

HUMAN SERVICES
January 24, 2007

NOT APPROVED

Committee Members Present

R. Truax, W. Dibble, D. Russo, D. Pullen, D. Burdick, K. Kruger

Others Present

K. Toot, P. Schmelzer, T. Hull, R. Anderson, C. Crandall, J. Margeson

Approval of Minutes

The minutes of December 26, 2006 were approved with motions from Legislators Dibble and Russo. Motions carried.

Office for the Aging

The department's monthly report was presented for committee information, noting that 20% of Allegany County's over 60 population received services from the Office for the Aging.

The committee was updated on the Point of Entry. The first quarter report was submitted to the NYSOFA, a planning team is in place, a Long Term Council is being developed, an agreement to have a co-location to create POE unit, and those involved have agreed that Information and Assistance for Phase I will be temporarily located in the OFA. "PeerPlace" software will be purchased allowing the OFA, Health Department, and DSS to share information.

This office requests a resolution to accept Member Item funding (\$9700.00) from State Senator Cathy Young for the 2007 budget year. This funding will be used for respite home care services for families caring for older family members. Legislator Dibble moved to accept this funding. Legislator Kruger seconded and motions carried. **Ways and Means Resolution**

A draft of the department's 2006 annual report summary was provided.

The annual Legislative Luncheon has been scheduled for April 20th at 11:00 am in the Belmont American Legion. It is asked to set aside this date with more information being provided at a later date.

Community Services

Dr. Anderson requested approval to purchase a 2007 Chevrolet which is 100% federally funded. The cost will be \$15,154.00. Legislators Dibble and Burdick made the appropriate motions. Carried.

Dr. Anderson requested that a day be set aside for all Legislators to visit the facilities of the Community Services agency. He will return next month with a couple dates for legislators to consider.

Social Services

The department's monthly report was provided noting that there are two CAP cases not one as reported previously.

Long Term Home Health Care Program was discussed/explained. It was asked if an unduplicated patient count could be obtained for those clients being served by more than one agency. It was explained that at this point it would be difficult if not impossible to obtain this information. It was suggested that the PeerPlace software mentioned earlier could possibly provide this information.

Ms. Schmelzer updated the committee on this dissolution of the CAP program. The State has been notified, she has met with the Union, duties statements are being created, and another meeting is scheduled in February with the Union. Considerable discussion took place regarding the positions overseeing the CAP program in reference to Resolution 307-88 dated 12/15/88. Legislator Kruger moved that the process this resolution refers to be followed to the letter. There was no support for this motion. Legislator Dibble moved to refer this issue to the Personnel Committee. Legislator Kruger seconded this motion and motion carried with Legislators Burdick and Russo opposed. Legislator Russo requests that this also be referred to the County Attorney to review and comment before the Personnel Committee meets.

For committee information it was noted that Medicaid Managed Care is now mandated in Allegany County.

The Allegany County Department of Social Services requests permission to abolish the position of Registered Professional Nurse (Social Services) part time, and create the position of Registered Professional Nurse (Social Services) full time. The Department is requesting full time status to provide more time for the Connections Health Module requirement and the expected added requirement of Point of Entry program for Long Term. There is no local share funding for this position. The position's history, Health Department to Social Services, was discussed. Legislator Kruger moved to end position. No action taken on this motion. Legislator Pullen moved approval to abolish the part time RN position and create the full time RN position. Legislator Burdick second and motions carried. **Ways and Means**

Health Department

A request for approval of a contract from League of Handicapped Inc. as an approved provider of programs, SEIT, and/or Evaluations for Preschoolers with Disabilities was made. Legislators Dibble and Russo moved for approval. Motions carried.

Executive Session

Legislators Dibble and Russo moved to hold executive session to discuss the salary of an individual working for the Health Department.

Respectfully submitted
Teresa Claypool

HUMAN SERVICES

February 21, 2007

**** NOT APPROVED ****

Committee Members Present

R. Truax, W. Dibble, D. Russo, D. Pullen, D. Burdick, K. Kruger

Others Present

K. Toot, P. Schmelzer, T. Hull, R. Anderson, C. Crandall, J. Margeson

Approval of Minutes

The minutes of January 24, 2007 were approved with motions from Legislators Russo and Pullen. Motions carried.

Social Services

The Department's monthly report was presented reviewing specifically the Program Integrity Unit (fraud investigations).

This Department requests permission to fill an Account Clerk Typist position. The vacancy is a result of an employee transferring to the Treasurer's Office. Legislators Pullen and Russo moved on the request. Motions carried with Legislator Kruger opposing. **Ways and Means Resolution**

Community Services

Dr. Anderson requests approval to transfer monies from A4315.464 to A4310.409 totaling \$4855; and from A4315.464 to A4310.201 totaling \$3500. The money will be used to upgrade computers. Legislators Dibble and Kruger moved on the request. Motions carried with referral to **Ways and Means. Resolution**

Dr. Anderson asked committee members what would be the best day for everyone to come visit the Community Services facilities. It was decided that on a Monday at approximately 9:30 am would be a good time.

