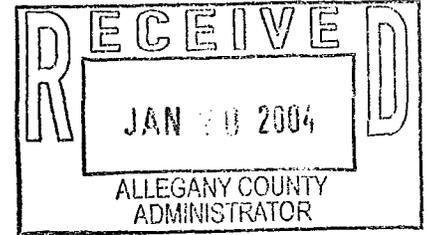


J. Margeson



MINUTES OF THE MEETING  
HUMAN SERVICES  
January 14, 2004

MEMBERS ATTENDING: Chairman Truax  
Legislators Heineman, Crandall, Dibble, Sherman

ALSO ATTENDING: Gary Ogden, MD, Health Department  
Kim Toot, Office for the Aging  
Robert Anderson, Community Services  
Margaret Cherre, Social Services  
John Margeson, Administrator  
James Palmer, Chair, Brd of Legislators  
Pamela Cackle, Health Department

CALL TO ORDER

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

APPROVAL OF MINUTES

The minutes of December 10, 2003 were approved as amended below. SOCIAL SERVICES, paragraph four, *"It was requested to add \$22,700 back to education and schools account line item that is 100% funded. This will allow DSS to continue to staff Development Coordinator Services. Legislators Dibble and Palmer made the motions. These motions carried."* Motions to approve amended minutes were made by Legislators Dibble and Heineman. Motions carried.

HEALTH DEPARTMENT

It was asked that monies be restored to conference accounts that are 100% funded through grants. These accounts include 4035, 4071, 4190, and 4189. Legislators Crandall and Dibble moved to approve the restoration of these funds for mandatory meetings with **referral to Ways and Means** and a listing of all showing the mandatory as well as the other meetings involved. Motions carried.

Dr. Ogden requests approval to attend NYSACHO meeting in Albany in February at a cost of \$100. Legislator Dibble moved on the request, with Legislator Heineman seconding. Motion carried.

Dr. Ogden discussed the Department's accounting system versus that of the Treasurer's Department, (cash versus accrual) and its effect on the appearance of the department's financial situation. This will be discussed further at another time.

Dr. Ogden discussed briefly the future of preventative health in Allegany County. Preventative medicine does have fiscal benefits.

The financial reports were presented to committee for their information.

#### COMMUNITY SERVICES

**Executive session** was called to discuss a salary issue. Motions were made by Legislators Heineman and Dibble.

Motions to resume regular business same as above.

The ICM Coordinator position needs to be sent to Human Resources for review and then on to the Personnel Committee to accurately describe the position. Motions were made by Legislators Heineman and Dibble. Carried.

Conference expense was discussed. Dr. Anderson tries to split the cost between two counties. It was requested to attend the following meetings: Local Medical Hygiene Directors held in the Spring and Fall, Association of Addiction Providers, NACNA that is well worth the time and money, and the American Psychological Association meeting. Legislators Dibble and Crandall made motions approving attendance, and motions carried.

This agency will be receiving their new van in about four weeks and will then turn their current van over to the OFA.

#### OFFICE FOR THE AGING

The department's monthly report was presented noting that 64% are over the age of 75; and 59% are frail/disabled; meals on wheels are under budget for the previous year. A listing of contributions for each luncheon site was provided. The average contribution is approximately \$1.79 per meal when they are asking \$2.50.

Ms. Toot spoke to the committee regarding her department's cell phones and the fact that the OFA reimburses the county for their expense. It was stated that an email was sent that everyone has to turn in their phones and the Legislators office will determine who shall be issued cell phones. There is some

confusion on this issue and it will be checked into by the Administrator/Clerk of the Board's office.

Briefly discussed was meeting attendance; do we ask every time; and who do we ask about using a county car? John Margeson stated, he was the one to ask. There are two meetings that are required. If meetings are required, it is not necessary to come to committee for approval.

#### SOCIAL SERVICES

The department's monthly report was presented showing the numbers up substantially. They are under budget for Medicaid in 2003; Family Health Plus effective January 1, 2004 no longer covers dental. The monthly premiums will be reduced but not sure at this time how this will affect the current budget.

This department has received correspondence from a company that provides free office supplies. They are going to look into this further and if it look good, will refer to the Clerk of the Board.

Commissioner Cherre requested approval to fill an account clerk typist position due to a retirement. This position is responsible for paying utility vendors for temporary assistance recipients with direct utility payments, paying child care providers, and paying all bills for our representative payee cases. The Accounting Office can not process all required payments in a timely manner without this position. The annual salary is \$23,241 plus benefits, with funding from County (25%); State (25%),and Federal (50%). Motions were made by Legislators Heineman and Dibble, with ***referral to Ways and Means***. Motions carried. Briefly discussed was advance notification to department heads by those employees who are planning of retirement.

The department has been working without one Caseworker position for several months. One worker who has been on leave will be returning in January, and another is going on leave in March. It is requested to allow the department to work at full capacity for two months until the time the individual takes leave in March. Legislators Dibble and Sherman made the motion approving this request and the motion carried.

#### OTHER BUSINESS

The Community Services Board requests committee approval to reappoint Edna Howard, Karl Graves, Gary Ogden, and Sandra Blake to the Community Services Board for an additional four year term effective immediately and expiring December 31, 2007. Motions were made by Legislators Heineman and Dibble and carried.

The Chairman of the Board has appointed the following as members of the Citizens Advisory Council to the Office for the Aging for a three year term commencing immediately and expiring December 31, 2006; Keith Folts, Reita Sobeck-Lynch, Beverly Armstrong, David Pullen, and Mona Pettit. Legislator Heineman moved approval with Legislator Sherman seconding. Motions carried.

***Resolution.***

#### ADJOURNMENT

There being no further business to come before this committee, the meeting was adjourned at 4:20 pm.

Respectfully submitted,  
Teresa Claypool

# ALLEGANY COUNTY OFFICE FOR THE AGING

17 COURT STREET • BELMONT, NY 14813  
 TELEPHONE 585-268-9390 • TOLL FREE 866-268-9390  
 FAX 585-268-9657

KIMBERLEY TOOT  
 Director

DANIEL WASHBURN  
 Coordinator Of Services  
 CHERYL CZWORKA  
 Nutrition Services Coordinator

## OFFICE FOR THE AGING MONTHLY REPORT December 2003 Year-to-date 1/01/03 – 12/31/03

TOTAL PEOPLE AGE 60+	1467	PERCENT OF TOTAL
LOW INCOME	631	43%
LOW INCOME MINORITY	7	.4%
FRAIL/DISABLED	869	59%
AGE 75+	940	64%
LIVES ALONE	788	54%
VETERAN	147	10%

### UNITS OF SERVICE

SERVICES PROVIDED	NO. PEOPLE	SERVICE THIS MONTH	PREVIOUS MONTH	SAME MONTH LAST YEAR	TOTAL 2003
HOMEMAKING/PERSONAL CARE	34	242	267	181	2401
HOUSEKEEPING/CHORE	53	469	454	433	5055
CASE MANAGEMENT	69	144	118	91	1112
NUTRITION COUNSELING	29	1	2	2	37
TRANSPORTATION	149	281	248	287	3169
INFORMATION AND ASSISTANCE	1227	691	562	622	10531
OUTREACH	12	8	0	13	125
IN-HOME CONTACT & SUPPORT	325	325	300	305	4258
PERSONAL EMERG. RESPONSE	37	25	24	21	258
CAREGIVER SERVICES	88	10	8	45	190
LEGAL SERVICES	13	60	3	11	161
LTC OMBUDSMAN	82	21	21	25	353
OTHER (HEAP, HOME REPAIR)	1016	360	323	243	1451
MEALS-ON-WHEELS	635	7779	6031	8251	91810
CONGREGATE MEALS	499	1947	1688	1832	24269

### PROGRAMS PROVIDED – December 2003

- 4 Exercise Programs, Scio, Alfred, Fillmore, Bolivar
- Nutrition Education – “Are Your Herbal Supplements Safe?”
- One caregiver support group – Belmont – Alzheimer's Association of WNY
- OFA in-service at the Cooperative Extension
- Dealing with Heating Emergencies – in-service for Mental Health subcommittee of Community Services
- “What is Aging?” – Wellsville Elementary School
- Blizzard Box distribution



# CONTRIBUTIONS - 2003

## ALFRED SITE

	TOTAL MEALS	TOTAL DAYS	AVERAGE MEAL/DAY	CONTRIBUTION	AVERAGE CONTRIBUTION
JANUARY	171	11	16	292.00	1.71
FEBRUARY	148	10	15	247.35	1.67
MARCH	192	12	16	358.50	1.87
APRIL	200	12	17	465.75	2.33
MAY	223	11	20	479.10	2.15
JUNE	217	12	18	478.00	2.20
JULY	220	12	18	479.00	2.18
AUGUST	184	11	17	396.80	2.16
SEPTEMBER	197	11	18	428.05	2.17
OCTOBER	230	12	19	539.15	2.34
NOVEMBER	196	10	20	429.35	2.19
DECEMBER	202	11	18	418.12	2.07
YTD TOTALS	2380	135	18	5,011.17	2.11

## BELMONT SITE

	TOTAL MEALS	TOTAL DAYS	AVERAGE MEAL/DAY	CONTRIBUTION	AVERAGE CONTRIBUTION
JANUARY	145	9	16	233.00	1.61
FEBRUARY	154	8	19	242.71	1.58
MARCH	130	8	16	231.10	1.78
APRIL	158	9	18	328.25	2.08
MAY	188	9	21	403.95	2.15
JUNE	147	8	18	329.55	2.24
JULY	132	9	15	290.85	2.20
AUGUST	91	8	11	197.50	2.17
SEPTEMBER	139	9	15	293.00	2.11
OCTOBER	181	9	20	396.10	2.19
NOVEMBER	118	6	20	271.00	2.30
DECEMBER	176	8	22	388.31	2.21
YTD TOTALS	1759	100	18	3,605.32	2.05

## CONTRIBUTIONS - 2003

### CUBA SITE

	TOTAL MEALS	TOTAL DAYS	AVERAGE MEAL/DAY	CONTRIBUTION	AVERAGE CONTRIBUTION
JANUARY	183	16	11	300.00	1.64
FEBRUARY	169	14	12	261.00	1.54
MARCH	257	17	15	469.80	1.83
APRIL	302	18	17	672.07	2.23
MAY	303	16	19	746.83	2.46
JUNE	287	17	17	640.10	2.23
JULY	255	18	14	575.00	2.25
AUGUST	267	16	17	602.75	2.26
SEPTEMBER	308	17	18	707.12	2.30
OCTOBER	249	17	15	546.15	2.19
NOVEMBER	234	14	17	518.40	2.22
DECEMBER	206	17	12	455.75	2.21
TD TOTALS	3020	197	15	6,494.97	2.15

### FILLMORE SITE

	TOTAL MEALS	TOTAL DAYS	AVERAGE MEAL/DAY	CONTRIBUTION	AVERAGE CONTRIBUTION
JANUARY	270	8	34	450.00	1.67
FEBRUARY	225	7	32	360.00	1.60
MARCH	302	9	34	477.25	1.58
APRIL	244	8	31	503.00	2.06
MAY	283	8	35	573.20	2.03
JUNE	337	9	37	723.20	2.15
JULY	283	8	35	548.50	1.94
AUGUST	278	8	35	544.70	1.96
SEPTEMBER	286	8	36	590.40	2.06
OCTOBER	297	8	37	581.90	1.96
NOVEMBER	246	7	35	482.70	1.96
DECEMBER	244	8	31	460.50	1.89
TD TOTALS	3295	96	34	6,295.35	1.91

## CONTRIBUTIONS - 2003

### WHITESVILLE SITE

	TOTAL MEALS	TOTAL DAYS	AVERAGE MEAL/DAY	CONTRIBUTION	AVERAGE CONTRIBUTION
JANUARY	117	11	11	222.00	1.90
FEBRUARY	122	10	12	245.00	2.01
MARCH	155	13	12	307.50	1.98
APRIL	121	14	9	254.51	2.10
MAY	121	11	11	279.50	2.31
JUNE	127	13	10	319.00	2.51
JULY	144	14	10	328.00	2.28
AUGUST	120	12	10	283.00	2.36
SEPTEMBER	104	13	8	241.50	2.32
OCTOBER	122	12	10	284.50	2.33
NOVEMBER	121	11	11	292.50	2.42
DECEMBER	176	16	11	413.50	2.35
TD TOTALS	1550	150	10	3,470.51	2.24

### CONGREGATE MEAL TOTALS

	TOTAL MEALS	TOTAL DAYS	AVERAGE MEAL/DAY	CONTRIBUTION	AVERAGE CONTRIBUTION
JANUARY	1,775	20	89	3,023.50	1.70
FEBRUARY	1,641	18	91	2,695.31	1.64
MARCH	1,972	21	94	3,446.20	1.75
APRIL	2,001	22	91	4,329.53	2.16
MAY	2,176	21	104	4,627.24	2.13
JUNE	2,065	21	98	4,512.80	2.18
JULY	1,951	22	89	4,123.15	2.11
AUGUST	1,754	21	84	3,724.13	2.12
SEPTEMBER	1,994	21	95	4,225.77	2.12
OCTOBER	2,087	22	95	4,412.85	2.11
NOVEMBER	1,688	17	99	3,562.67	2.11
DECEMBER	1,947	22	89	4,101.43	2.11
TD TOTALS	23,051	248	93	46,784.58	2.03

ALLEGANY COUNTY OFFICE FOR THE AGING  
SERVICES BY ZIP CODE REPORT  
FOR THE PERIOD 01/01/2003 TO 12/31/2003

Zip Code	Service Description	Undup count	Units of Service
13037	HOME DELIVERED MEAL	1	202.00
	INFORMATION AND ASSISTANCE	1	1.00
			203.00

Zip Code	Service Description	Undup count	Units of Service
14009	CONGREGATE MEALS	1	63.00
			63.00

Zip Code	Service Description	Undup count	Units of Service
14020	HOME DELIVERED MEAL	1	208.00
	INFORMATION AND ASSISTANCE	1	2.00
			210.00

Zip Code	Service Description	Undup count	Units of Service
14029	INFORMATION AND ASSISTANCE	2	9.00
	CONGREGATE MEALS	1	58.00
			67.00

Zip Code	Service Description	Undup count	Units of Service
14060	OTHER	2	7.00
	INFORMATION AND ASSISTANCE	3	26.00
	HOME DELIVERED MEAL	2	79.00
	CONGREGATE MEALS	1	20.00
			132.00

Zip Code	Service Description	Undup count	Units of Service
14065	INFORMATION AND ASSISTANCE	4	7.00
	OTHER	1	1.00
	CONGREGATE MEALS	1	10.00
	HOME DELIVERED MEAL	4	716.00
			734.00

Zip Code	Service Description	Undup count	Units of Service
14226	PERSONAL EMERGENCY RESPONSE	1	1.00
	INFORMATION AND ASSISTANCE	1	5.00
	CASE MANAGEMENT	1	8.00
			14.00

Zip Code	Service Description	Undup count	Units of Service
14416	TRANSPORTATION	1	2.00
	INFORMATION AND ASSISTANCE	1	8.00
			10.00

Zip Code	Service Description	Undup count	Units of Service
14437	HOME DELIVERED MEAL	1	180.00
			180.00

Zip Code	Service Description	Undup count	Units of Service
14472	CONGREGATE MEALS	1	2.00
			2.00

ALLEGANY COUNTY OFFICE FOR THE AGING  
SERVICES BY ZIP CODE REPORT  
FOR THE PERIOD 01/01/2003 TO 12/31/2003

IN HOME CONTACT AND SUPPORT	5	259.00
CONGREGATE MEALS	8	134.00
NUTRITION COUNSELING	1	1.00
CAREGIVER SERVICES	2	2.00
LTC OMBUDSMAN	1	1.00
OUTREACH	2	2.00
		3056.00

Zip Code	Service Description	Undup count	Units of Service
14711	OTHER	41	49.00
	INFORMATION AND ASSISTANCE	52	347.00
	TRANSPORTATION	8	94.00
	HOME DELIVERED MEAL	29	6187.00
	IN HOME CONTACT AND SUPPORT	3	37.00
	HOUSEKEEPING/CHORE	3	112.00
	HOMEMAKING/PERSONAL CARE	2	8.00
	CAREGIVER SERVICES	2	2.00
	CASE MANAGEMENT	3	41.00
	CONGREGATE MEALS	3	171.00
			7048.00

Zip Code	Service Description	Undup count	Units of Service
14712	IN HOME CONTACT AND SUPPORT	1	11.00
			11.00

Zip Code	Service Description	Undup count	Units of Service
14713	OTHER	1	1.00
			1.00

Zip Code	Service Description	Undup count	Units of Service
14714	INFORMATION AND ASSISTANCE	10	173.00
	OTHER	13	14.00
	HOME DELIVERED MEAL	7	909.00
	TRANSPORTATION	2	58.00
	CAREGIVER SERVICES	4	5.00
	IN HOME CONTACT AND SUPPORT	1	6.00
	CONGREGATE MEALS	8	69.00
			1234.00

Zip Code	Service Description	Undup count	Units of Service
14715	CASE MANAGEMENT	6	80.00
	HOUSEKEEPING/CHORE	3	210.50
	HOMEMAKING/PERSONAL CARE	3	178.00
	PERSONAL EMERGENCY RESPONSE	4	29.00
	INFORMATION AND ASSISTANCE	84	327.00
	OTHER	63	70.00
	HOME DELIVERED MEAL	40	5077.00
	CONGREGATE MEALS	36	2209.00
	IN HOME CONTACT AND SUPPORT	7	231.00
	CAREGIVER SERVICES	4	6.00
	LTC OMBUDSMAN	3	7.00
	TRANSPORTATION	2	6.00
			8430.50

ALLEGANY COUNTY OFFICE FOR THE AGING  
SERVICES BY ZIP CODE REPORT  
FOR THE PERIOD 01/01/2003 TO 12/31/2003

LEGAL ASSISTANCE	2	20.00
		4776.00

Zip Code	Service Description	Undup count	Units of Service
14737	INFORMATION AND ASSISTANCE	2	13.00
	OTHER	1	1.00
	CONGREGATE MEALS	1	3.00
	TRANSPORTATION	1	10.00
			27.00

Zip Code	Service Description	Undup count	Units of Service
14739	HOME DELIVERED MEAL	45	6888.00
	INFORMATION AND ASSISTANCE	99	873.00
	OTHER	74	97.00
	TRANSPORTATION	13	224.00
	CONGREGATE MEALS	39	1150.00
	HOUSEKEEPING/CHORE	5	286.25
	CASE MANAGEMENT	6	99.00
	CAREGIVER SERVICES	6	9.00
	PERSONAL EMERGENCY RESPONSE	5	40.00
	NUTRITION COUNSELING	1	1.00
	IN HOME CONTACT AND SUPPORT	5	118.00
	HOMEMAKING/PERSONAL CARE	2	26.00
			9811.25

Zip Code	Service Description	Undup count	Units of Service
14744	HOME DELIVERED MEAL	7	761.00
	INFORMATION AND ASSISTANCE	11	147.00
	OTHER	9	12.00
	CONGREGATE MEALS	4	109.00
	LEGAL ASSISTANCE	1	11.00
	HOMEMAKING/PERSONAL CARE	1	112.50
	HOUSEKEEPING/CHORE	1	225.50
	TRANSPORTATION	1	60.00
	PERSONAL EMERGENCY RESPONSE	1	12.00
	CASE MANAGEMENT	1	39.00
	IN HOME CONTACT AND SUPPORT	2	5.00
	NUTRITION COUNSELING	1	1.00
	CAREGIVER SERVICES	1	1.00
	LTC OMBUDSMAN	1	6.00
			1502.00

Zip Code	Service Description	Undup count	Units of Service
14745	HOMEMAKING/PERSONAL CARE	1	104.00
	HOUSEKEEPING/CHORE	1	138.00
	PERSONAL EMERGENCY RESPONSE	1	12.00
	CASE MANAGEMENT	1	35.00
	INFORMATION AND ASSISTANCE	6	36.00
	OTHER	9	10.00
	CONGREGATE MEALS	5	355.00
	HOME DELIVERED MEAL	2	310.00
	OUTREACH	1	2.00
			1002.00

ALLEGANY COUNTY OFFICE FOR THE AGING  
SERVICES BY ZIP CODE REPORT  
FOR THE PERIOD 01/01/2003 TO 12/31/2003

CONGREGATE MEALS	1	1.00
		518.00

Zip Code	Service Description	Undup count	Units of Service
14802	HOME DELIVERED MEAL	11	1423.00
	CONGREGATE MEALS	24	1356.00
	TRANSPORTATION	2	24.00
	INFORMATION AND ASSISTANCE	19	114.00
	CASE MANAGEMENT	2	9.00
	HOUSEKEEPING/CHORE	1	36.00
	OTHER	6	6.00
	IN HOME CONTACT AND SUPPORT	3	92.00
	CAREGIVER SERVICES	4	15.00
			3075.00

Zip Code	Service Description	Undup count	Units of Service
14803	CONGREGATE MEALS	8	251.00
	INFORMATION AND ASSISTANCE	17	80.00
	HOME DELIVERED MEAL	9	848.00
	OTHER	11	32.00
	CAREGIVER SERVICES	2	2.00
	IN HOME CONTACT AND SUPPORT	2	7.00
	PERSONAL EMERGENCY RESPONSE	1	5.00
			1225.00

Zip Code	Service Description	Undup count	Units of Service
14804	OTHER	19	21.00
	INFORMATION AND ASSISTANCE	20	95.00
	HOME DELIVERED MEAL	13	1138.00
	TRANSPORTATION	3	6.00
	CONGREGATE MEALS	6	166.00
	CAREGIVER SERVICES	1	2.00
	IN HOME CONTACT AND SUPPORT	1	208.00
			1636.00

Zip Code	Service Description	Undup count	Units of Service
14806	IN HOME CONTACT AND SUPPORT	8	82.00
	OTHER	49	67.00
	HOUSEKEEPING/CHORE	3	411.50
	CASE MANAGEMENT	4	91.00
	PERSONAL EMERGENCY RESPONSE	2	21.00
	HOMEMAKING/PERSONAL CARE	2	189.00
	TRANSPORTATION	2	162.00
	INFORMATION AND ASSISTANCE	37	281.00
	HOME DELIVERED MEAL	20	4499.00
	CONGREGATE MEALS	9	503.00
	LTC OMBUDSMAN	2	2.00
	CAREGIVER SERVICES	3	7.00
	LEGAL ASSISTANCE	1	7.00
			6322.50

Zip Code	Service Description	Undup count	Units of Service
14807	INFORMATION AND ASSISTANCE	3	4.00

ALLEGANY COUNTY OFFICE FOR THE AGING  
SERVICES BY ZIP CODE REPORT  
FOR THE PERIOD 01/01/2003 TO 12/31/2003

Zip Code	Service Description	Undup count	Units of Service
14845	INFORMATION AND ASSISTANCE	1	2.00
			2.00

Zip Code	Service Description	Undup count	Units of Service
14846	CONGREGATE MEALS	1	55.00
	INFORMATION AND ASSISTANCE	2	9.00
	OTHER	3	3.00
			67.00

Zip Code	Service Description	Undup count	Units of Service
14858	IN HOME CONTACT AND SUPPORT	1	1.00
			1.00

Zip Code	Service Description	Undup count	Units of Service
14868	OTHER	1	1.00
			1.00

Zip Code	Service Description	Undup count	Units of Service
14876	OTHER	1	1.00
			1.00

Zip Code	Service Description	Undup count	Units of Service
14877	HOME DELIVERED MEAL	2	313.00
	CASE MANAGEMENT	1	24.00
	HOMEMAKING/PERSONAL CARE	1	38.50
	HOUSEKEEPING/CHORE	1	56.00
	INFORMATION AND ASSISTANCE	3	21.00
	OTHER	1	1.00
			453.50

Zip Code	Service Description	Undup count	Units of Service
14880	IN HOME CONTACT AND SUPPORT	1	1.00
	OTHER	46	91.00
	HOME DELIVERED MEAL	23	3196.00
	INFORMATION AND ASSISTANCE	49	171.00
	TRANSPORTATION	2	30.00
	CONGREGATE MEALS	8	277.00
			3766.00

Zip Code	Service Description	Undup count	Units of Service
14882	INFORMATION AND ASSISTANCE	2	2.00
	CAREGIVER SERVICES	1	1.00
			3.00

Zip Code	Service Description	Undup count	Units of Service
14884	INFORMATION AND ASSISTANCE	5	10.00
	OTHER	5	8.00
	CONGREGATE MEALS	1	43.00
	HOME DELIVERED MEAL	2	220.00
			281.00

ALLEGANY COUNTY OFFICE FOR THE AGING  
SERVICES BY ZIP CODE REPORT  
FOR THE PERIOD 01/01/2003 TO 12/31/2003

Zip Code	Service Description	Undup count	Units of Service
29412	TRANSPORTATION	1	16.00
	INFORMATION AND ASSISTANCE	1	49.00
			65.00

Zip Code	Service Description	Undup count	Units of Service
30269	INFORMATION AND ASSISTANCE	1	1.00
			1.00

Zip Code	Service Description	Undup count	Units of Service
54313	HOME DELIVERED MEAL	1	7.00
	TRANSPORTATION	1	2.00
	INFORMATION AND ASSISTANCE	1	6.00
			15.00

Zip Code	Service Description	Undup count	Units of Service
78382	INFORMATION AND ASSISTANCE	1	2.00
			2.00

Zip Code	Service Description	Undup count	Units of Service
39027	INFORMATION AND ASSISTANCE	1	2.00
			2.00

Grand totals 135004.75

\*\*\* of report\*\*\*



**ALLEGANY COUNTY  
DEPARTMENT OF SOCIAL SERVICES**

County Office Building • 7 Court Street • Belmont, New York 14813-1077

Telephone 585-268-9622  
Fax 585-268-9479

MARGARET A. CHERRE  
Commissioner

**MONTHLY REPORT TO THE HUMAN SERVICES COMMITTEE**

Submitted January 14, 2004

**I. FINANCIAL INFORMATION**

- A. See attached financial reports for November expenditures.
- B. See attached Program Integrity Unit report for recoveries/offsets

**II. WORKLOADS/CASELOADS**

		November, 2003	December, 2003	YTD monthly average, 2003	December, 2002
<b>A. Employment Programs</b>					
<b>TANF Recipients</b>	# in training programs	59	56	65	52
	# in work experience	128	123	128	115
	# working in private sector with grant diversion	3	3	3	3
	# entered employment	19	15	24	8
	# sanctioned	9	15	13	8
<b>Safety Net Recipients</b>	# in training programs	30	34	25	16
	# in work experience	92	98	75	66
	# entered employment	5	5	7	3
	# sanctioned	1	1	3	5

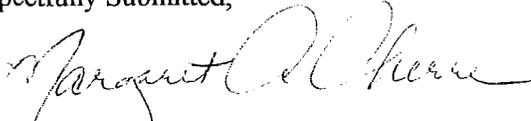
<b>B. Caseload Counts</b>	November, 2003	December, 2003	1-Month Difference	2-Month Difference	December, 2002
<b>Temporary Assistance</b>	467	470	+3	+27	452
TANF	284	284	-0-	+11	306
CAP	17	17	-0-	-3	20
Safety Net Singles	126	132	+6	+20	94
Safety Net Families	40	37	-3	-1	32
<b>Non-FA Medicaid</b>	3,968	3,934	-34	+76	3,515
<b>Family Health Plus</b>	726	708	-18	+13	514
<b>Food Stamps Only</b>	1,773	1,736	-37	+190	1,561
<b>Child Care Only</b>	168	171	+3	-6	160

### III. OTHER ACTIVITIES

In addition to continuing my work on reducing the budget, I have been involved in other planning efforts for the Department during the last month.

