

**HUMAN SERVICES COMMITTEE
JANUARY 8, 2014
NOT APPROVED**

Committee Members Present: K. LaForge, D. Pullen, S. Burt, C. Jessup, T. O'Grady, D. Root, C. Crandall

Others Present: M. Alger, L. Ballengee, D. Fanton, M. Gasdik, V. Grant, K. Graves, D. Healy, L. Hennessy, T. Hopkins, T. Miner, B. Riehle, C. Santora

Media Present: No media present

Call to Order: The meeting was called to order at approximately 4:12 p.m. by Human Services Committee Chairman Kevin LaForge.

Approval of Minutes

A motion was made by Legislator Jessup, seconded by Legislator Root, and carried to approve the Human Services Committee minutes of December 4, 2013.

Health Department

Monthly Report

Ms. Ballengee talked about the cold weather statement she had sent out earlier in the week advising how to cope with the weather and where to go for warming centers. Although the centers did not get used, she wanted to commend her staff and Jeff Luckey (Fire and Emergency Services) for their hard work in getting the word out and in getting the centers functioning.

Approval of Lease Agreement for New Space in Alfred for Family Planning Clinic

Health Department Director Lori Ballengee requested approval of a new, three-and-a-half year lease agreement with SJM Properties, Inc., (St. James Mercy Hospital) for Family Planning Clinic space in Alfred, NY. The address is 35 Glen Street and is approximately 894 square feet. Beginning July 1, 2014, the rent will increase to \$700 per month, inclusive of utilities. The current site, 10 Church Street, Alfred, costs \$850 per month, exclusive of utilities, which average \$150 per month in summer, and \$250 per month in winter, for an average total of \$1,000 per month in summer, and \$1,100 per month in winter. The Department will realize \$300-\$400 per month in savings at the new location. The current lease on Church Street expires June 30, 2014. The DoH is overlapping leases to secure the new rental space, as it will mean a significant savings over the three-year period; however, SJM Properties will change the County only \$150 per month during the overlap period. The main reasons for the move, other than significant financial savings, are that the current space is not handicapped accessible, does not lend to confidentiality for patients, and does not have running water in one clinic room. All of these issues are state requirements, and more importantly, in the best interest of the clients. The new space will have none of these issues. The lease has been reviewed by County Attorney Tom Miner. Approval of the request was granted on a motion by Legislator Pullen, seconded by Legislator Jessup, and carried. **Prepare Resolution**

Office for the Aging

Monthly Report

Office for the Aging Director Madeleine Gasdik reviewed some of the significant numbers on her monthly report, including that OFA had received 870 HEAP applications, 828 had been processed; 37 had been denied; and five were pending. She noted that HEAP is closing earlier than usual this year (March instead of May) and that she expected to see lower numbers overall for the year than in the past though the numbers are on track for this time of year. She also reported that Cheryl Czworka, continues to work with the Carlins at Meals-on-Wheels to assure food safety and quality. She monitors the site twice monthly. Ms. Gasdik also noted that OFA is using Allegany Arc clients on a limited basis for some office work and other tasks as Arc has lost its sheltered workshop contracts. She notes that this is working out well, and she hopes to be able to train some clients for more involved office work.

Home Care Agency Update

Ms. Gasdik also provided a document comparing costs for personal care aides and housekeeping services by Home Care agencies. She noted that the local agencies such as Jan & Bev's in Wellsville, Southern Tier Home Health Services in Wellsville, and WillCare in Olean, sometimes have difficulty in providing care for the northern parts of the County. In order to improve service, Ms. Gasdik proposes using agencies outside the County such as Venture Forthe of Niagara Falls and Southern Tier Home Health Services of Hornell to meet these needs, despite increased costs. Ms. Gasdik noted that OFA would only go that route as a last resort. Legislator LaForge asked for, and received, an informal show of support for Ms. Gasdik's proposal.

Appointment of Charles Jessup to the Citizens Advisory Council to the OFA

The Chairman of the Board plans to appoint Charles O. Jessup as the Legislative member of the Citizens Advisory Council to the Office for the Aging. Mr. Jessup will continue to serve until another Legislator has been appointed, or until he no longer serves as a member of the Human Services Committee. The appointment was approved on a motion by Legislator Root, seconded by Legislator O'Grady, and carried. **Prepare Resolution**

Department of Social Services

Monthly Report

Department of Social Services Commissioner Vicki Grant noted that the numbers stated on her pre-filed report were on target. She did note, however, that January promises to be a busy and stressful month for her staff as it is now mandatory for them to follow the ACA (Affordable Care Act) and the State does not have its system ready. She hopes it will be up and running by the middle of February. She was also hopeful that by April the State would begin to take new Medicaid eligibility application processing from the local office. She added that she has been contacting former DSS employees to come back to help with the increased work load until things normalize. When asked about the impact the end of the unemployment benefits would have on her office, she said that the applications for public assistance, food stamps, and Medicaid would probably increase. New members of the Committee asked for an explanation of acronyms (e.g., NFA—non-family assistance; CDPAP Cases-Consumer Direct Personal Assistance Program) and that Program Integrity Unit investigated possible fraud.

Good of the Order

Chairman Crandall told the Committee members that they had been chosen specifically for the Human Services Committee because of their intelligence, their big hearts, and their conservative leanings toward meeting mandates economically. He noted that the area of Human Services is where the County spends most of its annual budget, and he exhorted the members to visit the various Department Heads and their respective areas to learn more about what each area does. It was also suggested that they might wish to do this as individuals, and not as a group, as that might be disruptive to the business of the agency.

Legislator Burt wanted to go on record saying that he sold the building on Route 19 to the Carlins from which they run the Meals-on-Wheels service, but that although he is the mortgage holder, he is not involved in any way in that endeavor.

Legislator Pullen noted that the County must look for ways to continue to comply with the State mandates in order to qualify for the refunds and incentives available for those counties which manage to work under those mandates.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 4:55 p.m. following a motion by Legislator Pullen, seconded by Legislator Burt, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**HUMAN SERVICES COMMITTEE
FEBRUARY 6, 2014
NOT APPROVED**

Committee Members Present: K. LaForge, D. Pullen, S. Burt, C. Jessup, T. O'Grady, D. Root, C. Crandall

Others Present: M. Alger, C. Czworka, D. Fanton, M. Gasdik, V. Grant, K. Graves, D. Healy, T. Hopkins, T. Hull, T. Miner, B. Riehle, C. Santora

Media Present: No media present

Call to Order: The meeting was called to order at 4:00 p.m. by Human Services Committee Chairman Kevin LaForge.

Approval of Minutes

A motion was made by Legislator Jessup, seconded by Legislator Pullen, and carried to approve the Human Services Committee minutes of January 8, 2014.

Health Department

Monroe County Medical Examiners' Contract

Public Health Director Lori Ballengee was unable to attend the meeting. In her stead, Deputy Public Health Director Tom Hull indicated that he had nothing to report regarding the Monroe County Medical Examiners' Contract. It was determined that, if necessary, a special meeting could be held for that discussion.

Department of Social Services

Monthly Report

Social Services Commissioner Vicki Grant entertained questions/comments on her pre-filed report for December 2013. Receiving none, she noted that there is nothing out of the ordinary to report at this time. When asked by Legislator Pullen if there was any truth to "gripes" he'd heard about delays in HEAP approval, Ms. Grant noted that there have been delays due to her office's being short-staffed. She said that she was bringing in a former employee to help move it along. She explained that emergencies are handled first and that there have been two overtime sessions so far and two more are scheduled for this month in order to resolve this problem.

Request to Fill a Caseworker Position

Ms. Grant requested approval to fill a Caseworker position (AFSCME Grade 16, Step Min.) which became vacant due to a retirement. Ms. Grant indicated that this position ensures the health, welfare, and safety of children and families, and allows the Department to meet state and federal requirements. Fifty percent of the funding for this position is Federal, 25 percent State, and 25 percent County. Approval to fill the position was granted on a motion by Legislator Root, seconded by Legislator O'Grady, and carried. **Refer to Ways & Means**

Report on Allegany County's Presentation to NYS Child Well-being Initiative

Ms. Grant distributed copies of a presentation she recently gave in Albany at the "Well-Being of Children in Child Welfare & Juvenile Justice—A Convening of State Stakeholders" meeting regarding Allegany County's Trauma Timeline. She noted that it was an honor to be asked to present as it indicated that the State recognizes the work Allegany County has been doing for the past eight years in this area. The State is proposing to include such initiatives as part of its policy goals for 2014 in child well-being and will be setting goals for counties regarding such. Ms. Grant presented on how her office integrated not only with its own staff and how they were trained, but how they included community partners in the process. She indicated that the Department paid for the initial trauma systems therapy training years ago as part of their initial trauma initiative, but that current staff is used to train new staff members, so it is self-sustaining. This is a partnership with the Office of Community Services, the Wellsville Counseling Center, and the Department of Social Services. Other integrative trauma focuses have included community partners, such as foster care provider agencies, private preventive agencies, schools, probation, foster parents, and the Child Advocacy Center and have been paid for with grants, training initiatives, and/or partnerships with DSS and the University at Buffalo School of Social Work Professors. She added that there were many high-level attendees, including Office of Children and Family Services, Office of Persons with Developmental Disabilities, Department of Health, Office of Alcohol and Substance Abuse Services, Office of Mental Health, the Department of Labor, the Office of Court Administration, Juvenile Justice, the State Education Department, trauma specialists, and researchers.

Office for the Aging**Monthly Report**

Office for the Aging Director Madeleine Gasdik entertained questions/comments on her pre-filed report, saying that there is nothing unusual to note. She did mention, however, that the New York State Office for the Aging has informed her that there will be a reduction in the Insurance Counseling Program budget from last year's \$34,000 to \$28,000 in 2014. This is a decrease across all state OFA agencies. Ms. Gasdik said this program has always been underfunded. The Program, which performs Medicare counseling, served over 1,000 people last year. Each contact was at least one hour, she said.

Appointment of David Porter to Citizens Advisory Council to the Office for the Aging

The Chairman of the Board plans to appoint Kenneth David Porter as an Over 60 member of the Citizens Advisory Council to the Office for the Aging for the remainder of a three-year term commencing immediately and expiring December 31, 2014, subject to confirmation by the Board of Legislators. Approval of the appointment was granted on a motion by Legislator Jessup, seconded by Legislator Pullen, and carried. **Prepare Resolution**

Attorney/Client Session

The Committee entered attorney/client session to discuss a contractual matter at 4:25 p.m. on a motion by Legislator Root, seconded by Legislator O'Grady, and carried. The Committee exited attorney/client session at 5:15 p.m. on a motion by Legislator Root, seconded by Legislator O'Grady, and carried.

Amendment to Current Contract with KVR Services (Meals-on-Wheels)

Following attorney/client session, the Committee decided to table action on an amendment to the current contract with KVR Services on a motion by Legislator LaForge, seconded by Legislator O'Grady, and carried. Prior to the vote, Legislator Burt was excused from voting on a motion by Legislator Jessup, seconded by Legislator O'Grady, and carried.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 5:25 p.m. following a motion by Legislator Pullen, seconded by Legislator Jessup, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**HUMAN SERVICES COMMITTEE
MARCH 5, 2014
NOT APPROVED**

Committee Members Present: K. LaForge, D. Pullen, S. Burt, C. Jessup, T. O'Grady, D. Root, C. Crandall

Others Present: L. Ballengee, P. Curran, D. Decker, M. Gasdik, V. Grant, D. Healy, A. McGraw, T. Miner, B. Riehle, C. Santora

Media Present: No media present

Call to Order: The meeting was called to order at 4:00 p.m. by Human Services Committee Chairman Kevin LaForge.