Office for the Aging

This office requests a resolution to create the position of Community Service Worker – Aging. This position will be part of the new Point of Entry for Long Term Care and is included in the 2007 budget. It will not, however, be filled until October and is 100% state funded. Legislators Kruger and Dibble moved on the request referring to the **Personnel Committee** to create the position and then on to **Ways and Means** if necessary. Motions carried. **Resolution**

The department's monthly report was presented. It was mentioned that the Office provides approximately 450 meals/day. One meal is delivered to the OFA daily. The Dietician evaluates the meals. Also surveys are done with the clients to get their opinion of the meals.

The Legislative Luncheon is on April 20th.

It was mentioned to the committee that Ms. Toot will be out of the office for approximately 6 – 8 weeks and that Dan Washburn will be in charge in her absence.

Health Department

The Department requests a resolution accepting an additional \$2703 from NYS Department of Health for Family Planning/Women's Reproductive Health Services provided to residents of Allegany County. This money represents a cost of living adjustment (COLA) for the 2007 grant year. Legislators Dibble and Kruger moved on the request, and the motions carried.

Ways and Means Resolution

A **resolution** is requested to accept an additional \$560 from NYS Department of Health for the Childhood Lead Poisoning Prevention Program. This is another COLA for the 2006-2007 grant year. Legislators Pullen and Russo made the appropriate motions. Motions carried.

Ways and Means

A **resolution** accepting an additional \$1005 from the NYS Department of Health for the Cancer Screening Services Program, another cost of living adjustment was requested. Legislators Dibble and Kruger moved on the request and motions carried.

Ways and Means

The Department requests a **resolution** accepting an additional \$256 from NYSDOH for the Children With Special Health Care Needs Program/Grant. Legislator Russo moved on the request with Legislator Kruger seconding. Motions carried. **Ways and Means**

The NYS Department of Health is providing an additional \$7661 for the Women, Infant, and Children's Program. This is a one-time award out of unallocated monies for caseload expansion efforts. Legislators Kruger and Russo moved to accept these monies. Motions carried with referral to **Ways and Means. Resolution**

The Department requests permission to accept funding in the amount of \$10900 through the Susan G. Komen Breast Cancer Foundation. This is a renewal of an existing grant. Legislators Pullen and Dibble moved to accept these monies. Motions carried with referral to **Ways and Means. Resolution**

Executive Session

Legislators Kruger and Burdick moved to hold executive session to discuss personnel matters in the Health Department. Motions carried.

Motions as above to resume regular business were made.

Other Business

Legislators Kruger and Burdick moved to approve a resolution “Requesting State Legislature to Enact Legislation Relieving Counties of the Burden of Paying Share of Medicaid Costs”. Motions carried. **Resolution**

Adjournment

The meeting was adjourned with motions from Legislators Burdick and Pullen. Carried.

Respectfully submitted
Teresa Claypool

HUMAN SERVICES
March 21, 2007

**** NOT APPROVED ****

Committee Members Present

R. Truax, W. Dibble, D. Russo, D. Pullen, D. Burdick

Others Present

P. Schmelzer, R. Anderson, C. Crandall, E. Ruckle, D. Washburn

Approval of Minutes

The minutes of February 21, 2007 were approved with motions from Legislators Dibble and Pullen. Motions carried.

Community Services

Dr. Anderson requested approval to move \$204.00 from A4312.407 to A4312.201 to cover the cost of a transcriber used in their agency. Legislators Dibble and Burdick moved to transfer this money and their motions were approved. **Resolution**

May 14th 2007 at 10:00 am has been chosen for the Legislative tour of the different Community Services' agencies.

Office for the Aging

Mr. Washburn invited the members to the Public Hearing which will be held just prior to the Senior Forum on April 13th at the Cuba Rushford Central School. Seniors have been asked to answer questions such as; have you been visited by an insurance salesman in the last few months; have you lost your primary care physician. 200 participants are expected.

The Legislative Lunch will be held at the Belmont American Legion on April 20th at 11:00 am.

The Department's monthly report was presented.

The Allegany County Office for the Aging requests a **resolution** to accept funding from CSE totaling \$2964.00; EISEP \$3161.00; and SNAP \$9067.00. Legislators Dibble and Pullen moved to accept with referral to **Ways and Means. Resolution** Motions carried.

This committee received a memorandum from Kim Toot requesting that Dan Washburn receive her hourly wage during her leave of absence. This will be effective 3/19/07 and continue until her return in approximately 6-8 weeks. Legislators Pullen and Dibble moved for approval of the request. Motions carried.

Social Services

The department's monthly report was presented noting the Program Integrity Unit's report. Definition of "no determination" was given as there may be something there, but not enough to make a decision if fraud has occurred.

Commissioner Schmelzer reported that a letter was received from the State regarding health care coverage for all New Yorkers. It is felt there are 6100 additional people in Allegany County who could be eligible. This of course will be of additional cost to the County.

The State has also done a study of Child Protective Services time and caseloads. At this time it is their *recommendation* that Allegany County needs 8 additional workers. It is possible there will be money available later this year. There are currently seven individuals working in this area.

Committee members talked about an independent study being done in the County to see what caseloads are and what they really should be.

A letter will be composed by Ms. Schmelzer regarding the positions referred to in a recent Full Board meeting, explaining those positions and the fiscal impact to Allegany County.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 4:35 pm.