- We are preparing our three-year Consolidated Services Plan, with our required public hearing scheduled for Friday, January 23. This plan involves much examination of not only Departmental statistics for services to children and families, but also the total picture in the County.
- We are working on the recommendations of the recent Medicaid process review. We are developing concrete plans to improve the efficiency of our operations, and hope to begin implementing changes April 1, 2004.
- Managers throughout the Department are developing their 2004 goals. Although we started a bit late, I expect to have their plans by the end of this month.

Respectfully Submitted,



Margaret A. Cherre  
Commissioner

November Statement of Expenditures								
Month	11							
Total Yr	12							
Percent of Yr	91.67%							
				Nov-03				
		2003	Previous	Current	Total	Unexpended	Percent	Prev. Yr
		Budget	Expense	Expense	Expense	Balance	Expended	A600
Salaries SS	6010.1	\$ 3,653,518.00	\$ 2,771,913.42	\$ 269,193.95	\$ 3,041,107.37	\$ 612,410.63	83.24%	\$ -
Equipment SS	6010.2	\$ 39,963.00	\$ 32,026.02	\$ 1,066.13	\$ 33,092.15	\$ 6,870.85	82.81%	\$ -
Admin SS	6010.4	\$ 2,001,033.00	\$ 1,206,693.98	\$ 220,535.17	\$ 1,427,229.15	\$ 573,803.85	71.32%	\$ -
Sal CAP	6011.1	\$ 241,788.00	\$ 179,476.17	\$ 18,044.39	\$ 197,520.56	\$ 44,267.44	81.69%	\$ -
CAP Equip.	6011.2	\$ 600.00	\$ -	\$ -	\$ -	\$ 600.00	0.00%	\$ -
Admin CAP	6011.4	\$ 22,100.00	\$ 14,699.04	\$ 475.35	\$ 15,174.39	\$ 6,925.61	68.66%	\$ -
TANF Day Care	6055.474	\$ 245,284.00	\$ 206,906.89	\$ 16,071.07	\$ 222,977.96	\$ 22,306.04	90.91%	\$ -
DC Block Grant	6055.475	\$ 661,756.00	\$ 551,384.07	\$ 58,248.88	\$ 609,632.95	\$ 52,123.05	92.12%	\$ -
POS	6070.474	\$ 467,757.00	\$ 410,109.47	\$ 21,324.42	\$ 431,433.89	\$ 36,323.11	92.23%	\$ -
Medical	6101.4	\$ 9,114,344.00	\$ 5,382,728.87	\$ 1,320,156.00	\$ 6,702,884.87	\$ 2,411,459.13	73.54%	\$ -
Adult Home	6106.4	\$ 1,650.00	\$ -	\$ -	\$ -	\$ 1,650.00	0.00%	\$ -
TANF	6109.474	\$ 3,433,495.00	\$ 2,475,348.71	\$ 261,828.94	\$ 2,737,177.65	\$ 696,317.35	79.72%	\$ -
CW	6119.4	\$ 2,900,000.00	\$ 1,796,688.61	\$ 186,191.59	\$ 1,982,880.20	\$ 917,119.80	68.38%	\$ -
State Training	6129.4	\$ 135,000.00	\$ 28,626.86	\$ -	\$ 28,626.86	\$ 106,373.14	21.21%	\$ -
Safety Net	6140.4	\$ 1,025,000.00	\$ 669,838.34	\$ 66,717.42	\$ 736,555.76	\$ 288,444.24	71.86%	\$ -
EAA	6142.4	\$ 18,500.00	\$ 23,293.00	\$ 771.64	\$ 24,064.64	\$ (5,564.64)	130.08%	\$ -
FS Cash	6150.4	\$ 3,323,575.00	\$ 3,164,271.00	\$ 327,638.00	\$ 3,491,909.00	\$ (168,334.00)	105.06%	\$ -
Sub Total		\$ 27,285,363.00	\$ 18,914,004.45	\$ 2,768,262.95	\$ 21,682,267.40	\$ 5,603,095.60	79.46%	\$ -
HEAP	6141.4	\$ 2,700,000.00	\$ 625,625.38	\$ 3,590.00	\$ 629,215.38	\$ 2,070,784.62	23.30%	\$ -
Total		\$ 29,985,363.00	\$ 19,539,629.83	\$ 2,771,852.95	\$ 22,311,482.78	\$ 7,673,880.22	74.41%	\$ -

Allegany County Department of Social Services PERFORMANCE/CASELOAD MEASURE MANAGEMENT PLAN/MONTHLY REPORT		Office: PROGRAM INTEGRITY Date Prepared/Report Period		SUMMARY	
NO.	PERFORMANCE/WORKLOAD MEASURE	ACCOMPLISHMENTS			
		Year to Date	Report Month		
	<i>Savings/Recovery Synopsis (\$)</i>				
1.	FS Disqualifications	16,020.00	2,040.00	1.	
2.	Investigations Collections	116,390.47	9,134.27	2.	
	a. PA	96,707.44	8,625.47	a.	
	b. MA	19,683.03	508.80	b.	
3.	Investigations Cases Closed	- - -	- - -	3.	
4.	Investigations Grant Reduced – Full Investigation	38.70	- - -	4.	
5.	Investigations Grant Reduced – Pre-investigation	- - -	- - -	5.	
6.	FS Cash Collections and Recoupments	21,735.68	2,370.69	6.	
	a. Inadvertent Household Errors	4,669.49	360.00	a.	
	b. Agency Error	6,033.89	1,197.00	b.	
	c. Intentional Program Violation	11,032.30	813.69	c.	
7.	Security Deposit Returns	0	0	7.	
8.	Security Deposit Recoupments	0	0	8.	
9.	Bond & Mortgage – Grant savings	23,813.36	1,615.01	9.	
10.	Resource Clearances – Grant savings	0	0	10.	
11.	Valuation of Assets – Grant savings	0	0	11.	
12.	Estate Liens Satisfied	109,570.71	16,393.00	12.	
13.	Accident Liens Satisfied	67,409.32	696.46	13.	
14.	Computer Match – Grant savings	0	0	14.	
15.	1099 Match – Grant savings	0	0	15.	
16.	Category and Reimbursement	0	0	16.	
17.	AD Reimbursement Recoveries	0	0	17.	
18.	SSA Appeals – Grant Savings	0	0	18.	
19.	SSI Interim Repayment	97,931.02	20,924.59	19.	
20.	Special Projects Savings	0	0	20.	
21.	Assignment of Proceeds	0	0	21.	
22.	Agreement to Sell and Repay	0	0	22.	
23.	Assignment of Mortgage	0	0	23.	
24.	ADC Grant Saving	2,344.00	0	24.	
25.	Water Deposit Refunds	0	0	25.	
26.	Total Savings	455,253.26	53,174.02	26.	
27.	Administrative Expenses (local)			27.	
28.	Recovery (local)			28.	
29.	Benefit/Cost Ratio			29.	

FRONT END DETECTION SYSTEM MONTHLY INVESTIGATION REPORT
--

REPORT DUE 10<sup>TH</sup> OF EACH MONTH

COUNTY: ALLEGANY		MONTH ENDING: 123103				
COMPLETED BY: PATRICIA HURD			TITLE: PRINCIPAL EXAMINER			
		(ADC) FA	(HR) SNA	NPA/FS	MAO	TOTAL
CASES REFERRED FOR INVESTIGATION	1.	11	11	8	4	34
NUMBER OF INVESTIGATIONS COMPLETED	2.	9	11	6	4	30
CASES WITH NO ERRORS FOUND	(a)	8	11	5	4	28
CASES WITH DISCREPANCIES DETECTED	(b)	1	0	1	0	2
(a. + b. = line 2)						
CASES CONFIRMED DENIED/WITHDRAWN	3.	1	0	1	0	2
COST AVOIDANCE PA	(a)	\$497.00	\$0	\$0	\$0	\$497.00
MA	(b)	\$516.00	\$0	\$0	\$0	\$516.00
FS	(c)	\$164.00	\$0	\$169.00	\$0	\$333.00
CASES WITH CONFIRMED GRANT REDUCTION	4.	0	0	0	0	0
COST AVOIDANCE PA	(a)	\$0	\$0	\$0	\$0	\$0

		MONTHLY COST AVOIDANCE VALUES			
		(ADC) FA	(HR) SNA	NPA/FS	MA ONLY
DENIED/WITHDRAWN CASES	PA	\$497	\$401	N/A	N/A
	MA	516	753	N/A	\$683
	FS	164	95	\$169	N/A
GRANT REDUCTION CASES	PA	\$185	\$383	N/A	N/A

**MONTHLY REPORT FROM SERVICES**

Submitted January 14, 2004 for months of November & December, 2003

<b>Services to Children</b>					
	November, 2003	December, 2003	2003 Year To Date		December, 2002
<b>Child Protective Services</b>					
Hotline calls	57	47	718	total	63
Average calls/week	15	14	15	total	16
Total active cases	291	254	437	average	410
Average cases/worker	42	36	69	average	68
Number reports citing:					
Domestic violence	11	1	44	total	3
Sexual abuse	2	6	50	total	13
Drug/alcohol abuse	15	6	111	total	9
<b>Foster Care &amp; Adoption Services</b>					
Total number children in care	71	70	73	average	73
Care level:					
ACDSS/County home	16	16	18	average	19
Therapeutic home/group home	36	35	37	average	37
Institutions	14	15	14	average	15
Other	5	4	4	average	2
Reason for placement:					
Abuse/neglect	49	49	49	average	39
PINS/JD	16	16	17	average	21
Voluntary	6	5	7	average	13
Freed children:					
In pre-adoptive homes	7	6	7	average	13
Seeking homes	9	9	10	average	10
Independent living	3	3	3	average	3
Number entering care	0	2	37	total	3
Number discharged from care	3	4	40	total	3
Number freed for adoption	0	0	2	total	0
Number adoptions finalized	0	1	4	total	7
<b>Non-Secure Detention Services</b>					
Number bed-days used			1,06	total	
	84	94	7		47
Average daily census	2.8	3.0	3.0	average	1.5
<b>Preventive Services</b>					
Total number receiving services	80	88	72	average	64
Number SHAPE cases	23	24	26	average	27
Number Families Together cases	5	4	5	average	4
Number FACT cases	8	9	10	average	20
Number aftercare cases	14	15	10	average	8

<b>Services to Adults</b>					
	<b>November, 2003</b>	<b>December, 2003</b>	<b>2003 Year To Date</b>		<b>December, 2002</b>
<b>Adult Protective/Preventive Services</b>					
New referrals	4	2	55	total	3
Open cases	28	29	27	average	26
<b>Requests for Emergency Assistance</b>					
Number people stating homeless	22	27	367	total	36
Food requests	39	36	331	total	28
<b>Domestic Violence Related Services</b>					
Families in domestic violence shelter	3	1	21	total	2
Number women	3	1	21	total	2
Number children	3	2	30	total	1
DV Liaison referrals	3	12	82	total	4
Waivers requested	3	5	27	total	3
Waivers granted	1	5	25	total	3
<b>Home Care &amp; Related Services</b>					
Personal care cases	103	102	102	average	91
Long term & related cases	76	78	67	average	77
CDPAP cases	15	15	16	average	15
<b>Family Care Homes</b>					
Beds filled	4	4	4	average	4
Beds available	12	12	11	average	9
	3	3	4	average	6
<b>Financial Management Cases</b>					
	82	77	81	average	81
<b>Home Studies Completed</b>					
Custody cases	5	5	72	total	10
Cases with child welfare involvement	4	5	54	total	7
	1	0	18	total	3

## Request to Fill Position

Date: January 14, 2004

Committee of Jurisdiction: Human Services

I would like to fill the following position:

Title Caseworker Department Social Services

Will any positions be eliminated? No If yes, which one? \_\_\_\_\_

This position is an:

Existing position? X Newly Created Position? \_\_\_\_\_ created by Resolution # \_\_\_\_\_

This position will be:

Full Time? X Part Time? \_\_\_\_\_ Permanent? \_\_\_\_\_ Temporary? X

This position will be:

Non Union? \_\_\_\_\_ Union? X covered by the AFSCME bargaining unit.

Grade 16 Step 1 Hourly pay rate \$16.37

Annual salary of position \$29,793 annually; \$14,896 for the leave period

Cost of benefits for position 29.5% = \$8,789 annually; 4,394 for the leave period

Does this position support a mandated program/grant? Yes

Name of program/grant? Child welfare services

Source of funding for position?

25% County 25% State 50% Federal \_\_\_\_\_ % Other

Amount in current years budget for this position \$30,940

Reason for need to fill this position at this time?

Several months ago we agreed to a two-for-one deal and effectively lost a caseworker. We have been working short-handed ever since, with difficulty for staff and supervisors alike. We had two people on medical leave, and filled one of those positions temporarily. One of those workers will be returning in January, with a third leaving in March, likely for 3 mos.
This creates an overlap of two months when we would like to have all of our caseworker positions filled. The alternative is ultimately bumping someone in a lower-titled position out the door for a two-month period.

Department Head Signature Margaret W. Chesser

Date 1/14/04

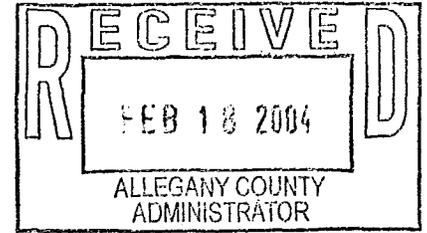
John Margeon

NOT  
APPROVED

MINUTES OF THE MEETING

HUMAN SERVICES

February 11, 2004



MEMBERS ATTENDING: Chairman Truax  
Legislators Dibble, Sherman, Crandall, Heineman

ALSO ATTENDING: Margaret Cherre, Social Services  
Gary Ogden, MD, Health Department  
Kim Toot, Office for the Aging  
James Palmer, Chair, Brd of Legislators  
John Margeson, Administrator

CALL TO ORDER

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

APPROVAL OF MINUTES

The minutes of January 14, 2004 were approved with motions from Legislators Dibble and Sherman. Motions carried.

SOCIAL SERVICES

The Department's monthly reported was distributed to members. Caseloads continue to rise. Included with the report was information pertaining to fraud investigations.

It was reported that an individual holding a Sr. Welfare Examiner position has been off since before Thanksgiving. She was expected back on March 1<sup>st</sup>, but will not be back on this date. Therefore, it is requested that as of April 1<sup>st</sup> if this individual does not return, to hire a temporary to fill the position. An official request will be brought back to committee.

HEALTH DEPARTMENT

The Department requests a resolution accepting \$36,170 in additional monies under the Bioterrorism Grant for smallpox related activities. Legislator Dibble moved to accept these monies, with Legislator Crandall seconding. Motion carried. **RESOLUTION** with referral to **WAYS AND MEANS**.

The Health Department would like to enter into an agreement with the Department of Public Works for professional engineering services for the purpose of the review and sealing of septic system permits. The Health Department would pay Public Works the sum of \$10,500 per year to review and seal up to 300 single family or equivalent dwelling units septic systems. If the number exceeds 300, a fee of \$50 for each permit approval will be paid the Department. Legislator Dibble moved to approve this agreement, with Legislator Sherman seconding. Motion carried.

#### COMMUNITY SERVICES

It was requested to move monies totaling \$15269 within the agency's 4310 account (ARA to AOT). Legislator Dibble moved on the request, with Legislator Crandall seconding. Motion carried.

#### OFFICE FOR THE AGING

The department's monthly reported was presented showing 67% over the age of 75 and more than half the clientele are frail/disabled. It was noted that water is being delivered with the meals going to Belfast.

#### EXECUTIVE SESSION

Executive session was requested by all three departments to discuss contract/employee issues. Motion to hold such was made by Legislator Dibble and seconded by Legislator Sherman.

#### ADJOURNMENT

There being no further business to be discussed, the meeting was adjourned at 4:00 pm.

Respectfully submitted,  
Teresa Claypool

# MEMORANDUM OF EXPLANATION

Intro. No: \_\_\_\_\_  
(Clerk's Use Only)

COMMITTEE: Human Services Committee

DATE: February 11, 2004

The Health Department requests a resolution accepting \$36,170 in additional monies under the Bioterrorism Grant for smallpox related activities. The 2004 budget should be amended as follows:

Appropriation Accounts:

A02.4189.201	Equipment	\$5,642
A02.4189.401	Postage	\$500
A02.4189.403	Equipment Maintenance	\$4,500
A02.4189.408	General Supplies	\$2,278
A02.4189.456	Contractual	\$23,250

Revenue:

A11.4489.4189	Federal Aid	\$36,170
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**FISCAL IMPACT: NO IMPACT ON COUNTY DOLLARS. PROGRAM 100% FUNDED BY FEDERAL DOLLARS.**

For further information regarding this matter, contact:

Tom Hull, Deputy Public Health Director

X254

Gary W. Ogden, M.D., Public Health Director

X247

**Memorandum  
Of  
Understanding**

This agreement, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2004 between the Allegany County Department of Public Works and the Allegany County Department of Health is for the provision of Professional Engineering Services.

The parties agree that the Department of Public Works will provide to the Department of Health the services of a licensed Professional Engineer (PE) for the purpose of the review and sealing of septic system permits to be issued by the Department of Health and it's Environmental Health Division in accordance with existing State law.

The term of this agreement is to commence on February \_\_\_\_, 2004 and terminate on December 31, 2004.

This agreement is renewable annually for additional one year terms upon the consent of both parties.

The Department of Health will pay to the Department of Public Works the sum of \$10,500.00 per year to review and seal up to 300 single family or Equivalent Dwelling Unit (EDU) septic systems. If, in any given year, the number of permit approvals/seals exceeds 300, a fee of \$50.00 for each permit approval/sealing in excess of 300 will be paid to the Department of Public Works.

In the event this agreement is extend for additional one year terms after the original term, the compensation to be paid to the Department of Public Works for the services hereunder will increase by 3% of the base compensation for the previous year.

The Allegany County Department of Public Works, it's staff, and its professional engineer will be covered by Allegany County's liability insurance for all services performed in accordance with this agreement.

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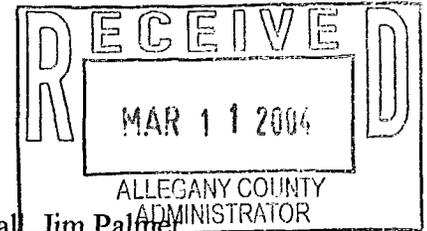
David Roeske, Director, Allegany  
County Department of Public Works

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Gary W. Ogden, MD,CM, Director,  
Allegany County Department of Health

NOT  
APPROVED

**Human Services Committee  
Meeting of March 10, 2004**



**Present:** Dr. Robert Heineman, Ed Sherman, Bill Dibble, Curt Crandall, ~~Jim Palmer~~,  
Ron Truax, John Margeson

**Approval of Minutes:** Ed Sherman made a motion, seconded by Bill Dibble, to approve the minutes from the February 11 and February 23 meetings as written. Motion carried.

**Old Business:** None presented.

**Office of Community Services:** Dr. Anderson distributed a resolution memorializing the need for County input on conversions of State Aid funding to Medicaid. Bill Dibble moved approval, seconded by Curt Crandall. Motion carried. **Refer to County Attorney for Resolution.** It was also agreed that the information should be forwarded to Ed Burdick for presentation at InterCounty, and a copy of the final resolution should be forwarded to NYSAC.

Dr. Anderson reported that the trip to Washington, D.C. was productive. He met with staff from Senator Schumer and Senator Clinton's offices, and with the Deputy Commissioner of SAMSHA, regarding our regional proposal to provide community-based services to people with co-existing disorders who have forensic difficulties as a means of minimizing need for incarceration.

**Department of Social Services:** Ms. Cherre presented her monthly report. The TANF caseload increased for the fifth consecutive month. It appears this trend will continue.

Ms. Cherre also provided some financial information from her annual report.

- In 2003 the Department returned \$1.8 million to the County general fund, for a ten-year total of \$10.75 million. We spent 91% of our budgeted appropriations, but only 84% of our budgeted County dollars. This is a result of diligence on the part of Don Horan, the Department's Director of Administrative Services.
- During 2003 a total of \$76.3 million moved through DSS. Based on earlier reports I prepared, it appears that approximately  $\frac{3}{4}$  of this money is spent in Allegany, Cattaraugus, and Steuben Counties, all benefiting the local economy. Should you so desire, I can do research to determine percentages of spending in just Allegany County.
- We serve approximately 11,500 individuals per month in our Temporary Assistance, Food Stamps, and Medicaid programs. We add to that at least 10,000 people served through HEAP, child care, and Services units, and we touch at least 20,000 Allegany County individuals annually (duplicated count).

**Executive Session:** Bill Dibble moved to go into executive session at 3:20 pm. Motion seconded by Curt Crandall, and carried.

At 3:30 Mr. Dibble moved to end Executive Session. Motion again seconded by Mr. Crandall, and carried.

**Department of Health:** Tom Hull presented a Memorandum of Explanation regarding a tuition expense provided for in the NYSNA contract. Funds for this expense will be transferred from an existing Health Department account. Curt Crandall moved approval of the transfer and expenditure. Motion seconded by Ed Sherman and Bill Dibble, and carried. **Approved MOE to Treasurer's Office.**

Mr. Hull presented an MOE and lease agreement renewal for the Schuyler Street property. The Department's children's services are housed in this property, including Early Intervention, Preschool 3-5, QI, speech therapist, and clerical support. The lease calls for sizable rent increases. The Department receives approximately 40% reimbursement of this cost. Bill Dibble moved approval of the lease agreement. Motion seconded by Ed Sherman and carried. **Refer to Ways & Means Committee.**

**Other:** John Margeson acknowledged the work of Ms. Cherre and Mr. Horan to help the County achieve a favorable resolution to the public and medical transportation contracts.

There being no other business, the meeting was adjourned at 3:40 pm.

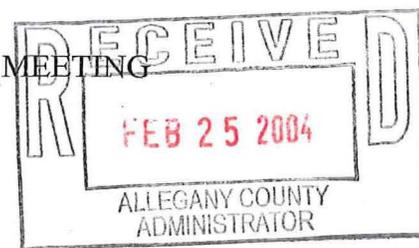
Respectfully submitted,

Margaret A. Cherre  
Temporary Secretary

John Margeson

MINUTES OF THE HUMAN SERVICE COMMITTEE MEETING

February 23, 2004



Members Attending: Chairman Truax  
Legislators Crandall, Dibble, Sherman, Heineman

Also Attending: Legislator Bennett  
John Margeson, County Administrator  
Margaret Cherre, Social Services

CALL TO ORDER

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

SOCIAL SERVICES

Commissioner Cherre presented four Memoranda of Explanation for Committee consideration.

- Permission to transfer the JOBTRAK van to the Public Works Department for sale, with the proceeds being credited to the Department of Social Services. This change has already been made to the DSS budget. Dr. Heineman made the motion to approve this request, with a second from Mr. Crandall, with unanimous approval.
- Permission for 16 computers and 4 network printers in the Child Support Unit, to place New York State in compliance with Federal requirements. There would be a revenue reduction of between \$6,000 and \$11,800. Approval was given on a motion by Mr. Sherman, second by Dr. Heineman, with unanimous approval of the Committee. **Referred to Finance Committee.**
- Permission to revise the burial policy was sought. The 2004 budget has already been adjusted to reflect these changes, for a county savings of \$31,200. Permission was granted on a motion of Dr. Heineman, second by Mr. Crandall, with unanimous approval. **Referred to Ways and Means.**
- Permission to approve a contract for the provision of medical transportation services in Allegany County, effective April 1, 2004, with Medical Transportation Management, Inc. (MTM). Approval was given, pending County Attorney approval of the contract language, on the motion of Dr. Heineman, second by Mr. Sherman, with unanimous approval. **Referred to Ways and Means.**

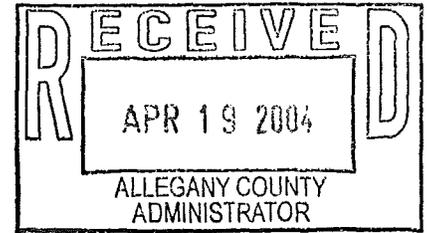
The meeting adjourned at approximately 3:30 p.m.

Respectfully Submitted,  
Margaret A. Cherre

NOT  
APPROVED

MINUTES OF THE MEETING  
HUMAN SERVICES

April 14, 2004



MEMBERS ATTENDING: Chairman Truax  
Legislators Crandall, Dibble, Heineman, Sherman

ALSO ATTENDING: Kim Toot, Office for the Aging  
Thomas Hull, Health Department  
Margaret Cherre, Social Services  
John Margeson, Administrator  
James Palmer, Chair, Board of Legislators

CALL TO ORDER

The meeting was called to order by Chairman Truax at 3:03 pm.

APPROVAL OF MINUTES

The minutes of March 10, 2004 were approved with motions from Legislators Dibble and Sherman. Motions carried.

FUNERAL DIRECTORS

At a meeting held by the Legislature on March 8, 2004, it was passed to decrease the reimbursement of burials (paid by DSS) from \$1750 to \$1100. The funeral directors state that, with the reduction, their only option is cremation. Cremations have to be authorized by someone. What if the family does not make this authorization? Who will sign off for cremations? Families always have received full services with the amount of \$1750 in place. There was also concern that they were not notified in advance of the reduction in rate. The committee will take this issue under advisement and talk to the County Attorney's office.

OFFICE FOR THE AGING

This office requests approval to accept grant funds totaling \$1000 to extend the enrollment of a Title V participant in a temporary slot. Legislator Sherman moved on the request, with Legislator Dibble seconding. Motion carried with referral to **Ways and Means. Resolution**

Also requested to accept grant monies (\$525) passed through the Health Department from the HIV/AIDS Over 50 Education Consortium. This will be used to sponsor an information table at the Allegany County Office for the Aging Senior Picnic and information in one of the OFA newsletters. Legislator Dibble moved on the request, with Legislator Sherman seconding. Motions carried with referral to ***Ways and Means. Resolution***

The Allegany County Office for the Aging requests permission to hire a part-time Luncheon Center Manager for the Cuba Luncheon Center starting May 24, 2004 to replace an individual who has resigned effective 5/31/04. Legislators Heineman and Crandall moved on the request with referral to ***Ways and Means***. Motions carried.

The Department's monthly report (2) was distributed for committee information. The NYS Office for the Aging will be doing its annual assessment of Allegany County Office for the Aging. The Senior Forum will be held Wednesday, May 5<sup>th</sup> from 8:30 to 2:00 pm at the Trinity Lutheran Church in Wellsville.

#### HEALTH DEPARTMENT

The Health Department requests a resolution accepting \$30,530 in Federal Aid under the Bioterrorism Disaster Preparedness Program. This funding is being offered/passed through the NYS Division of Criminal Justice Services. It will be used to further develop it's Disaster Preparedness Program. Motions were made by Legislators Dibble and Sherman. Motions carried with referral to ***Ways and Means Resolution***.

Also discussed was the finding of elevated levels of arsenic in water supplies between Belvidere and Caneadea. Legislator Crandall spoke of concern, not only for individual water supplies, but for the businesses in the area. The businesses are allowed to go to other towns or villages for water which would keep their costs down. The department does not regulate private water supplies, but can give them advise on lowering the levels of arsenic. The Department plans to keep testing to ensure that readings have been accurate and work to lower the levels being found. Mr. Hull will keep the legislature informed on future findings.

## **SOCIAL SERVICES**

The department's monthly report was present. It was noted that Temporary Assistance is up again for the sixth month in a row. (26%) It was asked if there would be any relief from the government? It does not seem to be promising. Legislator Dibble asked members to keep pressure on for the bill concerning the Medicaid Cap.

Burials were again discussed. The County is not saying you must cremate. It is felt that with some education or encouragement on resources available, individuals could do some things that would help in this financial situation. One possibility is irrevocable burial trusts.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:00 pm.

