. Also the Personal Services account (4010.1) will need to be increased \$7732.00. These increases are due to Medicaid Managed Care monies inadvertently being omitted from the 1998 budget. The grant funding for these monies ends in June 1998.

The contract between Allegany County and the Monroe County Medical Examiner totaling \$22,500.00 was approved with a motion from Legislator Dibble, second from Legislator Lucas, and carried.

EXECUTIVE SESSION

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

Motions as above were made to resume regular business.

RESOLUTIONS (2)

SOCIAL SERVICES

The Department requests approval to appropriate Federal and State Aid in the amount of \$13,600 to the office supplies account 6010.407, with revenue in equal shares of \$6,800 to be added to Federal revenue account 4610 and State revenue account 3610. The grant has been received from the State Department of Health Office of Medicaid Managed Care for the purpose of purchasing "The Health Wise Handbook". This book will be provided to enrollees of the Health Choice Managed Care Program with a preventative focus. Legislator Heineman moved on the request. Legislator Dibble seconded the motion, and it was carried.

The Department of Social Services requests approval to appropriate \$58,000 as follows:

\$29,000 to account 6070.474, purchase of services; \$14,000 of which will be used for a contract to perform non-DSS Court ordered custody investigations , and \$15,000 of which will be contract to ARA-The Counselling Center for the purpose of supporting the Coordination Children's Services Initiative. An amount equal will be added to revenue account A4610.

\$29,000 to account 6010.1, personal services to cover the direct cost of two Caseworker positions with an equal amount of revenue account 3661.03. These persons will be assigned Preventive Services and Foster Care duties.

Legislator Dibble moved to refer this request to Ways and Means for their consideration. Legislator Myers seconded and motion carried.

Margaret Cherre gave a presentation to the committee of the department's Services Division. Statistics and comparisons were provided. This same presentation will go before the whole Board for their information.

OTHER BUSINESS

A proposal from Progressive Transportation was provided to committee members for their review. It was stated that ARC has shown an interest in providing transportation.

ADJOURNMENT

There being no further business to come before this committee, the meeting was adjourned at 4:55 p.m.

Respectfully submitted,
Teresa Claypool

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Human Services

DATE: 03/18/98

The Allegany County Office for the Aging requests a resolution to transfer funds in the Title III-B budget:

<u>TRANSFER</u>			
<u>FROM</u>		<u>TO</u>	<u>AMOUNT</u>
A6773.101 Regular Pay			\$3,500.00
		A6773.201 Equipment	\$3,500.00

FISCAL IMPACT: None.

For further information regarding this matter, contact:

Kimberley Toot, Office for the Aging
Name and Department

Ext. 390
Telephone

MINUTES OF THE MEETING
HUMAN SERVICES

NOT
APPROVED

April 15, 1998

APR 22 1998

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

ALSO ATTENDING: Kim Toot, Office for the Aging
Margaret Cherre, Social Services
Johannes Peeters, Health Department
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 March 18th and 23rd were approved with a motion from Legislator Heineman, and seconded by Legislator Dibble. Motion carried.

OFFICE FOR THE AGING

The month of May is Older Americans Month. The Office for the Aging will celebrate with a "May Tea Dance" recognizing their volunteers. It will be held in the Activities Center of ASC Vocational School. On Friday, May 29th the "Senior Forum will be held at the Trinity Lutheran Church. The Allegany County Bar Association and the Office for the Aging are sponsoring "Senior Law Day". Free legal advice will be provided for people over age 60.

The Office's monthly report was also presented for committee information.

SOCIAL SERVICES

A motion was made by Legislator Lucas for a resolution to create of two caseworker positions to be assigned to the Child Welfare Unit.

Funds have become available to implement new welfare reform and to achieve goals in child welfare by returning children to the community and safely maintaining them.

A resolution is requested for appropriation of the following:

Federal WORK NOW Welfare to work funds for the purpose of continuation and expansion of the programming developed utilizing the initial WORK Now allocation. The total appropriation should be \$95700.00 to A6015.475 with an equal amount added to revenue account 4615.

Appropriation of \$70,000.00 in State Grant funds for the purpose of establishing an Enhanced Substance Abuse Services Program was made. Expenditure accounts for appropriation are: A6010.201 - \$2000; A6010.476 - \$4000; A6070.474 - \$64000; Revenue accounts: 3610 - \$6000; 3670 - \$64000.

Requested approval for the appropriation of \$40,000 State Aid for the purpose of establishing a Community Aftercare Services Program (CASP). The targeted population is children and youth aged 15 and under currently in the custody of the Commissioner, who can safely be discharged to their families by June 30, 1998. The Department will contract with ACCORD for these services. The expenditure accounts to which these funds would be appropriated are: A6070.474 - \$38500; A6010.476 - \$1500; revenue accounts: A3670 - \$38500; 3610 - \$1500.

Legislator Lucas moved on these requests, with referral to Ways and Means, with Legislator Heineman seconding. Motion carried.

Ms. Cherre requests approval to fill a Caseworker position due to resignation of an individual. A motion was made by Legislator Lucas, seconded by Legislator Heineman and carried.

There was brief discussion on the Integrated County Planning Grant; and the effort to get the school systems involved with the children associated with DSS services by holding the discharge planning meetings at the schools, etc.

HEALTH DEPARTMENT

Norilyn Patrick, RN, FNP provided a brief presentation on the Family Planning Program and Teen Pregnancy. It was stated that the Health Department should take the lead in providing education, publicity, and services in this program. Also knowing what other agencies provide and work with these agencies.

The Department continues to work closely with Jan & Bev's, Associated Home Care, and Southern Tier Home Care to provide a single point of entry for services provided by these agencies. The relationship between the agencies themselves and with the Health Department has improved greatly over the years.

At present, the department contracts with Ronald Schlegel for Medical Social Services. Mr. Peeters has talked to Leonard Jakovak of the Counseling Center and Mr. Schlegel and decided to contract with the Center directly for these services.

Mr. Peeters asked to fill the vacated position of Early Intervention Coordinator. It was asked if it was necessary to fill the position with a Public Health Nurse or could it be a Registered Nurse or does it have to be a nursing position at all. After discussion, a motion was made by Legislator Heineman to abolish a Public Health Nurse position and create a Registered Nurse position. Legislator Lucas seconded and motion carried.

Mr. Peeters requested approval to create a full time Account Clerk Typist position to support the Community Health Division and Public Health Educator. Legislator Heineman moved on the request, with Legislator Dibble seconding. Motion carried.

Mr. Peeters presented the committee with spreadsheet information regarding the Health Department's State Aid reimbursement. Article 6, in its "core" public health programs, provides 100% reimbursement of expenses up to \$450,000 with 30% reimbursement above that amount. The spreadsheet shows a shortfall of approximately \$133000 to reach this \$450,000. The department is continuing to assess its programs to see where there could be necessary increases in public health activities. It was suggested that Mr. Peeters talk to Ms. Toot, who at this time is looking to fund a new position of Home Delivered Meal Coordinator. Possibly, the Health Department could fund a portion or all of this position.

EXECUTIVE SESSION

Legislator Lucas moved to hold executive session, seconded by Legislator Myers, and carried.

Motions as above were made to resume regular business.

ADJOURNMENT

There being no further business to come before this committee, the meeting was adjourned at 4:25 p.m.

Respectfully submitted,
Teresa Claypool

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Human Services Committee

Date: _____

At the April 13, 1998 Board meeting a Resolution was passed which appropriated portions of Federal and State Services and Child Welfare Block Grants, in part for the purpose of hiring two Caseworkers, to be assigned to the Child Welfare Unit of the Department of Social Services. Inadvertently, we did not request a Resolution at that time to create these positions. Therefore, this Resolution has been prepared in order to initiate the approved plan.

FISCAL IMPACT:

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Human Services Committee

DATE: 04/15/98

Re: Create a full-time Account Clerk/Typist position to support the Community Health Division within the organization of the health department. At present, this section has only a Medical Record Computer Operator who provides clerical support to the activities of the health department clinics. There is no other clerical support for this division's nine assigned personnel. In addition, this position could help provide much needed support to the department's Health Educator. At present, this position has only part-time clerical support assigned to it. However, with the increasing emphasis on the expansion of public health activities into the communities, and coordinating these activities with other local health care agencies, providers, and the general public, the Health Educator's position takes on a more crucial and vital role within the department. For these reasons, it is deemed critical for the department to establish a new clerical staff position within the Community Health Division.

With the creation of this position, the health department can better utilize its resources relative to current and anticipated workload increases in community health activities, as directed by the New York State Department of Health. The position will facilitate the Community Health Division, and the Health Educator, in identifying and meeting the public health needs of the residents of Allegany County.

FISCAL IMPACT: There will be no fiscal impact to the Health Department as 100 % of the funding would originate from the increased public health dollars provided to the health department from the New York State Department of Health.

For further information regarding this matter, contact:

Johannes Peeters - Health Department
Name and Department

Ext 491
Telephone Number

MINUTES OF THE MEETING

HUMAN SERVICES

May 20, 1998

NOT
APPROVED

MAY 29 1998

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

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
Health Department staff

CALL TO ORDER

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

APPROVAL OF MINUTES

The minutes of April 15, 1998 were approved with a motion from Legislator Heineman, and a second from Legislator Dibble. Motion carried.

OFFICE FOR THE AGING

The committee was reminded of the Senior Forum to be held on May 29th at the Trinity Lutheran Church in Wellsville. The public hearing has been moved from the end of the day to the beginning of the day. "Progressive Transportation" was mentioned. Mrs. Toot states that she does hope to be able to provide some subsidized busing to her clients. This transportation proposal is still being reviewed. Nothing is finalized at this point. The department has a new HEAP person. The individual has proved to be quite a handyman.

