

HUMAN SERVICES COMMITTEE MEETING
September 7, 2016
NOT APPROVED

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

Others Present: B. Budinger, D. Fanton, M. Gasdik, K. Graves, D. Healy, K. Hollis, R. Hollis, C. Knapp, T. Miner, B. Riehle, T. Shaw, M. Washer, R. Whitney

Call to Order: The meeting was called to order by Human Services Committee Chairman Kevin LaForge at 3:01 p.m.

Approval of Minutes

The following amendments were made to the August 3, 2016, minutes:

The following paragraph was removed:

“Need for a new computer program to handle the tracking of meals and routes for the Meals-on- Wheels Program. The current program is 16 years old and. As anticipated it will be updated at a cost of approximately \$4,000. The During the transition there will be a down time of approximately 1 month and then a period of backlog as staff will have to manually enter all data from that time period”

The paragraph above was replaced with:

“Also discussed was the new case note program NYSOFA is creating. This will be very similar to the program ACOFA is currently using. There will be downtime from August 7, 2016 to September 16, 2016 when the current program information is going to be uploaded to the new statewide program. Staff will be keeping manual notes and will enter all notes when the new program goes live on September 15, 2016. One issue is that the program ACOFA uses to track meals and driver routes will no longer be able to upload meals information into the new system. It will cost \$4,000 to get the two programs to “speak” to each other. However, the current meals program is over 16 years old and has no program support. ACOFA is looking into seeing if a new program can be created at a reasonable cost.”

These amendments were approved on a motion by Legislator Jessup, seconded by Legislator Decker, and carried.

PILL DROP

Sheriff Rick Whitney attended the meeting to discuss the upcoming pill drop scheduled for October 22, 2016, from 10 a.m. to 2:00 p.m. Sheriff Whitney stated they would like to hold it here at the County building. Sheriff Whitney stated when he and

Undersheriff Kevin Monroe first took office, they weren't 100 percent behind the pill drops as they didn't feel it would do much; however, after working their first one, Sheriff Whitney stated they were amazed at what people brought in and it was good to see the types of drugs being taken off the streets rather than thrown in the garbage or flushed down the toilets and into our water system. Legislator Burt questioned if they see a lot of illegal drugs dropped off. Sheriff Whitney stated a couple of times they have seen some illegals drugs dropped off. Legislator Pullen questioned how the illegal drugs are handled and disposed of. Sheriff Whitney stated they are taken back to the Jail to the evidence room, and from there it is taken to Buffalo, New York, where they meet with the DEA and it is taken to an incinerator. Legislator Decker noted he was at the last Pill Drop on April 30, in Cuba, New York, and he saw a steady stream of people and during his time there they received 144 pounds of drugs. Legislator Burt questioned if they have ever thought of doing a system like this for illegal hand guns. Sheriff Whitney stated no they haven't, but he has seen other places that have. Sheriff Whitney noted so far this year they have taken over \$150,000 in drugs off the streets. A motion was made by Legislator Hopkins, seconded by Legislator Decker, and carried to hold a Pill Drop at the County Building in Belmont, New York.

HEALTH DEPARTMENT

Acceptance and Appropriation of Cancer Services COLA Award

Public Health Director Lori Ballengee requested a resolution to accept and appropriate the COLA (Cost of Living Adjustment) money for the Cancer Services Program in the amount of \$14,008. The funds will be appropriated as follows:

- #A4071.201 (Office Equipment)	\$ 1,000
- #A4071.401 (Postage)	\$ 6,433
- #A4071.407 (Office Supplies)	\$ 21
- #A4071.408 (General Supplies)	\$ 2,527
- #A4071.409 (Fees)	\$ 156
- #A4071.424 (Legal Advertising)	<u>\$ 3,861</u>
- Revenue #A4071.340.100	\$14,008

The request was approved on a motion made by Legislator Pullen, seconded by Legislator Decker, and carried. **Refer to Ways and Means**

Acceptance and Appropriation of Unallocated WIC Funds

Public Health Director Lori Ballengee requested a resolution to accept and appropriate additional funds in the amount of \$26,050 from the NYSDOH for the WIC Program. The funds will be appropriated as follows:

- #A4190.201 (Office Equipment)	\$ 4,000
- #A4190.206 (Health Equipment)	\$ 5,100
- #A4190.401 (Postage)	\$ 2,000
- #A4190.403 (Maint. Cont. Off. Mach.)	\$ 200
- #A4190.406 (Insurance)	\$ 100
- #A4190.407 (Office Supplies)	\$ 1,000
- #A4190.408 (General Supplies)	\$ 6,500
- #A4190.409 (Fees)	\$ 2,500
- #A4190.414 (Rentals: Real Property)	\$ 2,350
- #A4190.419 (Printing)	\$ 800
- #A4190.424 (Advertising)	\$ 1,000
- #A4190.427 (Electricity)	\$ 500
- Revenue #A4190.445.200	\$26,050

The request was approved on a motion made by Legislator Decker, seconded by Legislator Jessup, and carried. **Refer to Ways and Means**

SOCIAL SERVICES

Director of Administrative Services Don Horan attended the meeting to discuss Social Services monthly report and wanted to let the committee know that they have received word from New York State that the weekly Medicaid for local share is going to decrease and save us \$44,744 in 2017 and \$34,216 for the remainder of 2016.