Respectfully submitted,  
Teresa Claypool

# ALLEGANY COUNTY OFFICE FOR THE AGING

17 COURT STREET • BELMONT, NY 14813  
 TELEPHONE 585-268-9390 • TOLL FREE 866-268-9390  
 FAX 585-268-9657

KIMBERLEY TOOT  
 Director

DANIEL WASHBURN  
 Coordinator Of Services  
 CHERYL CZWORKA  
 Nutrition Services Coordinator

## OFFICE FOR THE AGING MONTHLY REPORT March 2004 Year-to-date 1/01/04 – 3/31/04

TOTAL PEOPLE AGE 60+	939	PERCENT OF TOTAL
LOW INCOME	433	46%
LOW INCOME MINORITY	3	.3%
FRAIL/DISABLED	579	62%
AGE 75+	611	65%
LIVES ALONE	527	56%
VETERAN	97	10%

### UNITS OF SERVICE

SERVICES PROVIDED	NO. PEOPLE	SERVICE THIS MONTH	PREVIOUS MONTH	SAME MONTH LAST YEAR	TOTAL 2004
HOMEMAKING/PERSONAL CARE	28	236	240	182	732
HOUSEKEEPING/CHORE	48	482	445	413	1,390
CASE MANAGEMENT	55	95	128	82	331
NUTRITION COUNSELING	5	1	2	5	5
TRANSPORTATION	81	273	253	222	780
INFORMATION AND ASSISTANCE	471	843	929	965	2,655
OUTREACH	3	12	12	11	33
IN-HOME CONTACT & SUPPORT	137	344	290	380	851
PERSONAL EMERG. RESPONSE	39	35	29	19	89
CAREGIVER SERVICES	32	19	18	25	49
LEGAL SERVICES	2	4	1	16	7
LTC OMBUDSMAN	11	17	15	38	46
OTHER (HEAP, HOME REPAIR)	253	113	127	60	388
MEALS-ON-WHEELS	454	7995	6585	8013	21,828
CONGREGATE MEALS	333	2089	1654	1972	5,344

### PROGRAMS PROVIDED – March 2004

- Understanding the New Medicare Drug Card Program – Canaseraga, Bolivar, Cuba, Scio
- Elder Abuse – Alfred University
- Legislative Lunch – Belmont
- Program on OFA to Government Interns
- FLGEC Training - Wellsville
- 4 Exercise Programs, Scio, Alfred, Fillmore, Bolivar
- Nutrition Education Program – “How Much is a Portion?” Alfred, Whitesville, Friendship, Bolivar, Belmont
- Drug Interactions – program by ASC Nursing Students, Alfred
- Three caregiver support groups – Belmont, Alfred Station, Wellsville

# ALLEGANY COUNTY OFFICE FOR THE AGING

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KIMBERLEY TOOT  
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 CHERYL CZWORKA  
 Nutrition Services Coordinator

**OFFICE FOR THE AGING  
 MONTHLY REPORT  
 February 2004  
 Year-to-date 1/01/04 – 02/29/04**

TOTAL PEOPLE AGE 60+	825	PERCENT OF TOTAL
LOW INCOME	394	48%
LOW INCOME MINORITY	3	.4%
FRAIL/DISABLED	527	64%
AGE 75+	541	65%
LIVES ALONE	475	57%
VETERAN	89	11%

### UNITS OF SERVICE

SERVICES PROVIDED	NO. PEOPLE	SERVICE THIS MONTH	PREVIOUS MONTH	SAME MONTH LAST YEAR	TOTAL 2004
HOMEMAKING/PERSONAL CARE	27	240	256	151	496
HOUSEKEEPING/CHORE	45	445	463	383	908
CASE MANAGEMENT	53	128	108	76	236
NUTRITION COUNSELING	4	2	2	1	4
TRANSPORTATION	65	253	290	256	543
INFORMATION AND ASSISTANCE	340	929	883	1110	1812
OUTREACH	3	12	9	14	21
IN-HOME CONTACT & SUPPORT	115	290	217	153	507
PERSONAL EMERG. RESPONSE	31	29	25	20	54
CAREGIVER SERVICES	24	18	12	9	30
LEGAL SERVICES	1	1	2	5	3
LTC OMBUDSMAN	9	15	14	18	29
OTHER (HEAP, HOME REPAIR)	198	127	148	82	275
MEALS-ON-WHEELS	430	6585	7248	7126	13,833
CONGREGATE MEALS	271	1654	1601	1641	3,255

### PROGRAMS PROVIDED – February 2004

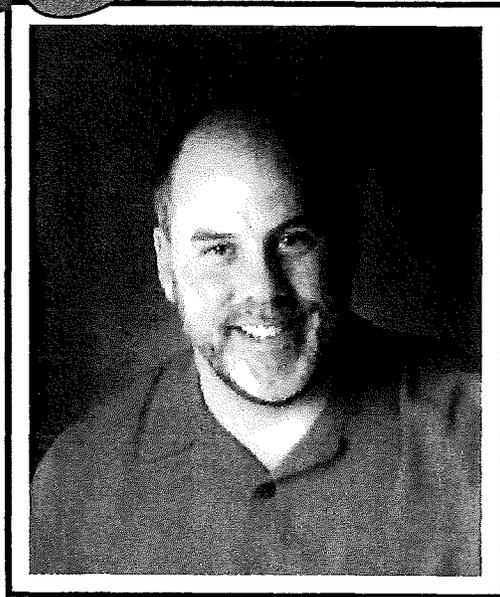
- 4 Exercise Programs, Scio, Alfred, Fillmore, Bolivar
- Three caregiver support groups – Belmont, Alfred Station, Wellsville
- Medicare Drug Program – Wellsville AARP
- OFA Homecare Inservice to Health Department



**ALLEGANY COUNTY  
OFFICE FOR THE AGING  
PRESENTS THE**

# **SENIOR FORUM**

**WEDNESDAY, MAY 5TH  
8:30 a.m. - 2:00 p.m.  
TRINITY LUTHERAN  
CHURCH  
470 NORTH MAIN STREET  
WELLSVILLE**



**Frank Pastizzo,  
Keynote Speaker**

## **PROGRAMS**

**12 Seconds That Changed History  
Update on Alzheimer's Research  
Gizmos, Gadgets, and Thingamabobs  
What Not To Wear**

**Craig Braack  
Leilani Pelletier  
Sheila Sparling  
Judy Cooper**

**SEATING IS LIMITED—RESERVATIONS REQUIRED**

**Call the Office for the Aging at  
268-9390 or toll free 1-866-268-9390  
Cost \$5.00 includes lunch**



**ALLEGANY COUNTY  
DEPARTMENT OF SOCIAL SERVICES**

County Office Building • 7 Court Street • Belmont, New York 14813-1077

Telephone 585-268-9622  
Fax 585-268-9479

**MONTHLY REPORT TO THE HUMAN SERVICES COMMITTEE**

MARGARET A. CHERRE  
Commissioner

Submitted April 14, 2004

**I. FINANCIAL INFORMATION**

- A. See attached financial reports for February expenditures. This monthly report will soon be converted to the Finance Committee's format and presented to them.
- B. See attached Program Integrity Unit report for recoveries/offsets.

**II. WORKLOADS/CASELOADS**

		February, 2004	March, 2004	YTD monthly average, 2004	March, 2003
<b>A. Employment Programs</b>					
<b>TANF Recipients</b>	# in training programs	78	79	71	68
	# in work experience	139	153	146	132
	# working in private sector with grant diversion	3	3	3	3
	# entered employment	12	16	15	34
	# sanctioned	22	11	16	17
<b>Safety Net Recipients</b>	# in training programs	42	43	41	21
	# in work experience	107	118	109	65
	# entered employment	5	7	6	4
	# sanctioned	4	1	2	6

<b>B. Caseload Counts</b>	February, 2004	March, 2004	1-Month Difference	March, 2003
<b>Temporary Assistance</b>	505	510	+5	480
TANF	298	298	-0-	305
CAP	13	12	-1	17
Safety Net Singles	157	164	+7	120
Safety Net Families	37	36	-1	38
<b>Non-FA Medicaid</b>	3,904	3,897	-7	3,552
<b>Family Health Plus</b>	731	757	+26	578
<b>Food Stamps Only</b>	1,801	1,813	+12	1,644
<b>Child Care Only</b>	167	168	+1	142

Note that this is the sixth month in a row that our total TA caseload has risen. In September, '03, our total case count was only 419. That reflects a 22% caseload increase in six months.

*Margaret A. Cherre*

February Expenditures								
Month	2							
Total Yr	12							
Percent of Yr	16.67%							
		2004	Previous	Feb-04	Total	Unexpended	Percent	Prev. Yr
		Budget	Expense	Current	Expense	Balance	Expended	A600
				Expense				
Salaries SS	6010.1	\$ 3,749,865.00	\$ 235,319.06	\$ 269,217.24	\$ 504,536.30	\$ 3,245,328.70	13.45%	\$ -
Equipment SS	6010.2	\$ 22,270.00	\$ -	\$ -	\$ -	\$ 22,270.00	0.00%	\$ -
Admin SS	6010.4	\$ 1,806,036.00	\$ 32,812.86	\$ 90,300.47	\$ 123,113.33	\$ 1,682,922.67	6.82%	\$ -
Sal CAP	6011.1	\$ 248,891.00	\$ 16,002.56	\$ 18,722.68	\$ 34,725.24	\$ 214,165.76	13.95%	\$ -
CAP Equip.	6011.2	\$ 868.00	\$ -	\$ -	\$ -	\$ 868.00	0.00%	\$ -
Admin CAP	6011.4	\$ 21,500.00	\$ 2,049.94	\$ 1,694.95	\$ 3,744.89	\$ 17,755.11	17.42%	\$ -
TANF Day Care	6055.474	\$ 191,525.00	\$ 15,857.66	\$ 12,794.40	\$ 28,652.06	\$ 162,872.94	14.96%	\$ -
DC Block Grant	6055.475	\$ 681,795.00	\$ 43,589.38	\$ 44,078.62	\$ 87,668.00	\$ 594,127.00	12.86%	\$ -
POS	6070.474	\$ 594,900.00	\$ 25,984.90	\$ 70,712.06	\$ 96,696.96	\$ 498,203.04	16.25%	\$ -
Medical	6101.4	\$ 9,725,000.00	\$ 159,564.67	\$ 251,585.29	\$ 411,149.96	\$ 9,313,850.04	4.23%	\$ -
Adult Home	6106.4	\$ 1,650.00	\$ -	\$ -	\$ -	\$ 1,650.00	0.00%	\$ -
TANF	6109.474	\$ 3,525,000.00	\$ 196,032.99	\$ 231,755.88	\$ 427,788.87	\$ 3,097,211.13	12.14%	\$ -
CW	6119.4	\$ 2,486,556.00	\$ 40,465.41	\$ 132,541.21	\$ 173,006.62	\$ 2,313,549.38	6.96%	\$ -
State Training	6129.4	\$ 92,450.00	\$ -	\$ -	\$ -	\$ 92,450.00	0.00%	\$ -
Safety Net	6140.4	\$ 1,063,151.00	\$ 70,686.96	\$ 69,613.17	\$ 140,300.13	\$ 922,850.87	13.20%	\$ -
EAA	6142.4	\$ 35,000.00	\$ 845.70	\$ 767.25	\$ 1,612.95	\$ 33,387.05	4.61%	\$ -
FS Cash	6150.4	\$ 4,252,550.00	\$ 359,378.00	\$ 363,006.00	\$ 722,384.00	\$ 3,530,166.00	16.99%	\$ -
Sub Total		\$ 28,499,007.00	\$ 1,198,590.09	\$ 1,556,789.22	\$ 2,755,379.31	\$ 25,743,627.69	9.67%	\$ -
HEAP	6141.4	\$ 2,700,000.00	\$ 503,986.32	\$ 157,742.80	\$ 661,729.12	\$ 2,038,270.88	24.51%	\$ -
Total		\$ 31,199,007.00	\$ 1,702,576.41	\$ 1,714,532.02	\$ 3,417,108.43	\$ 27,781,898.57	10.95%	\$ -

J.	PERFORMANCE/WORKLOAD MEASURE	ACCOMPLISHMENTS	
		Year to Date	Report Month
	<i>Savings/Recovery Synopsis (\$)</i>		
1.	FS Disqualifications	\$11,952.00	\$1,248.00
2.	Investigations Collections	\$30,810.48	\$11,649.95
	a. PA	\$28,919.34	\$10,934.71
	b. MA	\$1,891.14	\$715.24
	c. Med Rev	\$1,246.92	\$586.75
3.	Investigations Cases Closed		
4.	Investigations Grant Reduced Full Investigation		
5.	Investigations Grant Reduced Pre- Investigation		
6.	FS Cash Collections and Recoupments	\$5,652.39	\$1,715.27
	a. Inadvertent Household Errors	\$1,683.00	\$510.00
	b. Agency Error	\$1,711.00	\$623.00
	c. Intentional Program Violation	\$2,258.39	\$582.27
7.	Security Deposit Returns	\$0.00	\$0.00
8.	Security Deposit Recoupments	\$0.00	\$0.00
9.	Bond & Mortgage – Grant savings	\$10,069.48	\$5,406.12
10.	Resource Clearances – Grant savings	\$0.00	\$0.00
11.	Valuation of Assets – Grant savings	\$0.00	\$0.00
12.	Estate Liens Satisfied	\$51,076.36	\$4,585.28
13.	Accident Liens Satisfied	\$13,850.00	\$350.00
14.	Computer Match Grant savings	\$0.00	\$0.00
15.	1099 Match Grant savings	\$0.00	\$0.00
16.	Category and Reimbursement	\$0.00	\$0.00
17.	AD Reimbursement Recoveries	\$0.00	\$0.00
18.	SSA Appeals- Grant savings	\$0.00	\$0.00
19.	SSI Interim Repayment	\$30,266.22	\$8,058.97
20.	Special Projects Savings	\$0.00	\$0.00
21.	Assignment of Proceeds	\$0.00	\$0.00
22.	Agreement to Sell and Repay	\$0.00	\$0.00
23.	Assignment of Mortgage	\$0.00	\$0.00
24.	ADC Grant Savings	\$1,092.92	\$399.00
25.	Water Deposit Refunds	\$0.00	\$0.00
26.	Total Savings	\$154,769.85	\$33,412.59
27.	Administrative Expenses (local)		
28.	Recovery (local)		
29.	Benefit/Cost Ratio		

FRONT END DETECTION SYSTEM  
MONTHLY INVESTIGATION REPORT

REPORT DUE 10<sup>TH</sup> OF EACH MONTH

COUNTY:		ALLEGANY		MONTH ENDING:		033104			
COMPLETED BY:			PATRICIA HURD		TITLE:			PRINCIPAL EXAMINER	
		(ADC) FA	(HR) SNA	NPA/FS	MAO	TOTAL			
CASES REFERRED FOR INVESTIGATION	1.	4	7	7	3	21			
NUMBER OF INVESTIGATIONS COMPLETED	2.	4	7	6	2	19			
CASES WITH NO ERRORS FOUND	(a)	4	5	6	2	17			
CASES WITH DISCREPANCIES DETECTED	(b)	0	2	0	0	2			
(a. + b. = line 2)									
CASES CONFIRMED DENIED/WITHDRAWN	3.	0	2	0	0	2			
COST AVOIDANCE	PA	(a)	\$0	\$802.00	\$0	\$0	\$802.00		
MA	(b)	\$0	\$1506.00	\$0	\$0	\$1506.00			
FS	(c)	\$0	\$190.00	\$0	\$0	\$190.00			
CASES WITH CONFIRMED GRANT REDUCTION	4.	0	0	0	0	0			
COST AVOIDANCE	PA	(a)	\$0	\$0	\$0	\$0			

		MONTHLY COST AVOIDANCE VALUES			
		(ADC) FA	(HR) SNA	NPA/FS	MA ONLY
DENIED/WITHDRAWN CASES	PA	\$497	\$401	N/A	N/A
	MA	516	753	N/A	\$683
	FS	164	95	\$169	N/A
GRANT REDUCTION CASES	PA	\$185	\$383	N/A	N/A

**MONTHLY REPORT FROM SERVICES**

Submitted April 14, 2004 for months of February & March, 2004

<b>Services to Children</b>					
	<b>February, 2004</b>	<b>March, 2004</b>	<b>2004 Year To Date</b>		<b>March, 2003</b>
<b>Child Protective Services</b>					
Hotline calls	44	65	177	total	51
Average calls/week	13	14	14	total	15
Total active cases	232	233	237	average	481
Average cases/worker	33	33	34	average	87
Number reports citing:					
Domestic violence	0	9	12	total	3
Sexual abuse	7	2	20	total	1
Drug/alcohol abuse	2	14	27	total	8
<b>Foster Care &amp; Adoption Services</b>					
Total number children in care	69		70	average	68
Care level:					
ACDSS/County home	12	12	12	average	17
Therapeutic home/group home	35	33	34	average	35
Institutions	20	19	19	average	13
Other	2	4	4	average	3
Reason for placement:					
Abuse/neglect	46	44	46	average	43
PINS/JD	18	19	18	average	18
Voluntary	5	5	5	average	7
Freed children:					
In pre-adoptive homes	6	7	6	average	5
Seeking homes	7	7	8	average	10
Independent living	4	3	4	average	4
Number entering care	5	1	8	total	7
Number discharged from care	5	1	8	total	0
Number freed for adoption	0	1	1	total	0
Number adoptions finalized	1	0	1	total	0
<b>Non-Secure Detention Services</b>					
Number bed-days used	48	58	157	total	95
Average daily census	1.7	1.9	1.7	average	3.1
<b>Preventive Services</b>					
Total number receiving services	79	75	80	average	71
Number SHAPE cases	18	20	20	average	27
Number Families Together cases	2	3	2	average	4
Number FACT cases	9	15	11	average	12
Number aftercare cases	14	17	16	average	10

<b>Services to Adults</b>					
	<b>February, 2004</b>	<b>March, 2004</b>	<b>2004 Year To Date</b>		<b>March, 2003</b>
<b>Adult Protective/Preventive Services</b>					
New referrals	7	3	20	total	10
Open cases	28	24	26	average	25
<b>Requests for Emergency Assistance</b>					
Number people stating homeless	24	38	102	total	16
Food requests	19	24	65	total	13
<b>Domestic Violence Related Services</b>					
Families in domestic violence shelter	3	2	7	total	1
Number women	3	2	7	total	1
Number children	0	0	0	total	0
DV Liaison referrals	6	5	16	total	4
Waivers requested	2	1	3	total	1
Waivers granted	2	1	3	total	1
<b>Home Care &amp; Related Services</b>					
Personal care cases	104	107	105	average	100
Long term & related cases	72	76	75	average	72
CDPAP cases	18	19	18	average	15
<b>Family Care Homes</b>					
Beds filled	4	3	4	average	4
Beds available	12	9	11	average	11
	3	2	3	average	4
<b>Financial Management Cases</b>					
	81	79	80	average	80
<b>Home Studies Completed</b>					
Custody cases	6	1	8	total	7
Cases with child welfare involvement	4	1	5	total	7
	2	0	3	total	0

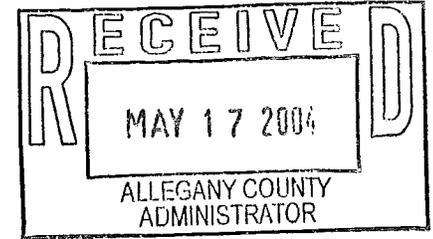
NOT  
APPROVED

John Margeson

MINUTES OF THE MEETING

HUMAN SERVICES

May 12, 2004



MEMBERS ATTENDING: Chairman Truax  
Legislators Crandall, Sherman, Dibble, Heineman

ALSO ATTENDING: Gary Ogden, MD, Health Department  
Kim Toot, Office for the Aging  
Patricia Schmelzer, DSS  
James Palmer, Chair, Brd of Legislators  
John Margeson, Administrator

CALL TO ORDER

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

APPROVAL OF MINUTES

The minutes of April 14, 2004 were approved with motions from Legislators Sherman, and Heineman. Motions carried.

HEALTH DEPARTMENT

The Department's financial report was provided for committee information.

Dr. Ogden mentioned to the committee the need for Speech Language Pathologists in the Early Intervention and 3-5 Special Education Programs. The impact to the county *could be* positive both to the programs themselves as well as financially if an individual was employed for this service. Committee approved the research of this possibility.

The Department has been contacted regarding the possibility of increases in rates by their contract agencies. Due to the increase in gas prices individuals have left the agency. Legislator Heineman moved that due to the county's financial constraints, the current rates will remain in effect. Legislator Crandall seconded and motion carried.

It was requested to hire (RN's) temporary summer help to fill in during vacation times as they have always done in the past. Legislators Dibble and Sherman made motions. These motions were carried.

The arsenic situation was discussed briefly.

## SOCIAL SERVICES

This committee accepts with regrets Margaret Cherre's resignation effective June 11<sup>th</sup>, 2004. Legislators Dibble and Sherman made the appropriate motions. Motions carried.

Legislator Heineman moved to appoint Patricia Schmelzer as Acting Commissioner effective June 12, 2004. Legislator Dibble seconded and motions carried.

The department's monthly report was provided noting decreased amounts for Temporary Assistance as well as other programs.

## OFFICE FOR THE AGING

This office requests permission to hire a part-time Meals-on-Wheels driver. The driver in this position resigned effective 5/7/04. The position is 100% State funded. Legislators Heineman and Dibble moved to refer this to ***Ways and Means Resolution***

It was noted that the department is 1700 meals under the 2003 amounts. The department has been very careful in their assessments. Anyone referred by a medical professional, meals are started right away and then an assessment is done; all other means of referral, an assessment is completed before meals are started.

Questions and answers discussed at the May 5<sup>th</sup>, Senior Forum, were provided to the committee for their information.

It was stated that upon visiting a couple meals sites, it was noted that individuals from Hornell and Canisteo are utilizing Allegany County sites. These individuals are eligible to attend and are charged as residents are charged.

## EXECUTIVE SESSION

Motions were made by Legislators Heineman and Crandall to go into executive session to discuss; "medical, financial, credit or employment history of a particular person/corp. or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension". Motions carried.

ADJOURNMENT

There being no further business to come before this committee, the meeting was adjourned at 3:45 pm.

Respectfully submitted,  
Teresa Claypool

# ALLEGANY COUNTY DEPARTMENT OF HEALTH

7 Court Street, County Office Building  
Belmont, NY 14813-1076

Gary W. Ogden, MD, CM  
Public Health Director  
Medical Director  
E-mail: ogdengaw@alleganyco.com

585-268-9250 800-797-0581  
Fax: 585-268-9264

Thomas E. Hull, MS  
Deputy Public Health Director  
Director of Environmental Health  
E-mail: hullte@alleganyco.com

Theresa V. Gaeta, BSN, MSN  
Director of Patient Services

Teresa Claypool  
Office Manager

Pamela L. Cockle, BS  
Accountant

Lynne Roeske  
Confidential Secretary

\*\*\*\*\*

## SATELLITE OFFICES

**Children's Services**  
54 Schuyler Street  
Belmont, NY 14813  
585-268-7540

**WIC**  
3465 Riverside Drive  
Wellsville, NY 14895  
585-593-2533

## Reproductive Health Clinics

7 Court Street  
Belmont, NY 14813

10 Church Street  
Alfred, NY 14802

21 East State Street  
Wellsville, NY 14895

800-797-0581  
585-268-9250

## AGENDA

### HUMAN SERVICES COMMITTEE

WEDNESDAY, MAY 12, 2004

- **Dr. Gary Ogden, Public Health Director**
  - Financial Report
  - Speech Language Pathology & Teachers of Speech Language Impaired
  - Contract Agencies and Gas Prices
  - Summer Help for Nursing Division

**Financial Report**  
to Finance Committee

**Health Department**

As of April 30, 2004 my accounts associated with the above cost center, are a follows:

**Revenue Accounts**

<u>Account #</u>	<u>Description</u>	<u>Budgeted Amount</u>	<u>Received to date</u>	<u>Projection to date</u>
(1185)	Medical Examiners	7,000	-	1,750
(2960)	Preschool Special Education (EPHC)	971,281	179,206	242,820
(4010)	General Public Health Work	895,602	61,708	223,901
(4011)	Public Health Nursing	1,329,500	410,381	332,375
(4035)	Family Planning	259,010	29,398	64,753
(4037)	Lead	40,000	9,663	10,000
(4040)	Long Term Care	1,012,775	242,058	253,194
(4043)	Rabies	15,000	898	3,750
(4046)	PHCP	12,000	4,651	3,000
(4047)	Comm Health Assess	-	-	-
(4050)	Water Quality	116,500	55,000	29,125
(4051)	Tobacco	19,972	-	4,993
(4052)	El Admin & Children With Special Needs	60,000	14,226	15,000
(4053)	Hepatitis B	6,000	100	1,500
(4054)	Domestic Animal Damage - Rabies	-	-	-
(4056)	Immunization	30,400	7,769	7,600
(4060)	Early Intervention	535,000	49,980	133,750
(4070)	TB Care	5,000	-	1,250
(4071)	Cancer Screening	88,102	24,823	22,026
(4083)	Healthy Heart	2,500	2,500	625
(4189)	Bio Terrorism	146,170	54,285	36,543
(4190)	WIC Grant	224,187	37,409	56,047
	<b>Totals</b>	<b>5,775,999</b>	<b>1,184,055</b>	<b>1,443,999.75</b>

**Projections:**

- Revenue accounts should be:**
- Accurate and very close to projections
  - Below the projected amount and will fall short by approx. \$-
  - More than the projected amount with an excess of approx. \$-

Receivables claimed thru 03/31/2004

**Appropriations**

<u>Account #</u>	<u>Description</u>	<u>Budgeted Amount</u>	<u>Expended to date</u>	<u>Projection to date</u>
(1185)	Medical Examiners	47,350	15,872	15,783
(2960)	Preschool Special Education (EPHC)	1,286,950	151,113	428,983
(4010)	General Public Health Work	1,296,162	407,089	432,054
(4011)	Public Health Nursing	1,558,331	431,282	519,444
(4035)	Family Planning	119,187	22,425	39,729
(4037)	Lead	1,150	110	383
(4040)	Long Term Care	755,463	229,701	251,821
(4043)	Rabies	16,650	901	5,550
(4046)	PHCP	20,000	7,180	6,667
(4047)	Community Hlth Assessment	1,000	-	333
(4050)	Water Quality Mgmt	72,400	16,898	24,133
(4051)	Tobacco	18,472	305	6,157
(4052)	El Admin & Children With Speical Needs Division	34,875	7,830	11,625
(4053)	Hep-B Vaccine	6,000	(682)	2,000
(4054)	Rabies-Dom. Animal Damage	250	-	83
(4056)	Immunization	2,418	191	806
(4060)	Early Intervention	381,000	53,052	127,000
(4070)	TB Care	5,000	-	1,667
(4071)	Cancer Screening	65,672	35,681	21,891
(4083)	Healthy Heart	1,750	-	583
(4189)	Bio Terrorism	105,170	17,072	35,057
(4190)	WIC Grant	213,187	37,392	71,062
	<b>Totals</b>	<b>6,008,437</b>	<b>1,433,412</b>	<b>2,002,812</b>

**Projections:**

- Appropriation accounts should be:**
- Accurate and very close to projections
  - Below the projected amount and will fall short by approx. \$-
  - More than the projected amount with an excess of approx. \$-

Payables thru 04/30/2004

**SUMMARY**

	<u>Budgeted</u>	<u>Rev/Exp</u>	<u>Projection</u>
Health Department Total <u>Revenues</u> generated to offset expenses	5,775,999	1,184,055	1,444,000
Total <u>Appropriations</u> required for department	6,008,437	1,433,412	2,002,812
Excess Funds available or (needed)	<u>(232,438)</u>	<u>(249,357)</u>	<u>(558,813)</u>

Specific comments or concerns regarding my budget are: GPHW State Aid for 1 qtr. Has not been submitted as of today. Is due to NYS DOH by 5/31/04. This will cover the funding needed of \$249,357.