HEALTH DEPARTMENT

A motion was made by Legislator Heineman, seconded by Legislator Myers, to reject and return all transportation bid proposals for the Special Education Program. Motion carried. Legislator Dibble moved to re-bid, with Legislator Heineman seconding. Motion carried.

The Health Department requests a resolution increasing the Healthy Heart grant \$16615 (A4083.) Also an increase in appropriation is needed in A4010.100 totaling \$5839. Revenue account A10.3474.01 should also be increased by \$22454.00. Legislator Dibble moved on the request, with Legislator Lucas seconding. Motion carried.

The Department also requests a resolution increasing the IHAP grant \$5134 (A4052). Revenue account A10.3401.02 should be increased the same. Legislator Dibble made the motion approving the increase, with Legislator Heineman seconding. Motion carried.

Both increases are to bring the county budget in line with the grants and should be referred to Ways and Means.

Mr. Peeters requests the hiring of a temporary part time nurse for the summer months to take up the void when nurses are on vacation this summer. The department has weekend nurses that will be asked if they would like to add some extra hours to their schedules also. Legislator Lucas moved on this request, with Legislator Heineman seconding. Motion carried.

At a recent NYSACHO meeting, there was considerable discussion on public health monies being used to fund the Certified Home Health Agencies. Although this department is doing well in this aspect (very few dollars used), they are working as always to have CHHA be self supporting.

Donna Baschmann, Community Health Supervising Public Health Nurse, provided the committee with "Your Family Rights", a family guide for the New York State Early Intervention Program for Infants and Toddlers with Disabilities. She also stated her concern of the decision to change the Service Coordinator position from a Public Health Nurse to a Registered Nurse, due to the responsibilities the job entails. Mr. Peeters stated that they have left open the position at this time for anyone inside the department who may be interested. If no one responds, then the department will advertise outside.

SOCIAL SERVICES

Commissioner Sinclair requested approval to fill a vacant Child Support Investigator position due to medical leave. The individual has been out about six weeks and may be out additional time. If this is the case, it would need to be filled temporarily, probably with promotion from within the department. This issue will be brought to a special meeting on June 8th.

It is requested to appropriate an additional \$2500 in Aid for the purpose of establishing a Community Aftercare Services Program (CASP) (A6010.476). This will be used to develop a database which will be used to track a number of demographic and service areas for children and families enrolled in the program. In April an appropriation of \$40,000 was accepted, also for this program. Revenue account 3610 should also be increased the same. Legislator Dibble moved on the request, with Legislator Heineman seconding. Motion carried. This should also be referred to Ways and Mean for acceptance.

The Department is requesting the establishment of one Senior Support Investigator position and the elimination of one Support Investigator position. The Senior Support Investigator would assist the Coordinator in training staff; perform liaison functions the the State, Family Court, etc, and oversee operations in the absence of the Coordinator. This should be referred to Personnel for grading of position and approval. Legislator Heineman moved on the request, with Legislator Myers seconding. Motion carried.

Mrs. Sinclair asked this committee for their support for her reappointment as Commissioner of Social Services. Her appointment would be up in July. The committee gave their whole hearted support with a motion from Legislator Heineman, and a second from Legislator Myers. Motion carried.

The Social Services department's monthly report were distributed for the committee's information. It was stated that the department is trying to obtain manuals for the year 2000 from the government.

COMMUNITY SERVICES

Robert Anderson requested approval to create Account A4312.201 Equipment by transferring \$410.00 from A4312.407 Supplies to that account. Approval was given with a motion from Legislator Heineman, and second from Legislator Myers. Motion carried.

OTHER BUSINESS

It has been recommended that James L. Bliss of Andover be appointed to serve on the Community Services Board to fill a vacancy with the term expiring December 31, 1999. Legislator Heineman moved for the County Attorney to prepare the appropriate resolution on this appointment, with Legislator Lucas seconding. Motion carried.

EXECUTIVE SESSION

Legislator Lucas moved to hold executive session. Legislator Heineman seconded and motion carried.

Motions as above were made to resume regular business.

ADJOURNMENT

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

Respectfully submitted,

Teresa Claypool

NOT
APPROVED

JUN 10 1998

**HUMAN SERVICES COMMITTEE
JUNE 8, 1998**

Present: R. Truax, Wm. Dibble, S. Myers, J. Sikaras, J. Margeson, B. Reynolds

The meeting was called to order at 1:20 p.m. by Chairman Truax. The Committee convened for the purpose of reviewing and awarding the contract for transporting clientele in the Children With Special Needs Program.

Bids had been opened on June 3, 1998 with three firms (Carrier Coach, Laidlaw and Progressive Transportation) vying for the contract. The County attorney has reviewed all bids for completeness.

The lowest bid received was submitted by Progressive Transportation services of Horseheads, New York and on motion of Wm. Dibble, seconded by S. Myers and carried the Committee accepted the bid by Progressive Transportation Services.

Meeting adjourned at 1:30 p.m.

prepare
resolution

(Special Meeting)
MINUTES OF THE MEETING

HUMAN SERVICES

June 8, 1998

MEMBER ATTENDING: Chairman Truax
Legislators Myers, Dibble

ALSO ATTENDING: Pam Reynolds, Health Department
John Margeson, Administrator
John Walchli, Chair, Brd of Legislators
James Sikaras, County Attorney
Brent Reynolds

CALL TO ORDER

This meeting was called to order a 1:05 p.m. by Chairman Truax.

HEALTH DEPARTMENT

This special meeting was called to open and award bids for pre-school transportation. The bids were opened and reviewed with Progressive Transportation being awarded the contract. Legislator Myers made the motion to accept their bid, with Legislator Dibble seconding. Motion carried.

ADJOURNMENT

There being no further business to come before this committee, the meeting was adjourned at 1:30 p.m.

Respectfully submitted,
Teresa Claypool

MINUTES OF THE MEETING

HUMAN SERVICES

June 17, 1998

**NOT
APPROVED**

JUN 22 1998

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

ALSO ATTENDING: Patricia Schmelzer, Social Services
Johannes Peeters, Health Department
John Margeson, Administrator
John Walchli, Chair, Brd of Legislators
Donna Baschmann, Health Department

CALL TO ORDER

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

APPROVAL OF MINUTES

The minutes of May 20, 1998 were approved with a motion from Legislator Lucas and second from Legislator Myers. Motion carried.

SOCIAL SERVICES

Pat Schmelzer requested that committee approve the continued painting in the department by Job Trak workers. Legislator Lucas moved on the request with Legislator Heineman seconding. Motion carried.

The monthly reports were also distributed for committee information.

HEALTH DEPARTMENT

Mr. Peeters reported that the assessment fees the department is now paying to Blue Cross Blue Shield for claim processing will be discontinued by the year 2000. Last years cost was approximately \$14,000.00.

It was also reported that the department has had a return of approximately 27% of the Community Health surveys. Therefore, a second mailing will not be necessary.

The Health Department requests to transfer \$1000.00 from account A2960.438 to account A2960.402. This is to cover expenses incurred over the next six months. A motion was made by Legislator Heineman and seconded by Legislator Dibble. Motion carried. (It was not necessary for this request to come before the committee; only needed to go to Mr. Margeson, but as it was discussed and voted on by this committee, I have included it in the minutes). The committee would like to review the transportation of these children again when an agreement has been made with Progressive Transportation.

The Department requests approval to purchase and apply a wallpaper border in the clinic reception and examination rooms. The Department is making an effort to make this area more attractive and comfortable for the public using department services. Legislator Lucas moved on the request with Legislator Myers seconding. Motion carried. This should be referred to Public Works for their approval.

The Health Department requests a resolution increasing the Lead grant by \$2652 as follows: Maintenance Equipment (A4037.403) \$2652.00. Revenue account A10.3437.00 should also be increased by \$2652.00. Legislator Dibble moved on the request with referral to Ways and Means. Legislator Lucas seconded and motion carried.

The Department requests a resolution to approve a PreSchool/Special Ed. Program Service Provider Contract. The Department contracts were Cattaraugus/Allegany BOCES, the Learning Center, Pathways, Livingston/Wyoming ARC, and Allegany ARC - Wee Steps Program. Legislator Lucas moved approval with Legislator Dibble seconding. Motion carried.

Mr. Peeters reported that the State has contacted him regarding the Early Intervention Service Coordinator position. The position has been advertised within the department with an RN interested but the experience needed is not there, and a PHN who would only take the position as a PHN. The position is not required to be filled by a nurse. A comparison between salaries of Registered Nurse, Public Health Nurse, and Caseworker shows little differences. Donna Baschmann, Community Health Nurse, who held this position prior, stated that due to the intensive case management and the supervision of occupational therapist, physical therapist, etc. she feels the individual should have a four year degree. There was considerable discussion on the educational background, two year versus four year nursing degrees, and the fact that it does not have to be someone with a nursing degree. It was recommended by John Margeson that a position of Service Coordinator be created. The title originally created for this position was Registered Nurse. A motion was made by Legislator Lucas to create the position without the stipulation of a four year degree. The reasoning being that having a degree does not necessarily mean that the individual can do a job any better or worse than someone who does not a degree. This motion was not seconded. Legislator Heineman moved to create the position of Service Coordinator stipulating a four year degree (opening the field for someone with experience in health and human services). Legislator Dibble seconded the motion. Motion carried. This needs to go before the Personnel Committee for their consideration.

ADJOURNMENT

There being no further business to be presented to this committee, the meeting was adjourned at 3:45 p.m.

Respectfully submitted,
Teresa Claypool

MINUTES OF THE MEETING

HUMAN SERVICES

July 22, 1998

NOT
APPROVED

JUL 27 1998

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

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

CALL TO ORDER

Chairman Truax called the meeting to order at 3:10 p.m.