COMMUNITY SERVICES

Transfer of Funds

Community Services Director Dr. Robert Anderson requested a resolution to transfer \$2,400 from A4310.409 (Mental Health Administration) to A4315.464 (Mental Health Reinvestment-Contractual). The transfer of this money is due to the MHA employees getting a raise which the account did not have sufficient funds to cover. The request was approved on a motion made by Legislator Hopkins, seconded by Legislator Burt, and carried. **Refer to Ways and Means**

Request to Fill Children and Family Intensive Care Case Manager

Community Services Director Dr. Robert Anderson requested approval to fill three Children and Family Intensive Care Case Managers (PEF, Grade 7, Step Base) positions. These vacancies are a result of two retirements and one resignation. These positions provide case management services to children and families under the NYS Department of Mental Health. The request was approved on a motion made by Legislator Pullen, seconded by Legislator O'Grady, and carried. **Refer to Ways and Means**

OFFICE FOR THE AGING

Alzheimer's Disease Caregivers Initiative Grant

Office for the Aging Director Madeleine Gasdik requested a resolution to transfer the following funds within the Alzheimer's Disease Caregivers Initiative grant. These transfers are needed to spend the grant money by December 31, 2016, or the funds will be lost.

From A6791.474 (Contractual) to A6791.101 (Regular Pay)	\$12,300
From A6791.402 (Mileage) to A6791.201 (Office Equipment)	\$ 4,150

The request was approved on a motion made by Legislator Jessup, seconded by Legislator Pullen, and carried. **Prepare Resolution**

KVR Services, LLC Agreement

Office for the Aging Director Madeleine Gasdik requested a resolution to amend the existing agreement between the County of Allegany and KVR Services, LLC to increase the price per meal for our Meals on Wheels Program by 25 cents for the year of 2017 from \$4.15 per meal to \$4.40 per meal. This increase has been included in the proposed 2017 Budget. The request was approved on a motion made by Legislator Decker, seconded by Legislator O'Grady, and carried. **Refer to Ways and Means**

Request to Fill Community Services Worker

Office for the Aging Director Madeleine Gasdik requested approval to fill one Community Services Worker (AFSCME, Grade 11, Step Base) position. This position is responsible for updating and maintaining a comprehensive resource listing of LTSS (Long Term Services and Support) programs and providers and will provide outreach on these services. This position completes the initial intake to collect necessary information to determine programmatic eligibility and the needs of the individual and/or caregiver. This position is crucial in operating the NY Connects Program. The funding for this position is 100 percent State and Federal. The request was approved on a motion

made by Legislator Hopkins, seconded by Legislator Jessup, and carried. **Refer to Ways and Means**

Request to Fill Aging Services Specialist

Office for the Aging Director Madeleine Gasdik requested approval to fill a temporary full-time Aging Services Specialist position effective October 1, 2016, and ending January 31, 2017, to assist Office for the Aging during their busy time of the year. Ms. Gasdik stated, by filling a temporary position we will be able to keep a fully trained Aging Services Specialist on staff during our very busy season of HEAP and Medicare Open Enrollment, and it will allow us to get caught up on the new statewide case noting system when it goes live September 15, 2016. The request was approved on a motion made by Legislator Decker, seconded by Legislator Pullen, and carried.

Prepare Resolution

Request to Fill Nutrition Services Coordinator

Office for the Aging Director Madeleine Gasdik requested approval to create and fill a Nutrition Services Coordinator position for the time period of September 1, 2016, to November 30, 2016. This position will then become a part-time position beginning December 1, 2016, with no ending date. Ms. Gasdik stated that State and Federal guidelines require a Registered Dietician, Registered Dietician-Eligible, or a NYS Certified Dietician/Nutritionist to perform the following responsibilities:

- Monitor HDM/Congregate meal kitchens
- Monitor Luncheon Centers
- Monitor home delivered meals
- Plan and certify nutritional requirements for HDM/Luncheon Center menus
- Offer nutrition counseling to ACOFA clients

The request was approved on a motion made by Legislator Pullen, seconded by Legislator Decker, and carried. **Refer to Ways and Means/Prepare Resolution**

Request to Fill Substitute Luncheon Center Manager

Office for the Aging Director Madeleine Gasdik requested approval to fill one part-time Substitute Luncheon Center Manager (non-union) position. This position will only be needed if the regular Center Manager is off. Funding for this position is 33 percent County, 40 percent Older America Act Federal Funds and 27 percent Contributions. The request was approved on a motion made by Legislator Decker, seconded by Legislator O'Grady, and carried. **Refer to Ways and Means**

Attorney/Client Session

A motion was made by Legislator Decker, seconded by Legislator Burt, and carried to enter into attorney/client session at 4:01 p.m. Immediately following discussion at 4:33 p.m., a motion was made by Legislator O'Grady, seconded by Legislator Decker, and carried to end the attorney/client session and return to the regular meeting.

Adjournment

There being no further business to come before the committee, a motion was made by Legislator Burt, seconded by Legislator Decker, and carried to adjourn the meeting at 4:46 p.m.

Respectfully submitted,

Meghan Washer, Secretary to the Clerk of the Board
Allegany County Board of Legislators