

## **HUMAN SERVICES COMMITTEE**

**January 6, 2016**

**NOT APPROVED**

**Committee Members Present:** K. LaForge, D. Pullen, S. Burt, D. Decker, J. Hopkins, C. Jessup, D. Root, C. Crandall (Absent: T. O'Grady)

**Others Present:** L. Ballengee, H. Budinger, K. Dirlam, D. Fanton, M. Gasdik, V. Grant, K. Graves, D. Healy, K. Hooker, J. Margeson, T. Miner, B. Riehle, T. Ross, R. Scott, R. Sobeck-Lynch, J. Tomasi

**Media Present:** No media present.

**Call to Order:** The meeting was called to order at 3:03 p.m. by Human Services Committee Chairman Kevin LaForge.

### **Approval of Minutes**

Under Office for the Aging, under the first paragraph, sentence four should read, "Ms. Gasdik reported *when this month's committee report was ~~done submitted~~*, they had 23 people on the insurance counseling list." A motion was made by Legislator Decker, seconded by Legislator Root, and carried to approve the Human Services Committee minutes of December 2, 2015, as amended.

A motion was made by Legislator Jessup, seconded by Legislator Pullen, and carried to approve the Human Service Committee minutes of December 16, 2015.

### **Health Department**

#### **Corporate Compliance Plan Update/Meeting Minutes**

Director Lori Ballengee stated it is a mandatory requirement for any organizations that bill for Medicaid to have a Corporate Compliance Plan in place. Community Services and the Health Department are the two departments that bill for Medicaid. Ms. Ballengee noted there are specific guidelines to have a Corporate Compliance Plan. Ms. Ballengee distributed the Allegany County Corporate Compliance Program Organizational Chart. All members of the Human Services Committee including Chairman Crandall have to do the training every year, and show they completed it. She noted Legislator Hopkins and Legislator Root need to complete the training. She added Janet Norris will be emailing the information to the Legislators who need to complete the training. If they are not in compliance, the County can be fined. She noted they meet quarterly, and there have been no investigations and no complaints. Legislator Fanton asked what they can do as Legislators. Ms. Ballengee said they should be aware of the plan, and that the Corporate Compliance Officer is the County Administrator. Ms. Ballengee noted the Corporate Compliance minutes are being provided for their information only and do not require any action.

#### **Accept and Approve Contract with Monroe County Health Department for ME Services and Special Education Program Medicaid Cost Settlement 2011-2013**

Ms. Ballengee stated the agreement with the Monroe County Health Department expired on December 31, 2015. Monroe County generates the contract, and she has tried to contact them on numerous occasions about it, but has not received anything. She hopes to have it by

the February meeting because they are currently operating without a contract. Legislator Fanton asked if this was for the undertakers. Ms. Ballengee replied it is for the autopsies and Medical Examiner. Ms. Ballengee stated she will be over on the Coroner Budget. Legislator Root asked if the increase was from more activity. Ms. Ballengee said it was because the price increased. Legislator Decker added that is why they have been going to Olean. Ms. Ballengee believes about thirteen went to Olean and fifteen went to Monroe County. Legislator Healy asked how long they have been going to Olean. Ms. Ballengee stated one year. Ms. Ballengee stated she has been working with the Coroners and law enforcement officials to educate and encourage them to send them to Olean. Legislator Decker thanked Ms. Ballengee for getting a contract with Olean. Ms. Ballengee noted the Olean contract is a two-year contract, and it doesn't expire until the end of this year.

## **Department of Social Services**

### **Monthly Report**

Commissioner Vicki Grant pre-filed her monthly report. Legislator Decker asked if there is a particular reason why Child Protective Services is up from 2014. Ms. Grant said they try to look for the trends, but it is hard to pinpoint the exact reason. Legislator Root asked about the Adult Preventive Open Cases. Ms. Grant said that Adult Protective cases have to meet certain criteria under the State guidelines. Individuals who do not meet the criteria are sometimes opened under Adult Preventive Cases in order to meet their needs. Ms. Grant noted they have had more Adult Protective Cases recently. Legislator Burt asked if any cases go from preventive to protective. Ms. Grant replied yes, sometimes.

Ms. Grant discussed some changes that affect her department. Ms. Grant talked about Executive Order 151 regarding the homeless. The order was signed on Sunday by the Governor, and went into effect yesterday. The order says if it is 32 degrees or below they have to have an emergency shelter open. In most cases, emergency shelters are usually opened if it is 20 degrees or 10 degrees. She noted there isn't a shelter in the County, and the closest one is in Buffalo. The Sheriff's Office is the only one who can transport them. Ms. Grant's concern is the potential increase in work and costs. She noted she met with the Sheriff, Wellsville Police Chief Tim O'Grady, and Emergency Management and Fire Director Jeff Luckey about emergency shelters. She added she still has to contact mental health agencies as well. Ms. Grant said they use local hotels and motels. Ms. Grant added they have to inspect the hotels and motels even if they use them in other Counties due to the hotels in the County being full. Ms. Grant said she talked about the inspections with Public Health Director Lori Ballengee. Ms. Ballengee said they are mostly code enforcement issues, and are very intricate and complex. Ms. Ballengee noted they can do what they can to help. There are a lot of other unanswered questions such as actively looking in shacks and tents, reimbursement for undocumented aliens and people who are sanctioned, and a variety of other issues.