Respectfully submitted,
Teresa Claypool

HUMAN SERVICES

April 18, 2007

**** NOT APPROVED ****

Committee Members Present

R. Truax, W. Dibble, D. Russo, D. Pullen, D. Burdick, K. Kruger

Others Present

D. Washburn, R. Anderson, J. Mulholland, C. Crandall, J. Margeson, T.Hull

Approval of Minutes

The minutes of March 21, 2007 were approved with motions by Legislators Russo and Burdick. Motions carried.

Community Services

Dr. Anderson requests resolutions to increase appropriations and revenues due to increases in State Aid in numerous accounts. There is no fiscal impact to the County. Legislator Dibble moved on the request, with Legislator Kruger seconding. **Ways and Means/Resolution**

The committee was reminded of the Open House to be held on May 14th.

Office for the Aging

Transfers totaling \$13,415.00 from miscellaneous accounts were approved with motions from Legislators Kruger and Dibble. Some of this money will be used for software for the "single point of entry". **Ways and Means**

The department's monthly report was presented. An increase in numbers for transportation was noted. Mr. Washburn feels this is because of more awareness of the service by Seniors.

The Senior Forum turned out well. There were over 200 Seniors in attendance with good constructive comments, and a good legislative turn out for the event.

A reminder of the Legislative Lunch was given. It will be on Friday, April 20th at 11:00 am at the Belmont American Legion. There will be a power point presentation on the "single point of entry".

The Allegany County Office for the Aging is sponsoring a program, "Manage Your Future, Is Long Term Care Insurance Right for You" on May 8, 2007 from 12 – 1 in the Legislative Chambers for county employees.

Social Services

The Department's monthly report was provided.

Health Department

The Department requests a resolution transferring \$8960 from 4010.101 Personnel/Medical Consultant to 4010.461 – Contractual Medical Consultant. This is necessary to reimburse Dr. Joseph Felsen who has agreed to act as the Interim Medical Consultant for the Department. Legislators Kruger and Dibble moved on the request with referral to **Ways and Means**. Motions carried.

A copy of a memo received from the State Education Department regarding Medicaid Reimbursement Billing Requirements was provided for committee's information. The Centers for Medicare and Medicaid Services (CMS) have provided guidance in response to NYS efforts to settle earlier audit findings of Medicaid overpayment. Effective immediately, no Medicaid claims should be submitted for payment which do not comply with the requirements of CMS. Therefore claims will not be submitted until further clarification is received. The impact on Allegany County will be approximately \$109,560.45 for six months. Although it is possible that the county will not receive this money, it is more likely that there will just be a delay in receiving it.

The Department requests approval to enter into a contract with Towne Marketing of Angelica, NY. Towne Marketing, in conjunction with the Public Health Educator, will be designing advertisements, brochures, and other consulting services to promote their Reproductive Health Services/Clinics. The Health Department is receiving a one-time TANF Award from NYSDOH to cover the cost of this contract. Legislators Dibble and Pullen moved to refer to **Ways and Means/Resolution** and to the County Attorney for approval. Motions carried.

Executive Session

Mr. Margeson requested an executive session to discuss matters of an employee dispute. Legislators Dibble and Russo moved to do so.

Respectfully submitted,
Teresa Claypool

HUMAN SERVICES COMMITTEE

May 23, 2007

**** NOT APPROVED ****

Members Present: R. Truax, W. Dibble, D. Burdick, K. Kruger, D. Pullen

Absent: D. Russo

Others Present: J. Margeson, P. Schmelzer, D. Washburn, T. Hull, E. Ruckle, L. Ballengee, P. Cockle

Call to Order: The meeting was called to order by Chairman R. Truax at 4:00 p.m.

Approval of Minutes: A motion was made by D. Burdick, seconded by K. Kruger and carried to approve the minutes of April 18, 2007.

Office for the Aging:

Mr. Washburn distributed the Office for the Aging monthly report.

Under the new New York State Budget a law has been passed to take effect July 1, 2007, for all senior citizens who are receiving the EPIC Prescription Benefits that will require them to enroll in a Medicare Prescription Drug Plan. The members will receive two cards. The primary coverage will be the Medicare Prescription Drug Plan then EPIC will cover the remaining amount. This will be a benefit to the member, because the out-of-pocket expense will be less. It will also be a cost savings for New York State.

Mr. Washburn requests permission fill the position of Whitesville Luncheon Center Manager due to an employee resigning. A motion was made by W. Dibble, seconded by D. Burdick and carried to support said request.

REFERRED TO WAYS AND MEANS

The committee was updated on the Point of Entry.

Health Department:

Mr. Hull, Interim Public Health Director introduced Lori Ballengee the new appointed Public Health Director to the committee, and the committee welcomed her.

The committee was asked to sponsor a resolution for the reappointment of Dr. Kassas to the Board of Health for a six-year term commencing July 8, 2007 and expiring July 7, 2013. A motion was made by K. Kruger, seconded by D. Pullen and carried to support said request.

PREPARE A RESOLUTION

The committee was asked to sponsor a resolution for the reappointment of Ronald Truax to the Board of Health for a six-year term commencing July 8, 2007 and expiring July 7, 2013. A motion was made by W. Dibble, seconded by K. Kruger and carried to support said request.