APPROVAL OF MINUTES

The minutes of June 8 and 17, 1998 were approved with a motion from Legislator Lucas and second from Legislator Heineman.

PRESENTATION

Andrea Haradon updated the committee regarding the SAY Public Health Network. The project is trying to improve access to care, health outcomes and health status for the residents of Steuben, Allegany, and Yates counties. The project has thus far set up a network team, have collected and analysed data related administrative structure and service delivery, established staff teams for specific services such as Primary and Preventive Services, compared programs, services, etc for the three counties, and decided on the billing software.

Grant applications have been submitted to the New York State Health Department to conduct an outreach program for Child Health Plus and have been selected as the rural site for the State's application. Also submitted a joint application for State Indoor radon grant.

They are working to develop common policies and procedures for both home care and public health programs. Looking into joint purchasing. Requests have been submitted to receive technical assistance regarding the implementation of the OASIS system. (A standard assessment tool required to be used for home care). Work on a joint Community Health assessment for the three county area has begun. Fiscal and legal consultants are determining options for maximizing efficiency and effectiveness of home care services in the future.

Some of these options are two counties contracting with the third county for the provision of all home care services; a new non-profit SAY organization through which all home care services are provided; and contracting with an existing Not-for-Profit corporation to provide services.

In September or October they will be ready to make some definite decisions on the above findings.

SOCIAL SERVICES

The monthly report was distributed with committee members noting the number of sanction for non-compliance. There was brief discussions on the process of these sanction and how it effects the department as well as the individuals being sanctioned.

In legislative matters, the NYPWA is working on a State initiated group, established by Bob King, to deal with the onerous administrative cost cap. Legislator Walchli asked Commissioner Sinclair to prepare a letter of thanks to Mr. King.

The Home Care Network has been contracting with the Red Cross of Olean for the 800 help line. The Network assisted in a portion of the cost in 1997. The Network has elected to discontinue to the contract with the Red Cross and contract with Steuben Human Services Institute. An in-kind match of \$3250 is required. The Network can provide this in-kind monies by the selling of directories. This help line links to numerous services and could be used by staff to assist them in determining the needs of a client. Commissioner Sinclair will move \$3250 from one .4 account to another .4 set up to specifically track the cost of the help line. The Network will reimburse this cost from revenue received from selling the directories. A motion was made by Legislator Lucas to contract with Steuben Human Services Institute, with Legislator Myers seconding. Motion carried.

OFFICE FOR THE AGING

Ms. Toot requests approval to move \$1400 from A6783.1 to A6783.474. A resolution is needed.

Also requested to move monies from and fringe account .806 to a printing account .419 totalling \$392.00.

Legislator Lucas moved on the transfers, with Legislator Dibble seconding. Motion carried.

The Office for the Aging has conducted a survey to individuals living in the northern part of Allegany County asking their thoughts on Senior Housing. One hundred eighty six responses were received with the consensus being positive on this issue. Ms. Toot states that Allegany County has been dropped at the Federal level. She is lobbying to be put back on the list for funding. The committee agreed to the need for this and would like a supporting resolution from the Board of Legislators that would be sent to Amo Houghton, and other representatives.

Legislator Heineman moved on the preparation for this resolution, with Legislator Dibble seconding. Motion carried.

Information was provided to the committee on a meeting held in Jamestown regarding Social Security on July 8th. It was also noted that on September 23rd a teleconference will be held addressing Medicare Plus choices in room 8. Staff and insurance volunteers will also be attending.

HEALTH DEPARTMENT

The Department requests a resolution approving the transfer of \$1200.00 from A4060.456 EI Services to A4060.206 Health Equipment. Legislator Lucas moved on the request, with Legislator Myers seconding. Motion carried.

Information was provided to the committee in the form of a Rural County Health Profile for Allegany County; and Community Health Assessment.

The Medicare Interim Payment System was discussed. Medicare will reimburse on a per patient rate instead of a per visit rate as has been the case in the past. This system was effective January 1, 1998. The reimbursement will be \$1912 per patient. Each year a Cost Report is prepared by Freed Maxich Sachs and Murphy, PC. This report shows that Allegany County's cost per patient for 1997 was \$1909 per patient. This has put the department in good shape regarding this change. There are some counties that are owing Medicare considerable amount of monies. The Department will, however, have to look for ways to reduce the costs for home care. Some ways to do this is to evaluate the needs of the patient to see if, for example, an LPN could go into the home rather than an RN; the setting up of specific treatment plans for specific diagnosis; and reducing travel expenses, and medical supply expenses. The agency need to focus on a cooperative effort by all to keep cost low while still providing quality care.

Committee members were provided with the job description for the Early Intervention Services Coordinator prepared by the Personnel Department. There was discussion on the "minimum qualifications" section of the description. At the June Human Services meeting a motion was passed specifically requesting the qualifications be a four year degree for someone with experience in health and human services. The description offers other qualifications of Associates degree with experience and no degree with experience. After considerable discussion, a motion was made by Legislator Lucas to accept the description was written. There was no seconded to this motion. Legislator Dibble moved to remove section b) and c) of this section and refer back to Mr. Dutton. Legislator Heineman seconded and motion carried with Legislator Lucas opposing.

OTHER BUSINESS

The Board of Health recently recommended the reappointment of Dr. David Graham and Ronald Truax to the Board of Health each for a term of six years to expire July 7, 2004. Legislator Lucas moved also to approve these appointments, with Legislator Heineman

seconding. Motion carried.

EXECUTIVE SESSION

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

Motions as above to resume regular business.

ADJOURNMENT

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

Respectfully submitted,
Teresa Claypool

MINUTES OF THE MEETING
HUMAN SERVICES

August 19, 1998

NOT
APPROVED

AUG 20 1998

MEMBERS ATTENDING: Chairman Truax
Legislators Heineman, Myers, Dibble

ALSO ATTENDING: Joan Sinclair, Social Services
Robert Anderson, Community Services
Johannes Peeters, Health Department
John Margeson, Administrator
John Walchli, Chair, Brd of Legislators

CALL TO ORDER

Chairman Truax called the meeting to order at 3:05 p.m.

APPROVAL OF MINUTES

The minutes of July 22, 1998 were approved as amended (see attached) with a motion from Legislator Myers and second from Legislator Heineman. Motion carried.

OFFICE FOR THE AGING

The Office for the Aging requests a resolution to accept \$300.00 donated by William Bryan. Mr. Bryan and his nephew organized the 1st Annual Bike-A-Thon to raise money for the agency's Alzheimer's Respite program. Expenditure account A6776.474 should be increase by \$300.00, and revenue account A02.1972.09 increased the same. Legislator Dibble moved on the request with Legislator Heineman seconding. Motion carried.

A resolution is requested to accept donations from the following companies: Manor Hills Associates, Highland Health Services, Niagara Mohawk and Bell Atlantic for a total of \$725.00. This money will help defer some of the cost of the 1998 Office for the Aging Senior Picnic. Expenditure account A6772.423 should be increased \$725.00, and revenue account A02.1972.00 increased the same. Legislator Dibble moved on the request, with Legislator Heineman seconding. Motion carried.

A resolution is requested to increase the CSE budget (A6776) by \$4,000.00. This is due to non-budgeted Member Initiative funding for this winter's blizzard boxes. Expenditure account A6776.408 should be increased \$4,000.00 and revenue account A10.3772.03 the same. Legislator Heineman moved on the request, with Legislator Dibble seconding. Motion carried.

SOCIAL SERVICES

Commissioner Sinclair requests approval to fill an Account Clerk Typist position within the department. Legislator Heineman moved on the request, with Legislator Myers seconding. Motion carried.

It was requested to accept \$10,000 in State aid. This results from a multi-agency proposal to establish an Allegany County Data Book, in preparation for the development of an Integrated County Children and Family Services Plan. Funds are to be appropriated to Account 6010.476, with an equal amount credited to Revenue Account 3610. Legislator Dibble moved on the request with Legislator Myers seconding. Motion carried.

Monthly reports were distributed to members for their information.

COMMUNITY SERVICES

Dr. Anderson requests approval to contract with George Hendrick, Accountant. Mr. Richard Schiarilli has resigned from the agency. He would spend approximately two days per month with the agency and the cost would be just under \$10,000 per year. Legislator Myers moved on the request, with Legislator Heineman seconding.

It is reported that the Agency has budgeted to purchase a vehicle for making home visits to clients. They have received bids on new as well as used four-wheel-drive vehicles. After considerable discussion on the need for a four wheel drive vehicle, it was decided that a 4 x 4 is not necessary. Dr. Anderson will look to purchase a different vehicle than 4 x 4.

HEALTH DEPARTMENT

Mr. Peeters requests approval to accept Federal and State dollars in the amount of \$110,000 for Family Planning services. If accepted he plans on possibly upgrading the nurse practitioner to a supervisory position, increasing a part time nurse to full time; increasing the Medical Records Computer Operator position to full time family planning; creating and hiring an Assistant Health Educator position; and creating and hiring a part time nurse practitioner. The Department is looking to become more involved with the schools to educate children. After considerable discussion Legislator Dibble moved to accept the monies, with Legislator Myers seconding. Motion carried.

Legislator Heineman moved to approve creating and filling an Assistant Public Health Educator position, with Legislator Dibble seconding. Motion carried.

Legislator Heineman moved to create and fill a part time Nurse Practitioner position. Legislator Dibble seconded. Motion carried.

It is to be noted that once the grant monies discontinue, also so do the above created positions.