Approval of Minutes

A motion was made by Legislator Burt, seconded by Legislator O'Grady, and carried to approve the Human Services Committee minutes of February 6, 2013.

Re-appointment of Linda Edwards to Community Services Board

The Community Services Board is requesting that Linda Edwards of Houghton, NY, be re-appointed to a four-year term on the Community Services Board effective January 1, 2014, and expiring December 31, 2017. Approval was granted on a motion by Legislator Pullen, seconded by Legislator Root, and carried. **Prepare Resolution**

Appointment of Carol Stonemetz to Community Services Board

The Community Services Board is requesting that Carol Stonemetz of Houghton, NY, be appointed to a four-year term on the Community Services Board effective immediately and expiring December 31, 2017. Approval was granted on a motion by Legislator Jessup, seconded by Legislator Pullen, and carried. **Prepare Resolution**

Health Department

Monroe County Medical Examiner's Contract

Director of Public Health Lori Ballengee has been working with the County Administrator on coroners contracts for several months. Allegany County has worked with Monroe County for many years, but there is a new County Executive and a new Health Commissioner, and they have significantly raised our fees (for all counties, not just AC). Apparently, she said, Allegany County had been getting a much better deal than the other counties, so they weren't hit as hard with the increase as we were. Ms. Ballengee said she has called several other counties asking where they get services, how they work with their coroners, etc., but has discovered that most of the surrounding counties go to Monroe. She also discovered that using Erie County would not result in significant savings. She added that she had contacted the local hospitals (Jones, Olean, Noyes, St. James), but could not come up with a workable solution. So, in consultation with the County Administrator, she has decided to contract with Monroe County, at least for this year and try to explore other options in the meantime. Formerly, (the most recent contract year)

Allegany County paid just under \$30,000 for 60 autopsies. The fact is, however, that Allegany County doesn't "need" 60 autopsies per year. The most the County needs performed is 40-45 per year. So, Ms. Ballengee said, she tried to reduce the number from 60 to 45 in order to decrease the price, but Monroe County did not want to negotiate. At this point, the contract will cost the County about \$20,000 more than last year and for only 30 autopsies. Again, Monroe County would not negotiate with Ms. Ballengee when she tried to increase the number to 40 autopsies. Because about 98 percent of County deaths which have autopsies performed are from natural causes, she also tried to find a location which could do these "easy" cases, but again, she could not find a solution. Ms. Ballengee did say that Wellsville Physician Christopher Depner has agreed to act as medical director for the coroners (at no additional cost for which she is very grateful), and he has agreed to sign certain death certificates if he is comfortable with the circumstances. All that being said, Ms. Ballengee sought approval to enter into a contract with Monroe County to continue to conduct Allegany County autopsies. Approval was granted on a motion by Legislator Jessup, seconded by Legislator Pullen, and carried. (One opposed: Legislator Burt) **Prepare Resolution**

Budget Transfer

Public Health Director Lori Ballengee requested to move monies from the Account A4010.101 (Health Department General Fund Salaries) to A4035.458 (Family Planning-Health Contracts) to be used for contracting Noralynn Patrick as Nurse Practitioner. The Nurse Practitioner who is on staff is currently on disability and is expected to retain that status for approximately half of 2014. Approval was granted on a motion by Legislator Pullen, seconded by Legislator Root, and carried **Refer to Ways & Means**

The Following five COLA adjustments were voted on as a single unit

Accept & Appropriate COLA Funds for Children with Special Health Care Needs Program

Ms. Ballengee requested approval to accept and appropriate COLA money for the Children with Special Health Care Needs Program for the 2014 Budget year, 2013-14 grant year (April 1, 2013-March 31, 2014).

Revenues \$1,463

Account A4054.3401.01 (Health-Children with Special Health Care Needs-State Aid)

Appropriations \$1,463

Account A4054.424 (Health-Children with Special Health Care Needs-Advertising)

Accept & Appropriate COLA Funds for Rabies Program

Ms. Ballengee also requested approval to accept and appropriate COLA money for the Rabies Program for the 2014 Budget year, 2013-14 grant year (April 1, 2013-March 31, 2014).

Revenues \$1,105

Account A4043.3405.00 (Rabies Clinics-State Aid-Public Health)

Appropriations \$1,105

Account A4043.408 (Rabies Clinics-General Supplies)

Accept & Appropriate COLA Funds for Lead Poisoning Prevention Program

Ms. Ballengee requested approval to accept and appropriate COLA money for the Lead Poisoning Prevention Program for the 2014 Budget year, 2013-14 grant year (April 1, 2013-March 31, 2014).

Revenues \$2,985

Account A4037.3437.00 (Public Health-Lead-State Aid)

Appropriations \$2,985

Account A4037.408 (Public Health-Lead-General Supplies)

Accept & Appropriate COLA Funds for the WIC Program

Ms. Ballengee requested approval to accept and appropriate COLA Funds for the WIC Program for the 2014 Budget year 2013-14 grant year (April 1, 2013-March 31, 2014).

Revenues \$23,147

Account A4190.4452.00 (Federal Aid-Health-WIC)

Appropriations \$23,147

Accounts:

A4190.201 (WIC-Office Equipment)	\$ 250
A4190.206 (WIC-Health Equipment)	\$ 531
A4190.402 (WIC-Mileage/Transportation)	\$ 200
A4190.405 (WIC-Conference Expense)	\$ 2,490
A4190.407 (WIC-Office Supplies)	\$ 200
A4190.408 (WIC-Genera/Program Supplies)	\$ 313
A4190.409 (WIC-Fees)	\$ 390
A4190.416 (WIC-Telephone)	\$ 500
A4190.427 (WIC-Electricity)	\$ 1,000
A4190.428 (WIC-Natural Gas)	\$ 400
A4190.456 (WIC-Health Contracts)	<u>\$16,873</u>
	\$23,147

Accept & Appropriate COLA Funds for the Family Planning Program

Ms. Ballengee requested approval to accept and appropriate COLA funds for the Family Planning Program for the 2014 budget year, 2013-14 grant year (April 2, 2013-march 31, 2014) to be appropriated in the following way:

Revenues \$13,099

Account 4035.3450.00 (Family Planning-State Aid)

Appropriations \$13,099

Accounts:

A4035.201 (Family Planning-Office Equipment-Netbook Purchase)	\$ 595
A4035.206 (Family Planning-Health Equipment-Vaccine Refrigerator)	\$2,440
A4035.409 (Family Planning-Fees (Ahlers Billing & Netbook Software))	\$1,315
A4035.414 (Family Planning-Clinic Site Rental)	\$3,236
A4035.426 (Family Planning-Sewer/Water)	\$ 22
A4035.427 (Family Planning-Electricity)	\$ 79
A4035.428 (Family Planning-Utilities)	\$ 548
A4035.458 (Family Planning-Health Contracts-Nurse Practitioner)	\$ 4,153
A4010.461 (Family Planning-Health Contracts-Medical Supervisor)	<u>\$ 711</u>
	\$13,099

Approval was granted on a motion by Legislator Pullen seconded by Legislator Root, and carried. **Refer to Ways & Means**

Office for the Aging

Monthly Report

Office for the Aging Director Madeleine Gasdik said it had been a pretty quiet month, but noted that the Office now had two new staff members: Chris O'Connor, Aging Services Specialist, and Charlene Schaed, Transportation and Nutrition Assistant (PT grant-funded Senior Employment Employee, formerly "Green Thumb"). Ms. Gasdik and Cheryl Czworka met with the Meals-on-Wheels caterers last week; they are willing to do what's needed to remain in the position. OFA will be buying some additional equipment to help with the issues that have arisen. Additionally, Ms. Gasdik noted that perhaps there should be some type of County policy dealing with the potential of volunteers being injured while serving the County. Ms. Gasdik informed the Committee that the annual evaluation had been conducted by the State the previous week. OFA did very well, although Ms. Gasdik predicted getting "dinged" on the data. She explained that the Office is supposed to have less than 10 percent of its data missing, and the evaluated year was at 21 percent; however, this year it's been 15 percent, so they're doing better. Finally, some wording needed to be added to Meals-on-Wheels letter (not a bill) telling recipients that the suggested contribution is simply that, and the meals will not be stopped for "non-payment." Ms. Gasdik also distributed a list of questions that will be presented at the upcoming public forum, April 17, as well as an advance look at the "Silver Linings" newsletter that would soon be going to print.

Request to Fill Meals-on-Wheels Driver Positions

Ms. Gasdik requested approval to fill a Meals-on-Wheels Driver position (part-time, non-union) for delivery of meals to the Bolivar area. Funding for this position is 24 percent County; 31 percent State, 15 percent Federal, and 30 percent other. Amount in current year's budget for this position: \$11,650. Additionally, she requested approval to fill a Meals-on-Wheels Driver position (part-time, non-union) for delivery of meals to the southeastern area of the County. Funding for this position comes from Federal grants and participant contributions: 35 percent County, 0 percent State, 30 percent Federal, 35 percent other. There was some discussion regarding validity of driver's license, reference checks, and background checks of workers and volunteers. On the flip side, it was noted that there shouldn't be too many obstacles for volunteers to overcome or the pool might lessen. Approval to fill both positions was granted on a motion by Legislator Root, seconded by Legislator Pullen, and carried. **Refer to Ways & Means**

Department of Social Services

Monthly Report

Department of Social Services Commissioner Vicki Grant distributed a corrected version of her pre-filed monthly report, saying that one of the statistics had been incorrectly calculated and the new document was the accurate one. Discussion included the fact that Medicaid [applications] goes up every month. When asked about any trends in her area, Ms. Grant noted that there have been a lot of emergency HEAP applications, and a process is in place to deal with the backlog. Additionally, she said, DSS has not heard yet from the State whether there is any funding adjustment planned for HEAP. Also, when queried, Ms. Grant said that the official marketplace shuts down in March for the private health insurance piece, but people may continue to apply for Medicaid online. She is concerned, however, that applicants may think that they are unable to apply online, which may create a spike for DSS workers. In the good news

category, Ms. Grant told the Committee that Rory Dudley has graduated from Leadership Allegany.