Legislator Fanton asked if the County still has to pay 25 percent of the homeless program. Ms. Grant said in the past it depends on what category the person fall into. In this case, they can't ask anyone about their identity, so there is no way of determining eligibility. Legislator Hopkins asked if there was any idea of how many people would fall into this category. Ms. Grant said she can give them homeless numbers from the past, but her concern is under the Executive Order no one has to comply with giving information regarding eligibility. Ms. Grant said if they are coming to the DSS office, they are still asking for people to complete the eligibility form. But if someone is on the street, they may never give any information.

Ms. Grant spoke about the Food Stamp changes. She talked about the Able Bodied Adults without Dependents (ABAWD) population. She said they had a waiver from the Federal

Government for ten years where people who are only getting food stamp benefits are not required to do work registration requirements or activities. This waiver expired December 31, 2015. As of January 1, 2016, they are now required to work with everyone to provide these types of services to them, and the people have to prove they have met the work requirements. If they do not, the case has to be closed. If DSS does not close the case in time, they will be fined. Ms. Grant noted it is a lot of tracking, and will affect DSS and Employment and Training staff. They have had several meetings with Employment and Training about how they are going to move forward. Ms. Grant said they are allowed 66 exclusions. She noted they have narrowed the list to about 240 people they have to work with. They are waiting to see what happens between now and March 1, 2016, when sanctions come into play. She may have to put on additional staff once they see how much work it will generate. Legislator Burt asked what the fines were in the past. Ms. Grant said this is new because they have had a waiver for the past ten years. Chairman Crandall suggested putting something together such as a resolution to share with New York State Association of Counties (NYSAC) and Inter-County about this issue. Ms. Grant stated she spoke to a State Representative from Office of Temporary and Disability Assistance about specific problems for Allegany County.

On a positive note, Ms. Grant reported they received \$633 from the State Police due to a vending machine crime because the police couldn't identify a victim.

### **Executive Session**

The Committee entered executive session to discuss the employment history of a particular person at 3:32 p.m. on a motion by Legislator Jessup, seconded by Legislator Root, and carried. The Committee exited executive session at 3:48 p.m. on a motion by Legislator Decker, seconded by Legislator Burt, and carried.

### **Request Permission to Fill Director of Temporary Assistance Position**

Ms. Grant requested permission to fill a Director of Temporary Assistance (PEF, Grade 9, Step 7) position, and any vacancy that may result from filling this position. This vacancy is a result of a retirement. This position is responsible for administration of Temporary Assistance Programs including Public Assistance, Medicaid, Food Stamps, HEAP, and Fraud. This position is funded by twenty-seven percent Local funds, twenty-one percent State funds, and fifty-two percent Federal funds. The request was approved on a motion by Legislator Burt, seconded by Legislator Decker, and carried. **Refer to Ways & Means**

### **Request Permission to Fill Senior Support Investigator Position**

Ms. Grant requested permission to fill a Senior Support Investigator (AFSCME, Grade 16, Step 6) position, and any vacancy that may result from filling this position. This vacancy is a result of a promotion. This position is responsible for supervising eight Support Investigators as well as genetic marker testing, overseeing the Non-custodial Parent Employment Program, desk reviews for IV-D pass through, and doing reports and updating manuals. This position is funded by fifty percent Federal funds and fifty percent Local funds which are offset by TANF collections. Ms. Grant noted this vacancy was recently filled; however, the person recently left DSS to work at Employment and Training. The request was approved on a motion by Legislator Root, seconded by Legislator Decker, and carried. **Refer to Ways & Means**

### **Request Permission to Fill Grade B Supervisor Position**

Ms. Grant requested permission to fill a Grade B Supervisor (PEF, Grade 7, Step 4) position, and any vacancy that may result from filling this position. This vacancy is a result of a retirement. This position is in the Services Unit, and is responsible for supervision of eight

Caseworkers, who are responsible for ensuring the health, welfare, and safety of children and families. This position is funded by fifty-eight percent Federal funds and eight percent State funds. Ms. Grant noted this position is a part of the management team. The request was approved on a motion by Legislator Jessup, seconded by Legislator Hopkins, and carried. **Refer to Ways & Means**