PREPARE A RESOLUTION

Pamela Cockle, Accountant, requests permission to enter into a contract with McBee Associates to perform Medicare revenue maximization/recoupment services. McBee estimates recoveries between 2-8% of our Medicare revenue. They will be reviewing episodes between August 1, 2005-December 31, 2007. There is no initial cost to the County. When the County receives actual payment from Medicare based on corrections made by McBee, they will recoup 27.3% as a contingency rate. This discounted rate is given to all Western New York State Health Departments. They will also provide training to nursing and billing staff to identify areas

to prevent lost revenue/ensure maximum revenue is received by the Agency at no cost. This is a discount compared to previous companies. Many of the other Health Departments in Western New York are using their services. Mr. Margeson stated this would be of best interest to the County. A motion was made by W. Dibble seconded by K. Kruger and carried to support said request. After further discussion the motion was amended to refer said request to the County Attorney for final approval and to prepare a resolution, by a motion made by W. Dibble, seconded by K. Kruger and carried to approve said request.

PREPARE A RESOLUTION

The Health Department requests a resolution transferring \$4,540 as indicated on the attached Memorandum of Explanation. The transfers are necessary to cover year-to-date expenditures and to bring the appropriation accounts back into good standing. A motion was made by K. Kruger, seconded by W. Dibble and carried to approve said request.

PREPARE A RESOLUTION REFERRED TO WAYS AND MEANS

Social Services:

Ms. Schmelzer distributed the Social Services' monthly report. There was discussion on the Accident Liens Satisfied and how they are handled.

Ms. Schmelzer received confirmation from the State for reimbursement of \$10,055.73 for costs incurred for Medical Transportation. The County received a request for a fee increase for MTM services. The State will not fund this increase.

The New York State Budget for State fiscal year 2007 presented no drastic funding changes.

The Governor continues to push for Medicaid enrollment for uninsured New Yorkers.

A motion was made by K. Kruger, seconded by W. Dibble and carried to go into executive session at 4:20 to discuss the employment history of a particular person.

A motion was made by D. Pullen, seconded by K. Kruger and carried to go out of executive session at 4:33.

The Department of Social Services requests the creation of two Senior Caseworker positions, and to abolish a position of Community Service Worker. Permission is also requested to fill the Senior Caseworker positions when created, and any vacancies that occur as a result of the promotion. A motion was made by W. Dibble, seconded by K. Kruger and carried to approve said request until the grant funding ends, at which time the positions will be reviewed.

PREPARE A RESOLUTION REFERRED TO WAYS AND MEANS

A motion was made by W. Dibble, seconded by D. Burdick and carried to abolish the Community Service Worker position.

PREPARE A RESOLUTION REFERRED TO WAYS AND MEANS

A motion was made by W. Dibble, seconded by D. Burdick and carried to go into executive session at 4:35 to discuss the employment history of a particular person.

A motion was made by W. Dibble, seconded by D. Burdick and carried to go out of executive session at 4:40.

A motion was made by Wm. Dibble, seconded by D. Pullen and carried to set the new Public Health Director salary at \$61,000. To reflect this salary for the balance of the year. The position is for a six-year term.

The committee would like to thank the Board of Health for their participation in interviewing the candidates and for their final appointment of a Public Health Director.

A motion was made by K. Kruger, seconded by D. Burdick and carried to adjourn the meeting at 4:44 p.m.

Respectfully Submitted:
Alice Alsworth

HUMAN SERVICES
REVISED
June 20, 2007
**** NOT APPROVED ****

Committee Members Present

R. Truax, W. Dibble, D. Burdick, K. Kruger, **D. Pullen**

Others Present

K. Toot, V. Fegley, E. Ruckle, L. Ballengee, T. Hull

Approval of Minutes

The minutes of May 23, 2007 were approved with motions from Legislators Dibble and Kruger. Motions carried.

Office for the Aging

The department's monthly report was presented for committee information, noting that the meals on wheels have increased this year and the department is keeping an eye on them for budget purposes.

The Allegany County OFA requests a resolution to accept a State Transportation grant in the amount of \$10,000. This is a renewal of an existing grant. Legislators Kruger and Dibble made the appropriate motions, and the motions carried.

Resolution/Ways Means

This office also requests a resolution to re-appropriate \$8000.00 in funding for the 2006 Long Term Care Insurance Education and Outreach Program. This grant is a renewal of an existing funded program. Legislators Dibble and Kruger moved on the request. Motions carried. **Resolution/Ways Means**

The committee was briefly updated on the progress of the "single point of entry". Interviews for a community service worker are taking place, and training for software will be next week. This is moving forward.

Social Services

The department's monthly report was presented for the committee information. It was noted that CPS cases are up considerably from last year.

Health Department

An executive session was called to discuss personnel issues within the Health Department. Motions to hold session were made by Legislators Dibble and Kruger.