Community Services—Dr. Robert Anderson

2014 Budget Adjustments

Dr. Anderson requested the following budget adjustments:

<u>Accounts</u>	<u>Appropriations</u>	<u>Revenues</u>
A4313.456 ARBOR	\$ (2)	
A4313.3490.1078 St Aid MH Housing		\$ (2)
A4313.463 ARA	\$ (54,425)	
A4313.3490 St Aid MH PROS		\$ (54,425)
A4313.464 Kendra's Law	\$ 11,217	
A4313.3490.039 St.Aid MH ARA**		\$ 11,217
A4313.464 Clinic C&F	\$ 2,804	
A4313.3490.046 St Aid MH ARA**		\$ 2,804
A4314.456 ARC	\$ (56,804)	
A4314.3490.1014 St Aid MH CSS		\$ (56,804)
A4310.409 Comm Serv Fees	\$ 20,076	
A4310.3490.1014 St Aid MH CSS**		\$ 20,076
A4315.456 ARA	\$ 41,896	
A4315.3490.1200 St Aid MH Comm Reinv		<u>\$ 41,896</u>
TOTAL	\$ (35,238)	\$ (35,238)

(**=new accounts to be built)

Approval was granted on a motion by Legislator O'Grady, seconded by Legislator Root, and carried. **Refer to Ways & Means**

Request to Create/Fill Intensive Case Manager Position

Dr. Anderson also requested approval to create/fill an Intensive Case Manager Position (PEF, Grade 7, Base) to provide care management services to individuals under the Department of Health Health Home Program. To refer, monitor, and link to services in order to decrease and/or avoid high use of Medicaid dollars. This position will meet the needs of individuals due to the increase in number of referrals due to health homes refers from Department of Health. The position will be funded by the revenue the position creates by billing Medicaid for the service. It allows for those eligible for the service to have their care management needs met and avoid increased use of Medicaid dollars. There is no fiscal impact to the County. Approval to create the position was granted on a motion by Legislator Pullen, seconded by Legislator Jessup, and carried. One the position has been created, it will be referred to the Ways & Means Committee. **Refer to Ways & Means and Prepare Resolution**

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 5:08 p.m. following a motion by Legislator Jessup, seconded by Legislator O'Grady, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**HUMAN SERVICES COMMITTEE
APRIL 2, 2014
NOT APPROVED**

Committee Members Present: K. LaForge, D. Pullen, S. Burt, C. Jessup, T. O'Grady, D. Root, C. Crandall

Others Present: M. Alger, L. Ballengee, H. Budinger, D. Fanton, M. Gasdik, V. Grant, D. Healy, T. Hopkins, T. Miner, B. Riehle, T. Ross, C. Santora, J. Tomasi

Media Present: No media present

Call to Order: The meeting was called to order at 4:45 p.m. by Human Services Committee Chairman Kevin LaForge.

Approval of Minutes

A motion was made by Legislator Root, seconded by Legislator O'Grady, and carried to approve the Human Services Committee minutes of March 5, 2014.

Health Department

Monthly Report

Ms. Ballengee reported that she is in discussions with Olean General Hospital as regards the County's need for autopsies. She will keep the Committee apprised.

Accept & Appropriate Komen Kares Grant Money

Director of Public Health Lori Ballengee requested a resolution to accept and appropriate monies for the Komen Kares Grant for the 2014 Budget year.

<u>Revenues</u> A4072.2705.00 (Gifts/Donations)	\$19,791
<u>Appropriations</u>	
A4010.101 (Health-Personnel)	2,280
A4072.401 (Komen Kares Grant-Postage)	92
A4072.402 (Komen Kares Grant Mileage)	500
A4072.405 (Komen Kares Grant Conference)	70
A4072.407 (Komen Kares Grant Office Supplies)	100
A4072.409 (Komen Kares Grant Fees)	10,000
A4072.422 (Komen Kares Grant Gasoline/Oil)	2,500
A4072.456 (Komen Kares Grant Health Contracts)	<u>4,249</u>
TOTAL	\$19,791

Approval was granted on a motion by Legislator Pullen, seconded by Legislator O'Grady, and carried. **Refer to Ways & Means**

Upcoming Rabies Clinic

Ms. Ballengee announced that the next free Rabies Clinic would be held Saturday, April 26, 2014, from 9 a.m. to noon at the County Office Complex back parking lot. The clinic will accommodate dogs, cats, and ferrets three months and older. All dogs must be leashed; cats and ferrets must be leashed or in a pet carrier. Participants are asked to bring the pet's previous

vaccination record. This clinic is open to NYS residents only. To pre-register for the clinic, call (585) 268-9250 and select option 1 or 4. She added that donations are greatly appreciated.

Corporate Compliance Plan and In-service

Ms. Ballengee also informed Committee members that she had distributed copies of the Corporate Compliance Plan to acquaint new Legislators with it because the Human Services Committee is the governing body for corporate compliance. She went on to explain that the Plan, which is tweaked annually, serves as a “whistle blower” policy, in order to avoid fraudulent billing practices. Additionally, the Plan assures that anyone who “blows the whistle” is not retaliated against. Conversely, the Plan also allows for discipline for an individual who is aware of fraud and does not report it. She also informed the Committee members that the governing body is mandated to have training and to take a quiz on that training. She asked that Committee members complete that task within the next month.

Budget Transfer for Peer Counselors-WIC Program

The Health Department requested that \$12,483 to be transferred from A4190.409 (WIC-Fees) to A4190.456 (WIC-Contractual) to cover the Peer Counselor expenses. In the past, Peer Counselors were paid out of the fees account. They are now Cornell Cooperative Extension employees and should be included in the Health contracts. She added that the transfer is a “housekeeping” issue. Approval was granted on a motion by Legislator Root, seconded by Legislator O’Grady, and carried. **Prepare Resolution**

Preschool Software Contract Renewal

Ms. Ballengee referred to this contract as the McGuinness Contract which provides the software as well as technical support of the software used by Department of Health employees working with preschool children, ages 3-5, with developmental disabilities. The software is used for “paying providers, entering and submitting STACs, entering and submitting evals, AVL claiming, provider maintenance, and fiscal reporting.” The contract cost is \$550 per month and \$100 per hour for tech support. It was determined that purchasing the software would cost in the neighborhood of \$2 million. The contract was approved, and the Chairman authorized to sign it, on a motion by Legislator O’Grady, seconded by Legislator Pullen, and carried. **Prepare Resolution**

Office for the Aging

Monthly Report

Office for the Aging Director Madeleine Gasdik reported that all is going well in her area, and that folks are taking advantage of the income tax help offered by OFA. She reminded Legislators that the Senior Forum would be held Thursday, April 17; several Legislators voiced their intentions to attend. Ms. Gasdik distributed an updated “Easy Access” sheet which delineates benefits and information available at OFA and NY Connects. She also brought the Committee members up to speed on the research she had done following suggestions at the prior month’s meeting that OFA volunteers undergo background checks. She reported that the Sheriff could do a local check, but that check would not include any infractions outside of the County. A full-blown check would cost approximately \$300 per person, making it impractical for the OFA budget. Ms. Gasdik had checked with other NYS OFAs, and found that only one other in the state does such a check, so she said, if OFA decides to go that route, it would use the Sheriff’s services. Finally, the Meals-on-Wheels contract was taken off the table and approved on a motion by Legislator Jessup, seconded by Legislator Root, and carried. Prior to the vote,

Legislator Burt, who holds the mortgage on the building, asked to abstain from the vote. That request was granted on a motion by Legislator O'Grady, seconded by Legislator Root, and carried. **Prepare Resolution**

Department of Social Services

Monthly Report

Department of Social Services Commissioner Vicki Grant reported that there was nothing unusual last month. Legislator Pullen asked if Ms. Grant had a sense of whether people in the County were doing better economically or if there had been a decline in the number of people requesting services. Ms. Grant noted that her office had seen a record number of applications for HEAP over the winter and that more people continue to apply for food stamps and Medicaid. Ms. Grant added that she and other staff members have been invited to participate in a panel presentation at the University of Pittsburgh at Bradford on April 24 as a result of the Department's good work with integrating DSS' trauma-informed care initiative while partnering with other local agencies as part of its best case practice agenda. Additionally, she said, Gina Kocsis had attended a multi-disciplinary team training meeting in Albany as part of the CAC (Child Advocacy Center) team. She also informed the Committee that DSS has been approved for the state-wide second round of the BASSICS or KEYS Project, an initiative that will change the training requirements and add supports for child welfare supervisors across the State. Finally, Ms. Grant reminded attendees to wear blue on Friday for child abuse prevention.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 5:15 p.m. following a motion by Legislator Burt, seconded by Legislator Pullen, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

HUMAN SERVICES COMMITTEE

May 7, 2014

****NOT APPROVED****

Committee Members Present: K. LaForge, D. Pullen, S. Burt, C. Jessup, T. O'Grady, D. Root, C. Crandall.

Others Present: M. Alger, L. Ballengee, D. Fanton, M. Gasdik, V. Grant, K. Graves, D. Healy, T. Miner, K. Slep, L. Haggstrom, S. Decker, D. Decker, T. Hopkins, J. Norris

Media Present: B. Quinn, Wellsville Daily Reporter

Call to Order: The meeting was called to order by Kevin LaForge, Human Services Committee Chairman at 4:04 p.m.

Approval of Minutes: A motion was made by Legislator Scott Burt to approve the minutes from the April 2, 2014, Human Services Committee meeting. This motion was seconded by Legislator Charles Jessup. **Motion carried**

Health Department

Lori Ballengee, Public Health Director, presented a proposed contract between Allegany County and Olean General Hospital. This contract includes scope of work and reimbursement rates for performing autopsies and blood analysis and description for the County. This proposed contract would save thousands of dollars every year. Savings would also be realized in reduced mileage and time by the coroners by going to Olean versus Rochester. Lori entertained questions from the committee members. A motion was made by Legislator Jessup to approve the proposed contract between Allegany County and Olean General Hospital for autopsies and associated work. This was seconded by Legislator Root.

Prepare a Resolution Legislator Decker thanked Mrs. Ballengee for pursuing this contract and for saving the County money. Allegany County will continue to use Monroe County for forensic autopsies.

Beth Rigas and Victoria Byrnes, NYMOMS4GE

Beth Rigas and Victoria Byrnes gave a presentation regarding genetically engineered foods and genetically modified foods. Ms. Rigas reported foods are not labeled with any type of indication they are genetically modified. She would like to see the labels of food products providing this type of information to consumers so they may make an informed decision when purchasing food products. Ms. Rigas indicated 97 percent of the corn grown in the United States is genetically engineered. Ms. Byrnes stated that genetically modified foods may be linked to cancer, asthma, and autism. Ms. Rigas urged the Human Services Committee to get the word out to Congress to encourage proper food labeling with genetically modified food listed on the label. Curt Crandall, Chairman of the Legislature for Allegany County, indicated how important agriculture is to Allegany County. Mr. Crandall thanked Beth Rigas and Victoria Byrnes for presenting their information to the committee.

Office for the Aging

Madeleine Gasdik, Office for the Aging Director, disseminated her monthly report for review by the Human Services Committee.

Madeleine Gasdik reported a twelve (12) bed assisted living facility will be closing in Scio. Office for the Aging is working with the owner to ensure all of the residents are placed in a safe place.

Unscrupulous Contractors are taking advantage of our seniors in Allegany and Steuben counties. They are targeting single female seniors who are well to do and bullying them into signing a contract and then they collect a deposit (check) from them and do less than desirable work. They collect the balance and then leave. Madeleine indicated she would work with the media to advise seniors to use caution when signing a contract with a contractor.

Madeleine requested a resolution appointing Gordon Grantier of Wellsville as an Over 60 member of the Citizens Advisory Council to Office for the Aging for a three-year term effective immediately and expiring December 31, 2016. The request was approved on a motion by Legislator Deb Root, seconded by Legislator David Pullen, and carried. **Prepare Resolution**

Social Services Department

Vicki Grant, Social Services Commissioner, disseminated her monthly report for the committee to review. Vicki made a request to the committee to fill a temporary senior caseworker position. A motion was made by Legislator David Pullen to fill the temporary caseworker position. This motion was seconded by Legislator Deb Root. **Refer to Ways & Means**

Vicki made a request to fill a Case Manager position due to retirement of an employee. A motion was made to fill the Case Manager position by Legislator Timothy O'Grady. This motion was seconded by Legislator Deb Root. **Refer to Ways & Means**

Vicki reported to the Human Services Committee that they recently held a Foster Parent Recognition Dinner. Social Services honored Ray and Donna Salada from Fillmore, New York, who were chosen as Allegany County's Foster parents of the year for the CAFFA (Coalition of Adoptive and Foster Family Agencies) of Western New York recognition event on May 31 at the Buffalo Zoo.