Mr. Peeters also reported that there are \$130,000 in Public Health monies available to the department. He would like to fill an existing Registered Nurse position; to create and fill an Accountant position; and provide funding to Cooperative Extension in education on injury prevention.

Legislator Heineman moved to create and fill an Accountant position, with Legislator Myers seconding. Motion carried.

Legislator Dibble moved on providing Cornell Cooperative Extension \$8000.00 for program on stress and injury prevention to farmers, and a program to be held at eight different schools to teach children to take responsibility for their safety. Legislator Myers seconded and motion carried.

See attached in reference injury statistics for Allegany County along with other counties.

Mr. Peeters also requested approval to fill the Office Manager position on a temporary basis. It was stated that this is being requested upon the recommendation of Mr. Truax and Mr. Margeson. Legislator Dibble moved on the request, with Legislator Heineman seconding. Motion carried.

It is reported that the Health Department contracts with numerous vendors for physical therapy services. The Department would like to also contract with Cuba Memorial Hospital for these services. Legislator Dibble moved on the request, with Legislator Heineman seconding. The motion carried with Legislator Truax abstaining.

The Health Department requests a resolution accepting a \$250.00 contribution from the Fillmore Rotary Club for their Shot for Tots program. The monies should be appropriated to public health account A4010.408; with like sum to revenue account A08.2705.01. Legislator Dibble moved on the request, with Legislator Heineman seconding. Motion carried.

The Physically Handicapped Children's Program is being changed to Children with Special Health Care Needs by the State. The department has applied for funding totaling \$20,000 for the transition. On objective for the funding year is to promote the Child Health Plus Program. This division of the health department receives about \$55,000 per year in State Aid. The Department will be working to have families that are eligible for the Child Health Plus Program sign up for this insurance. This will make Child Health Plus a primary insurance and save the county approximately \$24,000 and year. Legislator Heineman moved to pursue this, with Legislator Myers seconding. Motion carried.

Mr. Peeters informed the committee that he has a brochure, "Mercury In The Environment" if anyone is interested in looking through it. It was suggested that the school districts be provided with this brochure.

EXECUTIVE SESSION

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

Motions as above to resume regular business.

ADJOURNMENT

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

Respectfully submitted,
Teresa Claypool

AMENDMENT TO JULY 15, 1998 HUMAN SERVICES MINUTES:

SOCIAL SERVICES

Paragraph 3 - The Home Care Network has been contracting with the Red Cross of Olean for the 800 help line. The County assisted in a portion of the cost in 1997. The Network discontinued the contract with the Red Cross the end of 1997, and wishes to contract with the Institute for Human Services, located in Steuben County. A cash match of \$800 is required. The Network can provide this cash match by the selling of directories. This help line links to numerous services and could be used by staff to assist them in addressing the needs of a client. Commissioner Sinclair will move \$3250 from one .4 account to another .4 set up specifically to track the cost of the help line. The Network will reimburse the local match from revenue received from selling the directories. A motion was made by Legislator Lucas to contract with Steuben Human Services Institute, with Legislator Myers seconding. Motion carried.

MORTALITY RATES/100,000 POPULATION FROM UNINTENTIONAL MOTOR
 VEHICLE AND NON-MOTOR VEHICLE CAUSES - WESTERN NEW YORK COUNTIES
 AND NEW YORK STATE EXCLUSIVE OF NEW YORK CITY: 1991-1995

<u>LOCATION</u>	<u>MOTOR VEHICLE</u>	<u>RANK</u>	<u>NON-MOTOR VEHICLE</u>	<u>RANK</u>
ALLEGANY CO.	16.54	5	16.94	5
CATTARAUGUS CO.	17.58	3	14.96	7
GENESEE CO.	23.64	1	15.06	6
LIVINGSTON CO.	20.36	2	21.46	1
STEUBEN CO.	14.76	7	18.32	4
WYOMING CO.	15.14	6	18.84	3
YATES CO.	16.84	4	20.24	2
NEW YORK STATE (-NYC)	12.20	8	13.64	8

HOSPITALIZATION RATES FOR NON-FATAL HEAD INJURIES/10,000 POPULATION -
 WESTERN NEW YORK COUNTIES AND NEW YORK STATE EXCLUSIVE OF NEW
 YORK CITY: 1991-1995

<u>LOCATION</u>	<u>NON-FATAL HEAD INJURY RATE</u>	<u>RANK</u>
ALLEGANY CO.	16.18	1
CATTARAUGUS CO.	12.32	3
GENESEE CO.	9.56	5
LIVINGSTON CO.	7.00	7
STEUBEN CO.	12.82	2
WYOMING CO.	10.96	4
YATES CO.	6.34	8
NEW YORK STATE (-NYC)	8.70	6

NOT
APPROVED

HUMAN SERVICES COMMITTEE
AUGUST 25, 1998

SEP 1 1998

Present: R. Truax, P. Lucas, S. Myers, R. Heineman, Wm. Dibble, J. Walchli

The meeting was called to order by Chairman Truax at 3:00 p.m. The committee met for the purpose of reviewing Departmental Budgets.

Kim Toot, Director of the Office for Aging presented her budget. After discussion of various terms, R. Heineman moved approval of the budget officers recommendations. Motion was seconded by S. Myers and carried unanimously.

Johannes Peeters, Public Health Director presented the budget for the Health Department for 1999.

After review of the departments budget by division, R. Heineman moved acceptance of the budget officers recommendations, seconded by Wm. Dibble, and carried.

Dr. Robert Anderson presented the budget request for the Office of Mental Health for 1999.

After discussion, R. Heineman moved to accept the budget officers recommendations. Motion was seconded by Wm. Dibble and carried.

Joan Sinclair, Commission of Social Services presented her 1999 budget request. Ms. Sinclair requested an increase in A6010.421 Education/Schools for \$68,049 to \$89,180. This will require no increase in County funds. The budget officer concurred, and on motion of R. Heineman to approve the budget officers recommendations, which was seconded by S. Myers, the motion was approved.

On motion of S. Myers, seconded by P. Lucas, Kim Toot was given permission to fill a vacant typist position in her department.

R. Anderson sought committee approval to transfer \$1,400 from A4310.414 Rental Real Property to A4310.205 Equipment. Request approved on motion of Wm. Dibble, seconded by S. Myers, and carried.

Meeting adjourned at 4:45 p.m.

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HUMAN SERVICES

33 COPIES

- ~~R. Bennett~~
- ~~E. Burdick~~
- ~~C. Corkey~~
- ~~W. Dibble~~
- ~~J. Graffrath~~
- ~~R. Heineman~~
- ~~P. Lucas~~
- ~~S. Myers~~
- ~~K. Nielsen~~
- ~~P. Regan~~
- ~~B. Reynolds~~
- ~~E. Sherman~~
- ~~A. Sylor~~
- ~~R. Truax~~
- ~~J. Walchli~~
- ~~L. Canfield~~
- ~~J. Margeson~~
- ~~J. Sikaras~~
- ~~D. Guiney~~
- ~~T. Miner~~
- ~~Comm. Book~~
- ~~Brenda~~
- ~~Pam~~
- ~~D. Dutton~~
- ~~H. Peeters~~
- ~~K. Toot~~
- ~~J. Sinclair~~
- ~~R. Anderson, Community Svc. Agency, 45 North Broad St., Wellsville, NY 14895~~
- ~~C. Peterson~~
- ~~Handicapped Children~~
- ~~J. Mulholland~~
- ~~Shari Collins - DSS~~

Date Sent Out: 9/29/98

Sent Out By: SR Dewey

~~New York State Nurses Association~~
4560 Bailey Avenue
Amherst, NY 14226-2180

MINUTES OF THE MEETING

HUMAN SERVICES

September 22, 1998

NOT
APPROVED

SEP 28 1998

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

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

CALL TO ORDER

The meeting was called to order by Chairman Truax at 2:30 p.m.

APPROVAL OF MINUTES

The minutes of the August 19th meeting were approved with a motion from Legislator Dibble and second from Legislator Myers. Motion carried.

COMMUNITY SERVICES

Dr. Anderson introduced Mr. George Hendrick. He replaces Richard Schiarilli, who has recently resigned the position.

OFFICE FOR THE AGING

Ms. Toot distributed a letter received from Emilio de Busto. Mr. Busto expressed his gratitude for the attention paid to this parents by this office. He also has offered his services to provide the "Seniors" in Allegany County with computer knowledge/training. Ms. Toot states that the agency is going to take him up on his offer.

It was requested to increase revenue account A02.1972.00 and A11.4772.03 and expense account A6772.474 by \$7500. Legislator Myers moved on the request with Legislator Lucas seconding. Motion carried. This should be presented to Ways and Means.

It was also requested to accept a \$200 donation to benefit the Home Delivered Meals Program. Revenue account A02.1972.00 and expenditure account A6772.474 should be increased this amount. Legislator Dibble moved on the request, with Legislator Heineman seconding. Motion carried.

SOCIAL SERVICES

Commissioner Sinclair distributed the monthly report to the committee. She was applauded for the continued drop in services numbers. This applause will be passed on to the Department's staff.

It was requested to enter into a fourth year of a contractual arrangement with Randolph Children's Home for the provision of non secure detention services. The rate for the contract period is \$163.00. Legislator Lucas moved on this request. Legislator Dibble seconded and the motion carried.

A request has been presented to Public Works to obtain quotes on the installation of a minimum of five to a maximum of ten windows in an interview room, in managers doors, with the possibility of four to five additional doors. The State Department of Social Services safety officer has recommended this work be done. It was suggested that the work be contracted out. Legislator Myers moved on the request, with Legislator Lucas seconding. Motion carried.