Respectfully submitted,
Teresa Claypool

**Human Services Committee Meeting Minutes
June 25, 2007**

**** NOT APPROVED ****

Members Present: Mr. Truax, Mr. Dibble, Mr. Russo, Mr. Kruger, Mr. Pullen and Mr. Burdick

A motion was made by Mr. Dibble and seconded by Mr. Russo to abolish the Quality Assurance Coordinator position in the Health Department. Lori Ballengee stated that the S2AY Rural Health Network provides these services for us in a contract that has been ongoing for five years, and can assume total activities at no extra cost. Ballengee also stated it would be a more efficient method, as each Program Manager would work directly with S2AY for these services, instead of having a middle-person representative.

Vote: 6 in favor, 0 opposed

PREPARE RESOLUTION

Lori Ballengee initiated a discussion regarding the change in the Family Planning Clinic Secretary position back to a Medical Records Computer Operator position. Lori feels the duties that were added to the Clinic Secretary, such as chart audits and ordering of medications, should be done by the Registered Nurse and/or Nurse Practitioner. The issue was tabled in order for Lori to gather more details regarding the position and salary impact.

Respectfully submitted by:

**Lori Ballengee, MS
Public Health Director**

HUMAN SERVICES
July 18, 2007

**** NOT APPROVED ****

Committee Members Present

R. Truax, W. Dibble, D. Burdick, K. Kruger, D. Pullen

Others Present

K. Toot, L. Ballengee, P. Schmelzer

Approval of Minutes

The minutes of June 20, 2007 were approved with motions from Legislators Kruger and Dibble. Motions carried.

Other Business

Robert and Teresa Hass were present to ask that Allegany County enact a law requiring companies that apply pesticides/herbicides to notify neighbors surrounding the location to be sprayed prior to the application. There are those individuals who have health problems, as well as individuals who have small children who can be affected by the materials being applied. Mr. & Mrs. Hass have spoken to the company who has done the spraying in their area. When asked why they did not notify them of when the application was going to take place as they had in the past, they stated that it was not required that they do this. A letter sent to the company who performs the application from the Department of Environmental Conservation was provided. It states, "No neighbor notification laws existHowever, in this case, the Haas family has a genuine need to be notified in order to avoid medical complications which may result from a lawn application. Voluntary notification is a courteous gesture, and usually prevents a minor situation from becoming serious." After discussion, a motion was made by Legislator Dibble to have the Board of Health and Health Department provide a recommendation to the Human Services Committee. This recommendation should be brought back to Human Services at their next scheduled meeting. Legislator Kruger seconded the motion. Motion carried.

Health Department

This department requests permission to transfer \$10,000 from 4010.406 Insurance to 4010.201 Office Equipment. This transfer is necessary to cover the cost of a new Server as recommended by the IT Department. The money is in the department's budget. Legislators Dibble and Pullen moved on the request. Motions carried with referral to **Ways and Means**.

It was also requested that Transportation Agreements with the 15 School Districts to provide transportation of Preschool Children with Handicap Conditions be approved. Legislators Dibble and Kruger made the appropriate motions. These motions carried.

Social Services

The department's monthly report was provided.

Commissioner Schmelzer reminded committee members that the resolution to abolish CAP positions and reclassify those positions will be coming before the full board next week. She asks for committee support of the resolution.

The Contract between Allegany County and New Directions Youth & Family Services, Inc. for Non-Secure Detention Services needs committee approval. After brief discussion, Legislator Dibble moved to approve the contract, with Legislator Kruger seconding. Motions carried. County Attorney

Office for the Aging

Transfers totaling \$8000 were requested from .1 and .8 account to .2 to cover Point of Entry expenses. Legislator Kruger moved on the request, with Legislator Pullen seconding. Motions carried.

Ways and Means

This office also requests a resolution to increase miscellaneous accounts due to a supplement and carryover in Title VII and HEAP contract monies totaling \$11401.00. Legislators Dibble and Pullen moved on the request and these motions carried. **Ways and Means**

Ms. Toot would like a Long Term Care Council created by the Board of Legislators. It would operate, for example, in a similar way as the OFA Advisory Board. This recommendation should come from the Human Services Committee.

The Department's monthly report was provided. Meals have increased from 400- 450 meals/day.

A population shift, (over 60 population -18% of total, over 85 has increased almost 20% in 10 yrs, with 23% of those having 2 or more disabilities), is forcing OFA to look at the way it delivers services. Organization charts both present and proposal was provided. With the Point of Entry coming in, the OFA has tried to determine the best way to continue to provide services to the elderly population while fairly distributing the increase in case loads to employees in the department. The OFA is requesting permission to create an Aging Services Specialist position at their agency. This position has been included in the department 2008 budget. Legislators Pullen and Kruger moved to create a position of Aging Services Specialist. Motions carried. **Ways and Means**

The committee was reminded of the Senior Picnic to be held on Thursday, July 26th. The organization has been a success, with 16 sponsors who have paid \$200/table.

Adjournment

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

Respectfully submitted,
Teresa Claypool

Human Service
August 15, 2007

**** NOT APPROVED ****

Committee Members Present

R. Truax, W. Dibble, D. Burdick, K. Kruger, D. Russo

Others Present

K. Toot, P. Schmelzer, J. Margeson, C. Crandall, D. Fanton

Approval of Minutes

The minutes of July 18, 2007 were approved with motions from Legislators Russo and Kruger. Motions carried.

Office for the Aging

The Department's monthly report was presented noting that new software is being used and there appears to be some discrepancies in information. This will be investigated. July was a busy month with a number of programs provided.