Old Business

None

New Business

David Pullen asked Vicki Grant about the changes in Federal Funding regarding Medicaid. Vicki reported there would be a reduction in the local weekly share of Medicaid costs of about \$2,000 a week, resulting in about a \$100,000 cost reduction to Allegany County over the year (good news for the County).

Good of the Order

None

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 5:02 p.m. following a motion by Legislator Timothy O'Grady, seconded by Legislator Scott Burt, and carried.

Respectfully submitted,

Janet Norris

**HUMAN SERVICES COMMITTEE
JUNE 4, 2014
NOT APPROVED**

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

Others Present: M. Alger, L. Ballengee, D. Decker, D. Fanton, M. Gasdik, V. Grant, K. Graves,
D. Healy, T. Hopkins, T. Miner, V. Pettit, B. Riehle, C. Santora

Media Present: No media present

Call to Order: The meeting was called to order at 4:05 p.m. by Human Services Committee
Chairman Kevin LaForge.

Approval of Minutes

A motion was made by Legislator Burt, seconded by Legislator Root, and carried to
approve the Human Services Committee minutes of May 7, 2014.

Health Department

Approval for Increased Rent at Wellsville Family Planning Site

Public Health Director Lori Ballengee informed the Committee that as of June 1, 2014,
the County Health Department's rent at the Wellsville Family Planning Site will be increased
two-and-one-half percent as per the lease agreement with Barbara Graves. The rent of \$512.03
will be raised to \$524.83. Approval to continue the lease at the increased rate was granted on a
motion by Legislator Root, seconded by Legislator Burt, and carried. **Prepare Resolution**

**Budget Transfer from Health Contracts Cancer Services to Legal Advertising Cancer
Services**

Ms. Ballengee also requested approval to move \$9,000 from Account A4071.456 (Health
Contracts-Cancer Services) to Account A4071.424 (Legal Advertising Cancer Services) to cover
state-approved advertising expenses. Ms. Ballengee explained that the State requires DoH to
spend a certain amount on advertising. Approval to transfer the funds was granted on a motion
by Legislator Root, seconded by Legislator Burt, and carried. **Notify Treasurer's Office**

Approval of Contract with Alfred State College for Family Planning

Ms. Ballengee requested approval of a contract with Alfred State College to use space at
Parish Hall on the ASC campus in Alfred, NY, for a Reproductive Health Clinic consisting of the
following:

- two rooms to be used as exam rooms, each with access to a bathroom and a sink; one
room will be used by an ACSOH nurse and the other by an ACDOH nurse practitioner
waiting room space and space for an ACDOH receptionist
- space for one or two locked cabinets.

The current plan is to hold two-and-one-half clinics per month in the Parish Hall building. No
clinics will be scheduled before 2:30 p.m. on Monday, Wednesday, or Friday. ACDOH may
schedule clinics anytime during the day on Tuesdays and Thursdays. During summer months
the number of clinics may be decreased depending upon the needs of clients. Other terms may
be viewed by reading the contract. Ms. Ballengee also thanked Legislator Root for her help in

locating the site. Approval to enter into the contract was granted on a motion by Legislator Root, seconded by Legislator Jessup, and carried. **Refer to County Administrator, County Attorney, DPW Superintendent, and Ways & Means**

Corporate Compliance In-Service for Human Services Committee Members

Ms. Ballengee reminded those members of the Committee who had not yet completed the in-training to do so as consolidated audit review will occur in July, and it should be completed prior to that review.

Office for the Aging

Monthly Report

Office for the Aging Director Madeleine Gasdik was attending a conference, and so was unable to attend the meeting. OFA Accountant Vicki Pettit stood in for Ms. Gasdik and entertained questions and comments on her pre-filed monthly report. Receiving none, she went on to OFA requests.

Request to Fill Alfred Center Manager Position

OFA requested approval to hire an Alfred Luncheon Center Manager (part-time, non-union) to manage the Alfred Luncheon Center three days a week from 10 a.m. until 2 p.m. The duties are specific to the Alfred Senior Luncheon Center. Without this position, the Center could not function and would be closed. Older American Act Federal funds and participant contributions fund this position. (34 percent County; 40 percent Federal; 26 percent Other). Approval was granted on a motion by Legislator Jessup, seconded by Legislator Root, and carried. **Refer to Ways & Means**

Request to Fill Aging Services Specialist Position

OFA also requested approval to hire an Aging Services Specialist (AFSCME Grade 16; Step Base) at an annual budgeted salary of \$36,142. This position is responsible for care coordination. No other position has this function in its job description. This function allows older adults to be maintained at home and avoid expensive institutionalization. In order to operate the EISEP, there must be care coordination. State EISEP and CSE funding and Federal III-C, HIIICAP and Systems Integration funding support this position (28 percent County; 29 percent State; 28 percent Federal; 15 percent other). Approval was granted on a motion by Legislator Pullen, seconded by Legislator Jessup, and carried. **Refer to Ways & Means**

Re-appropriation of Systems Integration Grant for \$5,381

OFA requested a resolution to re-appropriate \$5,381 in federal funding from the Systems Integration Grant. This is a multi-year grant and less federal funding was spent in 2013 than was budgeted, leaving more federal funding for 2014. The purpose of this grant is to solidify the connection to and among long-term services and supports. The Grant was new in 2012 and accounts set up and approved in the 2013 budget process.

Appropriations (\$5,381)

A6788.101 (Regular Pay)	\$2,500
A6788.402 (Mileage)	\$ 881
A6788.408 (General Supplies)	\$2,000

Revenues (\$5,381)

A6788.4772.00

\$5,381

Approval was granted on a motion by Legislator Root, seconded by Legislator Jessup, and carried. **Refer to Ways & Means**

Transfer NY Connects from Fringe Benefits to General Supplies

OFA also requested a resolution for the following transfer of \$1,000:

From: A6787.806 (Hosp/Med)

To: A6787.408 (General Supplies)

Approval of the transfer was granted on a motion by Legislator Pullen, seconded by Legislator Root, and carried. **Prepare Resolution**

Department of Social Services

Monthly Report

Department of Social Services Commissioner Vicki Grant reported that there has been a slight decrease in the numbers on her report, which she said may be attributable to an increase in summer jobs. Other than that, there was nothing out of the ordinary to report.

Request to Fill Caseworker Position

Ms. Grant requested approval to fill a Caseworker Position (AFSCME Grade 16, Step min) which became vacant due to a retirement. This position is responsible for ensuring the health, welfare, and safety of children and adults. Without this position, DSS would be unable to meet state and federal requirements. The position is funded 25 percent by the County, 25 percent by the State, and 50 percent by Federal dollars. She added that she had received three additional resignations during the past week and expects to see more this year. Approval to hire was granted on a motion by Legislator Jessup, seconded by Legislator Pullen, and carried.

Refer to Ways & Means

Request for Increased Funding to Purchase Minivan

Ms. Grant also requested approval to exceed the approved budgeted amount of \$18,000 to purchase a minivan to be used for foster children transportation as she has been unable to locate any vehicle less than approximately \$22,000. Approval was granted on a motion by Legislator Pullen, seconded by Legislator Root, and carried. **Refer to Ways & Means**

Community Services

Request to Purchase Vehicle

Community Services Director Dr. Robert Anderson requested approval to transfer funds as indicated below in order to purchase a Chevy Impala from State Bid for \$18,209.55. He indicated this purchase would have no fiscal impact on the County.

From:

A4310.205 (Furniture)	\$ 2,500
A4310.201 (Office Furniture)	\$ 2,000
A4310.409 (Fees)	\$14,500

**HUMAN SERVICES COMMITTEE
JULY 2, 2014
NOT APPROVED**

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

Others Present: M. Alger, L. Ballengee, D. Decker, D. Fanton, M. Gasdik, V. Grant, K. Graves, D. Healy, T. Hopkins, T. Miner, B. Riehle, C. Santora

Media Present: No media present

Call to Order: The meeting was called to order at 4:18 p.m. by Human Services Committee Chairman Kevin LaForge.

Approval of Minutes

A motion was made by Legislator Jessup, seconded by Legislator Pullen, and carried to approve the Human Services Committee minutes of June 4, 2014.

Appointment to Community Services Board

The Community Services Board is requesting that Deborah Marshall, Wellsville, NY, be appointed to the remainder of a four-year term on the Community Services Board effective immediately and expiring December 31, 2017. Approval was granted on a motion by Legislator Pullen, seconded by Legislator Jessup, and carried. **Prepare Resolution**

Health Department

Request to Convert PT EIS Coordinator to Full Time

Health Department Director Lori Ballengee requested moving an existing, part-time Early Intervention Services Coordinator position (AFSCME Grade 16, Base) to full time, effective immediately. This Coordinator currently works four days per week, performing Early Intervention duties. She noted she would like to add the fifth day and utilize his services, functioning as the Clinic Secretary in the DOH Immunization Program. Her MOE went on to say that "The workload on the clinic staff during the months of August through December drastically increases with the administration of approximately 2,500 flu shots and 500 other shots such as shingles and pneumonia. Not only is this a strain during the actual clinic, but all of these shots must then be billed to insurances to capture maximum reimbursement. If you look at our last few years' budgets, you will see a drastic increase in immunization (particularly flu) revenue.

"In the past, we have had our Clinic Secretary assume all of this extra work, with some assistance from our Receptionist. Both have full-time jobs doing other things. Many hours of overtime are accrued and exorbitant pressure is placed on these workers because all insurance companies have specified timeframes under which we can bill for these services (typically 90 days). Committing an extra day a week to the clinics, August-December and then continued billing through March/April will relieve this pressure on the rest of the staff. He will work on other public health, grant-reimbursable programs from May through July.

"Since the Coordinator currently works four days per week, he already receives the most expensive part of the benefits: health insurance and retirement, so the additional benefits will

be minimal. I already have this position budgeted at full-time in 2014, so there will be no added burden to my budget and should alleviate the bulk of the needed overtime in the Immunization Program. The Immunization Program is also reimbursable under my Article 6, General Public Health Work grant, so we will receive 100% reimbursement for this 5th day from State funds.

- o Additionally, "NYS passed a law to comply with Federal regulations. As of September 9, 2010, we are required to have two EI Service Coordinators in place at least 20 hours/week each, to be in compliance.
- o "EI Service Coordinators insure that only children meeting the regulation guidelines receive services and those services are delivered in the most cost effective, efficient manner possible. The majority of these services are billable, which will generate revenue to fund the salaries.
- o "The funding available to fill the position comes from external sources. Salaries will be covered by billable units generated and Article 6, General Public Health Work grant funds."

The request was approved on a motion by Legislator Pullen, seconded by Legislator O'Grady, and carried. **Refer to Ways & Means**

Accept & Appropriate COLA Funding for Rabies Program

Ms. Ballengee requested approval to accept and appropriate COLA money for the Rabies Program for the 2014 Budget Year, 2014-15 grant year.

Revenues (\$1,043)	
A4043.3450.00 (State Aid-Public Health)	\$1,043
Appropriations (\$1,043)	
A4043.408 (General Supplies)	\$1,043

Approval was granted on a motion by Legislator O'Grady, seconded by Legislator Jessup, and carried. **Refer to Ways & Means**

Accept & Appropriate COLA Funding for Tobacco Enforcement Program

Ms. Ballengee also requested approval to accept and appropriate COLA money for the Tobacco Enforcement Program for the 2014 Budget year, 2014-15 grant year.