The Allegany County Department of Social Services hosted a PCMP (Physicians Case Management Program) alliance meeting at Moonwinks. Six counties attended, Cortland, Schuyler, Steuben, Chemung, Chautauqua, and Allegany. The counties produced language for HCRA (Health Care Reform Act) II related to support of PCMP and other county or regionally administered managed care programs.

EXECUTIVE SESSION

Legislator Myers moved to hold executive session to discuss personnel matter. Legislator Dibble seconded. Motion carried.

Motions as above to resume regular business were made.

HEALTH DEPARTMENT

The Health Department has received additional funds for Family Planning and wishes to create and fill a position of Public Health Educator in the Family Planning Program. Legislator Dibble moved on this request, with Legislator Heineman seconding. Motion carried.

Approval of a transfer totalling \$6883 from A4011.204 to A4011.201 was requested. The cost for purchasing computer equipment was greater than anticipated. Legislator Heineman moved on the request, with Legislator Dibble seconding. Motion carried.

The New York State Health Department has offered each county \$5000 to be used to insure that vendors are in compliance with current smoking legislation. A resolution to appropriate this \$5000 to account A4051 and revenue account A3450.04 is requested. Legislator Dibble moved to appropriate the monies, with Legislator Heineman seconding. Motion carried. This should be referred to Ways and Means.

The New York State Department of Health is providing the Health Department with \$11,183.20 for unexpended public health dollars. The Health Department would like to put this under account A4010.201, since the Department has several computers that are not Y2K compatible. This has been discussed with the county administrator and data processing. Therefore, the Department is requesting a resolution to increase this account by the above amount, at the same time increasing revenue account A3401. This should be referred to Ways and Means.

Mr. Peeters states that one of the Department's 1991 Cavaliers need repairs totalling \$1231.45 before it will pass inspection. There was discussion on the vehicle Community Services has and want to get rid of. Legislator Dibble moved to refer this of the County Administrator to look into the above mentioned vehicle and if necessary upon his recommendation repair the 1991 Cavalier. Legislator Heineman seconded the motion. The motion carried, with Legislator Myers opposing.

Members of the SAY network are planning on presenting suggested options to this committee and the Board of Legislators on how the three counties involved can effectively and efficiently work together.

Mr. Peeters states that the new computer system and software should be up and running by November 13th.

Also, the interviews for the Early Intervention Coordinator have taken place. A decision will be made very soon.

EXECUTIVE SESSION

Legislator Heineman moved to hold executive session to discuss personnel matters. Legislator Myers seconded and motion carried.

Motions as above were made to resume regular business.

ADJOURNMENT

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

Respectfully submitted,
Teresa Claypool

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Human Services

DATE: 9/22/98

This is to request authorization for the Chairman of the Board, on behalf of the Department of Social Services to enter into a fourth year of a contractual arrangement with Randolph Childrens Home for the provision of non-secure detention services.

As may be recalled, the Department of Social Services initially contracted for 2 reserved non-secure detention beds, which was raised to 3 in 1996, due to increased demand. We have projected the need to remain at 3 beds for the period July 1, 1998 through June 30, 1998.

Reserving beds allows us to obtain a discounted per diem rate and immediate access to the three beds reserved, as the placement need arises. The rate for the contract period in question is \$163.00. This rate is up \$10.00, or 6.4% (the only increase in 2+ years) due to inflationary factors.

The vast majority of non-secure detention placements are made to Randolph's Black Creek location, which is the only in-county non-secure detention facility.

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Human Services

DATE: 9/22/98

The Health Department has received additional funds for Family Planning and wishes to create and fill a position of Health Educator in the Family Planning Program (A4035). The funding will come from the New York State Health Department through grants.

FISCAL IMPACT: None

For further information regarding this matter, contact:

Johannes Peeters, Health Dept.
Name and Department

Ext. 247
Telephone Number

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Human Services

DATE: 9/22/98

The New York State Health Department has offered each county \$5,000 to be used to insure that vendors are in compliance with the current smoking legislation.

Therefore, the Health Department requests a resolution appropriating \$5,000 to expense account A4051, Tobacco Awareness, with like amount to revenue account A3450.04.

FISCAL IMPACT: None

For further information regarding this matter, contact:

Johannes Peeters, Health Dept.
Name and Department

Ext. 247
Telephone Number

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Human Services

DATE: 9/22/98

The New York State Department of Health is providing the Health Department with \$11,183.20 for unexpended public health dollars. The Health Department would like to put this under Account No. A4010.201, since the Health Department has several computers that are not Y2K compatible.

This has been discussed with the county administrator and data processing. Therefore, the Health Department is requesting a resolution to increase this account by \$11,183.20 and to increase State Aid by this amount also.

FISCAL IMPACT: None

For further information regarding this matter, contact:

Johannes Peeters, Health Dept.
Name and Department

Ext. 247
Telephone Number

MINUTES OF THE MEETING

HUMAN SERVICES

October 21, 1998

NOT
APPROVED

OCT 23 1998

MEMBERS ATTENDING: Chairman Truax
Legislators Myers, Lucas, Heineman

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

CALL TO ORDER

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

APPROVAL OF MINUTES

The minutes of September 22, 1998 were approved with a motion from Legislator Lucas, and second from Legislator Heineman. Motion carried.

OFFICE FOR THE AGING

The bids for the meal program were received and opened on Friday, October 16th. Ms. Toot states that she has rejected all bids. The bid specifications are being reviewed and other avenues are being explored. SUNY's bid came in at \$3.41; and Noyes Memorial Hospital at \$3.75/meal. The present cost is \$3.25/meal.

This agency's monthly report was distributed for committee's information.

It was stated that Cattaraugus County has recently hired two or three nutritionists who work thirty hours per week. It was suggested that they be contacted for possible help on this county's "survey work".

SOCIAL SERVICES

The Allegany County Goals and Opportunities (GO) Program has received considerable recognition related to its success and will be featured in a New York Times article in November or December.

Fifty TANF recipients entered employment during September. This is believed to be a record.

On the 16th of November a series of work shops with community agencies will be held to promote welfare to work principles and practices. Highlighted will be the need for all agencies to be assisting in the effort to ensure that clients are working toward self support. Information will be provided on the new approach for persons with disabilities. There are very few conditions considered to be ones which would keep a person from entering the work force. In December Patricia Stevens, State Office of Temporary and Disability Assistance Deputy Commissioner will be here to meet with community agency representatives to address the issues which have been brought to our attention and to reinforce the community agency roles and responsibilities related to Welfare Reform.

Commissioner Sinclair request approval to fill the HEAP position (Community Service Aide). The federal monies have been budgeted. The position is filled with a temporary assistance recipient. Legislator Lucas moved on the request, with Legislator Myers seconding. Motion carried.

Commissioner Sinclair was asked if arrangements are being made for the transition to a new Social Services Commissioner. She states that the requirements for the position have been given to Mr. Margeson and Mr. Dutton. She is working on 1999 contracts and plans. She assures the committee that the Directors in the agency are very capable and know what is happening.

HEALTH DEPARTMENT

The Department requests a transfer funds in the amount of \$35,000 from A2960.438, Transportation, to A2960.442, Itinerant Services. Legislator Heineman moved on the request, with Legislator Lucas seconding. Motion carried.

The Department also requests a resolution be prepared transferring funds in the amount of \$2,000 from A2960.438, Transportation to A2960.201, Equipment. This money will be used to replace outdated computer equipment in the Special Education Program and to make it Y2K compatible. Legislator Heineman moved on the request, with Legislator Lucas seconding. Motion carried.

The Health Department requests a resolution to accept \$20,000 from the New York State Department of Health. This money is a first year grant to begin transitioning the Physically Handicapped Children's Program into a Children with Special Needs Program. The grant year is October 1, 1998 through September 30, 1999. The money will be appropriated to A4052 expenditure account. Revenue account A10.3401.02 should also be increase by a like amount. A motion was made to refer this to Ways and Means by Legislator Myers, and second by Legislator Lucas. Motion carried.

ADJOURNMENT

There being no further business to come before this committee, Legislator Heineman moved to adjourn, with Legislator Lucas seconding. Motion carried.

Respectfully submitted,
Teresa Claypool

MEMORANDUM OF EXPLANATION

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

Committee: Human Services

Date: October 21, 1998

The Health Department requests a resolution to accept \$20,000 from the New York State Department of Health. This money is a first year grant to begin transitioning the Physically Handicapped Children's Program (PHCP) into a Children with Special Health Care Needs Program (CSHCN). The grant year is October 1, 1998 through September 30, 1999. The money will be appropriated as follows:

.1	Personal Services	\$13,000
.2	Equipment	\$1,500
.4	Contractual	\$5,500
.8	Fringe Benefits	\$ -0-

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: October 21, 1998

The Health Department requests a resolution be prepared in order to transfer funds in the amount of \$2,000 from account A2960.438 - Transportation to A2960.201 - Equipment. This transfer will be used to replace outdated computer equipment in the Special Education Program and to make it Y2K compatible.

Fiscal Impact: None

For further information regarding this matter, contact:

Johannes Peeters, Public Health Director

Name and Department

X247

Telephone #

HUMAN SERVICES COMMITTEE

November 9, 1998

NOT
APPROVED

NOV 18 1998

Present: R. Heineman, S. Myers, P. Lucas, Wm. Dibble, J. Walchli, R. Anderson

The meeting was called to order at 1:15 p.m. by Vice-Chairman Heineman.

Robert Anderson, Director of the Community Services Agency reported to committee that one of the agency's intensive case managers was leaving for other employment and Dr. Anderson sought permission to fill the vacancy.

On motion of P. Lucas, seconded by S. Myers and carried, Dr. Anderson was given permission to fill the vacancy.