Billing/Claiming currently thru: see attachment for breakdown by program

Department Head Signature: \_\_\_\_\_

Gary W. Ogden, MD, CM & Public Health Director

**2004 HEALTH DEPARTMENT REVENUES**

COST				CLAIMED/	BALANCE	%	%
CENTER	REVENUE #	DESCRIPTION	BUDGET AMT	RECEIVED	OUTSTANDING	RECEIVED	OUTSTANDING
2960	A02.1320.00	EPHC MEDICAID REIMB	\$150,000	-\$2,395	\$152,395	-2%	102%
4010	A02.1601.00	ENVIRON HLTH FEES	\$50,000	\$12,850	\$37,150	26%	74%
4035	A02.1601.01	FAMILY PLANNING FEES	\$6,000	\$2,124	\$3,876	35%	65%
4035	A02.1601.03	FAMILY PLAN-PRIV INS	\$3,000	\$488	\$2,512	16%	84%
4010	A02.1601.04	HLTH FEES - MCHCN Coord.	\$0	\$4,000	-\$4,000	0%	0%
4046	A02.1605.00	PHCP-SELF PAY	\$4,500	\$865	\$3,635	19%	81%
4010	A02.1606.03	ENVIRON HLTH LOAN	\$27,500	\$5,450	\$22,050	20%	80%
4035	A02.1606.05	FAMILY PLAN-MEDICAID	\$50,000	\$2,268	\$47,732	5%	95%
4011	A02.1610.00	NURSING-MEDICAID	\$265,000	\$64,075	\$200,925	24%	76%
4011	A02.1610.01	NURSING-MEDICARE	\$1,000,000	\$335,832	\$664,168	34%	66%
4011	A02.1610.02	NURSING-PRIV INS	\$60,000	\$10,159	\$49,841	17%	83%
4011	A02.1610.03	NURSING-SELF PAY	\$4,500	\$315	\$4,185	7%	93%
4010	A02.1610.04	FLU VACCINE	\$50,000	\$455	\$49,545	1%	99%
4040	A02.1610.10	LT CARE-MEDICAID	\$725,000	\$100,156	\$624,844	14%	86%
4040	A02.1610.11	LT CARE-MEDICARE	\$275,000	\$131,540	\$143,460	48%	52%
4040	A02.1610.12	LT CARE-PRIV INS	\$12,500	\$10,306	\$2,194	82%	18%
4040	A02.1610.13	LT CARE-SELF PAY	\$250	\$56	\$194	22%	78%
4040	A02.1610.14	GIFTS & DONATIONS	\$25	\$0	\$25	0%	100%
4053	A02.1620.02	HEPATITIS B	\$6,000	\$100	\$5,900	2%	98%
4060	A02.1620.05	EARLY INTERV-MEDICAID	\$250,000	\$12,173	\$237,827	5%	95%
4060	A02.1620.06	EARLY INTERV-PRIV INS	\$25,000	\$1,377	\$23,623	6%	94%
4010	A06.2610.01	FINES-PUBLIC HLTH	\$3,500	\$915	\$2,585	26%	74%
4010	A07.2655.01	MINOR SALES-PUBLIC	\$150	\$0	\$150	0%	100%
2960	A08.2701.02	RPYE-EPHCP	\$250	\$0	\$250	0%	100%
4010	A08.2701.4010	RPYE-HLTH	\$10,000	\$500	\$9,500	5%	95%
4060	A09.2801.37	DSS EARLY INTERV	\$115,000	\$36,430	\$78,570	32%	68%
2960	A10.3277.00	HANDICAPPED CHILDREN	\$796,031	\$163,262	\$632,769	21%	79%
2960	A10.3277.01	EPHC-ADMIN	\$25,000	\$18,339	\$6,661	73%	27%
4010	A10.3401.00	PUBLIC HLTH WORK	\$754,452	\$37,538	\$716,914	5%	95%
4071	A10.3401.01	CANCER SCREENING	\$77,477	\$19,368	\$58,109	25%	75%
4052	A10.3401.02	CHILD W/SPEC NEEDS	\$60,000	\$14,226	\$45,774	24%	76%
4060	A10.3401.07	EIP-EARLY INTERVENTION	\$140,000	\$0	\$140,000	0%	100%
4037	A10.3437.00	LEAD	\$40,000	\$9,663	\$30,337	24%	76%
4046	A10.3446.00	PHCP	\$7,500	\$3,786	\$3,714	50%	50%
4035	A10.3450.00	FAMILY PLAN CLINIC	\$172,978	\$31,248	\$141,730	18%	82%
4043	A10.3450.01	RABIES CLINIC	\$15,000	\$898	\$14,102	6%	94%
4070	A10.3450.03	TB CARE	\$5,000	\$0	\$5,000	0%	100%
4051	A10.3450.04	TOBACCO AWARENESS	\$19,972	\$0	\$19,972	0%	100%
4050	A10.3450.08	SWAP	\$6,500	\$0	\$6,500	0%	100%
4050	A10.3450.09	WATER SUPPLY	\$110,000	\$55,000	\$55,000	50%	50%
4050	A10.3472.00	WATER QUALITY MGMT	\$0	\$0	\$0	0%	0%
4056	A10.3473.00	IMMUNIZATION	\$30,400	\$7,769	\$22,631	26%	74%
4083	A10.3474.01	HEALTHY HEART	\$2,500	\$2,500	\$0	100%	0%
4035	A10.3474.02	HIV/PARTNER NOTIF GRANT	\$27,032	-\$6,730	\$33,762	-25%	125%
1185	A10.3489.01	MEDICAL EXAMINER	\$7,000	\$0	\$7,000	0%	100%
4060	A10.3489.02	EARLY INTERV-RESPIRE	\$5,000	\$0	\$5,000	0%	100%
4071	A11.4451.00	BREAST HLTH	\$10,625	\$5,455	\$5,170	51%	49%
4190	A11.4452.00	WIC GRANT	\$224,187	\$37,409	\$186,778	17%	83%
4189	A11.4489.4189	BIO-TERRORISM	\$146,170	\$54,285	\$91,885	37%	63%
			<u>\$5,775,999</u>	<u>\$1,184,055</u>	<u>\$4,591,944</u>	<u>20%</u>	<u>80%</u>

\* Positive balances reflect monies still to be claimed or received. Negative balances reflect additional revenue received over budget predictions.

\*\* Balances thru 5/6/04

Pamela L. Cockle, Accountant  
Allegany County Department of Health

## ACDOH Revenue - Expense Summary

<u>Account #</u>	<u>Description</u>	<u>Revenue Received to date</u>	<u>Appropriations Expended to date</u>	<u>Excess/(Shortfall)</u>
(1185)	Medical Examiners	-	15,872	(15,872)
(2960)	Preschool Special Education (EPHC)	179,206	151,113	28,093
(4010)	General Public Health Work	61,708	407,089	(345,381)
(4011)	Public Health Nursing	410,381	431,282	(20,901)
(4035)	Family Planning	29,398	22,425	6,973
(4037)	Lead	9,663	110	9,553
(4040)	Long Term Care	242,058	229,701	12,357
(4043)	Rabies	898	901	(3)
(4046)	PHCP	4,651	7,180	(2,529)
(4047)	Comm Health Assess	-	-	-
(4050)	Water Quality	55,000	16,898	38,102
(4051)	Tobacco	-	305	(305)
(4052)	EI Admin & Children With Special Needs	14,226	7,830	6,396
(4053)	Hepatitis B	100	(682)	782
(4054)	Domestic Animal Damage - Rabies	-	-	-
(4056)	Immunization	7,769	191	7,578
(4060)	Early Intervention	49,980	53,052	(3,072)
(4070)	TB Care	-	-	-
(4071)	Cancer Screening	24,823	35,681	(10,858)
(4083)	Healthy Heart	2,500	-	2,500
(4189)	Bio Terrorism	54,285	17,072	37,213
(4190)	WIC Grant	37,409	37,392	17
	<b>Totals</b>	<b>1,184,055</b>	<b>1,433,412</b>	<b>(249,357)</b>

Accounts Receivable Summary- Allegany County Department of Health

For those programs that have a fee schedule/charges, etc....

**4011 - Traditional Nursing - Claimed through 3/31/04**

Medicare \$ 105,540.19  
Medicaid \$ 54,163.55  
Pri Ins. \$ 21,159.67  
Self Pay \$ 5,866.00  
**\$ 186,729.41 Total Traditional**

**4040 - Long Term Program - Claimed through 3/31/04**

Medicare \$ 39,988.46  
Medicaid \$ 126,713.25  
Pri Ins \$ 20,045.82  
Self Pay \$ 218.17  
**\$ 186,965.70 Total Long Term**

**4035 - Family Planning Program - Claimed through 4/30/04**

Medicaid \$ 9,591.18  
Pri Ins. \$ 674.00  
Self Pay \$ 1,724.70  
**\$ 11,989.88 Total Family Planning**

**2960 - Preschool Special Education - Claimed through April 2004**

Medicaid \$ 27,629.34  
State Aid \$ 318,279.44  
**\$ 345,908.78 Total PreK Speical Ed.**

**4060 - Early Intervention**

Pri Ins. \$ 2,592.69 Billed thru 5/15/04  
Medicaid \$ 26,000.00 Billed thru 2/15/04  
State Aid \$ 15,035.78 Billed thru 4/30/04  
**\$ 43,628.47 Total Early Intervention**

**\$ 775,222.24 Grand Total**



**ALLEGANY COUNTY  
DEPARTMENT OF SOCIAL SERVICES**

County Office Building • 7 Court Street • Belmont, New York 14813-1077

Telephone 585-268-9622  
Fax 585-268-9479

**MONTHLY REPORT TO THE HUMAN SERVICES COMMITTEE**

MARGARET A. CHERRE  
Commissioner

Submitted May 12, 2004

**FINANCIAL INFORMATION**

- A. See attached Program Integrity Unit report for recoveries/offsets.
- B. Quarterly financial reports are now presented to the Finance Committee.

**WORKLOADS/CASELOADS**

		March, 2004	April, 2004	YTD monthly average, 2004	April, 2003
<b>A. Employment Programs</b>					
<b>TANF Recipients</b>	# in training programs	79	80	73	86
	# in work experience	153	153	148	131
	# working in private sector with grant diversion	3	4	3	3
	# entered employment	16	16	16	31
	# sanctioned	11	7	14	27
<b>Safety Net Recipients</b>	# in training programs	43	38	40	32
	# in work experience	118	125	113	67
	# entered employment	7	5	6	10
	# sanctioned	1	3	2	1

<b>B. Caseload Counts</b>	March, 2004	April, 2004	1-Month Difference	April, 2003
<b>Temporary Assistance</b>	510	480	-30	475
TANF	298	287	-11	300
CAP	12	14	+2	20
Safety Net Singles	164	146	-18	119
Safety Net Families	36	33	-3	36
<b>Non-FA Medicaid</b>	3,897	3,877	-20	3,586
Family Health Plus	757	751	-6	592
<b>Food Stamps Only</b>	1,813	1,787	-26	1,648
<b>Child Care Only</b>	168			144

You will notice dramatically decreased numbers in Temporary Assistance, Medicaid, and Food Stamps; expect them to increase dramatically again next month. The decrease is a result of the fact that we had both staff absences and a learning curve affecting implementing of our new processes; these caused us to not be able to open cases as quickly as usual, despite the fact that we were closing cases as usual.

## OTHER INFORMATION

As you can imagine, the announcement of my resignation has caused quite a stir among DSS staff, both among those who will regret my departure and those who welcome it. I expect that my next few weeks will be consumed by working on the 2005 budget and briefing staff on a multitude of items.

- Respectfully Submitted,



Margaret A. Cherre  
Commissioner

NO.	PERFORMANCE/WORKLOAD MEASURE	ACCOMPLISHMENTS	
		Year to Date	Report Month
	<i>Savings/Recovery Synopsis (\$)</i>		
1.	FS Disqualifications	16,152.00	4,200.00
2.	Investigations Collections <i>(Med. Rec 4,770 - 7,1496.95)</i>	42,382.39	11,571.91
	a. PA	40,000.98	11,081.64
	b. MA	2,381.41	490.27
3.	Investigations Cases Closed	- - -	- - -
4.	Investigations Grant Reduced – Full Investigation	- - -	- - -
5.	Investigations Grant Reduced – Pre-investigation	- - -	- - -
6.	FS Cash Collections and Recoupments	8,091.46	2,439.07
	a. Inadvertent Household Errors	2,107.00	424.00
	b. Agency Error	2,272.00	561.00
	c. Intentional Program Violation	3,712.46	1,454.07
7.	Security Deposit Returns	0	0
8.	Security Deposit Recoupments	0	0
9.	Bond & Mortgage – Grant savings	10,169.48	100.00
10.	Resource Clearances – Grant savings	0	0
11.	Valuation of Assets – Grant savings	0	0
12.	Estate Liens Satisfied	51,481.36	405.00
13.	Accident Liens Satisfied	14,850.00	1,000.00
14.	Computer Match – Grant savings	0	0
15.	1099 Match – Grant savings	0	0
16.	Category and Reimbursement	0	---
17.	AD Reimbursement Recoveries	0	---
18.	SSA Appeals – Grant Savings	0	---
19.	SSI Interim Repayment	42,753.42	12,487.20
20.	Special Projects Savings	0	---
21.	Assignment of Proceeds	0	0
22.	Agreement to Sell and Repay	0	0
23.	Assignment of Mortgage	0	0
24.	ADC Grant Saving	1,217.92	125.00
25.	Water Deposit Refunds	0	0
26.	<b>Total Savings</b>	<b>187,098.03</b>	<b>32,328.18</b>
27.	Administrative Expenses (local)		
28.	Recovery (local)		
29.	Benefit/Cost Ratio		

FRONT END DETECTION SYSTEM MONTHLY INVESTIGATION REPORT
--

REPORT DUE 10<sup>TH</sup> OF EACH MONTH

COUNTY:		ALLEGANY		MONTH ENDING:		043004				
COMPLETED BY:			PATRICIA HURD		TITLE:			PRINCIPAL EXAMINER		
		(ADC) FA	(HR) SNA	NPA/FS	MAO	TOTAL				
CASES REFERRED FOR INVESTIGATION		1.	7	9	3	4	23			
NUMBER OF INVESTIGATIONS COMPLETED		2.	7	8	3	2	20			
CASES WITH NO ERRORS FOUND		(a)	7	7	2	2	18			
CASES WITH DISCREPANCIES DETECTED		(b)	0	1	1	0	2			
(a. + b. = line 2)										
CASES CONFIRMED DENIED/WITHDRAWN		3.	0	1	1	0	2			
COST AVOIDANCE PA		(a)	\$0	\$401.00	\$0	\$0	\$401.00			
MA		(b)	\$0	\$753.00	\$0	\$0	\$753.00			
FS		(c)	\$0	\$95.00	\$169.00	\$0	\$264.00			
CASES WITH CONFIRMED GRANT REDUCTION		4.	0	0	0	0	0			
COST AVOIDANCE PA		(a)	\$0	\$0	\$0	\$0	\$0			

		MONTHLY COST AVOIDANCE VALUES			
		(ADC) FA	(HR) SNA	NPA/FS	MA ONLY
DENIED/WITHDRAWN CASES	PA	\$497	\$401	N/A	N/A
	MA	516	753	N/A	\$683
	FS	164	95	\$169	N/A
GRANT REDUCTION CASES	PA	\$185	\$383	N/A	N/A

## MONTHLY REPORT FROM SERVICES

Submitted May 11, 2004 for months of March & April, 2004

<b>Services to Children</b>					
	March, 2004	April, 2004	2004 Year To Date		April, 2003
<b>Child Protective Services</b>					
Hotline calls	65	53	230	total	54
Average calls/week	14	13	14	total	14
Total active cases	233	239	238	average	466
Average cases/worker	33	34	34	average	85
Number reports citing:					
Domestic violence	9	0	12	total	0
Sexual abuse	2	4	24	total	1
Drug/alcohol abuse	14	8	35	total	6
<b>Foster Care &amp; Adoption Services</b>					
Total number children in care		72	70	average	73
Care level:					
ACDSS/County home	12	11	12	average	22
Therapeutic home/group home	33	39	36	average	38
Institutions	19	18	19	average	11
Other	4	4	4	average	2
Reason for placement:					
Abuse/neglect	44	48	46	average	48
PINS/JD	19	19	19	average	17
Voluntary	5	5	5	average	8
Freed children:					
In pre-adoptive homes	7	8	7	average	9
Seeking homes	7	8	8	average	9
Independent living	3	2	3	average	3
Number entering care	1	5	13	total	5
Number discharged from care	1	0	8	total	1
Number freed for adoption	1	2	3	total	2
Number adoptions finalized	0	0	1	total	0
<b>Non-Secure Detention Services</b>					
Number bed-days used	58	63	220	total	83
Average daily census	1.9	2.1	1.8	average	2.8
<b>Preventive Services</b>					
Total number receiving services	75	74	79	average	73
Number SHAPE cases	20	20	20	average	26
Number Families Together cases	3	4	3	average	7
Number FACT cases	15	11	11	average	15
Number aftercare cases	17	16	16	average	8

## Services to Adults

	March, 2004	April, 2004	2004 Year To Date	April, 2003
<b>Adult Protective/Preventive Services</b>				
New referrals	3	2	22 total	4
Open cases	24	24	26 average	26
<b>Requests for Emergency Assistance</b>				
Number people stating homeless	38	32	134 total	61
Food requests	24	13	78 total	31
<b>Domestic Violence Related Services</b>				
Families in domestic violence shelter	2	2	9 total	0
Number women	2	2	9 total	0
Number children	0	0	0 total	0
DV Liaison referrals	5	5	21 total	8
Waivers requested	1	1	4 total	2
Waivers granted	1	1	4 total	2
<b>Home Care &amp; Related Services</b>				
Personal care cases	107	94	102 average	102
Long term & related cases	76	75	75 average	71
CDPAP cases	19	19	19 average	15
<b>Family Care Homes</b>				
Beds filled	3	3	4 average	4
Beds available	9	9	11 average	11
	2	2	3 average	4
<b>Financial Management Cases</b>				
	79	79	80 average	80
<b>Home Studies Completed</b>				
Custody cases	1	4	12 total	7
Cases with child welfare involvement	1	4	9 total	7
	0	0	3 total	0

## MEMORANDUM OF EXPLANATION

Intro. No. \_\_\_\_\_  
(Clerk's use only)

COMMITTEE: Human Services

DATE: 5/12/04

The Allegany County Office for the Aging requests permission to hire a part-time Meals-on-Wheels driver. The driver in this position resigned effective 5/7/04.

**FISCAL IMPACT:** \$5,436 in the budget for 2004/ 100% state funded – no county match

**For further information regarding this matter, contact:**

Kimberley Toot  
Name and Department

ext. 392  
Telephone

# Request to Fill Position

Date: 5/12/04

Committee of Jurisdiction: Human Services

I would like to fill the following position:

Title Driver Department Office for the Aging

Will any positions be eliminated? no If yes, which one? \_\_\_\_\_

This position is an:

Existing position?  Newly Created Position? \_\_\_\_\_ created by Resolution # \_\_\_\_\_

This position will be:

Full Time? \_\_\_\_\_ Part Time?  Permanent?  Temporary? \_\_\_\_\_

This position will be:

Non Union?  Union? \_\_\_\_\_ covered by the \_\_\_\_\_ bargaining unit.

Grade \_\_\_\_\_ Step \_\_\_\_\_ Hourly pay rate \$5.15

Annual salary of position \$4,956 Cost of benefits for position \$480

Does this position support a mandated program/grant? no

Name of program/grant? Meals-on-wheels/SNAP (State grant)

Source of funding for position?

\_\_\_\_\_ % County 100 % State \_\_\_\_\_ % Federal \_\_\_\_\_ % Other

Amount in current years budget for this position \$5,436

Reason for need to fill this position at this time?

The Wellsville Route driver resigned effective May 7, 2004. This route delivers 30 meals a day on average.

Department Head Signature \_\_\_\_\_

Date 5/12/04

# ALLEGANY COUNTY OFFICE FOR THE AGING

17 COURT STREET • BELMONT, NY 14813  
 TELEPHONE 585-268-9390 • TOLL FREE 866-268-9390  
 FAX 585-268-9657

KIMBERLEY TOOT  
 Director

DANIEL WASHBURN  
 Coordinator Of Services  
 CHERYL CZWORKA  
 Nutrition Services Coordinator

## OFFICE FOR THE AGING MONTHLY REPORT April 2004 Year-to-date 1/01/04 – 4/30/04

TOTAL PEOPLE AGE 60+	1027	PERCENT OF TOTAL
LOW INCOME	470	46%
LOW INCOME MINORITY	4	.4%
FRAIL/DISABLED	614	60%
AGE 75+	661	64%
LIVES ALONE	562	55%
VETERAN	109	11%

### UNITS OF SERVICE

SERVICES PROVIDED	NO. PEOPLE	SERVICE THIS MONTH	PREVIOUS MONTH	SAME MONTH LAST YEAR	TOTAL 2004
HOMEMAKING/PERSONAL CARE	28	238	236	153	970
HOUSEKEEPING/CHORE	48	471	482	385	1,861
CASE MANAGEMENT	56	101	95	88	432
NUTRITION COUNSELING	6	2	1	3	7
TRANSPORTATION	88	247	273	234	1,027
INFORMATION AND ASSISTANCE	599	847	843	831	3,502
OUTREACH	4	16	12	19	49
IN-HOME CONTACT & SUPPORT	164	371	344	380	1,222
PERSONAL EMERG. RESPONSE	40	35	35	20	124
CAREGIVER SERVICES	43	28	19	9	77
LEGAL SERVICES	2	8	4	6	15
LTC OMBUDSMAN	17	22	17	11	68
OTHER (HEAP, HOME REPAIR)	287	55	113	42	443
MEALS-ON-WHEELS	474	7908	7995	8064	29,736
CONGREGATE MEALS	366	1921	2089	2001	7,265

### PROGRAMS PROVIDED – April 2004

- Understanding the New Medicare Drug Card Program – Andover Senior Club, Human Services Professionals.
- Community Roundtable on Aging - Scio
- 4 Exercise Programs, Scio, Alfred, Fillmore, Bolivar
- Nutrition Education Program – “How Much is a Portion?” Cuba, Fillmore, Wellsville
- Pharmacology – Alfred, Wellsville, Fillmore, Whitesville, Cuba
- DASH Your Blood Pressure - Handouts
- Three caregiver support groups – Belmont, Alfred Station, Wellsville

NUTRITION PROGRAM

MEAL TOTALS AND CONTRIBUTIONS FOR: APRIL 2004

Page 1

	Monthly Totals	Annual (Jan-Jan)	SNAP YTD
TOTAL CONGREGATE MEALS	1,921	7,167	
TOTAL SPECIAL EVENTS	0	98	
TOTAL C-2 MOBILE MEALS	3,826	14,158	
TOTAL SNAP MOBILE MEALS	3,710	14,159	3,710
TOTAL LONG TERM CARE MEALS	372	1,415	
TOTAL SPECIAL GRANT	0	0	
TOTAL HOME DELIVERED MEALS	7,908	29,732	
BLIZZARD BOX MEALS	0	0	
TOTAL MEALS	9,829	36,997	

CONGREGATE SITES & MONTHLY MEAL TOTALS	Total Meals	Total Days	Average Meal/Day	Total Contributions	Average Contribution
ALFRED	208	12	17	444.05	2.13
BELMONT	143	9	16	300.19	2.10
BOLIVAR	216	13	17	467.00	2.16
CANASERAGA	154	9	17	335.50	2.18
CUBA	274	17	16	625.96	2.28
FILLMORE	253	9	28	526.16	2.08
FRIENDSHIP	127	9	14	263.86	2.08
WELLSVILLE	423	18	24	751.11	1.78
WHITESVILLE	123	12	10	285.00	2.32
SNAP MOBILE MEALS	3,710	22	169	6,190.15	1.67
3C-2 MOBILE MEALS	3,826	22	174	6,679.55	1.75
TOTAL CONGREGATE MEALS	1,921	22	87	3,998.83	2.08
LTC MEALS/GRANT	372	22	17	1,953.00	5.25
TOTAL HDM MEALS W/O LTC	7,536	22	343	12,869.70	1.71
TOTAL HDM MEALS W/LTC	7,908	22	359	14,822.70	1.87
SPECIAL EVENTS	0	0	0	0.00	0.00
BLIZZARD BOX MEALS	0	0	0	0.00	0.00
GRAND TOTAL MEALS W/O LTC	9,457	22	430	16,868.53	1.78
GRAND TOTAL MEALS	9,829	22	447	18,821.53	1.91

1. In an attempt to trim costs, the Office for the Aging has cancelled its May Tea for the second time. Do you see other areas where the OFA can trim expenses or raise revenues? What programs do you view as essential?

Would love to continue the May Tea and charge people whatever it costs. (within reason)

Essential programs – Health Issues, keep abreast of latest prescription program.

Get our government to lower gas prices. You do provide volunteers – so that department is covered. Do keep our leaders in the OFA

I have trouble trimming expenses at home. You have to try to keep the things that are more important and drop those that aren't.

Charge a little more for meals.

I can't see other ways to trim expenses. Possibly raise the price of the Forum.

Programs I view essential:

Luncheon centers

Meals-on-wheels

In-home services

Caregiver support

HEAP

Perhaps some of the transportation offerings could be cut back

The meals-on-wheels are invaluable. Offering a hot meal as well as fellowship to shut-ins.

Nutrition sites, meals-on-wheels essential.

I feel we need all the programs as they are.

Each site could have a garage or bake sale once in a while.

Each site could have sales like rummage sale or something like that.

Bake sales or trash & treasure sales.

I miss it [the Tea] but understand.

Newsletter and farmer's market tickets are essential

All informational programs and meals on wheels – essential

Meals-on-wheels essential

I suggest anyone interested in May Tea make a \$5 donation. Have main menu like meat and potatoes and a DJ instead of a band to cut cost. People may bring a dish to pass to help out.

Meals-on-wheels essential.

Would it be possible to have the May Tea, maybe on a smaller scale and have a small donation from those wishing to go.

Have a Chinese auction. Don't pay mileage.

Help on income taxes, nutrition sites, publications – essential

I use the Office for Aging all the time in many ways. I hate to see it cut any further. Every time you lose something you'll never get it back.

All programs listed in your abstract are essential.

Meals-on-wheels essential

Volunteers – maybe just a hotdog – pop day instead of sit down dinner. Meals-on-wheels and meal sites essential

Meals-on-wheels, tax assistance, information on insurances essential

I do not know all that you do, but of the ones I do know about, I don't see how you can do any different than you are doing. Maybe the ones who use volunteers could give a little more. I don't know their circumstances so I don't know if it would be too much of a hardship.

Yard sales.

Exercise, nutrition lunch essential

The Senior Forum essential

Could you cut down on paid help?

All are essential.

Have a Chinese auction. We still need the drivers for medical purposes

Maybe be more careful of who is eligible for meals-on-wheels. All programs are essential.

Lunches, income tax help, newsletter essential

Lunch program essential

Lunch programs, HEAP, handyman help, Silver Linings essential

Use more volunteers

Give Tobin a raise

Transportation – I'd be willing to pay more than the \$3.

More volunteers

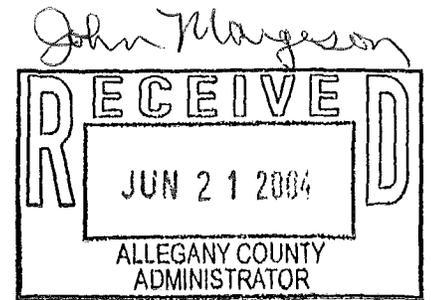
I don't think we need so many on the road.