Revenues (\$2,427)	
A4051.3450.00 (State Aid-Public Health)	\$2,427
Appropriations (\$2,427)	
A4051.408 (General Supplies)	\$2,427

Approval was granted on a motion by Legislator O'Grady, seconded by Legislator Pullen, and carried. **Refer to Ways & Means**

2014 WIC Health Fair Flyer

Ms. Ballengee distributed flyers about the WIC Health Fair which celebrates Breastfeeding Week. She said it is the 14th one DOH has sponsored and thanked the Legislature for its annual proclamation.

As an aside, Ms. Ballengee said there will be a free Rabies clinic at the Angelica Fairgrounds in August and distributed flyers. Legislator Burt commended Ms. Ballengee for always providing documentation prior to the monthly meeting.

Office for the Aging

Monthly Report

Office for the Aging Director Madeleine Gasdik said that because May was Older Americans Month her office had been very busy. She also said that OFA had a new Aging Services Representative from Albany, making this the sixth in two years, and the fourth in the year she has been Director. Additionally, OFA had a fiscal audit last week; auditors were impressed that they could find nothing wrong! Ms. Gasdik invited Legislators to the annual picnic on July 31 at the Fairgrounds (rain date: August 1).

Request Authorization to Apply for Balancing Incentive Program (BIP)

Ms. Gasdik requested approval to apply for the Balancing Incentive Program (BIP), a federal grant through Centers for Medicaid and Medicare Services (CMS) authorizing State Departments of Health to increase access to non-institutional community-based long-term services and supports through a No Wrong Door/Single Point of Entry system. New York will use these funds to strengthen and expand NY Connects, an information and referral service operated by the Allegany County Office for the Aging since 2006. There is no county share required. There was discussion, saying this is meant to help keep people out of nursing homes. It was also noted that the State says that counties must accept NY Connects and BIP monies which must be spent on equipment and staffing only. Ms. Gasdik indicated she had some ideas on how to use the funding, but would not start spending until monies were received.

Revenue Number will be established when awarded

NY Connects (already budgeted)	\$43,289
Additional NY Connects	\$34,772
BIP Funding	<u>\$188,939</u>
	\$267,000

Approval was granted on a motion by Legislator O'Grady seconded by Legislator Jessup, and carried. **Prepare Resolution**

Department of Social Services

Monthly Report

Social Services Commissioner Vicki Grant told the Committee there is nothing substantially different happening in her area, just the normal ups and downs. She also noted that the Safety Training had gone well.

Contract for Indigent Burials for the Funeral Home Association for DSS

The County Administrator's Office requested a resolution to serve as a three-year agreement with the Allegany-Cattaraugus County Funeral Directors Association in order to establish the maximum rates and allowances to be paid by the Department of Social Services for burials and cremations of indigent persons. The fiscal impact on Allegany County would be an estimated increase of \$12,375 in local share annually, from \$68,500 to \$80,875. The County Administrator was directed to proceed with negotiations with the Funeral Directors Association.

New Business

Planned Closure of Children's Psychiatric Center in West Seneca (CPC)

Legislator LaForge, with Committee consensus, asked Committee members to review the documents in the agenda packet and do any other additional research they deemed necessary in order to return to next month's Human Services meeting better informed about New York State's intent to close the facility in order to decide whether to sponsor a resolution opposing the closure as was requested by several citizens. Legislator LaForge said he had invited Jack Wood in to talk about the closure, but he was unable to attend the meeting. It was suggested that community Services Director Dr. Robert Anderson could also shed some light on this issue.

Cuba-Rushford after School Program through ACCORD

Legislator LaForge noted that Cuba-Rushford was applying for another grant, having been funded for three years thus far by New York State.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 4:58 p.m. following a motion by Legislator O'Grady, seconded by Legislator Jessup, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**HUMAN SERVICES COMMITTEE
AUGUST 6, 2014**

**** NOT APPROVED ****

Committee Members Present: K. LaForge, D. Pullen, S. Burt, C. Jessup, T. O'Grady, D. Root, C. Crandall

Others Present: M. Alger, L. Ballengee, H. Budinger, P. Curran, D. Fanton, M. Gasdik, V. Grant, K. Graves, D. Healy, R. Hollis, T. Hopkins, A. McGraw, B. Riehle, C. Santora

Media Present: No media present

Call to Order: The meeting was called to order at 4:00 p.m. by Human Services Committee Chairman Kevin LaForge.

Approval of Minutes

A motion was made by Legislator Burt, seconded by Legislator Root, and carried to approve the Human Services Committee minutes of July 2, 2014.

Health Department

Health Department Director Lori Ballengee told the Committee that she had nothing formal to report, but that she wanted to give Committee members a few brief updates. Among these was the fact that the Health Department had conducted a Rabies Clinic at the Angelica Fairgrounds on Saturday, August 2. She added that 292 animals were vaccinated and \$217 in donations was received. She indicated the venue worked out well and may be used again. The next one will be scheduled in October. Ms. Ballengee went on to say that the 11th Annual Breast Feeding Picnic was a success—lots of babies, lots of people. Chairman Crandall proclaimed the week of August 1-7, 2014, as Breastfeeding Week in Allegany County. The DOH had undergone an official audit of 11 of its 22 programs and received a “deficiency” in only one area which has been fixed. Ms. Ballengee also wanted to go “on record” regarding some “rumblings” she had become aware of regarding the trinkets and promotional items distributed by the DOH. She indicated that all such items are paid for from grant dollars, and never tax dollars. She added that many grants received by the DOH require a portion of the funding to be spent on marketing, promotions, and outreach which would include ads, billboards, and trinkets. She went on to say that DOH endeavors to spend its grants down to the penny so no funding has to be returned to the State. On a different topic, Legislator Burt said he had talked to Lora Cope regarding the Community Blood Bank of Northwest Pennsylvania and Western New York (which differs from the American Red Cross but performs a similar service. The Community Blood Bank has been the Jones Memorial Hospital (Wellsville) supplier since 2005. According to what Legislator Burt learned from Ms. Cope, a unit of blood from the Community Blood Bank costs one-third of the cost of a unit purchased from the Red Cross. It was noted that the Community Blood Bank does not advertise much and that it has a difficult time securing locations to run a blood drive. Thus, she had inquired whether the County would be willing to serve as a host site for a blood drive. Ms. Ballengee noted that the Clinic might be able to serve as a blood drive site. She asked Legislator Burt to put Ms. Cope in contact with her so that they might review the space for suitability and go from there. Some discussion followed regarding state law regulating employees’ time if they wish to donate blood. Legislator Pullen stated that state law says if public employees wish to donate blood, they must be allowed to without charging their time. Legislator Burt would invite Ms. Cope to a future Human Services meeting where she could

present to the Committee and at that time, the Committee could vote whether or not to move forward with her request.

Office for the Aging

Monthly Report

Office for the Aging Director Madeleine Gasdik thanked the Legislators for their attendance at the Senior Picnic which had been held at the Fairgrounds on July 31. She added that it was the biggest ever with about 800 people in attendance. She went on to comment on her report for June, saying that June had been a quiet month. Legislator Burt reiterated his concern that the OFA office has no AED. Ms. Gasdik noted that she had looked into acquiring one, but the cost of \$1,500 seemed prohibitive. It was noted that a refurbished device would be less expensive. Legislator Pullen indicated that perhaps the "Flower Fund," that is, money generated by the clambake, could be used for this purpose. Legislator Fanton noted that if the Committee felt strongly enough, perhaps the funding could come from the Contingency Fund. Legislator Burt made a motion to provide an AED device to the Office for the Aging. The motion was seconded by Legislator Root and carried. **Refer to Ways & Means**

Accept & Appropriate Revenue from Federal Medicare Improvements for Patients and Providers Act (MIPPA) and Title VII Ombudsman Program

Ms. Gasdik requested a resolution to finalize revenue from the Federal Medicare Improvements for Patients and Providers Act (MIPPA) and Title VII Ombudsman Program. The Office for the Aging budgeted \$20,500 in funding for these grants for 2014 but will be receiving \$23,366. Please appropriate funding as follows:

Appropriations (\$2,866)	
A6774.401 (Postage)	\$ 100
A6774.402 (Mileage)	\$ 274
A6774.424 (Legal Ads)	<u>\$ 500</u>
	\$ 874
A6781.402 (Mileage)	\$1,992
Revenues (\$2,866)	
A6774.4772.00 (MIPPA)	\$ 874
A6781.4772.00 (Title VII)	<u>\$1,992</u>
	\$2,866

Approval was granted on a motion by Legislator Root, seconded by Legislator Pullen, and carried. **Refer to Ways & Means**

Accept & Appropriate Revenue from Community Services for the Elderly (CSE) and AAA Transportation, and Wellness in Nutrition (WIN) programs (State)

Additionally, Ms. Gasdik requested a resolution to finalize revenue from the following State grants—Community Services for the Elderly (CSE), AAA Transportation, and Wellness in Nutrition (WIN) programs. OFA budgeted \$279,600 in funding for these grants for 2014, but will be receiving \$296,779. Please appropriate funding as follows:

Appropriations (\$17,179)	
A6776.101 (Regular Pay)	\$ 5,000
A6776.201 (Office Equipment)	\$ 1,000

A6776.402 (Mileage)	\$ 1,000
A6776.408 (General Supplies)	\$ 1,173
A6776.409 (Fees-PERS)	\$ 2,000
A6776.419 (Printing)	\$ 1,000
A6776.423 (Food)	\$ 2,500
A6776.802 (Retirement)	\$ 500
A6776.803 (FICA)	\$ 383
A6776.804 (Workers' Comp)	\$ 100
A6776.805 (Disability)	<u>\$ 42</u>
	\$14,698
A6779.422 (Gas/Oil)	\$ 2,481
Revenues (\$17,179)	
A6776.3772.00 (CSE/Transportation)	\$14,698
A6779.3772.00 (WIN)	\$ 2,481

Approval was granted on a motion by Legislator Root, seconded by Legislator O'Grady, and carried. **Refer to Ways & Means**

Request to Create and Fill Full-time Aging Services Technician Position

Ms. Gasdik also requested permission to create a new position of Full Time Aging Services Technician (Grade 13, Step BASE) effective September 8, 2014. Additional 2014 funding from the NYS CSE grant allows OFA to transition the current Part-time Aging Services Technician to the new position being created during the busy HEAP and Medicare Open Enrollment term. This position has been budgeted at the full-time level in the 2015 Budget using funding from the BIP Grant. This new Aging Services Technician position will be filled at the full-time level for as long as funding is available. Fiscal Impact: \$14,698 being added to CSE grant in 2014 budget with \$6,025 of this budgeted for this position. This position is responsible for direct client contact that provides assistance accessing information and programs to assist older people and their families, including HEAP, housing assistance, home repair, Meals-on-Wheels, Insurance counseling. The incumbent also speaks to groups concerning aging issues and programs to assist older people and their families. The volume of contact is too great for current staff to handle. Without this position, older people would not have information and assistance in a timely manner. Salary and benefits are spread over three grants (2 federal, 1 state), participant contributions, and other donations. Older people will receive assistance before their care becomes acute and more expensive. Approval was granted on a motion by Legislator Pullen, seconded by Legislator Jessup, and carried. **Prepare Resolution and Refer to Ways & Means for approval to fill**

Department of Social Services

Monthly Report

Commissioner of Social Services Vicki Grant stated that Family Health Plus is being phased out and will be gone by the end of the year. It is being rolled over into whatever Medicaid/ Obamacare changes are going to be made so that number will eventually be zero, but will rise up somewhere else. Ms. Grant went on to say that she has had an internal committee working with the Sheriff's Office and IT to come up with an internal incident report program so that if there is a threat to the Department, there is an internal system that goes on the computer

and gives all supervisors the ability to tell employees to be aware and also goes to the Sheriff's Office. She characterized that committee as a good collaboration. Ms. Grant also told the Committee that the State reports on the timeliness of SNAP case openings, and that despite the fact that DSS is down in staff numbers, Allegany County DSS actually exceeded the State's average record and are at 98 percent. Ms. Grant noted that DSS has started trauma training for all Temporary Assistance staff which is part of DSS initiative to make that training agency wide. She added that went well. Finally, she invited Committee members to "Lunch on the Lawn" on Wednesday, August 13, from noon to 1 p.m., where DSS will be serving hot dogs and hamburgers. Legislator LaForge commended DSS for its effort to cut positions when possible.