Dr. Anderson sought committee approval to enter into a contractual relationship with the individual, on a part-time basis, who will provide administrative support for the individual who will be hired to perform alcohol and substance abuse screening as a part of recently enacted regulations consistent with Federal Welfare Reform.

On motion of S. Myers, seconded by Wm. Dibble, permission to proceed on this matter was granted.

The committee discussed issues relative to recent attempts to recruit a Public Health Director.

The committee consented, on motion of P. Lucas, seconded by Wm. Dibble, that a re-advertisement of the Public Health Director position at a salary range of \$43,000 to \$55,000 per year is authorized should the County Board of Health wish to seek additional applicants.

The committee also discussed the impending vacant position of Commissioner of Social Services. After discussion, S. Myers moved that the availability of the position be posted internally and that applications or letters of interest be accepted by the Personnel Department through 12 noon, November 18, 1998. The motion was seconded by R. Heineman and carried.

Meeting adjourned at 1:45 p.m.

MINUTES OF THE MEETING

HUMAN SERVICES

November 18, 1998

NOT
APPROVED

NOV 24 1998

MEMBERS ATTENDING: Chairman Truax
Legislators Myers, Dibble, Lucas

ALSO ATTENDING: Robert Anderson, Community Services
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 by Chairman Truax at 3:05 p.m.

APPROVAL OF MINUTES

The minutes of October 21, 1998 were approved with a motion from Legislator Dibble, and a second from Legislator Lucas. Motion carried.

COMMUNITY SERVICES

Dr. Anderson requests approval to purchase a computer. The monies used will be State funds. The computer will be used for Medicaid billing. The agency is, at this point, billing manually. Legislator Lucas moved on the request, with Legislator Dibble seconding. Motion carried.

The new "community residence" was briefly discussed. Dr. Anderson has been in contact with the State, and they have assured him that the monies for this residence are still available. To date, a location to build has not been decided upon.

OFFICE FOR THE AGING

This agency's monthly report was given to committee for their information.

It was noted that the six week Caregiver's course has just been completed. A letter, received from a student of the course commending it as informative and worthwhile, was presented to the committee for their information.

Ms. Toot states that the bids for the meal program have been sent. They are due on November 30th. A total of five bids are possible.

HEALTH DEPARTMENT

The Health Department requests a resolution transferring monies as follows:

Coroners - Transfer \$1815.00 from A1185.430 to A1185.100.

Community Health Assessment - Transfer \$423.00 from A4074.201 to A4047.419.

Breast Health Partnership - Transfer \$753.00 from A4071.409 to A4071.800.

These transfers were approved with a motion from Legislator Lucas, and second from Legislator Dibble. Motion carried.

The Department also requests a resolution increasing the Nutrition Grant (A4082) appropriations by \$457.00. These monies will be appropriated to Fringe Benefit accounts. The grant is reimbursed at 100%. Legislator Myers moved to refer to the Ways and Means committee, with Legislator Lucas seconding. Motion carried.

The Department requests a resolution increasing the appropriations in A4060.456 (Early Intervention Services) an additional \$79000.00. The appropriate revenue accounts should also be increased. There is a county cost of \$9678.00. Approval was given for this increase with a motion from Legislator Dibble and second from Legislator Lucas. The Department's budget will be looked at to find extra monies before going to the contingency fund to cover the county cost. Motion carried. This needs to be referred to Ways and Means.

The Health Department requests approval to create and fill a Sr. Account Clerk Typist, Grade 10, position to be filled on a temporary basis. After discussion, Legislator Dibble made the motion on the request, with Legislator Myers seconding. Motion carried with Legislator Lucas opposing.

The issue of making the County complex a smoke free environment was again discussed. Due to a recent court case, it is possible that Allegany County could get approximately twenty-five million over a twenty-five year period dealing with this issue.

SOCIAL SERVICES

The agency's monthly report was distributed for committee review.

Commissioner Sinclair reports that there are two vacant positions that, at this time, will remain vacant in the Temporary Assistance Division. These are a Senior Typist and an Examiner position.

The Director of Administrative Services is retiring. This position will need to be filled. The test for this is being given in February. Legislator Lucas moved to fill, with Legislator Myers seconding. Motion carried.

It is also requested to fill a Senior Typist position in the Services Division, as an individual is on a leave of absence. Legislator Lucas moved on the request, with Legislator Dibble seconding. Motion carried.

EXECUTIVE SESSION

Legislator Lucas moved to hold executive session to discuss personnel matters. Legislators Myers seconded and motion carried.

Motion to resume regular business were made as above.

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 Committee

DATE: November 18, 1998

The Allegany County Department of Health has promoted the Sr. Account Clerk Steno Grade 11 to Office Manager on a contingency basis.

The Department requests to create and fill a temporary Sr. Account Clerk Typist Grade 10 position, to be made full-time after the Sr. Account Clerk Steno position has been abolished.

FISCAL IMPACT: Savings to the County

For further information regarding this matter, contact:

Johannes A. Peeters, Health Department
Name and Department

Ext. 491
Telephone Number

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Human Services

DATE: 11/18/98

The Health Department requests a resolution increasing the appropriations in A4060.456 (Early Intervention Services) an additional \$79000.00.

Revenue accounts should be increased as follows:

A02.1620.05	EI-Medicaid	\$50560
A02.1620.06	EI-Private Ins	9085
A10.3401.07	State Aid	<u>9678</u>
	Total	\$69323

FISCAL IMPACT: \$9678 County monies.

For further information regarding this matter, contact:

Johannes Peeters
Name and Department

Ext 247
Telephone Number

5/94

form\memoexp

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Human Services DATE: 11/18/98

The Health Department requests a resolution transferring monies as follows:

Coroners A1185.430 (Per Diem) to A1185.100 (P. Services) \$1815.00

Community Health Assessment
A4047.201 (Equip) to A4047.419 (Printing) 423.00

Breast Health Partnership
A4071.409 (Fees) to A4071.800 (Fringe) 753.00

The Department also requests a resolution increasing the Nutrition Grant (A4082) appropriations by \$457.00. These monies will be appropriated to Fringe Benefit accounts. The grant is reimbursed at 100%.

FISCAL IMPACT: None

For further information regarding this matter, contact:

Johannes Peeters
Name and Department

Ext 247
Telephone Number

HUMAN SERVICES COMMITTEE

November 9, 1998

NOT
APPROVED

DEC 7 1998

Present: R. Truax, R. Heineman, S. Myers, P. Lucas, Wm. Dibble, J. Margeson, D. Guiney, K. Toot

The meeting was called to order at 2:45 p.m. by Chairman Truax. The purpose of the meeting was to open bids for the preparation of food for the Meals on Wheels Program.

Four potential vendors submitted bids as follows:

Alfred State College – Vocational Division

Year 1999 Bid

\$3.25 p/meal excl. paper products on packing
\$3.33 p/meal excl. paper products, incl. packing
\$3.46 p/meal incl. paper products, excl. packing
\$3.54 p/meal incl. paper products, incl. packing

Year 2000 Bid

\$3.27 p/meal excl. paper products, excl. packing
\$3.35 p/meal excl. paper products, incl. packing
\$3.48 p/meal incl. paper products, excl. packing
\$3.52 p/meal incl. paper products, incl. packing

Noyes Memorial Hospital

Year 1999 Bid

\$3.50 p/meal excl. paper products, excl. packing

Year 2000 Bid

\$3.75 p/meal excl. paper products, excl. packing

Frontier Foods

Year 1999 Bid

\$3.10 p/meal excl. paper products, excl. packing
\$3.15 p/meal incl. paper products, excl. packing
\$3.15 p/meal incl. paper products, incl. packing

Year 2000 Bid

\$3.00 p/meal excl. paper products, excl. packing
\$3.05 p/meal incl. paper products, excl. packing
\$3.05 p/meal incl. paper products, incl. packing

Prestige Food

Year 1999 Bid

\$3.24 p/meal incl. paper products, incl. packing

Year 2000 Bid

\$3.37 p/meal incl. paper products, incl. packing

After bids were opened and read, S. Myers moved they be forwarded to the County Attorney for review, motion seconded by P. Lucas and carried.

P. Lucas moved the committee go into executive session to discuss matters relating to the appointment of a particular individual on corporation. Motion seconded by S. Myers and carried.

On motion of Wm. Dibble, seconded by P. Lucas, the committee vacated executive session.

Meeting adjourned at 3:45 p.m.

J. Margeson
Recording Secretary

**NOT
APPROVED**

**HUMAN SERVICES COMMITTEE
DECEMBER 4, 1998**

DEC 10 1998

Present: R. Truax, P. Lucas, S. Myers, R. Heineman, Wm. Dibble, J. Walchli

Chairman Truax called the meeting to order at 4:30 p.m.

On motion of P. Lucas, seconded by S. Myers the committee entered executive session to discuss the appointment of a particular person to the position of Public Health Director.

On motion of S. Myers, seconded by Wm. Dibble the committee vacated executive session.

P. Lucas moved that the candidate selected by the County Board of Health to fill the position of Public Health Director, Mr. Barry B. Brogan of Saranac Lake, New York, be compensated during the month of January, 1999 at a rate of \$25.27 per hour and that Mr. Brogan be required to commit twenty hours per week during the month of January, 1999 toward the duties and responsibilities of the position. Effective February 1, 1999, the salary for the position of Public Health Director shall be \$46,000 per year and Mr. Brogan shall commit 35 hours per week to the duties and responsibilities of the position and that such commitment shall be on-site within the department.

The motion was seconded by S. Myers and carried unanimously.

Meeting adjourned at 5:00 p.m.

J. Margeson

NOT
APPROVED

MINUTES OF THE MEETING

HUMAN SERVICES

DEC 29 1998

December 16, 1998

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

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

CALL TO ORDER

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

APPROVAL OF MINUTES

The minutes of November 9th, 18th, December 2nd, and 4th, were approved with a motion from Legislator Lucas, and second from Legislator Dibble. Motion carried.