Cut down on the employees

**NOT  
APPROVED**

MINUTES OF THE MEETING  
HUMAN SERVICES COMMITTEE

June 9, 2004



MEMBERS ATTENDING: Chairman Truax  
Legislators Heineman, Dibble, Crandall, Sherman

ALSO ATTENDING: Margaret Cherre, Social Services  
Patricia Schmelzer, Social Services  
Robert Anderson, Community Services  
Gary Ogden, MD, Health Department  
John Margeson, Administrator  
James Palmer, Chair, Brd of Legislators

CALL TO ORDER

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

APPROVAL OF MINUTES

The minutes of May 12, 2004 were approved with motions from Legislator Dibble and Sherman. Motions carried.

SOCIAL SERVICES

The Department's monthly report was briefly discussed noting dramatic increases in Temporary Assistance, Medicaid, and Food Stamps which was predicted due to process changes.

The Facilities Planning and Management Committee recently approved the Department of Social Services occupying the old Development Office space. The Accounting unit will move into that space and the CAP staff will locate in the currently occupied by Accounting office. This change will eliminate rental and utility costs, and consolidate the support staff, allowing for the elimination of a Community Services Aide position. These things will be effective July 31, 2004. Legislators Sherman and Heineman made motions approving the move and abolishment of the support staff position. Motions carried. **RESOLUTION**

The Caseworker positions seem to be continuous vacated for temporary medical leaves. It is asked that the department be allowed to keep the full time contingent position from June through October to fill in between disability leaves. Legislators Heineman and Sherman moved on the request. Motions carried.

There was brief discussion on conference attendance and travel reimbursement. There will be a training coming up soon, (NYS Welfare Conference), that would be of great benefit for the Acting Commissioner to attend (Monday, Tuesday, and half day

Wednesday) After discussion, Legislator Crandall made the motion approving attendance, with Legislator Dibble seconding. Motion carried.

Discussion took place regarding the department's 2005 budget requests. .2 and .4 accounts are going up, not down. Revenue's are going down. It seems the only place to make cuts at this point is in services and reduce staff or in Medicaid.

A letter was distributed that was received from Embser and Sons regarding reimbursements on burials. No action taken.

Orthodontia was discussed. Medicaid will not pay for this. The Health Department only contributes to this if a medical necessity (diagnosis) warrants treatment.

#### COMMUNITY SERVICES

Work is being done on the reclassification of the Assistant Director Community Services job description.

It is requested to allow the Adult Intensive Case Manager to attend a 2 day training in Dialectical Behavior Therapy (DBT) and a 10 day intensive treatment training (scheduled in September 04 and again in March 05). Although this is expensive, Dr. Anderson believes it to be well worth the cost (\$2350). Legislator Sherman moved on the request, with Legislator Dibble seconding. Motion carried.

#### HEALTH DEPARTMENT

Legislator Heineman moved to reappoint Dr. Cusumano to the Board of Health for a six year term commencing July 8, 2004 and expiring July 7, 2010. Legislator Sherman second and motion carried. **RESOLUTION**

Also requested the acceptance of the resignation of Board of Health member Dr. Timothy Leonard, due to moving out of the area. His term ends July 7, 2008. Legislators Dibble and Crandall made the motions. Motions carried.

The Health Department requests a resolution accepting an additional \$12,994 from NYS Department of Health for Family Planning/Women's Reproductive Health Services provided to residents of Allegany County. This money represents one time Legislative add-on funding from the NYS DOH and must be expended by June 30, 2004. There is no impact on county dollars. Legislators Dibble and Crandall made appropriate motions. These motions carried.

#### OFFICE FOR THE AGING

It is requested to accept the bid from Prestige Services for the Meals on Wheels Program. The rate for meals in 2005 will be \$3.24/meals, with an increase to \$3.29/meals in 2006. A **RESOLUTION** should be prepared approving entering into a contract with this agency. Legislator Heineman made the motion, with Legislators Sherman and Dibble seconding. Motions carried.

ADJOURNMENT

There being no further business to come before this committee, the meeting was adjourned at 3:45 pm.

Respectfully submitted,  
Teresa Claypool

# MEMORANDUM OF EXPLANATION

## For acceptance and budgeting of GRANTS

INTRODUCTION NO: \_\_\_\_\_

(Clerk's use only)

Committee of Jurisdiction: Human Services/Finance Date: June 9, 2004

### Explanation of Grant:

(please attach copy of grant application and award letter and/or renewal letter with original resolution # and list any future requirements of the grant after expiration)

#### Appropriations (\$12,994)

A 4035.201	Equipment	\$ 5,469
A 4035.405	Conference	\$744
A 4035.408	General Supplies	\$6,401
A 4035.409	Fees	\$380

#### Revenues (\$12,944)

A 10.3450.00	State Aid: Family Planning Program/Grant	\$12,994
--------------	--	----------

**FISCAL IMPACT:** Total grant: \$12,994

Local county share: \$ -0-

State Grant? Yes Revenue # A10.3450.00 \$ 12,994

Federal Grant?        Revenue #                      \$                     

if Federal, please list Federal Catalog of Federal Domestic Assistance

(CFDA) number        -       

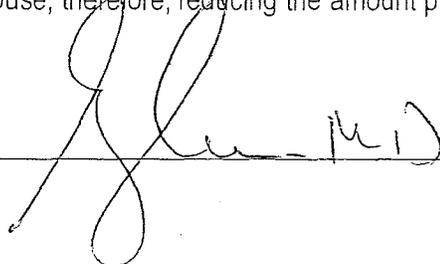
This grant is        renewal of existing grant funded program or        new grant fund program.

Grant Fiscal Year - 4/1/03 - 6/30/04

Obligation of County after grant expires: None

Major benefits of accepting this grant are: Will allow us to obtain a new exam table for use with the elderly/disabled and obtain prescriptions in-house, therefore, reducing the amount paid out to private drug stores who are currently supplying.

Department Head Signature \_\_\_\_\_



# MEMORANDUM OF EXPLANATION

Intro. No: \_\_\_\_\_  
(Clerk's Use Only)

COMMITTEE: Human Services Committee

DATE: June 9, 2004

The Health Department requests a resolution accepting an additional \$12,994 from NYS Department of Health for Family Planning/Women's Reproductive Health Services provided to residents of Allegany County. This money represents one time Legalastive add-on funding from the NYS DOH and must be expended by June 30, 2004. The 2004 Budget should be amended with funding being appropriated as follows:

A4035.201 – Office Equipment	\$5,469
A4035.405 – Conference	\$744
A4035.408 – General Medical Supplies/Contraceptives	\$6,401
A4035.409 – Fees: Laboratory	\$380

Revenue:     A10.3450.00   State Aid/Family Planning Clinics     \$12,994

**FISCAL IMPACT: NO IMPACT ON COUNTY DOLLARS. PROGRAM 100%  
FUNDED BY STATE & FEDERAL DOLLARS.**

For further information regarding this matter, contact:

Pamela L. Cockle, Accountant - ACDOH

\_\_\_\_\_X458

Gary W. Ogden, M.D., Public Health Director

\_\_\_\_\_X247



STATE OF NEW YORK  
DEPARTMENT OF HEALTH

Corning Tower

The Governor Nelson A. Rockefeller Empire State Plaza

Albany, New York 12237

Antonla C. Novello, M.D., M.P.H.  
Commissioner

Dennis P. Whalen  
Executive Deputy Commissioner

June 8, 2004

Ms. Pamela Cockle  
Accountant  
Allegany County Department of Health  
Co Office Bldg  
7 Court St  
Belmont, NY 14813

Re: C- 014684  
03 / 04 Family Planning Program

Dear Ms. Cockle:

The budget modification request #1 for Allegany County Department of Health for Family Planning Services contract number C-014684 has been approved. A copy of the approved revised budget is enclosed.

Please call me at (518) 474-4569 if you have any questions.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Amy Hauptli'.

Amy Hauptli  
Health Program Administrator  
Division of Family Health Fiscal Unit

Enclosure



# ALLEGANY COUNTY BOARD OF LEGISLATORS

COUNTY OFFICE BUILDING \* 7 COURT STREET  
BELMONT, NEW YORK 14813-1083  
TELEPHONE 585-268-9222 \* FAX 585-268-9446

*James G. Palmer*  
Chairman

*Brenda A. Rigby*  
Clerk

## **Memorandum**

**TO:** Human Services Committee

**FROM:** Brenda A. Rigby

**DATE:** June 3, 2004

**RE:** APPOINTMENTS TO BOARD OF HEALTH

---

Dr. Leo Cusumano's six-year term as a member of the Board of Health expires on July 7, 2004.

If the Committee desires to reappoint Dr. Cusumano to the Board of Health for a six-year term commencing July 8, 2004 and expiring July 7, 2010, please have a motion to that effect included in your minutes, along with a request to the County Attorney to prepare a resolution.

In addition the Chairman should sign the attached pink appointment form, where indicated, and return it to me.

Thank you.

/bh

Attachments

REQUEST FOR APPOINTMENT TO A BOARD/COMMITTEE UNDER  
JURISDICTION OF ALLEGANY COUNTY BOARD OF LEGISLATORS

BOARD/COMMITTEE TO WHICH APPOINTMENT IS TO BE MADE:

BOARD OF HEALTH

APPOINTING AUTHORITY:  Board of Legislators  Chairman of the Board  
 Chairman of the Board Confirmed by Board of Legislators

NAME OF PROPOSED MEMBER: Leo Cusumano, MD

ADDRESS: 38 Water Street, Cuba, NY 14727

Type of Member: \_\_\_\_\_ (Medical, Sportsman, Farmer, etc.)

Type of Appointment: (check one)  New  Reappointment of incumbent  
due to expiration of term

Fill Vacancy due to Resignation  Fill Vacancy due to Expiration of Term

Effective Date of Appointment: 07/08/2004 Expiration Date of Appointment: 07/07/2010

Name of Member being replaced (if any): \_\_\_\_\_

Effective Date of Resignation: \_\_\_\_\_

Filed with Clerk of the Board:  Yes  No

Approval by Committee of Jurisdiction: Ronald [Signature]  
Chairman's Signature

Recorded in minutes of: 06/09/04 Meeting of the: Human Services  
Committee

.....  
FOR BOARD CLERK'S OFFICE USE ONLY

Resignation received: \_\_\_\_\_ Filed with County Clerk: \_\_\_\_\_

Term of Appointment verified: \_\_\_\_\_

Copy to County Attorney: \_\_\_\_\_

Remarks:  
.....

## **APPOINTMENT EXPIRATIONS**

### **GROUP: B (Board Approval)**

**Expiration Date:** 7/7/04

### **HEALTH, BOARD OF:**

Leo Cusumano, MD

6 year term

## MEMORANDUM OF EXPLANATION

Intro. No. \_\_\_\_\_  
(Clerk's Use Only)

COMMITTEE: Human Services Committee

Date: June 9, 2004

The Facilities Planning and Management Committee recently approved the Department of Social Services occupying the old Development Office space. We will move our Accounting unit to that space, and subsequently move our CAP staff to the space currently occupied by Accounting.

These changes will allow us to not only eliminate our rental and utility costs, but also to consolidate our support staff functions, eliminating one position – a Community Services Aide. These moves, and the position abolishment, will take effect July 31, 2004.

FISCAL IMPACT: For the last five months of 2004 we will reduce our total payroll by \$8,583 and fringe costs by \$3,444, for a total of \$12,027. Estimated County dollar savings for 2004 are \$3,007.

For further information regarding this matter contact

Pat Schmelzer, Department of Social Services  
Name & Department

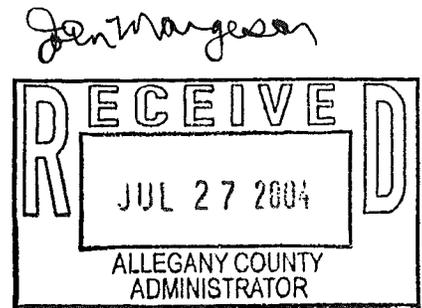
268-9303  
Telephone

**NOT  
APPROVED**

MINUTES OF THE MEETING

HUMAN SERVICES

July 21, 2004



MEMBERS ATTENDING: Legislators Heineman, Sherman, Dibble, Crandall

ALSO ATTENDING: Robert Anderson, Community Services  
Kim Toot, Office for the Aging  
Gary Ogden, MD, Health Department  
Patricia Schmelzer, Social Services

APPROVAL OF MINUTES

The minutes of June 9, 2004 were approved with motions from Legislators Sherman and Dibble. Carried.

COMMUNITY SERVICES

Dr. Anderson requests a resolution to accept \$31,490. This money funds Camp Get-A-Way and there is no fiscal impact. Legislator Dibble moved on the request, with Legislator Sherman seconding. Motions carried. Refer to **Finance. Resolution**

OFFICE FOR THE AGING

This office requests a resolution to enter into a contract with Prestige Services, Inc. to provide meals for the nutrition program. Legislator Crandall moved on the request, with Legislator Dibble seconding. Motions carried. Refer to **Finance. Resolution**

The department's monthly report was provided and a report showing services by zip code.

The Senior Picnic will be held on July 29, 2004. There are eight sponsors for this event including Highland Healthcare, Manor Hills, Cuba Memorial Hospital, Six-S Country Club, Wellsville Manor Care Center, Jan & Bev's Home Health Care and Allegany County Department of Health.

## HEALTH DEPARTMENT

The department requests approval to enter into a three year lease agreement on a Ricoh CL 7000CMF copier/printer. The new agreement would reduce the current costs by \$383.71/month. Legislators Sherman and Dibble moved on the request. Motions carried. The County Attorney will be asked the appropriate process for this lease.

The Department requests a resolution accepting a six month extension of their Reproductive Health grant funds totaling \$77,433. Legislators Dibble and Sherman made appropriate motions. These motions carried. **Finance/Resolution.**

A resolution is requested to enter into contract agreement with the sixteen school districts for transportation of children with special needs. Legislator Sherman made the motion, with Legislator Dibble seconding. Motion carried with referral to **Finance. Resolution**

## SOCIAL SERVICES

The department's monthly report was provided.

It was also noted that two Social Welfare Examiner positions have become vacant; one due to resignation, another due to retirement. At this time the department is not asking to fill these positions.

## EXECUTIVE SESSION

Legislator Crandall moved to hold executive session to discuss: "medical, financial, credit or employment history of a particular person/corp, or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension". Legislator Dibble second the motion. Carried.

## ADJOURNMENT

There being no further business to come before this committee, the meeting was adjourned at 3:45 pm.

Respectfully submitted,  
Teresa Claypool

# MEMORANDUM OF EXPLANATION

Intro. No. \_\_\_\_\_  
(Clerk's Use Only)

**COMMITTEE:** Human Services

**Date:** July 21, 2004

The Health Department requests approval to enter into a three year lease agreement on a Ricoh CL 7000CMF copier/printer.

Our current lease agreement will expire in 8 months, but would like to enter into the new agreement to reduce the current cost and obtain a better machine.

**FISCAL IMPACT:** The new agreement would save the County approximately \$1918.55 in 2004 with a total contract savings of \$13813,56 (3 years).

For further information regarding this matter, contact:

Gary W. Ogden, MD, Public Health Director

X247 or

Teresa Claypool, Office Manager

X640

## COST JUSTIFICATION

### CURRENT SYSTEM

Ricoh FT 6513 Digital Copier

Current Payment \$650.31 per month

### PROPOSED SYSTEM

Ricoh CL 7000CMF

New Payment \$527.13 per month

**\$123.18 per month Savings**

### SERVICE AND SUPPLIES

.13 Per copy

1 Yr warranty Parts and Labor

.026 per Copy Black and White

\$925.00 /Year Extended Warranty

**Average monthly Volume 12,600**

$\$925 \div 12 = \$77.08 / \text{Month}$

8600 x .026/copy = \$223.60/Month B&W  
4000 x .13/copy = \$520.00/Month (Color)  
\$743.60 Total Monthly

8600 x .01 = \$ 86.00/Month  
4000 x .08 = \$320.00/Month  
\$483.08 Total Monthly

**\$260.52/Monthly Savings on Service & Supplies**

**\$383.71/ Total Monthly Savings**

**\$383.71 x 12 = \$4604.52 Yearly Savings**

**\$4604.52 x 3 Yr contract = \$13,813.56 Over Contract Savings**

# MEMORANDUM OF EXPLANATION

Intro. No. \_\_\_\_\_  
(Clerk's Use Only)

COMMITTEE: Human Services

DATE: 7/21/04

Camp Get-A-Way

Appropriation A4310.45 \$31,490

Revenue A103490.122 31,490

Western Care Coord. Project

FISCAL IMPACT: None

For further information regarding this matter, contact:

Robert W. Anderson, P.D.

585-593-1991

Name and Department

Telephone Number

Community Services

5/94

## MEMORANDUM OF EXPLANATION

Intro. No. \_\_\_\_\_  
(Clerk's use only)

COMMITTEE: Human Services

DATE: 07/21/04

The Allegany County Office for the Aging requests permission to enter into a contract with Prestige Services, Inc. to provide meals for the nutrition program.

**FISCAL IMPACT: \$3.24 per meal. Included in 2005 proposed budget.**

For further information regarding this matter, contact:

Kim Toot  
Name and Department

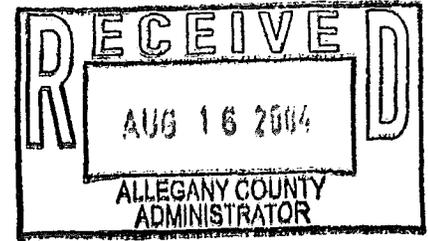
x392  
Telephone



**NOT  
APPROVED**

**HUMAN SERVICES COMMITTEE**

**AUGUST 11, 2004**



**Present:** R. Truax, R. Heineman, C. Crandall, Wm. Dibble, E. Sherman, J. Palmer, Dr. G. Ogden, P. Schmelzer

**Guest:** Bernard Morris, Director, Human Resources Department

Chairman R. Truax called the meeting to order at 3:32.

On motion by B. Heineman, seconded by E. Sherman and carried the minutes of July 21, 2004 were approved.

The committee was asked to sponsor a transfer of funds for Allegany County Community Services from account A4312.204 Motor Equipment of \$22,800 to various accounts as attached.

On motion by R. Heineman, seconded by E. Sherman and carried to support said transfer.

**REFERRED TO FINANCE COMMITTEE**

**Dr. Gary Ogden:**

Dr. Ogden requests the committee to sponsor a resolution to accept funding of \$84,071.00 to extend Integrated Cancer Services Program through March 31, 2005.

On motion by Wm. Dibble, seconded by E. Sherman and carried to approve said resolution.

**PREPARE A RESOLUTION**

**REFERRED TO FINANCE COMMITTEE**

**Patricia Schmelzer:**

The Department of Social Services is requesting permission to fill a Typist position, due to a recent resignation. A Community Service Aide position was eliminated recently to accommodate a typist position when CAP moved to the main building. On August 6, 2004, the Typist resigned for other employment.

On motion by Wm. Dibble, seconded by C. Crandall and carried to sponsor said request.

**REFERRED TO FINANCE COMMITTEE**

The Department of Social Services requests a resolution to continue the contract for non-secure detention services with New Directions Youth & Family Services, which expired June 30, 2004. There are no changes to their proposed contract from the existing one. It is recommended that we retain our current number of contracted beds (two); which appears to be the most cost-effective option.

On motion by R. Heineman, seconded by Wm. Dibble and carried to support said contract.

**PREPARE A RESOLUTION**

**REFERRED TO FINANCE COMMITTEE**

There was discussion on local Medicaid expenditures and the 50 percent takeover in 2005.

**Bernard Morris:**

Mr. Morris discussed the resumes that have come in for the position of Commissioner of Social Services and how the committee wanted to address the issue. After discussion it was decided to have a committee work session to discuss the resumes, by narrowing down the candidates before interviews may commence. The work session will be determined at a later date.

Meeting adjourned at 3:45.  
Respectfully Submitted:  
Alice Alsworth

# MEMORANDUM OF EXPLANATION

Intro. No. \_\_\_\_\_  
(Clerk's Use Only)

COMMITTEE: Human Services

DATE: 8/11/04

THE FOLLOWING BUDGET ADJUSTMENTS ARE BEING REQUESTED BY THE ALLEGANY CO. COMMUNITY SERVICES.

FROM	AMOUNT	TO	AMOUNT
A4312.204 MOTOR EQUIP.	\$ 22,800	A4312.101 REGULAR PAY	\$ 4,558
		A4312.405 CONFERENCE	\$ 269
		A4312.411 REPAIRS PER.	\$ 1,500
		A4312.412 REPAIRS REAL	\$ 8,382
		A4312.802 RETIREMENT	\$ 188
		A4312.803 F.I.C.A.	\$ 348
		A4316.806 HOSP./MED.	\$ 7,555
TOTAL	\$ 22,800		\$ 22,800

THERE IS NO COUNTY TAX IMPACT WITH THESE BUDGET ADJUSTMENTS.

FISCAL IMPACT: None

For further information regarding this matter, contact:

Robert W. Anderson, Ph.D. - Community Services

585-593-1991

Name and Department

Telephone Number



# Request to Fill Position

Date: 8/11/04

Committee of Jurisdiction: Human Services

I would like to fill the following position:

Title Typist Department Social Services

Will any positions be eliminated? no If yes, which one? eliminated in July

This position is an:

Existing position?  Newly Created Position?  created by Resolution #                     

This position will be:

Full Time?  Part Time?  Permanent?  Temporary?

This position will be:

Non Union?  Union?  covered by the AFSCME bargaining unit.

Grade 4 Step min Hourly pay rate \$11.31

Annual salary of position                      Cost of benefits for position                     

Does this position support a mandated program/grant? no

Name of program/grant?                     

Source of funding for position?

25 % County 25 % State 50 % Federal            % Other

Amount in current years budget for this position \$21,895

Reason for need to fill this position at this time?

The Department of Social Services is requesting permission to fill a Typist position, due to a recent Resignation. We recently eliminated a Community Service Aide position, to accommodate this Typist position, when CAP moved to the main building. On August 6, 2004, the Typist resigned for other employment.

Department Head Signature *Patricia Schneider*

Date 8/11/04

## MEMORANDUM OF EXPLANATION

Intro. No. \_\_\_\_\_  
(Clerk's Use Only)

COMMITTEE: Human Services Committee

Date: August 11, 2004

Our contract for non-secure detention services with New Directions Youth & Family Services expired 6/30/04. There are no changes to their proposed contract from our existing contract with them.

Following discussion with the Probation Department Director, I am recommending that we retain our current number of contracted beds (two); this appears to be the most cost-effective option, and in keeping with our trend of decreasing usage of non-secure detention. Although we have on occasion exceeded that number, there has been little problem in placing children.

FISCAL IMPACT: This is a mandated service, and the existence of this contract should not change our currently budgeted figure.

For further information regarding this matter contact

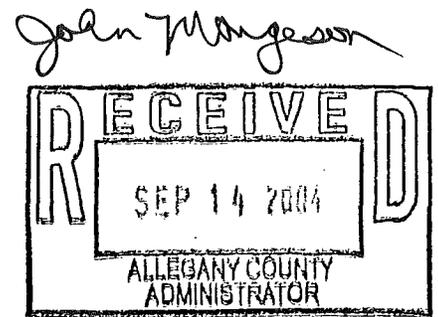
Patricia Schmelzer, Department of Social Services  
Name & Department

268-9356  
Telephone

NOT  
APPROVED

MINUTES OF THE MEETING  
HUMAN SERVICES

September 8, 2004



MEMBERS ATTENDING: Chairman Truax  
Legislators Crandall, Sherman, Dibble, Heineman

ALSO ATTENDING: Dan Washburn, Office for the Aging  
Patricia Schmelzer, Social Services  
Gary Ogden, MD, Health Department  
John Margeson, Administrator  
James Palmer, Chair, Brd of Legislators

CALL TO ORDER

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

APPROVAL OF MINUTES

The minutes of August 11, 2004 were approved with motions from Legislators Dibble and Sherman. Carried.

OFFICE FOR THE AGING

A resolution is requested to accept monies totaling \$15,910 from the Federal Older American Act grant. Legislator Dibble moved on the request, with Legislator Sherman seconding. Motion carried. **Resolution Referral to Finance**

This office requests a resolution to increase revenue and expenditure accounts in their EISEP budget totaling \$9500.00 due to an increase in local contributions. Legislators Dibble and Sherman moved on the request. Carried. **Resolution Referral to Finance.**

The Allegany County Office for the Aging requests permission to hire a part-time Meals-on-Wheels driver. The driver in this position resigned effective 9/3/04. The position is 100% State funded. Legislators Crandall and Dibble made appropriate motions. Carried.

## SOCIAL SERVICES

The Department's monthly report was provided.

A request was made to fill a Community Service Aide position, for the HEAP season, effective October 1, 2004. This position is 100% federally funded under the HEAP program. Legislator Dibble made the motion, with Legislator Sherman seconding. Carried. *Ways and Means*

## HEALTH DEPARTMENT

The Department requests a resolution to accept \$19993 for the ATUPA Program. Motions made by Legislators Dibble and Sherman. Carried. Funds were included in the 2005 budget.

A resolution is requested to create a Medical Reserve Corps as a standing committee of the Board of Health to be activated in the event of an emergency and only by decree of the Chief Elected Official of Allegany County. This corps would consist of licensed or certified professionals. After discussion, a motion was made by Legislator Heineman to check with the County Attorney on who would be liable for workmen's compensation, disability benefits, etc. should these individuals be injured. A written statement should be obtained addressing these issues with return to committee. Legislator Dibble seconded and motion carried.

It was requested to approve Dr. David Brubaker to fill a vacant Board of Health position. After brief discussion, motions were made by Legislators Crandall and Dibble. Carried. The term will expire 7/7/2008.

## ADJOURNMENT

As there was no further business to come before this committee the meeting was adjourned at 3:30 pm.

Respectfully submitted,  
Teresa Claypool

# Request to Fill Position

Date: 9/8/04

Committee of Jurisdiction: Human Services

I would like to fill the following position:

Title Community Service Aide Department Social Services

Will any positions be eliminated? no If yes, which one? \_\_\_\_\_

This position is an:

Existing position? x Newly Created Position? \_\_\_\_\_ created by Resolution # \_\_\_\_\_

This position will be:

Full Time? x Part Time? \_\_\_\_\_ Permanent? \_\_\_\_\_ Temporary? \_\_\_\_\_

This position will be:

Non Union? \_\_\_\_\_ Union? x covered by the AFSCME bargaining unit.

Grade 4 Step min Hourly pay rate \$11.31

Annual salary of position \_\_\_\_\_ Cost of benefits for position \_\_\_\_\_

Does this position support a mandated program/grant? no

Name of program/grant? \_\_\_\_\_

Source of funding for position?

\_\_\_\_\_% County \_\_\_\_\_% State 100% Federal \_\_\_\_\_% Other

Amount in current years budget for this position \$10,300

Reason for need to fill this position at this time?

The Department of Social Services is requesting permission to fill a Community Service Aide position for HEAP season (6 months), effective 10/1/04. This is a 100% federally 100% funded position through the HEAP program. This position has been budgeted for 2004/2005.

Department Head Signature *Patricia Silmalse*

Date 9/8/04

# MEMORANDUM OF EXPLANATION

Intro. No. \_\_\_\_\_  
(Clerk's use only)

COMMITTEE: Human Services

DATE: 09/08/04

The Allegany County Office for the Aging requests a resolution to increase the following revenue and expenditure accounts. This is due to an increase in client cost share and contributions over the amount budgeted in EISEP.

Increase Revenue Account Number:

A 02 1972.06	EISEP – Cost share & Contr.	\$9,500.00
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Increase Expenditure Account Number:

A6778.474 HOME CARE	\$9,500.00
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FISCAL IMPACT: Increase local contributions.