Contract for Indigent Burials for the Funeral Home Association for DSS

The County Administrator's Office requested a resolution to serve as a three-year agreement with the Allegany-Cattaraugus County Funeral Directors Association in order to establish the maximum rates and allowances to be paid by the DSS for burials and cremations of indigent persons.

"Establishment of Maximum Rates and Allowances to Be Paid by Department of Social Services for Burials and Cremations of Persons Who Die on or after August 31, 2014"

Offered by: Human Services and Ways and Means Committees

Whereas, on March 8, 2004, Allegany County Legislators approved Resolution No. 61-04 which established maximum rates and allowances to be paid by the Department of Social Services for burials and cremations of indigent persons who die on or after March 9, 2004, and

Whereas, the Allegany-Cattaraugus County Funeral Directors Association submitted a proposal requesting a new contract with Allegany County for the provision of indigent burial services, and

Whereas, the County Administrator, after evaluating the proposal and researching current indigent services compensation rates by neighboring counties, determined an increase in compensation for the provision of service is warranted, and

Whereas, the County Administrator recommends amending Resolution No. 61-04 to include an increase in compensation for services rendered, and

Whereas, the County Administrator seeks approval to enter into a contract with the Allegany-Cattaraugus County Funeral Directors Association according to the terms of the amended resolution, now, therefore, be it

RESOLVED:

1. That subject to any of the provisions of section 2. of this resolution, the Allegany County Department of Social Services is authorized to pay a licensed Funeral Director, in satisfaction of all expenses incurred by such Director for the cremation or burial of any person for whom the law requires that his or her cremation or burial expenses be paid at a maximum rate equal to the cremation rate. Any costs for a traditional burial beyond the maximum cremation rate must be paid for by family and/or friends if they so choose. Allegany County will only cover the amount which equals the cost of a cremation. If the family and/or friends come up with additional funds necessary for a burial it is at their discretion and expense. The maximum cremation rates and allowances are defined as:

Cremation Rates

Cremation - Still born to one year	\$ 550
Cremation - One year and over	\$ 1,400

Cremation rates include the actual cost of cremation and the cost of the least expensive urn.

Cremation Allowances

- a) The cost of removal and transportation directly to the Crematory at \$150 plus \$1.75 per mile, one way, not to exceed 100 miles from the place of business.
 - b) The actual cost of all protective attire used to prevent workplace transmission of blood-borne infectious agents, not to exceed a total of \$150.
2. That there shall be credited or applied towards payment of the cremation or burial rate and allowances, whichever rate and allowances are applicable, the following:
 - a) any assets transferred or assigned to the Department, by or on behalf of such person prior to such person's death, for application towards payment of such person's cremation or burial expenses;
 - b) any payments made or to be made by relatives, friends or personal representatives liable for such person's cremation or burial expenses by operation of law or otherwise;
 - c) any payments made or to be made by any government or agency thereof that can be legally applied towards payment of such person's cremation or burial expenses, and
 - d) any burial or cremation insurance.
 3. That Resolution No. 61-2004 is repealed, but the provisions of such Resolution shall continue to apply to estates of such persons dying prior to the effective date of this resolution.
 4. This resolution shall take effect on August 31, 2014, and shall apply to estates of such persons dying on or after August 31, 2014.
 5. This resolution shall remain in effect for a period of at least three years from its effective date and continue thereafter until modified or repealed by resolution of the Board of Legislators.

Approval to amend the effective date of the contract from August 11, 2014, to August 31, 2014, was granted on a motion by Legislator Root, seconded by Legislator Pullen, and carried. Approval of the agreement was granted on a motion by Legislator Jessup, seconded by Legislator Root, and carried. **Refer to Ways & Means**

Requests to Fill**Employment Specialist**

Ms. Grant requested permission to fill an Employment Specialist (AFSCME Grade 12, Step Min.) position. This position in the Temporary Assistance (TA) Unit is responsible for providing support to clients in becoming self-sufficient. This position is funded 50 percent by federal dollars, 25 percent by state dollars, and 25 percent by local dollars. This position, vacant

due to a promotion as a result of a retirement, works with clients for employment, including scheduling of appointments, assignment to JOB TRAK work experience, etc. This position allows DSS to meet state participation rate requirements as set by NYS Office of Temporary and Disability Assistance and meet state and federal requirements to return client to self-support. Approval was granted on a motion by Legislator Pullen, seconded by Legislator Root, and carried. **Refer to Ways & Means**

Principal Social Welfare Examiner

Ms. Grant also requested permission to fill the position of Principal Social Welfare Examiner (PEF Grade 7, Step Min.). This vacancy is the result of a retirement. This position is responsible for supervision of staff in the Temporary Assistance division. Job requires knowledge of all programs including Public Assistance, Medicaid, SNAP, Fraud, Employment, and HEAP. Position is funded 50 percent federal, 25 percent state, and 25 percent local dollars. Filling this position allows DSS to meet state and federal requirements in regards to time limits associated with Public Assistance, Medicaid, SNAP, Fraud, HEAP, and employment. Approval was granted on a motion by Legislator Root, seconded by Legislator Pullen, and carried. **Refer to Ways & Means**

Senior Typist

Ms. Grant also requested permission to fill a Senior Typist (AFSCME, Grade 7, Step Min.) vacancy which occurred as a result of a resignation. This position is responsible for clerical duties for all programs. Position is funded 50 percent federal, 25 percent state, and 25 percent local dollars. Approval was granted on a motion by Legislator Jessup, seconded by Legislator O'Grady, and carried. **Refer to Ways & Means**

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 4:45 p.m. following a motion by Legislator Burt, seconded by Legislator Root, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**HUMAN SERVICES COMMITTEE
SEPTEMBER 3, 2014**

**** AMENDED & APPROVED ****

Committee Members Present: K. LaForge, D. Pullen, S. Burt, C. Jessup, T. O'Grady, D. Root, C. Crandall

Others Present: M. Alger, R. Anderson, L. Ballengee, H. Budinger, P. Curran, D. Decker, D. Fanton, M. Gasdik, V. Grant, K. Graves, D. Healy, T. Hopkins, T. Miner, D. Rahr, R. Reynolds, B. Riehle, T. Ross, C. Santora

Media Present: No media present

Call to Order: The meeting was called to order at 4:05 p.m. by Human Services Committee Chairman Kevin LaForge.

Approval of Minutes

A motion was made by Legislator Jessup, seconded by Legislator Root, and carried to approve the Human Services Committee minutes of August 6, 2014.

Community Services

Community Services Director Dr. Robert Anderson requested a resolution for the following budget adjustments:

Increase Revenue Account A4310.4490.00 (Federal Aid-MH Medicaid) by	\$25,000
Increase Appropriation Account A4310.409 (Mental Health Admin-Fees) by	\$25,000
Increase Revenue Account A4313.3490.1078 (Arbor Development) by	\$25,278
Increase Appropriation Account A4313.456 (Mental Health Contracts-Contractual) by	\$25,278
Increase Revenue Account A4313.3490.175A (MH ARA Adult Care) by	\$47,500
Increase Appropriation Account A4313.464A (Mental Health Contracts-Contractual) by	\$47,500

Approval was granted on a motion by Legislator Pullen, seconded by Legislator Jessup, and carried. **Refer to Ways & Means**

Health Department

Revenue Offset Refund

Public Health Director Lori Ballengee told the Committee that the Health Department had received notification, via email, that it would receive a little over \$20,000 back from the NYS Department of Health. NYSDOH has \$6 million that it is allocating, and Allegany County's share is just over \$20,000. Because NYS had withheld our revenue offset, now they are giving it back to us. We will get it in our quarterly vouchers. Ms. Ballengee added this was simply an FYI for Committee members.

Lease Renewal for WIC/Cancer Services Rental Space 2014-15

Ms. Ballengee requested approval to renew the lease for the WIC/Cancer Services Rental Space, 2014-15. The term of the lease runs from October 1, 2014, and terminates on

September 30, 2015. The monthly rental will be \$2,100, an increase over last year's monthly lease amount of \$2,000. Ms. Ballengee went on to say that this isn't the greatest spot in her opinion, and that they didn't need as much space as they have. There was some discussion of whether the state would help build a new facility. Ms. Ballengee was going to ask if there was a possibility of that as it had helped renovate facilities in the past. There was also some brainstorming done regarding County-owned property, the former Troopers' barracks in Wellsville, etc. Ms. Ballengee agreed to investigate all the mentioned possibilities. However, until such time as a new location could be secured, the lease renewal was approved on a motion by Legislator Pullen, seconded by Legislator Root, and carried. **Refer to Ways & Means**

Plan of Correction for Consolidated Audit

Ms. Ballengee told the Committee that there had been an audit of 11 of their major programs and there had been only one deficiency cited, which, she said, was fixed before the auditors even left. She added that those programs are "good to go" for three years.

Performance Incentive Award Money

DOH got more money, she added, via a Performance Incentive Award Grant for the DOH's Communicable Disease Program. If DOH increased its percentage of certain criteria, then it received money. Ms. Ballengee noted that they went to 100 percent, so DOH received \$12,000 it was not expecting to get. Ms. Ballengee explained that the State had changed its reporting processes and procedures and as long as those were followed, they got the money. Ms. Ballengee thanked her staff for its hard work, both for the success of the audit and for following the new procedures which resulted in the receipt of the incentive award money.

Budget Transfer

Ms. Ballengee requested the following budget transfer to cover the cost of anticipated transportation costs throughout the remainder of the 2014 calendar year due to an increased number of children needing to be transported to Center-based services:

<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
Preschool Fund		
A2960.442 (Education-Related Serv)	A2960438 (Education-Transport)	\$109,500
	Total	\$109,500

Permission was granted on a motion by Legislator Jessup, seconded by Legislator Pullen, and carried. **Refer to County Treasurer**

Office for the Aging **Monthly Report**

Office for the Aging Director Madeleine Gasdik noted that the highlight of last month was the record attendance at the Senior Picnic. She added that she had received notes from attendees thanking the Legislators who attended for taking time out of their busy schedules to be there. She also said that the Allegany Senior Foundation had helped fund public service announcements on the radio regarding elder abuse prevention. Ms. Gasdik distributed two flyers: the first advertised "Ask a Lawyer," that offered a free 30-minute legal consultation with Joseph Miller, Attorney at Law at the Office for the Aging for up to 20 people/couples age 60 and older. Ms. Gasdik noted that 16 of those 20 slots had already been reserved. The second flyer advertised a free Caregiver Workshop, Thursdays, from September 4 through October 9, from 5:30 to 7:30 p.m. at the Office for the Aging. The workshops would cover such topics as

Estate Planning, Funeral Planning, Understanding Alzheimer's and Dementia, Health Care Proxy vs. MOLST (Medical Orders for Life Sustaining Treatment), Scams and Fraud, and Navigating the Financial Waters: Financial Resources and Responsibilities for Seniors. Advance registration is required.