#### **Request Permission to Fill Supervisor of Child Support Enforcement Position**

Ms. Grant requested permission to fill a Supervisor of Child Support Enforcement (PEF, Grade 7, Step 4) position, and any vacancy that may result from filling this position. This vacancy is a result of a retirement. This position is responsible for supervising one Senior Support Investigator, eight Support Investigators, and four Clerical Staff, while overseeing all aspects of child support investigation, paternity establishment, and the collection and accounting of all child support monies received. This position is funded by fifty percent Federal funds and fifty percent Local funds which are offset by TANF collections. Ms. Grant noted this position is part of the management team. The request was approved on a motion by Legislator Decker, seconded by Legislator Pullen and carried. **Refer to Ways & Means**

#### **Request Permission to Fill Senior Typist Position**

Ms. Grant requested permission to fill a contingent-permanent Senior Typist Position (AFSCME, Grade 7, Step min) position, and any vacancy that may result from filling this position. This vacancy is a result of a promotion. This position is responsible for performing clerical duties for all programs. This position is funded by fifty-two percent Federal funds and ten percent State funds. The request was approved on a motion by Legislator Root, seconded by Legislator Decker, and carried. **Refer to Ways & Means**

#### **Request Permission to Fill Three Support Investigator Positions**

Ms. Grant requested permission to fill three Support Investigator (AFSCME, Grade 15, Step min.) positions, and any vacancy that may result from filling these positions. These vacancies are a result of two retirements and a resignation. These positions assist with paternity establishment, child support order establishment, enforcement, and collection. These positions are funded by fifty percent Federal funds and fifty percent Local funds which are offset by TANF collections. The request was approved on a motion by Legislator Pullen, seconded by Legislator Hopkins, and carried. **Refer to Ways & Means**

#### **Request Permission to Fill Social Welfare Examiner Position**

Ms. Grant requested permission to fill a Social Welfare Examiner Position (AFSCME, Grade 11, Step min.) position, and any vacancy that may result from filling this position. This vacancy is a result of a promotion. This position is in the Temporary Assistance Unit, and is responsible for interviewing clients, determining eligibility, and authorizing the appropriate benefits. This position is funded by fifty percent Federal funds and six percent State funds. The request was approved on a motion by Legislator Decker, seconded by Legislator Root, and carried. **Refer to Ways & Means**

#### **Request Permission to Create and Fill Four Part-Time Temporary Positions**

The Department of Social Services has recently had some key employees retire with others leaving. These individuals are some of their most experienced employees who hold very important jobs. Their departures will leave the department in a very difficult situation until such time that replacements can be found and trained. The Department is requesting that temporary part-time positions be created and filled for the following titles to help bridge the gap and for training purposes:

Grade B Supervisor (PEF Union, 34 percent local share)  
Child Support Coordinator (PEF Union, 50 percent local share with offset)  
Director of Temporary Assistance (PEF Union, 27 percent local share)  
Senior Typist (AFSCME union, this is a backfill from a recent retirement, 38 percent local share)

These positions will exist for no more than six months from the time of their creation with a total not to exceed the limit of \$30,000 per position. The maximum local share is \$48,924. The fiscal impact will likely be less. They do not anticipate each person reaching the \$30,000 limit. Also, the addition of these positions will avoid some overtime. County Treasurer requested including the grade and step of each position, and the number of hours. Legislator Root asked about a policy on giving notice when an employee is going to retire. Ms. Grant said the employee has to give the State Retirement System fifteen-day notice, but the employee doesn't have to let the County know.

The request to create and fill a part-time temporary Grade B Supervisor (PEF, Grade 7, Step 11) position was approved on a motion by Legislator Decker, seconded by Legislator Root, and carried. **Prepare Resolution and Refer to Ways & Means**

The request to create and fill a part-time temporary Child Support Coordinator (PEF, Grade 7, Step 11) position was approved on a motion by Legislator Root, seconded by Legislator Jessup, and carried. **Prepare Resolution and Refer to Ways & Means**

The request to create and fill a part-time temporary Director of Temporary Assistance (PEF, Grade 9, Step 11) position was approved on a motion by Legislator Jessup, seconded by Legislator Decker, and carried. **Prepare Resolution and Refer to Ways & Means**

The request to create and fill a part-time temporary Senior Typist (AFSCME, Grade 7, Step 7) position was approved on a motion by Legislator Decker, seconded by Legislator Jessup, and carried. **Prepare Resolution and Refer to Ways & Means**

### **Office for the Aging**

#### **Monthly Report**

Director Madeleine Gasdik pre-filed her monthly report, and asked if anyone had any questions. She reported Norma Higgins, the wife of Wally Higgins, passed away. Wally Higgins has been a driving force for the Office for the Aging for many years. She said visitation is on Friday, and services are Saturday in Alfred.

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 4:03 p.m. following a motion by Legislator Decker, seconded by Legislator Burt, and carried.

Respectfully submitted,  
Rebecca Scott, Secretary to the Clerk of the Board  
Allegany County Board of Legislators