For further information regarding this matter, contact:

Kimberley Toot, Office for the Aging  
Name and Department

268-9390  
Telephone

# MEMORANDUM OF EXPLANATION

## For acceptance and budgeting of GRANTS

INTRODUCTION NO: \_\_\_\_\_

(Clerk's use only)

Committee of Jurisdiction: Human Services

Date: September 8, 2004

### Explanation of Grant:

(Please attach copy of grant application and award letter and/or renewal letter with original resolution # and list any future requirements of the grant after expiration)

Resolution to finalize revenues and appropriations for the Federal Older Americans Act grants. Please appropriate funding as follows:

#### Appropriations (\$15,910)

A 6772.474	Caterer	\$ 5,556
A 6773.201	Off.Euip. (Comp.Prog.)	\$ 2,414
A 6781.402	Mileage	\$ 490
A 6783.402	Mileage	\$ 127
A 6786.474	Home Care	\$ 7,323

#### Revenues (\$15,910)

A 11 4772.00	Title III-C Federal	\$ 5,556
A 11 4772.01	Title III-B Federal	\$ 2,414
A 11 4772.05	Title VII Federal	\$ 490
A 11 4772.07	Title III-D Federal	\$ 127
A 11 4772.10	Title III-E Federal	\$ 7,323

**FISCAL IMPACT:** Total grant: \$15,910  
Local county share: \$ 0

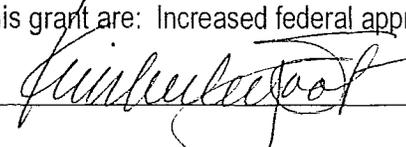
			(CFDA) Numbers
Federal Grant? <u>Y</u>	Revenue # A 11 4772.00	\$5,556.00	93-045
	Revenue # A 11 4772.01	\$2,414.00	93-044
	Revenue # A 11 4772.05	\$ 490.00	93-042
	Revenue # A 11 4772.07	\$ 127.00	93-043
	Revenue # A 11 4772.10	\$7,323.00	93-052

This grant is \_\_\_\_\_ renewal of existing grant funded program or \_\_\_\_\_ new grant fund program.

Grant Fiscal Year- 01/01/04 – 12/31/04

Obligation of County after grant expires: None

Major benefits of accepting this grant are: Increased federal appropriations of already accepted grants.

Department Head Signature 

NOTIFICATION OF GRANT AWARD UNDER TITLE III-C-1 OF THE OLDER AMERICANS ACT

Name and Address of Area Agency: Allegany County Office for the Aging 17 Court Street Belmont, NY 14813-1099	Name and Address of Sponsoring Agency/Payee: Allegany County
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Program Year - Beginning: 1/1/2004 Ending: 12/31/2004

Fiscal Year from which funds are awarded: 2004	Federal CFDA No. - 93.045	This award is REVISED
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<u>Section I - Cost Categories</u>	<u>Amount</u>	<u>Section II - Grantee Budget - Federal and Matching Funds:</u>	
Personnel	\$77,215.00	1. Federal Share (see remark 1)	\$80,556.00
Fringe Benefits	8,379.00	2. Combined Matching Share	
Equipment	0.00	A. In-Kind	\$0.00
Travel	4,873.00	B. Cash	46,900.00
Maint. & Operations	21,929.00	3. Net Cost	\$127,456.00
Other Expenses	600.00	<u>Section III - Federal Funds Ceiling:</u>	
Subcontracts	58,660.00	A. Carryover	\$5,500.00
Food	2,000.00	B. Base Allocation	75,056.00
Approved Costs	\$173,656.00	C. III-B Transfer	0.00
Less:		D. III-C-2 Transfer	0.00
Anticipated Income	46,200.00	E. Supplement	0.00
Net Cost	\$127,456.00	Federal Funds Ceiling (see remark 1)	\$80,556.00

Remarks: In addition to the conditions contained in the Four Year Plan, Annual Implementation Plan and Application for Funding, the conditions checked below apply to this award:

- (XX) 1. Federal reimbursement is limited to the lower of the "Federal Share" in Section II or the "Federal Funds Ceiling" in Section III of this award notice.
- (XX) 2. Receipt of federal funds (either through advance or reimbursement) does not constitute earning of these funds. The federal share of the project cost is earned only when allowable costs have been incurred and paid; and the non-federal share of the costs has been contributed.
- (XX) 3. The federal share will not exceed 75% of the cost of Area Agency Administrative Activities and the federal share will not exceed 90% of the cost of Congregate Nutrition Services.
- ( ) 4. Federal funds carried over from the prior year are estimated. Actual carryover depends on prior year closeout and will be confirmed upon closeout.
- (XX) 5. In accordance with Federal Policy, the funds herein awarded cannot be used to pay the cost for home delivered meals.
- ( ) 6. Other.
- ( ) 7. This award authorizes the payment of advances only. The award is conditional upon the approval of the Annual Implementation Plan and application referenced above, and the initial advance must be repaid if such plan and application do not receive final approval after appropriate modifications, if any.

Name and Title of Authorizing Official:  Neal E. Lane, Acting Director	Signature: 	Date: 1/27/04
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NOTIFICATION OF GRANT AWARD UNDER TITLE III-B OF THE OLDER AMERICANS ACT

Name and Address of Area Agency: Allegany County Office for the Aging 17 Court Street Belmont, NY 14813-1099	Name and Address of Sponsoring Agency/Payee Allegany County
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Program Year - Beginning: 1/1/2004 Ending: 12/31/2004

Fiscal Year from which funds are awarded:	2004	Federal CFDA No. - 93.044	This award is	REVISED
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Section I - Cost Categories	Amount	Section II - Grantee Budget - Federal and Matching Funds:	
Personnel	\$92,457.00	1. Federal Share (see remark 1)	\$62,414.00
Fringe Benefits	19,671.00	2. Combined matching Share	
Equipment	1,000.00	A. In-Kind	\$0.00
Travel	10,300.00	B. Cash	77,218.00
Maint. & Operations	13,442.00		<hr/>
Other Expenses	2,662.00	3. Net Cost	\$139,632.00
Subcontracts	7,600.00		
Approved Costs	<hr/> \$147,132.00	<b>Section III - Federal Funds Ceiling</b>	
Less:		A. Carryover	\$700.00
Anticipated Income	7,500.00	B. Base Allocation	59,252.00
Net Cost	<hr/> <hr/> \$139,632.00	C. III-C-1 Transfer	0.00
		D. III-C-2 Transfer	0.00
		E. Supplement	2,462.00
		* Federal Funds Ceiling	<hr/> \$62,414.00
		(see remark 1)	

Remarks: In addition to the conditions contained in the Four Year Plan, Annual Implementation Plan and Application for Funding, the conditions checked below apply to this award:

- 1. Federal reimbursement is limited to the lower of the "Federal Share" in Section II or the "Federal Funds Ceiling" in Section III of this award notice.
- 2. Receipt of federal funds (either through advance or reimbursement) does not constitute earning of these funds. The federal share of the project cost is earned only when allowable costs have been incurred and paid; and the non-federal share of the costs has been contributed.
- 3. The federal share will not exceed 75% of the cost of Area Agency Administrative Activities and the federal share will not exceed 90% of the cost of Supportive Services.
- 4. Federal funds carried over from the prior year are estimated. Actual carryover depends on prior year closeout and will be confirmed upon closeout.
- 5. This award authorizes the payment of advances only. The award is conditional upon the approval of the Annual Implementation Plan and application referenced above, and the initial advance must be repaid if such plan and application do not receive final approval after appropriate modifications, if any.

Name and Title of Authorizing Official:  Neal E. Lane, Acting Director	Signature: 	Date: 7/24/04
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NOTIFICATION OF GRANT AWARD UNDER TITLE VII OF THE OLDER AMERICANS ACT

Name and Address of Area Agency: Allegany County Office for the Aging 17 Court Street Belmont, NY 14813-1099	Name and Address of Sponsoring Agency/Payee: Allegany County
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Program Year - Beginning: 1/1/2004 Ending: 12/31/2004

Fiscal Year from which funds are awarded: 2004	Federal CFDA No. - 93.042	This award is NEW
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<u>Section I - Cost Categories</u>	<u>Amount</u>	<u>Section II - Grantee Budget - Federal and Matching Funds:</u>	
Personnel	\$6,203.00	1. Federal Share (see remark 1)	\$8,400.00
Fringe Benefits	723.00	2. Combined Matching Share	
Equipment	0.00	A. In-Kind	0.00
Travel	640.00	B. Cash	0.00
Maint. & Operations	784.00	3. Net Cost	\$8,400.00
Other Expenses	50.00	<u>Section III - Federal Funds Ceiling:</u>	
Subcontracts	0.00	A. Carryover	\$0.00
Approved Costs	\$8,400.00	B. Base Allocation	8,700.00
Anticipated Income	0.00	C. Supplement	0.00
Net Cost	\$8,400.00	State Funds Ceiling (see remark 1)	\$8,700.00

Remarks: In addition to the conditions contained in the Four Year Plan, Annual Implementation Plan and Application for Funding, the conditions checked below apply to this award:

(XX) 1. Federal reimbursement is limited to the higher of the "Federal Share" in Section II or the "Federal Funds Ceiling" in Section III of this award notice.

(XX) 2. Receipt of federal funds (either through advance or reimbursement) does not constitute earning of these funds. The federal share of the project cost is earned only when allowable costs have been incurred and paid.

(XX) 3. Local Funding is allowable, but not required under this program.

( ) 4. Federal funds carried over from the prior year are estimated. Actual carryover depends on prior year closeout and will be confirmed upon closeout.

(XX) 5. Funds made available under Title VII shall be in addition to and may not be used to supplant any funds that are or would otherwise be expended for elder abuse or Long Term Care Ombudsman Program activities.

Name and Title of Authorizing Official: Leal E. Lane, Acting Director	Signature: 	Date: 7/24/04
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NOTIFICATION OF GRANT AWARD UNDER TITLE III-D OF THE OLDER AMERICANS ACT

Name and Address of Area Agency:  Allegany County Office for the Aging 17 Court Street Belmont, NY 14813-1099	Name and Address of Sponsoring Agency/Payee:  Allegany County
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Program Year - Beginning: 1/1/2004 Ending: 12/31/2004

Fiscal Year from which funds are awarded: 2004	Federal CFDA No. - 93.043	This award is REVISED
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<u>Section I - Cost Categories</u>	<u>Amount</u>	<u>Section II - Grantee Budget - Federal and Matching Funds:</u>
Personnel	\$1,374.00	1. Federal Share (see remark 1) <span style="float: right;">\$5,927.00</span>
Fringe Benefits	160.00	2. Combined Matching Share
Equipment	0.00	A. In-Kind <span style="float: right;">\$0.00</span>
Travel	425.00	B. Cash <span style="float: right; border-bottom: 1px solid black;">\$820.00</span>
Maint. & Operations	1,038.00	3. Net Cost <span style="float: right;">\$6,747.00</span>
Other Expenses	1,200.00	<u>Section III - Federal Funds Ceiling:</u>
Subcontracts	2,750.00	A. Carryover <span style="float: right;">\$600.00</span>
Approved Costs	\$6,947.00	B. Base Allocation <span style="float: right;">5,327.00</span>
Less:		C. Supplement <span style="float: right; border-bottom: 1px solid black;">0.00</span>
Anticipated Income	200.00	Federal Funds Ceiling (see remark 1) <span style="float: right;">\$5,927.00</span>
Net Cost	\$6,747.00	

Remarks: In addition to the conditions contained in the Four Year Plan, Annual Implementation Plan and Application for Funding, the conditions checked below apply to this award:

- (XX) 1. Federal reimbursement is limited to the lower of the "Federal Share" in Section II or the "Federal Funds Ceiling" in Section III of this award notice.
- (XX) 2. Receipt of federal funds (either through advance or reimbursement) does not constitute earning of these funds. The federal share of the project cost is earned only when allowable costs have been incurred and paid; and the non-federal share of the costs has been contributed.
- (XX) 3. The federal share will not exceed 90% of the Disease Prevention and Health Promotion Services.
- ( ) 4. Federal funds carried over from the prior year are estimated. Actual carryover depends on prior year closeout and will be confirmed upon closeout.
- (XX) 5. \$1421.00 of your base allocation is reserved for medication management activities. This amount plus any medication management funding carried over from the previous program period may only be spent on medication management activities. If any of these funds are unexpended at the end of this grant period, they must be carried over to fund future medication management activities. Medication management expenditures may exceed these reserved amounts.
- ( ) 6. This award authorizes the payment of advances only. The award is conditional upon the approval of the Annual Implementation Plan and application referenced above, and the initial advance must be repaid if such plan and application do not receive final approval after appropriate modifications, if any.

Name and Title of Authorizing Official:  Neal E. Lane, Acting Director	Signature:  	Date:  1/27/04
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NOTIFICATION OF GRANT AWARD UNDER TITLE III-E OF THE OLDER AMERICANS ACT  
NEW YORK ELDER CAREGIVERS SUPPORT PROGRAM

Name and Address of Area Agency:  Allegany County Office for the Aging 17 Court Street Belmont, NY 14813-1099	Name and Address of Sponsoring Agency/Payee:  Allegany County
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Program Year - Beginning: 1/1/2004 Ending: 12/31/2004

Fiscal Year from which funds are awarded: 2004	Federal CFDA No. - 93.052	This award is REVISED																																															
<table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Section I - Cost Categories</u></th> <th style="text-align: right;"><u>Amount</u></th> </tr> </thead> <tbody> <tr><td>Personnel</td><td style="text-align: right;">\$22,675.00</td></tr> <tr><td>Fringe Benefits</td><td style="text-align: right;">2,360.00</td></tr> <tr><td>Equipment</td><td style="text-align: right;">0.00</td></tr> <tr><td>Travel</td><td style="text-align: right;">2,425.00</td></tr> <tr><td>Maint. &amp; Operations</td><td style="text-align: right;">5,740.00</td></tr> <tr><td>Other Expenses</td><td style="text-align: right;">4,433.00</td></tr> <tr><td>Subcontracts</td><td style="text-align: right;"><u>24,000.00</u></td></tr> <tr><td>Approved Costs</td><td style="text-align: right;">\$61,633.00</td></tr> <tr><td>Less:</td><td></td></tr> <tr><td>Anticipated Income</td><td style="text-align: right;">1,200.00</td></tr> <tr><td>Net Cost</td><td style="text-align: right;"><u><u>\$60,433.00</u></u></td></tr> </tbody> </table>	<u>Section I - Cost Categories</u>	<u>Amount</u>	Personnel	\$22,675.00	Fringe Benefits	2,360.00	Equipment	0.00	Travel	2,425.00	Maint. & Operations	5,740.00	Other Expenses	4,433.00	Subcontracts	<u>24,000.00</u>	Approved Costs	\$61,633.00	Less:		Anticipated Income	1,200.00	Net Cost	<u><u>\$60,433.00</u></u>	<table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;"><u>Section II - Grantee Budget - Federal and Matching Funds:</u></th> </tr> </thead> <tbody> <tr><td>1. Federal Share (see remark 1)</td><td style="text-align: right;">\$45,323.00</td></tr> <tr><td>2. Combined Matching Share</td><td></td></tr> <tr><td style="padding-left: 20px;">A. In-Kind</td><td style="text-align: right;">0.00</td></tr> <tr><td style="padding-left: 20px;">B. Cash</td><td style="text-align: right;"><u>15,110.00</u></td></tr> <tr><td>3. Net Cost</td><td style="text-align: right;">\$60,433.00</td></tr> <tr><td colspan="2"> </td></tr> <tr> <th colspan="2" style="text-align: left;"><u>Section III - Federal Funds Ceiling:</u></th> </tr> <tr><td style="padding-left: 20px;">A. Carryover</td><td style="text-align: right;">\$13,216.00</td></tr> <tr><td style="padding-left: 20px;">B. Base Allocation</td><td style="text-align: right;">32,000.00</td></tr> <tr><td style="padding-left: 20px;">C. Supplement</td><td style="text-align: right;"><u>107.00</u></td></tr> <tr><td>Federal Funds Ceiling (see remark 1)</td><td style="text-align: right;">\$45,323.00</td></tr> </tbody> </table>	<u>Section II - Grantee Budget - Federal and Matching Funds:</u>		1. Federal Share (see remark 1)	\$45,323.00	2. Combined Matching Share		A. In-Kind	0.00	B. Cash	<u>15,110.00</u>	3. Net Cost	\$60,433.00	 		<u>Section III - Federal Funds Ceiling:</u>		A. Carryover	\$13,216.00	B. Base Allocation	32,000.00	C. Supplement	<u>107.00</u>	Federal Funds Ceiling (see remark 1)	\$45,323.00
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- (XX) 1. Federal reimbursement is limited to the lower of the "Federal Share" in Section II or the "Federal Funds Ceiling" in Section III of this award notice.
- (XX) 2. Receipt of federal funds (either through advance or reimbursement) does not constitute earning of these funds. The federal share of the project cost is earned only when allowable costs have been incurred and paid; and the non-federal share of the costs has been contributed.
- (XX) 3. The federal share will not exceed 75% of the cost of approved program activities.
- (XX) 4. Of the federal share and local matching funds for approved program service activities, no more than 10% may be spent on Grandparent Caring for Children activities and no more than 20% may be spent on Supplemental Services.
- ( ) 5. Federal funds carried over from the prior year are estimated. Actual carryover depends on prior year closeout and will be confirmed upon closeout.
- ( ) 6. This award authorizes the payment of advances only. The award is conditional upon the approval of the Annual Implementation Plan and application referenced above, and the initial advance must be repaid if such plan and application do not receive final approval after appropriate modifications, if any.

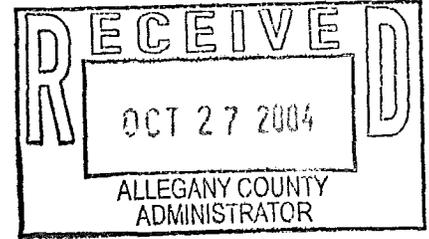
Name and Title of Authorizing Official:  Neal E. Lane, Acting Director	Signature:  	Date:  9/27/04
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NOT  
APPROVED

MINUTES OF THE MEETING

HUMAN SERVICES

October 20, 2004



MEMBERS ATTENDING: Chairman Truax  
Legislators Heineman, Dibble, Sherman, Crandall

ALSO ATTENDING: Kim Toot, Office for the Aging  
Gary Ogden, MD, Health Department  
Pamela Cackle, Health Department  
Patricia Schmelzer, Social Services  
John Margeson, Administrator  
James Palmer, Chair, Brd of Legislators

CALL TO ORDER

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

APPROVAL OF MINUTES

The minutes of September 8, 2004 were approved with motions from Legislators Dibble and Heineman. Motions carried.

APPOINTMENTS

The Community Services Board requests committee approval to appoint Dana S. Kruser to this board for the remainder of a four year term expiring December 2004 and then reappoint for an additional four year term effective January 1, 2005 and expiring December 31, 2008. Legislator Dibble on approval of the appointment, with Legislator Sherman seconding. Motions carried.

**Resolution**

OFFICE FOR THE AGING

This office requests approval to increase federal appropriations totaling \$524.00. Motions were made by Legislators Heineman and Dibble. Carried.

The Allegany County Office for the Aging request a resolution to increase revenue and expenditure account totaling \$3500.00. The increase in the number of clients receiving Long Term Home Health Care funds for mobile meals program necessitates this increase. Legislator Dibble moved on the request. Legislator Sherman made a second to the motion, and motion carried.

**RESOLUTION; WAYS AND MEANS**

A transfer of \$116.00 from A6775.101 to A6775.402 is also requested. Legislators Sherman and Dibble made appropriate motions. Motions carried.

The Department's monthly report was provided.

The department estimates that they will be about 2000 meals short this year. They have requested money through the Senior Foundation and they are working on this. There is a waiting list for EISEP, but do not add these individuals to the program as there just is not enough money.

On November 17<sup>th</sup> the Office for the Aging will be honoring it's 300 active volunteers at the Cuba VFW.

COMMUNITY SERVICES

Executive Session was called to discuss the "medical; financial, credit or employment history of a particular persons/corp, or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion , or suspension;" of an individual. Legislators Dibble and Heineman made the appropriate motions. Motions carried.

Motions were made to resume regular business.

Dr. Anderson requests approval to attend a workshop in Maryland. He is required to attend at least two of these workshops. Legislator Dibble moved on the request, with Legislator Heineman seconding. Motion carried.

It is requested to create a position of Assistant/Deputy Director of Community Services. After discussion it was asked to look into the possibility of exception from State Civil Service. This should be *referred* to the *Personnel Committee* for their consideration. Legislator Sherman and Dibble made the appropriate motions. Motions carried.

## HEALTH DEPARTMENT

The Department requests a resolution transferring monies to various .4 accounts totaling \$158,120. These transfers are necessary to cover the remaining expenditures forecasted through December 31, 2004. It was noted that the census in the agencies Long Term program is up from normal clients this year. Legislator Dibble and Heineman made motions. Motions carried.

***Refer to Finance.***

## SOCIAL SERVICES

Mrs. Schmelzer reported she attended a budget briefing and will be reporting to the Finance Committee. There is concern that the department will have to cut back on child care. Allocation is based on population and it seem that NY City has first in line.

It was reported that a Sr Welfare Examiner will be retiring in November. This issue will be brought back to committee.

## EXECUTIVE SESSION

Motions to hold an executive session to discuss "medical; financial, credit or employment history of a particular persons/corp., or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion , or suspension;" were made. Motions carried.

## ADJOURNMENT

There being no further business to discuss. The meeting was adjourned.

Respectfully submitted,  
Teresa Claypool

# ALLEGANY COUNTY OFFICE FOR THE AGING

17 COURT STREET • BELMONT, NY 14813  
 TELEPHONE 585-268-9390 • TOLL FREE 866-268-9390  
 FAX 585-268-9657

KIMBERLEY TOOT  
 Director

DANIEL WASHBURN  
 Coordinator Of Services  
 CHERYL CZWORKA  
 Nutrition Services Coordinator

## OFFICE FOR THE AGING MONTHLY REPORT September 2004 Year-to-date 1/01/04 – 9/30/04

TOTAL PEOPLE AGE 60+	1568	PERCENT OF TOTAL
LOW INCOME	801	51%
LOW INCOME MINORITY	6	.3%
FRAIL/DISABLED	814	52%
AGE 75+	972	62%
LIVES ALONE	854	54%
VETERAN	156	10%

### UNITS OF SERVICE

SERVICES PROVIDED	NO. PEOPLE	SERVICE THIS MONTH	PREVIOUS MONTH	SAME MONTH LAST YEAR	TOTAL 2004
HOMEMAKING/PERSONAL CARE	29	203	235	229	2119
HOUSEKEEPING/CHORE	48	441	442	422	4,210
CASE MANAGEMENT	57	93	94	102	901
NUTRITION COUNSELING	13	2	2	2	17
TRANSPORTATION	130	255	278	268	2,391
INFORMATION AND ASSISTANCE	1294	943	1392	825	9,043
OUTREACH	7	1	2	8	63
IN-HOME CONTACT & SUPPORT	282	404	493	359	3,422
PERSONAL EMERG. RESPONSE	46	33	32	21	283
CAREGIVER SERVICES	93	12	13	9	175
LEGAL SERVICES	4	15	1	1	38
LTC OMBUDSMAN	54	51	55	61	343
OTHER (HEAP, HOME REPAIR)	399	99	119	50	908
MEALS-ON-WHEELS	591	8,085	8219	7420	69,124
CONGREGATE MEALS	431	1,844	1729	1614	17,059

### PROGRAMS PROVIDED – September 2004

- Community Partnership on Aging - Scio
- 4 Exercise Programs, Scio, Alfred, Fillmore, Bolivar
- Nutrition Education Program – “Low Carb – Is It For You?” Whitesville, Friendship, Fillmore
- Voting in Primaries – Bolivar, Canaseraga, Wellsville, Cuba, Friendship, Alfred, Fillmore, Cuba
- Two caregiver support groups – Belmont, Wellsville – Nutrition and Aging

NUTRITION PROGRAM

MEAL TOTALS AND CONTRIBUTIONS FOR: SEPTEMBER 2004

Page 1

	Monthly Totals	Annual (Jan-Jan)	SNAP YTD
TOTAL CONGREGATE MEALS	1,844	15,941	
TOTAL SPECIAL EVENTS	0	1,118	
TOTAL III C-2 MOBILE MEALS	3,665	32,489	
TOTAL SNAP MOBILE MEALS	3,981	33,178	22,729
TOTAL LONG TERM CARE MEALS	439	3,453	
TOTAL SPECIAL GRANT	0	0	
TOTAL HOME DELIVERED MEALS	8,085	69,120	
BLIZZARD BOX MEALS	0	0	
TOTAL MEALS	9,929	86,179	

CONGREGATE SITES & MONTHLY MEAL TOTALS	Total Meals	Total Days	Average Meal/Day	Total Contributions	Average Contribution
ALFRED	236	12	20	549.50	2.33
BELMONT	150	9	17	301.05	2.01
BOLIVAR	208	13	16	504.50	2.43
CANASERAGA	145	9	16	331.30	2.28
CUBA	248	17	15	557.45	2.25
FILLMORE	191	8	24	383.80	2.01
FRIENDSHIP	139	9	15	277.00	1.99
WELLSVILLE	374	17	22	684.69	1.83
WHITESVILLE	153	12	13	380.05	2.48
SNAP MOBILE MEALS	3,981	21	190	5,946.75	1.49
III C-2 MOBILE MEALS	3,665	21	175	5,404.25	1.47
TOTAL CONGREGATE MEALS	1,844	21	88	3,969.34	2.15
LTC MEALS/GRANT	439	21	21	2,304.75	5.25
TOTAL HDM MEALS W/O LTC	7,646	21	364	11,351.00	1.48
TOTAL HDM MEALS W/LTC	8,085	21	385	13,655.75	1.69
SPECIAL EVENTS	0	0	0	0.00	0.00
BLIZZARD BOX MEALS	0	0	0	0.00	0.00
GRAND TOTAL MEALS W/O LTC	9,490	21	452	15,320.34	1.61
GRAND TOTAL MEALS	9,929	21	473	17,625.09	1.78



**ALLEGANY COUNTY  
DEPARTMENT OF SOCIAL SERVICES**

County Office Building • 7 Court Street • Belmont, New York 14813-1077

Telephone 585-268-9622  
Fax 585-268-9479

**MONTHLY REPORT TO THE HUMAN SERVICES COMMITTEE**

Submitted October 20, 2004

MARGARET A. CHERRIE  
XXXXXXXXXXXXXXXX  
Commissioner  
PATRICIA SCHMELZER  
Acting Commissioner

**FINANCIAL INFORMATION**

- A. Program Integrity Unit report for August and September – attached.
- B. Quarterly financial reports are now presented to the Finance Committee.