OFFICE FOR THE AGING

This office requests approval for the creation of a Home Delivered Meal Coordinator. The Health Department has agreed to fund up to 50% of this position. Legislator Myers moved on the request, with Legislator Heineman seconding. Motion carried with Legislator Lucas opposed.

The monthly report was provided to committee for their information. It was asked, why the drop in meals last month? There were three holidays in November when no meals were served. This totals approximately 1000 meals.

HEALTH DEPARTMENT

Mr. Peeters states that the county will be expanding its services to the Andover area. Some of the services include Family Planning, Immunization, Blood Pressure screening, and possibly Adult Assessment.

RESOLUTION

A request to fill a soon to be vacant Sanitarian position, due to retirement, was approved with a motion from Legislator Heineman, and second from Legislator Dibble. Motion carried.

The State has decided that the Family Planning Nurse Practitioner position should be a supervisory position. The Department will be working on this.

The smoking issue was again briefly discussed. Suggestions were sent to committee members on how to utilize any funding sent to Allegany County.

The Wellsville Answering Service will no longer be providing service effective December 28th.

SOCIAL SERVICES

An individual in the CAP office will be retiring and it is requested to fill this clerical position. Legislator Lucas moved on the request, with Legislator Dibble seconding. Motion carried.

It is requested, in the CAP office, to abolish a Community Services Worker position and replace with a Social Welfare Examiner position. The same individual would be doing the job. Legislator Lucas made the motion approving the request, with Legislator Dibble seconding. Motion carried.

It is requested to transfer funds in the amount of \$33,000 from the Child Welfare Account 6119.4 to Purchase of Service Account 6070.4. It is for the purpose of continuing funding for the CCSI Project. It is designed to keep emotionally ill children in their homes, rather than in institutional placements. The program has shown to have saved \$135,800 in placement costs during its' first year of operation. Legislator Heineman moved to continue the program, with Legislator Lucas seconding. Motion carried.

Commissioner Sinclair thanked the committee for all the support they have given her over the years.

OTHER BUSINESS

The terms of office of two members on the Community Services Board, Laurel McCluskie of Alfred Station and Linda Edwards of Houghton, will expire December 31, 1998. This committee approved reappointment, with a motion from Legislator Lucas and a second from Legislator Dibble. Motion carried.

The agreement with the Association for the Blind and Visually Handicapped is for payment of the 1999 appropriation of \$7,000. Legislator Myers moved to approve the contract, with Legislator Dibble seconding. Motion carried.

The agreement with Mercy Flight, Inc. to provide Air Medical Service in Allegany

County in 1999 totals \$8,000. Legislator Myers moved to approve the agreement, with Legislator Dibble seconding. Motion carried.

The County Attorney's Office should prepare a resolution on all the above.

EXECUTIVE SESSION

Legislator Heineman moved to hold executive session to discuss personnel matters. Legislator Lucas seconded. Motion carried.

Motions to resume regular business were made as above.

ADJOURNMENT

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

Respectfully submitted,
Teresa Claypool

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Human Services

DATE: 12/16/98

The Office for the Aging requests approval for the creation of a Home Delivered Meal Coordinator.

On March 18, 1998 this committee referred the creation of the position to the Personnel Committee. The Personnel Committee titled and allocated the position to AFSCME Unit Grade 11 (\$11.30 - \$13.73). The Public Health Department has agreed to fund up to 50% of this position. The position has been included in the approved 1999 budget. However, it has not yet been created by Board action.

I have attached a copy of the job description for your review.

FISCAL IMPACT: \$21,534

For further information regarding this matter, contact:

Kim Toot, Office for the Aging
Name and Department

x 392
Telephone number

HOME DELIVERED MEAL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the assessment and reassessment of senior citizens in order to determine eligibility for services under the county nutrition program providing home delivered meals. Duties also include the monitoring and adjustment of delivery routes in order to assure the delivery of meals in conformance with program guidelines. Duties are performed under the general supervision of the Nutrition Services Coordinator following Office for the Aging policies and procedures with leeway allowed for the use of independent judgment in handling problems which may hinder the daily operation of the program. A Home Delivered Meal Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

Monitors promptness of meal delivery;
Adjusts meal delivery routes as necessary for efficiency;
Performs assessments and reassessments of clients and potential clients and follows up on referrals;
Refers program participants to other agencies/services;
Answers inquiries concerning the program;
Maintains a variety of computerized records and reports related to the program;
Surveys participants' opinions of the program for quality control;
May inform other human services agencies of program and its goals;
Conducts home visits with current or potential clients.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the design and implementation of community nutrition programs; good knowledge of the characteristics, needs and interests of older persons; working knowledge of the nutritional needs of the elderly; working knowledge of community resources available to older persons; working knowledge of budgets and record keeping; skill in human and public relations; ability and desire to work with the elderly; ability to plan and supervise the work of others; ability to readily acquire familiarity with the regulations and policies governing the New York State Nutrition Assistance Program (SNAP); ability to communicate orally and in writing; ability to communicate with people having physical or language impairments; initiative; tact and courtesy; empathy in handling sensitive human problems; basic working knowledge of computer data bases; physical condition commensurate sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered two year college or university with an associate's degree in foods and nutrition, food service, nutritional management, nutrition technology, gerontology, human services and one year full-time paid experience in community health services, counseling, social work, nursing, public administration, aging services or supervisory experience involving the preparation and serving of food; or
- (b) Three years of full-time paid experience in community health services, counseling, social work, public administration, aging services or related fields; or
- (c) An equivalent combination of training and experience as indicated in (a) and (b) above.

SPECIAL REQUIREMENT: Possession of a valid New York State motor vehicle operator's license.

ADOPTED: 04/06/98

ALLEGANY COUNTY CIVIL SERVICE DEPARTMENT

ALLEGANY COUNTY OFFICE FOR THE AGING
 Report to the Human Services Committee
 November 1998

	This month	Last month	Last yr. ave.	Wait list	Last yr. ave.
NUTRITION PROGRAM					
Total meals served	<u>7109</u>	<u>8166</u>	<u>7508</u>	<u>0</u>	<u>0</u>
Meals-on-wheels	<u>5573</u>	<u>6514</u>	<u>5822</u>	<u>0</u>	<u>0</u>
Congregate Meals	<u>1536</u>	<u>1652</u>	<u>1686</u>	<u>0</u>	<u>0</u>
Ave. Contribution/meal	<u>1.65</u>	<u>1.59</u>	<u>1.70</u>		
Nutrition Counseling	<u>1</u>	<u>2</u>	<u>1</u>	<u>0</u>	<u>0</u>
Nutrition Education	<u>11</u>	<u>11</u>	<u>4</u>		
VOLUNTEER PROGRAMS					
Transportation	<u>604</u>	<u>203</u>	<u>480</u>		
Telephone Reassurance	<u>358</u>	<u>321</u>	<u>857</u>		
Friendly Visiting	<u>74</u>	<u>147</u>	<u>201</u>		
EISEP					
Personal Care	<u>554</u>	<u>571</u>	<u>531</u>	<u>59</u>	<u>83</u>
Housekeeper/Chore	<u>164</u>	<u>181</u>	<u>68</u>	<u>59</u>	<u>83</u>
Case Management	<u>252</u>	<u>262</u>	<u>165</u>	<u>59</u>	<u>83</u>
INFORMATION	<u>99</u>	<u>223</u>	<u>322</u>		
REFERRAL	<u>48</u>	<u>68</u>	<u>100</u>		
CASE ASSISTANCE	<u>31</u>	<u>39</u>	<u>51</u>		
COUNSELING	<u>17</u>	<u>13</u>	<u>56</u>		
HOME REPAIRS	<u>66</u>	<u>70</u>	<u>46</u>	<u>0</u>	<u>27</u>
LEGAL	<u>6</u>	<u>5</u>	<u>4</u>		
PUBLIC INFORMATION	<u>14</u>	<u>16</u>	<u>17</u>		
RESPIRE	<u>124</u>	<u>128</u>	<u>174</u>	<u>6</u>	<u>0</u>
# CALLS TO OFA	<u>921</u>	<u>1127</u>	<u>1018</u>		
SPECIAL PROGRAMS					
Alzheimer's Support Group		Tax Counseling		Stay Well	
Insurance Counseling		Ombudsman Training		Senior Forum	
Caregivers Help Course		Silver Linings Newsletter		Senior Picnic	

MEMORANDUM OF EXPLANATION

Intro No. _____
(Clerk's Use Only)

COMMITTEE: Human Services Committee DATE: 12/16/98

This is to request a transfer of funds in the amount of \$33,000 from the Child Welfare Account 6119.4 to Purchase of Service Account 6070.4.

This transfer is for the purpose of continuing funding for the CCSI (Coordinated Children's Services Initiation) Project. This project is a collaborative effort among the following groups: Office of Community Services, Finger Lakes Parent Network and DSS, with oversight by a multi-agency Unified Services Committee.

The services provided are intensive and flexible; designed to keep emotionally ill children in their homes, rather than in institutional placement. This preventive approach was shown to have saved \$135,800 in placement costs during its' first year of operation. This figure reflects net savings after considering the DSS \$33,700 first year contribution.

The amount of DSS contribution for 1999, we project, will be far exceeded by the reduction in the Child Welfare account caused by the transfer, based upon first year data.

The amount of DSS contribution pays for just over ½ of the CCSI budget. The balance of funds comes from a grant and the Office of Community Services.

See also attached report.