Social Services

The Department's monthly report was provided.

The State has given approval for funding a CPS position at 100% until March.

The Department requested permission to fill a vacancy for Social Welfare Examiner in the Temporary Assistance Unit, and any vacancies that may occur as a result of filling the Social Welfare Examiner position. The vacancy is the result of a resignation. In 2003 there were 26 employees in the department with this title. There are presently 22. This position would be responsible for a Medicaid and Food Stamp caseload. Funding – 50% Federal; 50% under MA CAP. After much discussion, Legislator Russo made a motion to act on the request, with Legislator Burdick seconding. The request to fill the position was not passed at this time with Legislators Kruger, Russo, and Truax voting against the request. It was, however, asked that more information be presented to this committee next month, with the department's caseloads, and a comparison of caseloads of the rest of the State or neighboring counties.

Adjournment

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

Respectfully submitted,
Teresa Claypool

Human Services
September 24, 2007

**** NOT APPROVED ****

Committee Members Present

R. Truax, W. Dibble, D. Burdick, K. Kruger, D. Russo, D. Pullen

Others Present

K. Toot, P. Schmelzer, L. Ballengee, C. Crandall, J. Margeson

Approval of Minutes

The minutes of August 15, 2007 were approved with motions from Legislators Dibble and Kruger. Motions carried.

Office for the Aging

The Department's monthly report was presented pointing out the number of meals provided and the average contribution has increased from last year.

The agency requests a resolution to accept funding from State grants (CSE - \$6010.00; EISEP - \$12610.00; SNAP \$26380.00) totaling \$45,000.00. This funding is a renewal of existing program grants. Legislators Kruger and Dibble moved to accept this funding, and the motions carried. **Resolution/Ways and Means**

A resolution is requested to finalize revenues from the Federal Older Americans Act grants totaling \$7534.00. Legislators Russo and Pullen moved on the request, and the motions carried. **Resolution/Ways and Means**

A resolution is requested to accept \$850 from the Allegany Senior Foundation which will be used for Personal Emergency Response Systems to low income elderly persons in need of this service. Legislator Kruger moved on the request, with Legislator Burdick seconding. Motions carried. **Resolution/Ways and Means**

Social Services

The department's monthly report was presented for committee information.

A request to fill a vacancy for Social Welfare Examiner in the Temporary Assistance Unit was made. This vacancy is the result of a resignation. It was explained that in 2003 there were 26 employees in DSS with this title, and presently there are 22. The position would be responsible for Medicaid and Food Stamp cases. The position is included in the department's budget. After discussion, the committee would not support filling the position.

This agency requested approval to fill a temporary position of Community Service Worker Aide for the HEAP Program. It is a 6 month temporary position and requires the

individual hired is receiving public assistance with children in the household. Legislators Kruger and Dibble moved on the request. Motions carried. **Ways and Means**

There will be a ribbon cutting ceremony in Olean for the Child Advocacy Center. This agency will provide CPS staff with another avenue to help physically abused children.

Health Department

This agency requests approval to transfer funds in order to cover expenses incurred in their Bioterrorism contract totaling \$6560.00. Legislators Dibble and Kruger moved on the request. Motions carried. **Resolution/Ways and Means**

The Health Department requests a resolution transferring funding totaling \$158,000 to bring accounts into good standing and to cover expenses for the remainder of RY 2007. Legislators Kruger and Russo moved on the request and the motions carried. **Resolution/Ways and Means**

The Department requests the abolishment of a temporary part time RN position and the creation of a temporary part time PHN position. The individual currently in the position has completed her Bachelor's in Nursing and upon completion was informed she would be reimbursed at PHN rate. This position is temporary and is used to cover vacations over the summer. This change should be retroactive back to February 1 of this year. The County Attorney should prepare a **resolution**. (once resolution approved a Request to Fill the Position will need to be approved by **Ways and Means**).

Community Services

Per John Margeson, Dr. Anderson and James Mulholland request approval to appropriate \$25000 from the State Office of Mental Health to be used for Camp Get-a-Way. Legislators Dibble and Kruger moved on the request and the motions carried. **Ways and Means**

Executive Session

Ms. Ballengee requested an executive session to discuss the employment history of particular person or corporation. Legislators Dibble and Kruger moved to hold this session. Motions carried.

Addendum to Minutes

Please see attached.

Respectfully submitted,
Teresa Claypool

**Addendum to Minutes of
Human Services Committee Meeting
September 24, 2007**

**** NOT APPROVED****

On motion of D. Pullen, seconded by K. Kruger and carried the committee entered executive session to discuss the employment history of a particular person or corporation.

On motion of D. Pullen, seconded by Wm. Dibble, the committee vacated executive session at 5:15 p.m.

On motion of K. Kruger, seconded by D. Pullen and carried unanimously, the committee requests a resolution to abolish the position of Speech Pathologist in the Department of Public Health.

PREPARE A RESOLUTION

On motion of Wm. Dibble, seconded by D. Pullen, and carried unanimously the committee requests a resolution to be co-sponsored with the Personnel Committee to create a position of Medical Social Worker in the Department of Health. This matter will be referred to the Personnel Committee who will recommend salary grade if the position is determined to be non-unit.