**WORKLOADS/CASELOADS**

		August, 2004	September, 2004	YTD monthly average, 2004	September, 2003
<b>A. Employment Programs</b>					
<b>TANF Recipients</b>	# in training programs	82	83	76	63
	# in work experience	159	164	156	123
	# working in private sector with grant diversion	5	4	4	3
	# entered employment	26	24	18	26
	# sanctioned	12	9	12	10
<b>Safety Net Recipients</b>	# in training programs	30	31	36	20
	# in work experience	135	132	121	71
	# entered employment	10	9	6	9
	# sanctioned	7	3	4	7

<b>B. Caseload Counts</b>	August, 2004	September, 2004	1-Month Difference	September, 2003
<b>Temporary Assistance</b>	495	492	-3	419
TANF	285	291	+6	265
CAP	12	10	-2	22
Safety Net Singles	164	157	-7	97
Safety Net Families	34	34	0	35
<b>Non-FA Medicaid</b>	3,866	3,884	+28	3,797
<b>Family Health Plus</b>	726	740	+14	680
<b>Food Stamps Only</b>	1,780	1,804	+24	1,532
<b>Child Care Only</b>	170	180	+10	165

Respectfully Submitted,

Patricia Schmelzer  
Acting Commissioner

**Allegany County Department of Social Services  
PERFORMANCE/CASELOAD MEASURE  
MANAGEMENT PLAN/MONTHLY REPORT**

**Office:  
PROGRAM INTEGRITY  
Date Prepared/Report Period  
August, 2004**

**SUMMARY  
-8-**

NO.	PERFORMANCE/WORKLOAD MEASURE	ACCOMPLISHMENTS	
		Year to Date	Report Month
	<i>Savings/Recovery Synopsis (\$)</i>		
1.	FS Disqualifications (pg. 1, line 9)	\$18,540.00	564.00
2.	Investigations Collections (pg. 2 A 2, 3 and 4)	76,870.13	8,559.08
	a. PA	73,069.59	8,010.32
	b. MA	3,800.62	448.71
	c. Med Rev	2,304.99	210.00
3.	FS Cash Collections and Recoupments (pg. 8)	13,675.44	1,155.00
	a. Inadvertent Household Errors (pg. 8 A-3)	3,832.90	274.00
	b. Agency Error (pg. 8 B-3)	4,046.00	433.00
	c. Intentional Program Violation (pg. 8 C-3)	5,796.54	448.00
4.	Security Guarantee Recoupments (pg. 5 A-4(f))	0	0
5.	Bond & Mortgage – Satisfied (pg. 5 B-4)	16,333.34	100.00
6.	Resource Clearances – Grant savings (pg. 5 C-4)	0	0
7.	Valuation of Assets – Grant savings (pg. 6 A-3)	0	0
8.	Estate Liens Satisfied (pg. 6 B-3)	105,881.55	6,370.42
9.	Accident Liens Satisfied (pg. 6 C-3)	0	0
10.	SSI Interim Repayment (pg. 4 A-3)	64,604.87	10,537.00
11.	Special Projects Savings	0	0
12.	Agreement to Sell and Repay (pg. 6 D-3)	0	0
13.	ADC Grant Savings (pg. 3 line 7)	1,069.00	1,069.00
14.	Water Deposit Refunds (pg. 6 E- 2 & 8)	0	0
15.	Total Savings	\$319,761.47	\$29,409.50
16.	Administrative Expenses (local)		
17.	Recovery (local)		
18.	Benefit/Cost Ratio		

FRONT END DETECTION SYSTEM MONTHLY INVESTIGATION REPORT
--

REPORT DUE 10<sup>TH</sup> OF EACH MONTH

COUNTY:		ALLEGANY		MONTH ENDING:		08/31/04			
COMPLETED BY:			Rose M. Scott		TITLE:			Manager	
		(ADC) FA	(HR) SNA	NPA/FS	MAO	TOTAL			
CASES REFERRED FOR INVESTIGATION	1.	13	4	9	1	27			
NUMBER OF INVESTIGATIONS COMPLETED	2.	9	3	1	1	14			
CASES WITH NO ERRORS FOUND	(a)	6	3	1	1	11			
CASES WITH DISCREPANCIES DETECTED	(b)	3	0	0	0	3			
(a. + b. = line 2)									
CASES CONFIRMED DENIED/WITHDRAWN	3.	3	0	0	0	3			
COST AVOIDANCE	PA	\$1491.00	\$0	\$0	\$0	\$1491.00			
MA	(b)	\$1548.00	\$0	\$0	\$0	\$1548.00			
FS	(c)	\$492.00	\$0	\$0	\$0	\$492.00			
CASES WITH CONFIRMED GRANT REDUCTION	4.	0	0	0	0	0			
COST AVOIDANCE	PA	\$0	\$0	\$00	\$0	\$0			

		MONTHLY COST AVOIDANCE VALUES			
		(ADC) FA	(HR) SNA	NPA/FS	MA ONLY
DENIED/WITHDRAWN CASES	PA	\$497	\$401	N/A	N/A
	MA	516	753	N/A	\$683
	FS	164	95	\$169	N/A
GRANT REDUCTION CASES	PA	\$185	\$383	N/A	N/A

Allegany County Department of Social Services PERFORMANCE/CASELOAD MEASURE MANAGEMENT PLAN/MONTHLY REPORT		Office: PROGRAM INTEGRITY Date Prepared/Report Period September, 2004		SUMMARY -8-	
NO.	PERFORMANCE/WORKLOAD MEASURE	ACCOMPLISHMENTS			
		Year to Date	Report Month		
	<i>Savings/Recovery Synopsis (\$)</i>				
1.	FS Disqualifications (pg. 1, line 9)	\$18,540.00	\$00.00	1.	
2.	Investigations Collections (pg. 2 A 2, 3 and 4)	\$83,636.84	\$6,766.71	2.	
	a. PA	\$79,402.99	\$6,333.41	a.	
	b. MA	\$3,974.42	\$173.80	b.	
	c. Med Rev	\$2,564.49	\$259.50	c.	
3.	FS Cash Collections and Recoupments (pg. 8)	\$15,136.58	\$1,461.14	3.	
	a. Inadvertent Household Errors (pg. 8 A-3)	\$4,231.90	\$399.00	a.	
	b. Agency Error (pg. 8 B-3)	\$4,376.00	\$330.00	b.	
	c. Intentional Program Violation (pg. 8 C-3)	\$6,528.68	\$732.14	c.	
4.	Security Guarantee Recoupments (pg. 5 A-4(f))	\$00.00	\$00.00	4.	
5.	Bond & Mortgage – Satisfied (pg. 5 B-4)	\$16,433.34	\$100.00	5.	
6.	Resource Clearances – Grant savings (pg. 5 C-4)	\$00.00	\$00.00	6.	
7.	Valuation of Assets – Grant savings (pg. 6 A-3)	\$00.00	\$00.00	7.	
8.	Estate Liens Satisfied (pg. 6 B-3)	\$106,286.55	\$405.00	8.	
9.	Accident Liens Satisfied (pg. 6 C-3)	\$500.00	\$500.00	9.	
10.	SSI Interim Repayment (pg. 4 A-3)	\$64,604.82	Info not avail.	10.	
11.	Special Projects Savings	\$00.00	\$00.00	12.	
12.	Agreement to Sell and Repay (pg. 6 D-3)	\$00.00	\$00.00	12.	
13.	ADC Grant Savings (pg. 3 line 7)	\$1,069.00	\$00.00	13.	
14.	Water Deposit Refunds (pg. 6 E- 2 & 8)	\$00.00	\$00.00	14.	
15.	Total Savings	\$306,207.18	\$9,232.85	15.	
16.	Administrative Expenses (local)	\$00.00	\$00.00	16.	
17.	Recovery (local)	\$00.00	\$00.00	17.	
18.	Benefit/Cost Ratio	\$00.00	\$00.00	18.	

FRONT END DETECTION SYSTEM  
MONTHLY INVESTIGATION REPORT

REPORT DUE 10<sup>TH</sup> OF EACH MONTH

COUNTY:		ALLEGANY		MONTH ENDING:		10/5/04			
COMPLETED BY:			Rose Scott		TITLE:			Manager	
		(ADC) FA	(HR) SNA	NPA/FS	MAO	TOTAL			
CASES REFERRED FOR INVESTIGATION	1.	8	10	7	4	29			
NUMBER OF INVESTIGATIONS COMPLETED	2.	8	10	4	2	24			
CASES WITH NO ERRORS FOUND	(a)	3	7	4	2	16			
CASES WITH DISCREPANCIES DETECTED	(b)	5	3	0	0	8			
(a. + b. = line 2)									
CASES CONFIRMED DENIED/WITHDRAWN	3.	5	3	0	0	8			
COST AVOIDANCE	PA	(a)	\$2485.00	\$1203.00	\$0	\$0	\$3688.00		
MA	(b)	\$2580.00	\$2259.00	\$0	\$0	\$4839.00			
FS	(c)	\$820.00	\$285.00	\$0	\$0	\$1105.00			
CASES WITH CONFIRMED GRANT REDUCTION	4.	0	0	0	0	0			
COST AVOIDANCE	PA	(a)	\$0	\$0	\$0	\$0	\$0		

		MONTHLY COST AVOIDANCE VALUES			
		(ADC) FA	(HR) SNA	NPA/FS	MA ONLY
DENIED/WITHDRAWN CASES	PA	\$497	\$401	N/A	N/A
	MA	516	753	N/A	\$683
	FS	164	95	\$169	N/A
GRANT REDUCTION CASES	PA	\$185	\$383	N/A	N/A

## MONTHLY REPORT FROM SERVICES

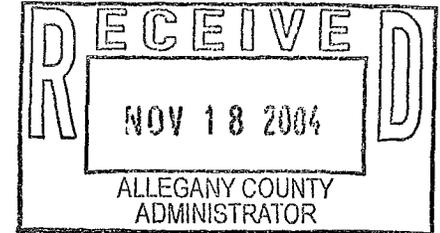
Submitted October 20, 2004 for months of August and September, 2004

Services to Children					
	August, 2004	September 2004	2004 Year To Date		September 2003
<b>Child Protective Services</b>					
Hotline calls	42	63	552	total	55
Average calls/week	10	15	14	average	14
Total active cases	317	311	272	average	445
Average cases/worker	45	44	39	average	64
Number reports citing:					
Domestic violence	1	9	39	total	3
Sexual abuse	6	6	59	total	6
Drug/alcohol abuse	7	14	98	total	5
<b>Foster Care &amp; Adoption Services</b>					
Total number children in care	75	74	71	average	76
Care level:					
ACDSS/County home	15	18	13	average	17
Therapeutic home/group home	37	34	36	average	39
Institutions	21	20	20	average	15
Other	2	2	3	average	5
Reason for placement:					
Abuse/neglect	52	53	48	average	53
PINS/JD	18	16	18	average	16
Voluntary	5	5	5	average	7
Freed children:					
In pre-adoptive homes	6	5	7	average	6
Seeking homes	9	9	8	average	10
Independent living	3	4	3	average	4
Number entering care	8	3	32	total	1
Number discharged from care	3	3	23	total	8
Number freed for adoption	3	0	6	total	0
Number adoptions finalized	1	0	5	total	0
<b>Non-Secure Detention Services</b>					
Number bed-days used	31	65	432	total	108
Average daily census	1.0	2.3	1.6	average	3.6
<b>Preventive Services</b>					
Total number receiving services	69	78	76	average	71
Number SHAPE cases	24	20	22	average	27
Number Families Together cases	4	7	4	average	8
Number FACT/FOCUS cases	9	7	10	average	9
Number aftercare cases	16	7	17	average	2

<b>Services to Adults</b>					
	<b>August, 2004</b>	<b>September 2004</b>	<b>2004 Year To Date</b>		<b>September 2003</b>
<b>Adult Protective/Preventive Services</b>					
New referrals	4	8	51	total	3
Open cases	25	27	26	average	29
<b>Requests for Emergency Assistance</b>					
Number people stating homeless	52	21	257	total	23
Food requests	23	25	184	total	27
<b>Domestic Violence Related Services</b>					
Families in domestic violence shelter	1	2	18	total	1
Number women	1	2	18	total	1
Number children	2	3	7	total	4
DV Liaison referrals	6	4	42	total	4
Waivers requested	2	0	10	total	0
Waivers granted	2	0	10	total	0
<b>Home Care &amp; Related Services</b>					
Personal care cases	101	102	99	average	100
Long term & related cases	74	74	76	average	70
CDPAP cases	19	22	19	average	15
<b>Family Care Homes</b>					
Beds filled	3	3	3	average	4
Beds filled	8	8	9	average	12
Beds available	3	3	2	average	3
<b>Financial Management Cases</b>					
	75	76	77	average	82
<b>Home Studies Completed</b>					
Custody cases	0	4	24	total	4
Cases with child welfare involvement	0	2	19	total	3
	0	2	5	total	1

NOT  
APPROVED

*John Margeson*



**MINUTES OF THE MEETING  
HUMAN SERVICES**

**November 17, 2004**

**MEMBERS ATTENDING:** Chairman Truax  
Legislators Dibble, Sherman, Crandall

**ALSO ATTENDING:** Brian Karl, Jan & Bev's Home Care  
Bob Salevsky, Southern Tier Home Health  
Kim Toot, Office for the Aging  
Patricia Schmelzer, Social Services  
Gary Ogden, MD, Health Department  
James Palmer, Chair, Brd of Legislators  
John Margeson, Administrator

**CALL TO ORDER**

The meeting was called to order at 3:07 pm by Chairman Truax.

**APPROVAL OF MINUTES**

The minutes of October 20, 2004 were approved with a motion from Legislator Dibble and a second from Legislator Sherman. Motion carried.

**PRESENTATION**

Robert Salevsky and Brian Karl representatives from Jan & Bev's Home Care Service and Southern Tier Home Health Service were in attendance. They presented the roles their two agencies have with the county departments of the Office for the Aging, the Department of Social Services, and the Health Department. These agencies provide miscellaneous services such as: home health aide, personal care workers, and LPN to the clients/patients of the above named departments. It was further stated that over the last two years these agencies have not received any increases in contract rates with the county. It is difficult for them to keep employees due to the nature of the work, the pay scale, traveling from one end of the county to another and back again, etc. It was stated that without an increase in contract rates, for which most goes to the employees, it would be difficult to keep employees. This would directly affect the available services to the county departments.

## OFFICE FOR THE AGING

The Allegany County Office for the Aging requests a resolution to transfer \$1,400 from HEAP Account 6777.101 to III-B Account 6773.201 . This transfer will make it possible to purchase software adjustments required by the State and Federal governments. This has been discussed with the IT department. Legislators Dibble and Sherman moved to *refer* this request to **Finance**. Motion carried.

The monthly report was provided noting that 1606 people 60 plus years have received service from this agency. This amount is 300 more than last year. However, it was also noted that the units of services are less. A "Service by Zip Code Report" was also provided.

## SOCIAL SERVICES

Ms. Schmelzer took the opportunity to thank the committee for choosing her as Commissioner of Social Services.

The Department's monthly report was provided with numbers holding steady.

It was requested to fill a Senior Social Welfare Examiner (retirement) and a Caseworker (resignation) position. After discussion, motions were made by Legislators Sherman and Dibble to approve filling these positions, with the abolishment of another vacant Social Welfare Examiner position. Motions carried.

At a previous Human Services meeting an agreement between Allegany County and Medical Transportation Management, Inc. for non-emergency medical transportation as approved. After explaining the situation, a clause in the contract, the Department requested a resolution to amend the existing contract, establishing a fixed monthly fee of \$54,000, retroactive to July, 2004. This contract will expire December 31, 2005. Motions approving the amendment were made by Legislators Dibble and Crandall. Motions carried. **Resolution**

## HEALTH DEPARTMENT

Dr. Ogden asked committee approval to fill a Public Health Nurse position vacated for a leave of absence and subsequent resignation. Legislators Dibble and Crandall moved on the request. Motions carried.

A request was made to approve preschool contracts for center-based programs with Allegany Cattaraugus County BOCES and Livingston Wyoming ARA. Approval was given, with referral to the County Attorney, and motions from Legislators Dibble and Sherman. Motions carried.

The committee was updated on flu vaccine. The cost has gone up \$15.00/vial. The NYS Department of Health has sent the remainder of the department's vaccine order with stipulations still in effect on who should be receiving the vaccine (high risk groups). With the initial shipment all agencies with high risk employees/patients were contacted and supplied with vaccine. (hospitals, physician's offices, nursing homes, etc)

#### EXECUTIVE SESSION

Legislators Dibble and Crandall moved to hold executive session to discuss; "medical, financial, credit or employment history of a particular person/corp, or matters leading the said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension".

Motions to resume regular session were made and meeting was adjourned at 4:15 pm.

Respectfully submitted,  
Teresa Claypool



AMENDMENT TO TRANSPORTATION SERVICE AGREEMENT

This Amendment to Transportation Service Agreement by and between the County of Allegany, New York ("County") and Medical Transportation Management, Inc. ("MTM") is made and entered into this 11<sup>th</sup> day of November, 2004, effective as of July 1, 2004.

WHEREAS, the parties have previously entered into a Transportation Service Agreement dated July 12, 2004 for MTM to provide non-emergency medical transportation services to the County for the period April 1, 2004 through March 31, 2007; and

WHEREAS, the parties through negotiation on rates based upon increased utilization of transportation services experienced during the first three months of the Agreement and continuing thereafter, have agreed to increase and adjust the compensation paid by the County to MTM for such services pursuant to the terms of the Agreement.

NOW, THEREFORE, the parties agree to amend the aforesaid Transportation Service Agreement retroactive to July 1, 2004 and that the County agrees to pay MTM, and MTM agrees to accept as full and complete compensation from the County, for the period July 1, 2004 through December 31, 2005 the sum of Fifty-four thousand dollars (\$54,000.00) per month as the capitation fee for transportation services rendered and to be rendered during this period. The County shall be entitled to an offset of the monthly sums previously paid to MTM for the period commencing July 1, 2004, and the balance shall be paid to MTM.

That in all other respects, the terms of the Transportation Service Agreement dated July 12, 2004 shall remain in full force and effect.

COUNTY OF ALLEGANY, NY

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

MEDICAL TRANSPORTATION MANAGEMENT, INC.

By: Alama Taccia'

Date: 11/11/2004

Title: Sr. Exec. Vice President

## MEMORANDUM OF EXPLANATION

**Intro. No.** \_\_\_\_\_  
(Clerk's use only)

**COMMITTEE:** Human Services

**DATE:** November 17, 2004

**The Allegany County Office for the Aging requests a resolution to transfer \$1,400.00 from HEAP Account 6777.101 Regular Pay to III-B Account 6773.201 Equipment. This transfer will make it possible to purchase software adjustments required by the state and federal governments.**

**FISCAL IMPACT:** Transfer funds.

**For further information regarding this matter, contact:**

Kim Toot, Office for the Aging

**Name and Department**

268-9390

**Telephone**

R E F E R R A L

NAME OF COMMITTEE:

Human Services

MEETING DATE:

November 17, 2004

TO: Finance

RE: Budget change

Transfer funds between accounts

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

DATE REFERRED:

11/17/04

*Ronald Z...*  
COMMITTEE CHAIRMAN

By: \_\_\_\_\_

## Request to Fill Position

Date: 11/10/04

Committee of Jurisdiction: Human Services

I would like to fill the following position:

Title Senior Social Welfare Examiner Department Social Services

Will any positions be eliminated? no If yes, which one? \_\_\_\_\_

This position is an:

Existing position? x Newly Created Position? \_\_\_\_\_ created by Resolution # \_\_\_\_\_

This position will be:

Full Time? x Part Time? \_\_\_\_\_ Permanent? \_\_\_\_\_ Temporary? \_\_\_\_\_

This position will be:

Non Union? \_\_\_\_\_ Union? x covered by the AFSCME bargaining unit.

Grade 13 Step 4 Hourly pay rate \$16.15

Annual salary of position \_\_\_\_\_ Cost of benefits for position \_\_\_\_\_

Does this position support a mandated program/grant? no

Name of program/grant? \_\_\_\_\_

Source of funding for position?

22% County 23% State 55 % Federal \_\_\_\_\_ % Other

Amount in current years budget for this position \$31,814

Reason for need to fill this position at this time?

The Department of Social Services is requesting permission to fill a Senior Social Welfare Examiner position, that was vacated due to a retirement.
---

Department Head Signature \_\_\_\_\_

Date 11/10/04

## Request to Fill Position

Date: 11/10/04

Committee of Jurisdiction: Human Services

I would like to fill the following position:

Title Caseworker Department Social Services

Will any positions be eliminated? no If yes, which one? \_\_\_\_\_

This position is an:

Existing position? x Newly Created Position? \_\_\_\_\_ created by Resolution # \_\_\_\_\_

This position will be:

Full Time? x Part Time? \_\_\_\_\_ Permanent? \_\_\_\_\_ Temporary? \_\_\_\_\_

This position will be:

Non Union? \_\_\_\_\_ Union? x covered by the AFSCME bargaining unit.

Grade 16 Step min Hourly pay rate \$15.75

Annual salary of position \_\_\_\_\_ Cost of benefits for position \_\_\_\_\_

Does this position support a mandated program/grant? no

Name of program/grant? \_\_\_\_\_

Source of funding for position?

25% County 25% State 50 % Federal \_\_\_\_\_ % Other

Amount in current years budget for this position \$31,967

Reason for need to fill this position at this time?

The Department of Social Services is requesting permission to fill a Caseworker position, that was vacated due to a resignation.
--

Department Head Signature \_\_\_\_\_

Date 11/10/04

# ALLEGANY COUNTY OFFICE FOR THE AGING

17 COURT STREET • BELMONT, NY 14813  
 TELEPHONE 585-268-9390 • TOLL FREE 866-268-9390  
 FAX 585-268-9657

KIMBERLEY TOOT  
 Director

DANIEL WASHBURN  
 Coordinator Of Services  
 CHERYL CZWORKA  
 Nutrition Services Coordinator

## OFFICE FOR THE AGING MONTHLY REPORT October 2004 Year-to-date 1/01/04 – 10/31/04

TOTAL PEOPLE AGE 60+	1606	PERCENT OF TOTAL
LOW INCOME	824	51%
LOW INCOME MINORITY	7	.4%
FRAIL/DISABLED	840	52%
AGE 75+	1003	62%
LIVES ALONE	878	55%
VETERAN	162	10%

### UNITS OF SERVICE

SERVICES PROVIDED	NO. PEOPLE	SERVICE THIS MONTH	PREVIOUS MONTH	SAME MONTH LAST YEAR	TOTAL 2004
HOMEMAKING/PERSONAL CARE	29	203	203	267	2322
HOUSEKEEPING/CHORE	48	390	441	484	4,600
CASE MANAGEMENT	57	78	93	130	979
NUTRITION COUNSELING	13	1	2	4	18
TRANSPORTATION	130	232	255	313	2,623
INFORMATION AND ASSISTANCE	1294	803	943	878	9,846
OUTREACH	7	28	1	8	91
IN-HOME CONTACT & SUPPORT	282	356	404	303	3,778
PERSONAL EMERG. RESPONSE	46	27	33	24	310
CAREGIVER SERVICES	93	11	12	8	186
LEGAL SERVICES	4	1	15	27	39
LTC OMBUDSMAN	54	12	51	22	355
OTHER (HEAP, HOME REPAIR)	399	240	99	305	1,148
MEALS-ON-WHEELS	591	7,537	8,085	7,795	76,661
CONGREGATE MEALS	431	1,609	1,844	2,287	18,668

### PROGRAMS PROVIDED – September 2004

- Community Partnership on Aging – Silver Linings, “Where Can I Find...”, wellness programs
- 4 Exercise Programs, Scio, Alfred, Fillmore, Bolivar
- Nutrition Education Program – “Recommended Frozen Dinners” all centers and meals-on-wheels
- OFA Internship Options – Alfred University
- Two caregiver support groups – Belmont, Wellsville
- HEAP outreach
- Foundation programs to Alfred and Wellsville Lions Clubs

11/17/04

ALLEGANY COUNTY OFFICE FOR THE AGING  
SERVICES BY ZIP CODE REPORT  
FOR THE PERIOD 01/01/2004 TO 10/31/2004

Zip Code	Service Description	Undup count	Units of Service
13624	OTHER	1	1.00
			1.00
Zip Code	Service Description	Undup count	Units of Service
14006	CONGREGATE MEALS	1	1.00
			1.00
Zip Code	Service Description	Undup count	Units of Service
14009	CONGREGATE MEALS	1	7.00
			7.00
Zip Code	Service Description	Undup count	Units of Service
14024	OTHER	1	2.00
			2.00
Zip Code	Service Description	Undup count	Units of Service
14029	CONGREGATE MEALS	1	49.00
			49.00
Zip Code	Service Description	Undup count	Units of Service
14060	INFORMATION AND ASSISTANCE	1	2.00
	CAREGIVER SERVICES	1	1.00
	CONGREGATE MEALS	1	29.00
			32.00
Zip Code	Service Description	Undup count	Units of Service
14065	INFORMATION AND ASSISTANCE	6	19.00
	OTHER	5	5.00
	HOME DELIVERED MEAL	4	612.00
	PERSONAL EMERGENCY RESPONSE	1	4.00
	IN HOME CONTACT AND SUPPORT	1	66.00
	CAREGIVER SERVICES	2	3.00
	OUTREACH	1	1.00
			710.00
Zip Code	Service Description	Undup count	Units of Service
14437	CONGREGATE MEALS	2	2.00
			2.00
Zip Code	Service Description	Undup count	Units of Service
14454	HOME DELIVERED MEAL	1	69.00
	CONGREGATE MEALS	1	11.00
	INFORMATION AND ASSISTANCE	1	4.00
			84.00
Zip Code	Service Description	Undup count	Units of Service
14536	INFORMATION AND ASSISTANCE	1	8.00
			8.00
Zip Code	Service Description	Undup count	Units of Service
14536	INFORMATION AND ASSISTANCE	4	34.00

11/17/04

ALLEGANY COUNTY OFFICE FOR THE AGING  
SERVICES BY ZIP CODE REPORT  
FOR THE PERIOD 01/01/2004 TO 10/31/2004

CONGREGATE MEALS	3	151.00
PERSONAL EMERGENCY RESPONSE	1	4.00
CAREGIVER SERVICES	2	3.00
		6179.00

Zip Code	Service Description	Undup count	Units of Service
14712	IN HOME CONTACT AND SUPPORT	1	5.00
			5.00

Zip Code	Service Description	Undup count	Units of Service
14714	OTHER	5	6.00
	HOME DELIVERED MEAL	6	456.00
	INFORMATION AND ASSISTANCE	18	185.00
	TRANSPORTATION	2	40.00
	OUTREACH	1	3.00
	CAREGIVER SERVICES	4	11.00
	CASE MANAGEMENT	1	0.25
	IN HOME CONTACT AND SUPPORT	2	59.00
	NUTRITION COUNSELING	1	2.00
	PERSONAL EMERGENCY RESPONSE	1	2.00
	CONGREGATE MEALS	8	39.00
			803.25

Zip Code	Service Description	Undup count	Units of Service
14715	HOME DELIVERED MEAL	38	4278.00
	INFORMATION AND ASSISTANCE	98	454.00
	OTHER	27	32.00
	CONGREGATE MEALS	35	1556.00
	IN HOME CONTACT AND SUPPORT	5	111.00
	CAREGIVER SERVICES	6	17.00
	TRANSPORTATION	6	44.00
	HOMEMAKING/PERSONAL CARE	1	19.00
	CASE MANAGEMENT	2	11.00
	PERSONAL EMERGENCY RESPONSE	3	16.00
	HOUSEKEEPING/CHORE	1	25.00
	NUTRITION COUNSELING	1	0.50
			6563.50

Zip Code	Service Description	Undup count	Units of Service
14717	INFORMATION AND ASSISTANCE	18	82.00
	LEGAL ASSISTANCE	1	2.50
	CONGREGATE MEALS	3	36.00
	HOME DELIVERED MEAL	3	325.00
	OTHER	7	8.00
	IN HOME CONTACT AND SUPPORT	2	62.00
	CAREGIVER SERVICES	2	4.00
	CASE MANAGEMENT	1	3.00
	OUTREACH	1	1.00
			523.50

Zip Code	Service Description	Undup count	Units of Service
14719	IN HOME CONTACT AND SUPPORT	1	7.00
	CAREGIVER SERVICES	1	2.00