Request to Fill Whitesville Luncheon Center Manager

Ms. Gasdik requested permission to fill the Whitesville Luncheon Center Manager position (non-union). This position manages the Whitesville Luncheon Center three days a week from 10 a.m. to 2 p.m. The duties are specific to the Whitesville Senior Luncheon Center. Without this position, the Center would close. Funding for the position comes from 34 percent County dollars, 40 percent Federal dollars, and 26 percent other sources (contributions). Permission to fill the Whitesville Luncheon Center Manager position was granted on a motion by Legislator Root, seconded by Legislator Pullen, and carried. **Refer to Ways & Means**

Copy of Assessment Form

Ms. Gasdik had provided a copy of the Assessment Form that is required by the State when determining which services to provide to Seniors. Ms. Gasdik added that many felt offended by some of the questions on the form. Additionally, she said, it takes about two hours for her staff to complete; however, if they cannot use their laptops at the site where they are completing the form, it takes about another hour to enter the hand-written data. She added that OFA encourages Seniors to contact their State representatives to complain about the offensive questions.

Request to Amend KVR Contract to \$4 per Meal

Ms. Gasdik requested permission to amend the existing agreement between Allegany County and KVR Services, LLC, dated July 24, 2012, to increase the price per meal by 10 cents for the year 2015, from \$3.90 to \$4 per meal. Legislator Burt reminded the Committee that he is the mortgage holder on the property and asked to be excused from the vote. His request was granted on a motion by Legislator O'Grady, seconded by Legislator Root, and carried. Subsequently, permission to amend the agreement was given on a motion by Legislator Jessup, seconded by Legislator O'Grady, and carried. **Refer to Ways & Means**

Department of Social Services

Monthly Report

Commissioner of Social Services Vicki Grant noted that Family Health Plus numbers were going down because it is "morphing" into the Affordable Care Act, so that would disappear eventually. Ms. Grant moved into the "Good Things" portion of her report, saying that DSS was once again recognized by the State (verbally) because SNAP determinations were 98 percent above state average. She said they have also been doing a lot more relative placements, in part because DSS has been having trouble recruiting foster parents. Despite all the transitions and reduced staff, Ms. Grant says her team has been working together very well and that she is pleased by that. And the Healthy Family Advisory Board verbally acknowledged DSS (praised them to the State) for working closely and well with them and for being one of only a few counties to have a Commissioner participate on the Advisory Board.

Request to Fill Caseworker Position

Commissioner of Social Services Vicki Grant requested permission to fill a Caseworker position (AFSCME, Grade 16, Step Min.). The position became vacant as the result of a termination. It resides in the Services Unit and is responsible for ensuring the health, welfare, and safety of children and families throughout the Foster Care process. This position allows

DSS to meet state and federal requirements in regards to ensuring the safety of children and adults. The position is funded by 50 percent federal dollars, 25 percent state dollars, and 25 percent local dollars. Permission to fill the position was granted on a motion by Legislator Root, seconded by Legislator O'Grady, and carried. **Refer to Ways & Means**

Request to Fill Grade B Supervisor Position

Ms. Grant also requested permission to fill a Grade B Supervisor Position (PEF, Grade 7, Step Min.) which became vacant as the result of a retirement. This position is in the Services Unit and is responsible for supervision of two Preventive Caseworkers, two FAR Senior Caseworkers, two Health Caseworkers, three Adult Services Caseworkers, one Registered Nurse, and one Community Service Worker, who are responsible for ensuring the health, welfare, and safety of children and adults. This position allows DSS to meet state and federal requirements in regards to ensuring the safety of children and adults. The position is funded by 50 percent federal dollars, 25 percent state dollars, and 25 percent local dollars. Permission to fill the position was granted on a motion by Legislator O'Grady, seconded by Legislator Root, and carried. **Refer to Ways & Means**

Old Business

Legislator LaForge asked about the status of the Community Blood Bank and a potential blood drive. Ms. Ballengee said Lora Cope, of the Community Blood Bank of Northwest Pennsylvania and Western New York (which differs from the American Red Cross but performs a similar service), had recently needed to re-schedule an appointment with Ms. Ballengee to discuss location.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 4:55 p.m. following a motion by Legislator Root, seconded by Legislator O'Grady, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegheny County Board of Legislators

**HUMAN SERVICES COMMITTEE
OCTOBER 1, 2014
AMENDED & APPROVED**

Committee Members Present: K. LaForge, D. Pullen, S. Burt, C. Jessup, T. O'Grady, D. Root, C. Crandall

Others Present: M. Alger, L. Ballengee, H. Budinger, D. Fanton, M. Gasdik, V. Grant, K. Graves, D. Healy, T. Hopkins, T. Miner, B. Riehle, T. Ross, C. Santora

Media Present: No media present

Call to Order: The meeting was called to order at approximately 4:08 p.m. by Human Services Committee Chairman Kevin LaForge.

Amendment & Approval of Minutes
-September 3, 2014

Under "Budget Transfer"

Strike the words "Prepare Resolution" and replace with "Refer to the County Treasurer" as below; the Committee has jurisdiction over this transfer, and there is no need for a resolution.

Ms. Ballengee requested the following budget transfer to cover the cost of anticipated transportation costs throughout the remainder of the 2014 calendar year due to an increased number of children needing to be transported to Center-based services:

<u>From Account</u>	<u>To Account</u>	<u>Amount</u>
Preschool Fund		
A2960.442 (Special Ed PHC-Education-Related Serv)	A2960.438 (Special Ed PHC-Education-Transport)	\$109,500
	Total	\$109,500

Permission was granted on a motion by Legislator Jessup, seconded by Legislator Pullen, and carried.
~~**Prepare Resolution**~~ **Refer to County Treasurer**

A motion was made by Legislator Root, seconded by Legislator Burt, and carried to approve the Human Services Committee minutes of September 3, 2014, as amended.

Health Department
Monthly Report

Health Department Director Lori Ballengee indicated that despite recent news accounts of the Ebola virus, the more immediate concern and threat to Allegany County is the Enterovirus D68 which has been in WNY for over a month. She suggests that it is probably in Allegany County already, though there have been no confirmed diagnoses yet. There is no vaccine for this virus at this time, she added. However, experts are recommending flu shots which could help mitigate the virus' virulence. Additionally, Ms. Ballengee said that she had been notified last Thursday that the State DOH WIC Grant is up next year. It's going to be a five-year block grant, and the State has changed the parameters. From now on, only 50 percent of the entire grant can be subcontracted, and the coordinator cannot be subcontracted at all. All of the County's WIC staff is subcontracted. So this puts us in a bind. In conversation with Chairman Crandall, Legislator LaForge, and County Administrator Alger, the decision was made to apply for the grant; the letter of intent is due on October 10. This will be an open competitive grant, so other

agencies are able to apply as well. Three staff would need to become County employees to get us under that 50 percent, but the Coordinator needs to be an employee of the sponsoring agency (that's the ACDOH). It makes a difference of about \$72,000 because we only pay six percent in fringe to Cornell, and it's 46 percent here, but we will apply for that extra money in the grant to cover the increase. There would be zero impact on the County because right now WIC doesn't cost Allegany County anything, even the vehicle is paid by the grant. The program generates over \$1 million annually in grocery and formula costs for the County as well as for farmers' markets. It's a great program. It's evidence-based, she added. They know it works and it makes a difference. It saves a lot of treatment dollars versus prevention dollars, she said. Legislator Healy inquired about space needs. He wondered if there would be any funding for remodeling or a separate building for human services use. Ms. Ballengee responded that WIC and Cancer Services currently spend about \$25,000 per year in rent and about another \$12,000 in utility costs. She thought that money could be available. She added that the State doesn't care whom we rent from, it knows it needs space. At this time, she said, Family Planning has a great space and a great deal with Alfred State, and would be hard pressed to find another accommodation that works as well. Those are the three programs that pay rent at this time. She was certain WIC would provide renovation money for a space that is County-owned because they are tired of paying for renovations. Ms. Ballengee went on to say that she had, indeed, followed up on two leads which had been given to her. The first, she said, didn't seem as if it would work out; her second inquiry so far had received no response.

Renewal of Transportation of Preschool Children with Handicapping Conditions Contracts

Ms. Ballengee told the Committee that the Preschool Children with Handicapping Conditions Contracts need to be approved. She noted that we are mandated to provide this transportation, and if we contracted with a private bus company, it would cost us much more than it does. In fact, she said, other counties often call for pointers on how to do this. It saves us about \$500,000 annually, and we have been doing this for 14 or 15 years. Chairman Crandall noted that it may also be an example of shared services. The schools include Alfred-Almond, Andover, Arkport, Belfast, Bolivar-Richburg, Canaseraga, Canisteo-Greenwood, Cuba-Rushford, Fillmore, Friendship, Genesee Valley, Livingston-Wyoming NYSARC, Portville, Scio, Wellsville, and Whitesville. Approval to enter into these agreements was granted on a motion by Legislator Root, seconded by Legislator Pullen, and carried. **Refer to Ways & Means**

Budget Transfer

Ms. Ballengee requested approval to move an appropriation in the County Budget to cover costs through the remainder of the year that will be reimbursed by the WIC Grant. The equipment purchases will fund a new administrative computer as well as an I-pad for the peer counselors. The transfer of \$600 should be made as follows:

From Account A4190.409 (WIC Fund-Fees)

To Account A4190.201 (WIC Office Equipment)

Approval was granted on a motion by Legislator Pullen, seconded by Legislator Jessup, and carried. **Prepare Resolution**

Budget Transfer

Ms. Ballengee requested approval to move \$1,750 to fund the purchase of an AED device. Per a call with the State, this expense is eligible for Article 6 reimbursement. The transfer should be made as follows:

From Account A4010.456 (Health Contracts)

To Account A4010.206 (Health Equipment)

Approval was granted on a motion by Legislator Root, seconded by Legislator O'Grady, and carried. **Prepare Resolution**

Accept & Appropriate COLA Money

Ms. Ballengee also requested a resolution to accept and appropriate COLA (cost of living adjustment) money for the Children with Special Health Care Needs Program for the 2014 Budget year. A sum of \$731 should be placed in Revenue Account A4054.3401.01 (State Aid) with a like sum placed in Appropriations Account A4054.424 (Health-Children with Special Health Care Needs Advertising). Approval was granted on a motion by Legislator Burt, seconded by Legislator Pullen, and carried. **Refer to Ways & Means**

Approval to Purchase New Copier

Finally, Ms. Ballengee requested approval to purchase a new copier. The most recent one purchased, about a year ago, has ceased to function and cannot be fixed. That being said, ACME, the company from which it was purchased, provided the most cost-effective proposal of three bids at \$826. ACME will take the broken machine as a trade in (\$1,700) and give us a government discount (\$1,683), so this \$4,209 machine will cost us \$826. ACME will also provide toner and its price per copy is the least expensive of the three bids as well. Approval was granted on a motion by Legislator Pullen, seconded by Legislator Jessup, and carried.