REFERRED TO PERSONNEL COMMITTEE

Lastly, on motion of Wm. Dibble, seconded by D. Russo and carried, the committee requests a resolution to abolish a Supervising Public Health Nurse position in the Department of Health and create a position of Community Health Nursing Supervisor. This matter will first be referred to the Human Resources Department and the Personnel Committee for the development of a job description and placement of the title in an appropriate salary plan.

REFERRED TO HUMAN RESOURCES DEPARTMENT
REFERRED TO PERSONNEL COMMITTEE

Meeting adjourned at 5:30 p.m.

HUMAN SERVICES

October 17, 2007

**** NOT APPROVED ****

Committee Members Present:

R. Truax, K. Kruger, D. Russo, D. Pullen, D. Burdick, W. Dibble

Others Present:

K. Toot, L. Ballengee, D. Horan, J. Margeson, D. Fanton, E. Ruckle

Approval of Minutes

The minutes of September 24, 2007 were approved with motions from Legislators Dibble and Burdick.

Social Services

The Department's monthly report was presented for committee information. It was noted that a Case Manager returned to her former title of Social Welfare Examiner, and the Case Manager position has been left unfilled. Also noted, a survey of staff on issues such as communication, quality of work, etc. was done. Results of the survey and work plan for improvements will be shared with staff on Election Day, and the committee will be provided with further information in November.

The Department of Social Services requested adjustments in order to bring accounts into good standing and to cover expenses for the remainder of the year. More revenue was generated (\$121,396) in these accounts, therefore, the need to increase appropriation and revenue accounts. Legislator Burdick moved on the request, with Legislator Pullen seconding. Motions carried with referral to **Ways and Means. Resolution**

A transfer totaling \$13,660 was also requested. Approval was given with motions from Legislator Dibble and Kruger. Motions carried. **Ways and Means**

Explanation of the Emergency Ambulance service was given.

Office for Aging

This office requests a **resolution** for a supplement received from the Federal Older Americans Act totaling \$2013.00. Legislators Pullen and Dibble made the appropriate motions. Motions carried.

Ways and Means

A **resolution** was requested to accept \$4700 from the Allegany Senior Foundation. This will be used to provide personal emergency response systems to low-income elderly persons in need of this service. Legislator Kruger moved to accept the monies. Legislator Pullen seconded and the motions carried. **Ways and Means**

Also requested was a **resolution** to transfer funds between budgets totaling \$8000. It is needed for the home delivered meals in the Nutrition Program to finish out 2007. Legislators Dibble and Pullen made the appropriate motions. Motions carried. **Ways and Means**

It is anticipated that this department will have provided approximately 117,000 meals by the end of 2007.

It was noted that HEAP outreach has started and the department is very busy with this.

November 1st from 2-4 pm the OFA Volunteer Recognition will be held at the Cuba VFW.

Health Department

The Department requests a **resolution** accepting \$21,500 in additional grant funding from the New York State Department of Health for the WIC grant. Legislators Kruger and Pullen made the appropriate motions with referral to **Ways and Means**. Motions carried.

Executive Session

Legislator Dibble and Pullen moved to hold executive session to discuss the employment history of a particular person. Motions carried.

On motion from Legislators Dibble and Pullen the committee vacated executive session at 5:25.

The Health Department requested approval to create and fill a Supervising Public Health Nurse position. Legislators Pullen and Russo moved on the request. Motions carried. **Ways and Means**

It was also requested filling the position of Supervising Public Health Educator. Legislators Kruger and Dibble moved on the request. Motions carried. **Ways and Means**

Adjournment

Meeting adjourned at 5:30 pm.

Respectfully submitted,
Teresa Claypool

**HUMAN SERVICES COMMITTEE
NOVEMBER 21, 2007**

**** NOT APPROVED ****

Committee Members Present: R. Truax, K. Kruger, D. Russo, D. Pullen, D. Burdick, W. Dibble

Others Present: C. Crandall, J. Margeson, N. Ungermann, P. Schmelzer, L. Ballengee, T. Hull

Approval of Minutes

A motion was made to approve the minutes of October 17, 2007 by W. Dibble and a second by K. Kruger. MOTION CARRIED.

Social Services

P. Schmelzer gave her monthly report and pointed out that the number of CPS cases is on the rise. She also noted a lawsuit where New York State was sued and lost and ordered to back pay 75 cases ranging from \$1,200 to \$8,500, with a 25% local share. She shared that this is a busy time for DSS with the HEAP program and Social Security changes. She also discussed the Pre-K Program and stated it should fall under the State Education Department. After discussion a motion was made by W. Dibble, seconded by D. Russo and carried to compile a list of total cost for Pre-K and Special Education Program. This list will be referred to the County Attorney for his recommendation.

REFERRED TO COUNTY ATTORNEY

Health Department

The Health Department requested approval to add the following Cost of Living Adjustments from the State Department of Health as per attached memorandum of explanations:

Cancer Services Program - \$3,727
Children with Special Needs - \$942
Family Planning - \$9,657
Lead Poisoning Prevention - \$2,064
Immunizations - \$1,647
Early Intervention Program - \$1,978

Motion to approve made by W. Dibble, second by K. Kruger. MOTION CARRIED.