For further information regarding this matter, contact:

Joan Sinclair, Social Services
Name and Department

268-9303
Telephone Number

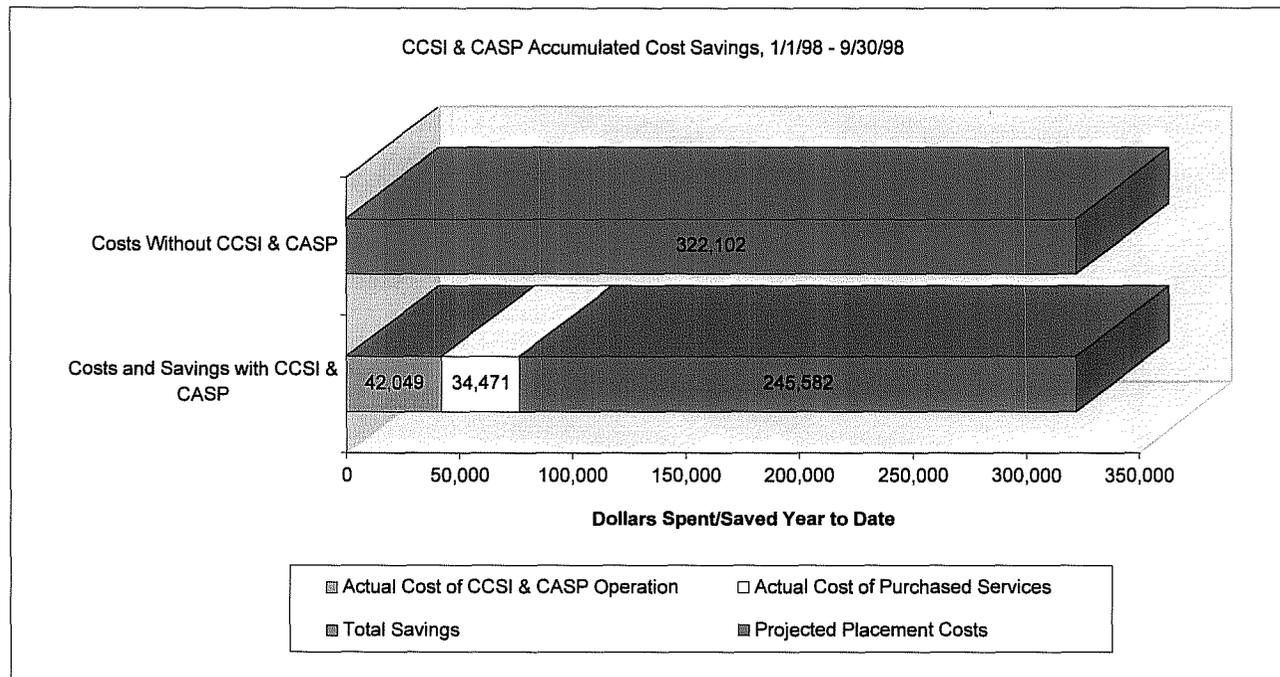
<-----Cost Savings Per Individual----->

Child	Cost at Prior/Likely Placement Level for Length of CCSI/CASP Service	Cost of DSS Purchase of Individ Aftercare Services	Cost Savings
1	56,841	0	56,841
2	108,791	15,795	92,996
3	18,018	600	17,418
4	28,566	0	28,566
5	49,813	7,290	42,523
6	2,438	2,012	427
7	19,988	5,554	14,434
8	19,988	5,554	14,434
9	4,012	3,976	35
10	710	0	710
11	8,316	0	8,316
12	440	0	440
13	440	0	440
14	440	0	440
15	440	0	440
16	440	0	440
17	1,731	1,267	464
18	410	0	410
19	280	0	280

322,102 42,049 280,053 Total YTD Gross Cost Savings

Actual YTD Cost of CCSI & CASP Operation

245,582 Net YTD Cost Savings as a Result of CCSI & CASP



**NOT
APPROVED**

MINUTES OF THE MEETING
HUMAN SERVICES COMMITTEE

DEC 30 1998

December 28, 1998

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

ALSO ATTENDING: John Walchli, Chair, Board of Legislator's
John Margeson, Administrator

CALL TO ORDER

The meeting was called to order at 4:07 PM by Chairman Truax

HEALTH DEPARTMENT

A special meeting of the Human Service Committee was held to review and approve the Request for Proposal for a Computer Support Vendor for CARIIS (Chautauqua Area Regional Immunization Information System).

Proposals were received from 2 vendors: Western New York Computing of Amherst, New York and IKON Office Solutions of Buffalo, New York. See comparison sheet attached for analysis of proposals.

A motion was made by Legislator Dibble and seconded by Legislator Heineman to award WNY Computing the contract. County Attorney is requested to prepare a resolution.

EXECUTIVE SESSION

Legislator Dibble moved to hold executive session. Legislator Heineman seconded. Motion carried.

ADJOURNMENT

Respectfully submitted,

Pamela L. Reynolds, Accountant

MEMORANDUM OF EXPLANATION

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

COMMITTEE: Human Services Committee

DATE: December 28, 1998

A resolution is requested to award Western New York Computing the request for proposal for technical support of CARIIS (Chautauqua Area Regional Immunization Information System). The term of this contract will be from January 1, 1999 to December 31, 1999 and be renewable for four additional one year terms.

FISCAL IMPACT: None. Supported 100% by a NYS Grant.

For further information regarding this matter, contact:

Pamela L. Reynolds, Accountant - ACDOH
Name and Department

X458
Telephone Number

To: Whom It May Concern
From: Samuel L. Thorndike, Jr., Public Health Director and Administrator,
Chautauqua Area Regional Immunization Information System
Date: December 24, 1998
Subject: Selection of CARIIS Computer Support Vendor

In response to a Request for Proposals (RFP) for Computer Support Vendor for the Chautauqua Area Regional Immunization Information System (CARIIS), proposals were received from two companies: Western New York Computing and IKON Technology Services.

The IKON proposal appears to be a boilerplate response to an RFP which envisions the development of an information management system and designing the associated network system. This is not part of the CARIIS RFP, since all this work has been done already by IBM and their subcontractor, Questra. As stated in the third paragraph of part A of the RFP:

Until November 1998, the bulk of the software development and deployment work was performed by Questra and IBM through a contract directly with NYSDOH. Starting in the 1999 fiscal year, deployment and certain software enhancement functions will shift to the CARIIS project. All questions and request for assistance will be routed through the project's internal staff. Routine deployment and maintenance will be handled in large part by the project's internal data processing person. Under the direction of the project administrator or his agent, the computer vendor will be involved as appropriate from perspectives of geographic proximity, availability of time, or complexity of problem. More complex deployment elements, especially those relating to connectivity, and software modification and enhancement usually will be turned over to the computer vendor.

For an example of IKON's mis-directed response, see page 12 where they propose to deal with "the proposed information management system and the Local Area Network for Allegany County Department of Health" and page 13 where "Allegany County Department of Health" has been plugged into the apparent boilerplate, rather than referencing supportive work for the five-county CARIIS project. The absence of a directed response from IKON makes it difficult to make comparisons with the response from WNY Computing.

As indicated on the attached comparison sheet, the qualifications and experience of WNY Computing staff are satisfactory for dealing with the CARIIS project. Some of these for IKON appear comparable but, as indicated, there is doubt about the capacity of IKON to deliver services in a satisfactory manner for some functions, particularly those relating to Sybase products.

As indicated on the comparison sheet, the rates associated with the anticipated support services were clearly indicated by WNY Computing. Comparable rates by IKON are not clear. However, the range of IKON's rates appear comparable to those for WNY computing.

In light of the above considerations, it is clear that the computer support vendor selected for the CARIIS project should be Western New York Computing.

COMPARISON SHEET

RESPONSES by WNY COMPUTING and IKON to CARIIS RFP

Q U A L I F		Western New York Computing	IKON Technology Services
	Five-County Service Area	Yes	Yes
	MS Windows NY 4.0 Certified	Yes	Yes
	Novell Netware 3.xx 4xx Cert.	Yes	Yes
	Sybase Certified	Yes	Not Referenced in the Bid
E X P E R I E N C E	Nt 4.0 Networking	Yes	Yes
	Novell 3.xx and 4.xx	Yes	Yes
	TR & Ethernet Topologies	Yes	Yes
	Sybase Expertise	Yes	Not Referenced in Bid
	MS Visual Basic Exp.	Yes	Not Referenced in Bid
	MS Access Expertise	Yes	Not Referenced in Bid
	Crystal Reports	Yes	Not Referenced in Bid
	Dell Hardware Support	Authorized Dell Service	Not Referenced in Bid
	Response Time	65 Local Staff for same/next day response	Not Referenced in Bid
S E R V I C E S & R A T E S	Reconfigure Server	Yes \$125 / hr	Not Referenced in Bid
	HIN Connect	Yes \$125 / hr	Referenced in Bid under basic WAN technology
	Deploy County Servers	Yes \$125 / hr	Not Referenced in Bid (req. Sybase expertise)
	Deploy Small Facility Servers	Yes \$125 / hr	Not Referenced in Bid (req. Sybase expertise)
	Telephony	Yes \$125 / hr	Referenced in Bid under Basic WAN technology
	Troubleshooting	Yes \$125 / hr	Not Referenced in Bid (req. Sybase expertise)
	HL7 knowledge	Yes \$125 / hr	Not Referenced in Bid
	EBC (& Other DOH Developments)	Not Referenced in Bid	Not Referenced in Bid
	Modify Client Software (VB prgrm)	Yes \$175 / hr	Not Referenced in Bid
	Interface to Other Programs	Yes \$175 / hr	Not Referenced in Bid
Crystal Report Writing	Yes \$175 / hr	Not Referenced in Bid	