11/17/04

ALLEGANY COUNTY OFFICE FOR THE AGING  
SERVICES BY ZIP CODE REPORT  
FOR THE PERIOD 01/01/2004 TO 10/31/2004

CASE MANAGEMENT	3	71.75
HOMEMAKING/PERSONAL CARE	1	48.00
PERSONAL EMERGENCY RESPONSE	2	13.00
NUTRITION COUNSELING	3	3.00
LEGAL ASSISTANCE	1	0.50
		7563.25

Zip Code	Service Description	Undup count	Units of Service
14743	INFORMATION AND ASSISTANCE	1	3.00
			3.00

Zip Code	Service Description	Undup count	Units of Service
14744	OTHER	6	6.00
	INFORMATION AND ASSISTANCE	16	282.00
	HOUSEKEEPING/CHORE	1	35.50
	HOME DELIVERED MEAL	7	173.00
	HOMEMAKING/PERSONAL CARE	1	6.00
	TRANSPORTATION	3	160.00
	IN HOME CONTACT AND SUPPORT	15	24.00
	LTC OMBUDSMAN	2	38.00
	CASE MANAGEMENT	1	7.25
	LEGAL ASSISTANCE	1	4.00
	PERSONAL EMERGENCY RESPONSE	1	1.00
	CONGREGATE MEALS	2	96.00
			832.75

Zip Code	Service Description	Undup count	Units of Service
14745	INFORMATION AND ASSISTANCE	12	68.00
	HOUSEKEEPING/CHORE	1	239.50
	HOMEMAKING/PERSONAL CARE	1	103.50
	CASE MANAGEMENT	1	31.25
	TRANSPORTATION	2	22.00
	PERSONAL EMERGENCY RESPONSE	1	10.00
	CONGREGATE MEALS	6	274.00
	HOME DELIVERED MEAL	5	344.00
	OTHER	6	12.00
			1104.25

Zip Code	Service Description	Undup count	Units of Service
14754	HOME DELIVERED MEAL	3	213.00
	INFORMATION AND ASSISTANCE	12	89.00
	OTHER	6	18.00
	CONGREGATE MEALS	3	166.00
	HOUSEKEEPING/CHORE	1	53.25
	CASE MANAGEMENT	1	13.00
	PERSONAL EMERGENCY RESPONSE	2	7.00
	IN HOME CONTACT AND SUPPORT	3	67.00
	LTC OMBUDSMAN	1	3.00
	TRANSPORTATION	1	2.00
	CAREGIVER SERVICES	3	5.00
			636.25

Zip Code	Service Description	Undup count	Units of Service
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ALLEGANY COUNTY OFFICE FOR THE AGING  
SERVICES BY ZIP CODE REPORT  
FOR THE PERIOD 01/01/2004 TO 10/31/2004

OTHER	6	10.00
INFORMATION AND ASSISTANCE	14	60.00
CAREGIVER SERVICES	6	13.00
IN HOME CONTACT AND SUPPORT	1	13.00
		973.00

Zip Code	Service Description	Undup count	Units of Service
14804	HOME DELIVERED MEAL	14	1213.00
	INFORMATION AND ASSISTANCE	27	138.00
	OTHER	11	28.00
	CONGREGATE MEALS	6	164.00
	IN HOME CONTACT AND SUPPORT	2	46.50
	CAREGIVER SERVICES	3	5.00
			1594.50

Zip Code	Service Description	Undup count	Units of Service
14806	INFORMATION AND ASSISTANCE	60	450.00
	OTHER	22	31.00
	HOMEMAKING/PERSONAL CARE	2	249.25
	HOUSEKEEPING/CHORE	3	338.25
	TRANSPORTATION	6	304.00
	CASE MANAGEMENT	3	81.25
	PERSONAL EMERGENCY RESPONSE	4	18.50
	HOME DELIVERED MEAL	31	3672.00
	NUTRITION COUNSELING	2	3.00
	CONGREGATE MEALS	8	462.00
	IN HOME CONTACT AND SUPPORT	3	61.00
	LEGAL ASSISTANCE	1	8.75
	LTC OMBUDSMAN	1	3.00
	OUTREACH	1	2.00
	CAREGIVER SERVICES	2	3.00
			5687.00

Zip Code	Service Description	Undup count	Units of Service
14807	OTHER	1	1.00
	CONGREGATE MEALS	6	83.00
	INFORMATION AND ASSISTANCE	4	6.00
			90.00

Zip Code	Service Description	Undup count	Units of Service
14813	CONGREGATE MEALS	40	2470.00
	LTC OMBUDSMAN	4	44.00
	INFORMATION AND ASSISTANCE	100	2114.00
	OUTREACH	3	78.00
	OTHER	34	190.00
	CAREGIVER SERVICES	15	32.00
	IN HOME CONTACT AND SUPPORT	12	260.50
	HOUSEKEEPING/CHORE	4	457.75
	PERSONAL EMERGENCY RESPONSE	2	20.00
	CASE MANAGEMENT	5	128.25
	HOME DELIVERED MEAL	39	5312.00
	TRANSPORTATION	7	99.00
	HOMEMAKING/PERSONAL CARE	2	244.00

ALLEGANY COUNTY OFFICE FOR THE AGING  
SERVICES BY ZIP CODE REPORT  
FOR THE PERIOD 01/01/2004 TO 10/31/2004

58	INFORMATION AND ASSISTANCE	1	1.00
			1.00

Zip Code	Service Description	Undup count	Units of Service
14877	HOMEMAKING/PERSONAL CARE	1	108.00
	HOUSEKEEPING/CHORE	1	108.25
	HOME DELIVERED MEAL	2	238.00
	PERSONAL EMERGENCY RESPONSE	1	10.00
	CASE MANAGEMENT	1	18.00
	INFORMATION AND ASSISTANCE	2	3.00
			485.25

Zip Code	Service Description	Undup count	Units of Service
14880	INFORMATION AND ASSISTANCE	51	199.00
	OTHER	22	32.00
	IN HOME CONTACT AND SUPPORT	13	206.00
	LTC OMBUDSMAN	1	2.00
	TRANSPORTATION	7	22.00
	CONGREGATE MEALS	7	201.00
	HOME DELIVERED MEAL	18	2170.00
	CAREGIVER SERVICES	2	3.00
	NUTRITION COUNSELING	1	1.00
			2836.00

Zip Code	Service Description	Undup count	Units of Service
14882	HOME DELIVERED MEAL	1	6.00
	IN HOME CONTACT AND SUPPORT	1	1.00
	INFORMATION AND ASSISTANCE	1	6.00
			13.00

Zip Code	Service Description	Undup count	Units of Service
14884	INFORMATION AND ASSISTANCE	7	13.00
	OTHER	4	19.00
	CONGREGATE MEALS	1	22.00
			54.00

Zip Code	Service Description	Undup count	Units of Service
14895	HOMEMAKING/PERSONAL CARE	9	697.50
	HOUSEKEEPING/CHORE	19	1728.00
	CASE MANAGEMENT	22	314.75
	PERSONAL EMERGENCY RESPONSE	19	124.50
	INFORMATION AND ASSISTANCE	370	1662.00
	IN HOME CONTACT AND SUPPORT	172	1737.25
	LTC OMBUDSMAN	47	239.00
	HOME DELIVERED MEAL	175	20272.00
	OTHER	100	189.00
	TRANSPORTATION	50	1170.00
	CONGREGATE MEALS	77	2801.00
	CAREGIVER SERVICES	15	29.00
	NUTRITION COUNSELING	3	3.00
	LEGAL ASSISTANCE	1	14.50
			30981.50

11/17/04

ALLEGANY COUNTY OFFICE FOR THE AGING  
SERVICES BY ZIP CODE REPORT  
FOR THE PERIOD 01/01/2004 TO 10/31/2004

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156.00

Grand totals

114599.05

\*\*\*End of report\*\*\*



**ALLEGANY COUNTY  
DEPARTMENT OF SOCIAL SERVICES**

County Office Building • 7 Court Street • Belmont, New York 14813-1077

Telephone 585-268-9622  
Fax 585-268-9479

**MONTHLY REPORT TO THE HUMAN SERVICES COMMITTEE**

Submitted November 17, 2004

MARGARET AXONERRE  
XXXXXXXXXXXXXXXX  
Commissioner  
PATRICIA SCHMELZER  
Acting Commissioner

**FINANCIAL INFORMATION**

- A. Program Integrity Unit report for October attached.
- B. Quarterly financial reports are now presented to the Finance Committee.

**WORKLOADS/CASELOADS**

		Sept., 2004	October, 2004	YTD monthly average, 2004	October, 2003
<b>A. Employment Programs</b>					
<b>TANF Recipients</b>	# in training programs	83	88	77	57
	# in work experience	164	170	157	124
	# working in private sector with grant diversion	4	5	4	3
	# entered employment	24	15	18	21
	# sanctioned	9	11	12	21
<b>Safety Net Recipients</b>	# in training programs	31	28	36	20
	# in work experience	132	125	122	77
	# entered employment	9	6	6	13
	# sanctioned	3	7	4	5

<b>B. Caseload Counts</b>	Sept., 2004	October, 2004	1-Month Difference	October, 2003
<b>Temporary Assistance</b>	492	486	-6	443
TANF	291	294	+3	273
CAP	10	9	-1	20
Safety Net Singles	157	152	-5	112
Safety Net Families	34	31	-3	38
<b>Non-FA Medicaid</b>	3,884	3,905	+21	3,858
<b>Family Health Plus</b>	740	742	+2	695
<b>Food Stamps Only</b>	1,804	1,807	+3	1,546
<b>Child Care Only</b>	180	166	-14	177

Respectfully Submitted,

Patricia Schmelzer  
Acting Commissioner

Allegany County Department of Social Services PERFORMANCE/CASELOAD MEASURE MANAGEMENT PLAN/MONTHLY REPORT		Office: PROGRAM INTEGRITY Date Prepared/Report Period		SUMMARY -8-	
NO.	PERFORMANCE/WORKLOAD MEASURE	ACCOMPLISHMENTS			
		Year to Date	Report Month		
	<i>Savings/Recovery Synopsis (\$)</i>				
1.	FS Disqualifications (pg. 1, line 9)	\$18,911.00	\$ 371.00	1	
2.	Investigations Collections (pg. 2 A 2, 3 and 4)	88,687.80	5,415.63	2	
	a. PA	84,348.66	4,945.67	a	
	b. MA	4,339.14	364.72	b	
	c. Med Rev	2,669.73	105.24	c	
3.	FS Cash Collections and Recoupments (pg. 8)	16,387.18	1,250.60	3	
	a. Inadvertent Household Errors (pg. 8 A-3)	4,510.90	279.00	a	
	b. Agency Error (pg. 8 B-3)	4,731.00	355.00	b	
	c. Intentional Program Violation (pg. 8 C-3)	7,145.28	616.60	c	
4.	Security Guarantee Recoupments (pg. 5 A-4(f))	- - -	- - -	4.	
5.	Bond & Mortgage – Satisfied (pg. 5 B-4)	63,228.10	46,794.76	5.	
6.	Resource Clearances – Grant savings (pg. 5 C-4)	-0-	-0-	6	
7.	Valuation of Assets – Grant savings (pg. 6 A-3)	-0-	-0-	7	
8.	Estate Liens Satisfied (pg. 6 B-3)	120,978.58	14,692.03	8	
9.	Accident Liens Satisfied (pg. 6 C-3)	1,000.00	500.00	9	
10.	SSI Interim Repayment (pg. 4 A-3)	72,647.28	8,042.46	10	
11.	Special Projects Savings	-0-	-0-	11	
12.	Agreement to Sell and Repay (pg. 6 D-3)	-0-	-0-	12	
13.	ADC Grant Savings (pg. 3 line 7)	1,186.33	117.33	13	
14.	Water Deposit Refunds (pg. 6 E-2 & 8)	-0-	-0-	14	
15.	Total Savings			15	
16.	Administrative Expenses (local)		-0-	16	
17.	Recovery (local)		-0-	17	
18.	Benefit/Cost Ratio		-0-	18	

FRONT END DETECTION SYSTEM MONTHLY INVESTIGATION REPORT
--

REPORT DUE 10<sup>TH</sup> OF EACH MONTH

COUNTY:		Allegany County		MONTH ENDING:		10/31/04				
COMPLETED BY:			Rose M. Scott		TITLE:			Manager		
		(ADC) FA	(HR) SNA	NPA/FS	MAO	TOTAL				
CASES REFERRED FOR INVESTIGATION		1.	12	6	8	6	32			
NUMBER OF INVESTIGATIONS COMPLETED		2.	12	6	4	3	25			
CASES WITH NO ERRORS FOUND		(a)	6	3	4	3	16			
CASES WITH DISCREPANCIES DETECTED		(b)	6	3	0	0	9			
(a. + b. = line 2)										
CASES CONFIRMED DENIED/WITHDRAWN		3.	6	3	0	0	9			
COST AVOIDANCE PA		(a)	\$2982.00	\$1203.00	\$.	\$.	\$4185.00			
MA		(b)	\$3096.00	\$2259.00	\$0	\$0	\$5328.00			
FS		(c)	\$984.00	\$285.00	\$0	\$0	\$1269.00			
CASES WITH CONFIRMED GRANT REDUCTION		4.	0	0	0	0	0			
COST AVOIDANCE PA		(a)	\$0	\$0	\$0	\$0	\$0			

		MONTHLY COST AVOIDANCE VALUES			
		(ADC) FA	(HR) SNA	NPA/FS	MA ONLY.
DENIED/WITHDRAWN CASES	PA	\$497	\$401	N/A	N/A
	MA	516	753	N/A	\$683
	FS	164	95	\$169	N/A
GRANT REDUCTION CASES	PA	\$185	\$383	N/A	N/A

## MONTHLY REPORT FROM SERVICES

Submitted November 17, 2004 for months of September and October, 2004

Services to Children					
	September 2004	October, 2004	2004 Year To Date		October, 2003
<b>Child Protective Services</b>					
Hotline calls	63	59	611	total	51
Average calls/week	15	14	14	average	16
Total active cases	311	360	281	average	417
Average cases/worker	44	51	40	average	60
Number reports citing:					
Domestic violence	9	8	47	total	5
Sexual abuse	6	3	62	total	3
Drug/alcohol abuse	14	8	106	total	10
<b>Foster Care &amp; Adoption Services</b>					
Total number children in care	74	70	71	average	71
Care level:					
ACDSS/County home	18	13	13	average	16
Therapeutic home/group home	34	36	36	average	37
Institutions	20	18	19	average	14
Other	2	3	3	average	4
Reason for placement:					
Abuse/neglect	53	50	48	average	50
PINS/JD	16	15	18	average	15
Voluntary	5	5	5	average	6
Freed children:					
In pre-adoptive homes	5	7	7	average	7
Seeking homes	9	8	8	average	9
Independent living	4	4	3	average	3
Number entering care	3	1	33	total	2
Number discharged from care	3	2	25	total	1
Number freed for adoption	0	0	6	total	0
Number adoptions finalized	0	0	5	total	0
<b>Non-Secure Detention Services</b>					
Number bed-days used	65	31	463	total	143
Average daily census	2.3	1.0	1.5	average	4.6
<b>Preventive Services</b>					
Total number receiving services	78	71	76	average	77
Number SHAPE cases	20	17	22	average	25
Number Families Together cases	4	4	4	average	8
Number FACT/FOCUS cases	7	4	9	average	8
Number aftercare cases	7	16	17	average	14

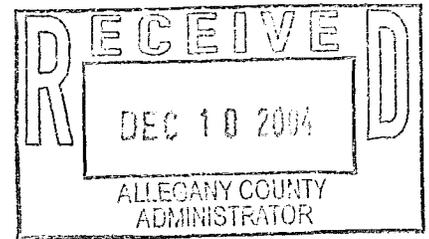
## Services to Adults

	September 2004	October, 2004	2004 Year To Date	October, 2003
<b>Adult Protective/Preventive Services</b>				
New referrals	8	9	60 total	3
Open cases	27	27	26 average	26
<b>Requests for Emergency Assistance</b>				
Number people stating homeless	21	26	283 total	30
Food requests	25	14	198 total	42
<b>Domestic Violence Related Services</b>				
Families in domestic violence shelter	2	4	22 total	2
Number women	2	4	22 total	2
Number children	3	6	13 total	4
DV Liaison referrals	4	8	50 total	8
Waivers requested	0	1	11 total	2
Waivers granted	0	1	11 total	2
<b>Home Care &amp; Related Services</b>				
Personal care cases	102	108	100 average	103
Long term & related cases	74	75	76 average	68
CDPAP cases	22	21	19 average	17
<b>Family Care Homes</b>				
Beds filled	3	3	3 average	4
Beds filled	8	7	9 average	12
Beds available	3	4	3 average	3
<b>Financial Management Cases</b>				
	76	75	77 average	82
<b>Home Studies Completed</b>				
Custody cases	4	2	26 total	2
Cases with child welfare involvement	2	2	21 total	1
Cases with child welfare involvement	0	0	5 total	1

*John Margeson*

PERSONNEL COMMITTEE

DECEMBER 7, 2004



PRESENT: Dan Russo, Ed Burdick, William Dibble, Kenneth Nielsen, Pat Regan, James Palmer, John Margeson, Bernie Morris, Doug Dillon

The minutes the November 9 and November 22 Personnel Committee meetings were approved by a motion from K. Nielsen, seconded W. Dibble and carried.

WORKERS' COMPENSATION

Doug reported that six (6) hearings were held in November. Two (2) cases were closed and four (4) cases were continued.

Doug reviewed the actual budget vs. projected budget to the end of the year.

John Margeson presented the contract with H & V Risk Consultants for one year 1/1/05 – 12/31/05 at a cost of \$10,000. A motion was made by E. Burdick, seconded by W. Dibble to approve the contract. Motion carried. Voting No – P. Regan. PREPARE RESOLUTION

Bernie Morris and Kim Toot, Director Office for the Aging, explained to the committee the need to change the pay range for Drivers and Aides in the Section 4 Salary Plan due to the New York State minimum wage increase to \$6.00. Discussion was held regarding the impact of the minimum wage increase on the Office for the Aging budget, approximately \$7614. Kim stated the food supplier has notified her that their price will increase due to the minimum wage increase. A motion was made by E. Burdick and seconded by P. Regan to approve the

pay range of \$6.00 – \$8.00/hour for Drivers and Aides in the Section 4 Salary Plan. Motion carried.

PREPARE RESOLUTION

REFER TO FINANCE COMMITTEE

The proposed employee evaluation was given to the committee for review. Employee evaluations will start with Non-Unit Employees and Department heads. A motion was made by K. Nielsen, and seconded by E. Burdick to direct the County Attorney to prepare the necessary resolution for the implementation of Non-Unit employees and Department head evaluations to start in 2005. Motion carried. PREPARE RESOLUTION

Bernie Morris requested a resolution for the increase in the IRS mileage rate to 40.5 cents per mile. A motion was made by E. Burdick and seconded by P. Regan to support a resolution establishing mileage allowance for county officers and employees other than legislators and those county employees covered by a collective bargaining agreement when their own automobile is used for county business at 40.5 cents per mile. Motion carried. PREPARE RESOLUTION

AFSCME Union Representative Tina Zalar asked the committee to look into other alternative health care providers in an effort to save the County money. Discussion was held.

A motion was made by K. Nielsen and seconded by P. Regan to go into executive session to discuss the medical, financial, credit or employment history of a particular person/corp. or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension. Motion carried.

A motion to go out of executive session was made by W. Dibble and seconded by P. Regan. Motion carried.

A motion was made to create one position of Secretary to the Superintendent of Public Works and abolish one position of Account Clerk Typist. The title of Secretary to the Superintendent of Public Works, to be placed in the Grade 2 of the Non-Unit Salary Plan. Motion carried. Voting No - D.

Russo

PREPARE RESOLUTION

A motion was made to create one position of DPW Fiscal Manager and abolish one position of Accountant. The title of DPW Fiscal Manager to be placed in Grade 8 of the Non-Unit Salary Plan. Motion carried. Voting No - D. Russo

PREPARE RESOLUTION

A motion was made by K. Nielsen and seconded by W. Dibble to go into executive session to discuss the medical, financial, credit or employment history of a particular person/corp., or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion or suspension. Motion carried.

A motion was made by P. Regan and seconded by W. Dibble to go out of executive session. Motion carried.

The Committee discussed the Employee of the Month nominees.

As there was no further business the meeting was adjourned.

Respectfully submitted,

Ellen Ruckle

Human Resources Specialist

# MEMORANDUM OF EXPLANATION

**Intro. No.** \_\_\_\_\_  
(Clerk's use only)

**COMMITTEE:** Personnel

**DATE:** 12/07/04

The Allegany County Office for the Aging requests a resolution to amend the section 4 salary schedule pertaining to drivers and increase Title V Senior Aides wage due to the increase in minimum wage for New York State effective January 1, 2005.

## Drivers

	<u>FROM</u>	<u>TO</u>
Beginning Wage	\$5.15/HR	\$6.00/HR
2 YEARS	\$5.65/HR	\$6.50/HR
4 YEARS	\$6.15/HR	\$7.00/HR
6 YEARS	\$6.65/HR	\$7.50/HR
8 YEARS	\$7.15/HR	\$8.00/HR

## Title V Workers

Senior Aides	\$5.15/HR	\$6.00/HR
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**FISCAL IMPACT:** In the year 2005 the increase will be \$7,614.00 including Fringe Benefits.

For further information regarding this matter, contact:

Kimberley Toot, Office for the Aging  
Name and Department

268-9390  
Telephone

# MEMORANDUM OF EXPLANATION

Intro. No. \_\_\_\_\_  
(Clerk's Use Only)

COMMITTEE: Personnel DATE: December 7, 2004

The Personnel Committee has established an employee evaluation process for Non-Unit Employees and Department Heads. Implementation to begin in 2005.

FISCAL IMPACT:

For further information regarding this matter, contact

Bernie Morris, Personnel Officer  
Name and Department

Ext. 212  
Telephone Number

# MEMORANDUM OF EXPLANATION

Intro. No. \_\_\_\_\_  
(Clerk's Use Only)

COMMITTEE: Personnel DATE: December 7, 2004

The IRS allowance for mileage reimbursement has increased to 40.5 cents per mile effective 01/01/05.

FISCAL IMPACT: 37.5 to 40.5 cents per mile

For further information regarding this matter, contact

Bernie Morris, Personnel Officer  
Name and Department

Ext. 212  
Telephone Number

**MEMORANDUM OF EXPLANATION**

**Intro. No.** \_\_\_\_\_  
**(Clerk's Use Only)**

**COMMITTEE: PERSONNEL**

**DATE: 12/09/2004**

The Superintendent of Public Works has requested that one current position of Accountant (Non-Unit Grade 7) be replaced by DPW Fiscal Manager (Non-Unit Grade 8) to better recognize the comprehensive scope of responsibilities of this position of employment in DPW. Besides accounting the incumbent is responsible for overseeing department contracts with vendors, payroll preparation and general business operations of the department.

**ANNUAL FISCAL IMPACT:**

\$2,627 difference in annual salary for Accountant Grade 7, Step 11 and the proposed DPW Fiscal Manager Grade 8, Step 11 referencing the 2004 Non-Unit Salary Schedule.

For further information regarding this matter, contact

David Roeske, Superintendent of Public Works

**MEMORANDUM OF EXPLANATION**

**Intro. No.** \_\_\_\_\_  
**(Clerk's Use Only)**

**COMMITTEE: PERSONNEL**

**DATE: 12/09/2004**

The Superintendent of Public Works has requested that one current position of Account Clerk Typist be replaced by Secretary to the Superintendent of Public as a consequence of the anticipated additional administrative tasks in the department required to sell and account for the transfer station garbage ticket program.

**ANNUAL FISCAL IMPACT:**

\$1,000 difference in annual salary for the positions

For further information regarding this matter, contact

David Roeske, Superintendent of Public Works

# MEMORANDUM OF EXPLANATION

Intro. No. \_\_\_\_\_  
(Clerk's Use Only)

COMMITTEE: Personnel

DATE: 12/07/04

Resolution approves a one year extension of the contract between the County and H&V Risk Consultants for the provision of consultancy services for comprehensive and liability insurance.

The fee for services is \$10,000 for 2005 which is no increase over 2004.

The funds are budgeted.

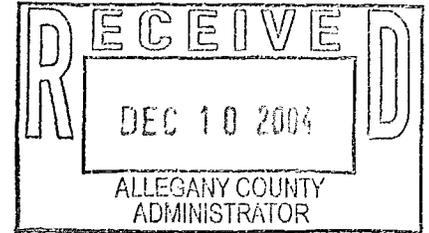
FISCAL IMPACT: \$10,000

For further information regarding this matter, contact:

John E. Margeson  
Name and Department

268-9217  
Telephone Number

*John Margeson*



NOT  
APPROVED

## HUMAN SERVICES COMMITTEE

**DECEMBER 8, 2004**

**Present:** R. Truax, R. Heineman, C. Crandall, Wm. Dibble, E. Sherman, J. Palmer, J. Margeson, K. Toot, Dr. G. Ogden

**Guests:** Vicki Fegley, Social Services, Bernard Morris, Director, Human Resources Department

Chairman R. Truax called the meeting to order at 3:04.

On motion by Wm. Dibble, seconded by E. Sherman and carried the minutes of November 17, 2004 were approved.

### **Health Department:**

There was discussion on the Third Party Insurance and how this will affect the workforce. There are no requests for more personnel at this time.

At a previous meeting a resolution was requested to create a Medical Reserve Corp. as a standing committee of the Board of Health. The County Attorney has not completed his investigation into this matter. This issue will be discussed at a later date.

There was a discussion on how to administer the Recruitment and Retention money. Dr. Ogden was asked to check with other Counties on their administration of said issue and to report back at the next meeting.

### **Office for the Aging:**

A resolution is requested to accept a donation of \$6,480.00 from Allegany Senior Foundation, Inc. for the Allegany County Office for the Aging Meals-on-Wheels program. On motion by Wm. Dibble, seconded by E. Sherman and carried unanimously to accept said donation.

### **REFER TO FINANCE COMMITTEE** **PREPARE A RESOLUTION**

The monthly report was provided noting that the homemaking program continues to decrease due to lack of funding.

The blizzard boxes are being prepared by a donation from Senator Patricia McGee, member item funding.

**Department of Social Services:**

The monthly report was provided.

A request was made for Patricia Schmelzer, Vicki Fegley, and Daniel Guiney to attend a New York State Public Welfare Association Conference in Albany. On motion by R. Heineman, seconded by Wm. Dibble and unanimously approved to accept said request.

On motion by R. Truax, seconded by Wm. Dibble to go into executive session to discuss matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension of an individual at 3:24.

On motion by E. Sherman, and seconded by Wm. Dibble to go out of executive session at 3:35.

On motion by E. Sherman, and seconded by Wm. Dibble to appoint Patricia Schmelzer as Commissioner to the Allegany County Department of Social Services. To start at a salary of \$61,000 per year to take effect immediately. The motion was unanimously approved.

**PREPARE A RESOLUTION**

Meeting was adjourned at 3:36.

Respectfully Submitted:  
Alice Alsworth

# MEMORANDUM OF EXPLANATION

**Intro. No.** \_\_\_\_\_  
(Clerk's use only)

**COMMITTEE:** Human Services

**DATE:** 12/08/2004

The Allegany County Office for the Aging requests a resolution to increase the following 2004 revenue and expenditure accounts. This is due to a donation from the Allegany Senior Foundation, Inc. for the Allegany County Office for the Aging Meals-on-Wheels program.

Increase **Revenue** Account Number:

<b>A 09 2801.36</b>	<b>SNAP Contributions</b>	<b>\$6,480.00</b>
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Increase **Expenditure** Account Number:

<b>A6779.474</b>	<b>Caterer</b>	<b>\$6,480.00</b>
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**FISCAL IMPACT:** Increase local contributions.

**For further information regarding this matter, contact:**

Kimberley Toot, Office for the Aging

**Name and Department**

268-9390

**Telephone**