REFERRED TO WAYS AND MEANS

PREPARE A RESOLUTION

L. Ballengee also asked for an amendment to accept additional funding for HPV Patient Services from the State Department of Health to our Cancer Services Program totaling \$4,889. W. Dibble made a motion to approve, with a second by D. Russo. MOTION CARRIED.

REFERRED TO WAYS AND MEANS **PREPARE A RESOLUTION**

L. Ballengee also requested a resolution for approval of two agreements for Approved Providers of Programs, SIET and or Evaluations for Preschoolers with Disabilities contracts. W. Dibble made a motion to approve with a second by D. Pullen. MOTION CARRIED.

PREPARE A RESOLUTION

A request was made to create and fill a Licensed Practical Nurse (LPN) position which will allow Nursing to become our Home Health Care Agency's Direct Service. This request was approved by the Personnel Committee. D. Russo made a motion to approve, with a second made by W. Dibble. MOTION CARRIED.

PREPARE A RESOLUTION

Executive Session

A motion was made by W. Dibble, seconded by D. Russo and carried to go into executive session at 5:15 pm to discuss past and previous employment history of an employee. A motion was made by W. Dibble, seconded by D. Russo and carried to go out of executive session at 5:35pm. A request was made to fill 3 Full-Time Registered Nurse positions as a result of two retirements and one resignation. L. Ballengee reported that visit per day numbers while up substantially, are not up to the national average of 5. After discussion, K. Kruger made a motion, seconded by D. Russo to table the request until the January, 2008 meeting and re-evaluate the visits per day average. MOTION CARRIED.

A request was made to abolish one Full-Time Public Health Nurse Position as a result of a promotion and create and fill one Full-Time Registered Nurse position for Public Health. K. Kruger made a motion to approve and a second was made by D. Russo. MOTION CARRIED.

Office for the Aging

J. Margeson made a request on behalf of K. Toot to re-appropriate \$13,200 funding from 2006 for the HEAP Program. A motion to approve was made by K. Kruger and a second by D. Russo. MOTION CARRIED.

REFERRED TO WAYS AND MEANS **PREPARE A RESOLUTION**

J. Margeson also made a request for funds to be re-appropriated within the Nutrition Services Program. A motion to approve was made by K. Kruger and a second by D. Russo. MOTION CARRIED.

REFERRED TO WAYS AND MEANS **PREPARE A RESOLUTION**

A request was made for an interdepartmental transfer. D. Pullen made a motion to approve and K. Kruger made the second. MOTION CARRIED.

REFERRED TO WAYS AND MEANS **PREPARE A RESOLUTION**

Adjournment

Meeting adjourned at 5:49pm.

Respectfully submitted by,

Lori Ballengee, Public Health Director
Majority of meeting minutes scribed by Kristina Male

HUMAN SERVICES COMMITTEE
December 21, 2007

**** NOT APPROVED ****

Committee Members Present:

R. Truax, K. Kruger, D. Russo, W. Dibble, D. Burdick, D. Pullen

Others Present:

D. Fanton, T. Hopkins, K. Toot, C. Crandall, R. Anderson, P. Schmelzer, L. Ballengee, T. Hull

Approval of Minutes

The minutes of the November 21, 2007 were approved with motions from Legislators Kruger and Burdick. Motions carried.

Community Services

Dr. Anderson requested an **executive session** to discuss the employment and or promotion of a certain individual in the department. Motions were made by Legislators Kruger and Dibble to hold executive session. Motions to resume regular business were made by Legislators Kruger and Dibble and carried.

Legislator Dibble moved to refer an "AOT" position to the Personnel Committee for their consideration. Legislator Burdick seconded and motion carried.

Office for the Aging

The department's monthly report was provided for committee information. It was noted that approximately 117,000 meals have been served this year.

Social Services

The department's monthly report was provided for committee information. A brochure, "Helping Hands for People In Need", was also distributed.

Commissioner Schmelzer stated that she is looking into canceling the Randolph Non Secure Detention contract. There is a clause in the contract that would allow the cancelation. She is also looking into another facility in Steuben County for this service. Legislators Russo and Burdick moved that Ms. Schmelzer proceed as she feels necessary in this.

Other Business

The Community Services Board requests approval for the reappointment of Edna Howard of Belfast and Sandra Blake of Houghton to this board for another four year term beginning January 1, 2008 and expiring December 31, 2011. Legislator Kruger and Dibble moved to approve these appointments. Motions carried. **Resolution**

The following individuals are being appointed to the Citizens Advisory Council to the Office for the Aging: Wallace Higgins, Alfred Station; Jean MacMurray, Wellsville; Jean Switalski, Cuba; and Beverly Grantier, Wellsville. Their terms commence on January 1, 2008 and expire December 31, 2010. Legislators Kruger and Dibble moved on approval of these appointments. Motions carried. **Resolution**

Health Department/Executive Session

Legislators Russo and Burdick moved to hold executive session to discuss the status of the Health Department before acting on a request to fill a SPHN position. Motions carried.

Legislators Russo and Kruger moved to resume regular business. Motions carried.

Adjournment

As there was no further business for the committee, the meeting was adjourned at 5:45 pm.

Respectfully submitted,
Teresa Claypool