Office for the Aging

Monthly Report

Office for the Aging Director Madeleine Gasdik entertained questions/comments on her monthly report. There was some discussion of the suggested contributions (not a bill) for Meals-on-Wheels. She said that for the under 60s, it is \$7 per meal, and for the over 60s, it is \$3 per meal. Ms. Gasdik said because the request for meals has risen, OFA has needed to tighten up some of the qualifications for meal recipients. For example, a knee-replacement patient who needs meals because it is difficult to cook for him/herself, would need to state an end date for this need, and would not be allowed to receive meals indefinitely. Because the numbers of delivered meals has risen so sharply, Ms. Gasdik indicated that OFA is over budget on meals, but had been hoping that some of that could be offset with the BIP (Balancing Incentive Program) money. Because the BIP money was expected in August (and still has not arrived), OFA had put a lot of payroll into BIP and the excess money into other services, including catering which was how they expected to meet the costs. OFA still has not received the application from BIP, so they are trying to get creative on how to handle being over budget. They are still hopeful they will get some BIP money in this calendar year to help out. The projected over budget amount is about \$7,500, but OFA is looking at other grants from which to pull money to cover that shortfall. Ms. Gasdik added that she is hoping to visit community service clubs such as the Lions and Rotary, etc., to see if they would like to make donations to help with this issue. Ms. Gasdik went on to say that OFA had had its State audit last week of all of its programs, and would receive three "findings." One is that OFA is behind in its home delivered meals assessments; however, NYSOFA is aware that during the first quarter of the year, OFA was behind because it was down three staff members. As soon as a part-time Aging Services Tech started in March, there was a huge improvement. She is now full time for the last part of the year, and although OFA probably won't catch up entirely, it will really chisel away at the late assessments. She is hopeful that in January, once HEAP and Medicare Open Enrollment have closed, then OFA will catch up. However, at this time, the Aging Services Specialists need to focus on Medicare, starting October 15. Another finding indicated that OFA

is not serving enough black or Asian clients in our community. OFA had received the same finding last year. Ms. Gasdik indicated that her response is, and has been, that OFA “targets” everybody in its attempt to get the word out about services. Allegany County does not have a concentrated area where certain ethnicities reside, such as a Chinatown, where they could hang posters, so it’s difficult to capture those folks. And if they don’t want the service, OFA cannot drag them kicking and screaming, she said. Additionally, many of the Asians in the County are professionals who don’t need OFA services, she added. The final finding was that OFA is missing demographic data, primarily because many clients are reluctant to fill out the form or to fill it out completely. Ms. Gasdik said she would not refuse a meal to anyone because s/he did not want to divulge that information. When she receives the official letter noting these findings, Ms. Gasdik said she must respond, saying why OFA did not meet these requirements. She added that NYSOFA recognizes that her area had been extremely short-staffed and that improvements have been evident every quarter.

Budget Transfer

OFA requested a resolution to transfer funds within the MIPPA Budget to cover anticipated costs and spend down all the Federal funding and to transfer funds between budgets. Costs were inadvertently cut in the 2014 Budget from the A6773 cost center and left in the A6779 cost center where they should have been cut. Additionally, staff needs additional training to help with the Medicare enrollment, and this transfer will help pay for that. The transfer should be made as follows:

From	To	Amount
A6774.101 (OFA MIPPA-Regular Pay)	A6774.405 (OFA-MIPPA Conference)	\$ 300
A6779.101 (OFA-SNAP Regular Pay)	A6773.101 (OFA-Supportive Services Regular Pay)	<u>\$16,600</u>
	Total:	\$16,900

Approval was granted on a motion by Legislator Root, seconded by Legislator Jessup, and carried. **Refer to Ways & Means**

Appropriation of Federal Funding Increase

OFA requested a resolution to increase the following revenue and expenditure accounts. This is necessary due to an increase in the number of Home Delivered Meals being served under the Federal III-C2 and State WIN grants which in turn increases the amount of NSIP funding and LTHHC (Long Term Home Health Care) reimbursement. The \$19,300 funds should be appropriated as follows:

Appropriations (\$19,300)	
A6772.474 (OFA-Nutrition-Contractual)	\$ 6,400
A6779.474 (OFA-SNAP-Contractual)	\$12,900
Revenues (\$19,300)	
A6772.1972.02 (OFA-Nutrition- THHC-C2)	\$2,600
A6772.4772.03 (OFA-Nutrition-Cash in Lieu Meals)	<u>\$3,800</u>
	\$6,400
A6779.1972.00 (OFA-Community Service for Elderly- for OFA Nutrition)	\$ 8,700
A6779.4772.00 (OFA-Federal Aid-OFA SNAP)	<u>\$ 4,200</u>
	\$12,900

The budget adjustment was approved on a motion by Legislator Jessup, seconded by Legislator O’Grady, and carried. **Refer to Ways & Means**

Department of Social Services**Monthly Report**

Commissioner of Social Services Vicki Grant distributed a corrected version of her monthly report, noting that the number that appeared in the original report for Food Stamps Only (3,387) should actually have been 3,092. No comments or questions were put forward. Ms. Grant wanted to conclude her report with "good news." She told the Committee that DSS took part in a Wellness Fair in August as part of the Family Matters Committee; DSS attended the first annual meeting in Albany of the Child Fatality Review Team with OCFS; they participated in Partners for Prevention Pill Drop on September 27 which is important for DSS as 20 percent of its CPS calls are due to drug and/or alcohol abuse by caretakers, and a good share of foster care placements are also due to misuse of drugs and/or alcohol. Keeping these drugs off the streets may help reduce such cases in the future, she said. DSS had a SNAP audit, and although they have not received the formal results, the exit interview information was that DSS had done quite well, especially with timeliness.

Request to Fill Typist

DSS requested approval to fill a Typist (AFSCME, Grade 7, Step Min.) position. This vacancy is the result of a promotion. This position is responsible for clerical work for all programs and processing clients at the front desk. Position is funded by 50 percent federal dollars, 25 percent state dollars, and 25 percent local dollars. Approval was granted on a motion by Legislator Root, seconded by Legislator Pullen, and carried. **Refer to Ways & Means**

Request to Fill Senior Caseworker

Ms. Grant also requested permission to fill a Senior Caseworker position (AFSCME, Grade 17, Step Min.). This position is in the Services Unit and does child protective investigations and safety assessments to ensure the health, welfare, and safety of children. Position is funded by 50 percent federal dollars, 25 percent state dollars, and 25 percent local dollars. Approval was granted on a motion by Legislator Root, seconded by Legislator O'Grady, and carried. **Refer to Ways & Means**

Request to Fill Community Service Worker

DSS also requested permission to fill a permanent Community Service Worker (AFSCME, Grade 11, Step Min.) position. This position is the result of a resignation. The position is in the Services Unit and is responsible for processing payment lines for Child Protective Services, Foster Care, Preventive, Adult Services, and Medical/Homecare. Position is funded by 50 percent federal dollars, 25 percent state dollars, and 25 percent local dollars. Approval was granted on a motion by Legislator Pullen, seconded by Legislator Jessup, and carried. **Refer to Ways & Means**

Request to Create a Support Investigator Position

Ms. Grant also requested permission to create a Support Investigator (AFSCME, Grade 15, Step Min.) position while abolishing an Account Clerk Typist position which is vacant due to a retirement. This position is responsible for assisting with paternity establishment, child support order establishment, enforcement, and collection. Position is funded by 50 percent federal dollars and 50 percent local dollars which are offset by TANF collections. Approval to abolish the Account Clerk Typist position and create a Support Investigator position was granted on a motion by Legislator Pullen, seconded by Legislator Jessup, and carried. (Opposed: Legislator Burt) **Prepare Resolution and Refer to Ways & Means**

Community Services

Budget Adjustment

County Administrator Mitch Alger, on behalf of Dr. Robert Anderson, Director of Community Services, requested a budget adjustment to reflect recent adjustments of the latest state aid letter: place \$72,650 in Appropriation Account A4314.456 (Mental Health CSS-ARC Workshop) with a like sum placed in Revenue Account A4314.3490.1014 (State Aid-Mental Health-CSS Funding). Approval was granted on a motion by Legislator Jessup, seconded by Legislator Pullen, and carried. **Refer to Ways & Means**

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 5:03 p.m. following a motion by Legislator Burt, seconded by Legislator O'Grady, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**HUMAN SERVICES COMMITTEE
NOVEMBER 5, 2014**

**** NOT APPROVED ****

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

Others Present: M. Alger, R. Anderson, L. Ballengee, M. Gasdik, K. Graves, D. Healy, T. Hopkins, D. Horan, T. Miner, B. Riehle, T. Ross, C. Santora

Media Present: B. Quinn, *Wellsville Daily Reporter*

Call to Order: The meeting was called to order at 4:00 p.m. by Human Services Committee Chairman Kevin LaForge.

Amendment & Approval of Minutes

A motion was made by Legislator O'Grady, seconded by Legislator Pullen, and carried to approve the amended Human Services Committee minutes (as below) of October 1, 2014.

In last month's minutes, under Health Department, the following two items do not need Ways & Means approval, so "Refer to Ways & Means" should be struck from the record in both cases, as below. Additionally, under the Budget Transfer, "Refer to Ways & Means" should be replaced with "Prepare Resolution."

Budget Transfer

Ms. Ballengee requested approval to move an appropriation in the County Budget to cover costs through the remainder of the year that will be reimbursed by the WIC Grant. The equipment purchases will fund a new administrative computer as well as an I-pad for the peer counselors. The transfer of \$600 should be made as follows:

From Account A4190.409 (WIC Fund-Fees)

To Account A4190.201 (WIC Office Equipment)

Approval was granted on a motion by Legislator Pullen, seconded by Legislator Jessup, and carried.

~~**Refer to Ways & Means-Prepare Resolution**~~

Approval to Purchase New Copier

Finally, Ms. Ballengee requested approval to purchase a new copier. The most recent one purchased, about a year ago, has ceased to function and cannot be fixed. That being said, ACME, the company from which it was purchased, provided the most cost-effective proposal of three bids at \$826. ACME will take the broken machine as a trade in (\$1,700) and give us a government discount (\$1,683), so this \$4,209 machine will cost us \$826. ACME will also provide toner and its price per copy is the least expensive of the three bids as well. Approval was granted on a motion by Legislator Pullen, seconded by Legislator Jessup, and carried. ~~**Refer to Ways & Means**~~

Community Services—Dr. Robert Anderson

Request to Fill Position

Dr. Anderson requested approval to fill an Adult ICM (Intensive Case Manager which will soon be called Health Home Care Coordinator) position which became vacant as the result of a resignation. He explained that one of his staff members who had been in the office for 10½ years had been hired by the State. He added that this is a great loss to Community Services, and he would like to be able to replace that employee. The total cost for the position is projected to be \$55,833; the total revenues to offset this cost are anticipated to be \$104,904. The remaining \$49,071 can be used for other Mental Health needs. Approval to fill the position was

granted on a motion by Legislator Jessup, seconded by Legislator Pullen, and carried. **Refer to Ways & Means**

Budget Transfer

Dr. Anderson also requested the following budget transfer:

<u>From</u>	<u>To</u>	<u>Amount</u>
A4310.409 (Mental Health Admin-Fees)	A4312.457 (Mental Health-Youth ICM)	\$4,051
A4310.409 (Mental Health Admin-Fees)	A4316.457 (Mental Health- ICM)	<u>\$2,701</u>
	Total	<u>\$6,752</u>

Approval was granted on a motion by Legislator Pullen, seconded by Legislator Fanton, and carried. **Refer to Ways & Means**

Community Services Annual Meeting

Dr. Anderson reminded Committee members of Community Services' annual dinner meeting on December 2, 2014, at 6 p.m. at Moonwink's Restaurant, Cuba.

Health Department

Board of Health December Meeting Invitation

Public Health Director Lori Ballengee invited Committee members to the Board of Health December meeting to be held December 17 at 6 p.m. at Moonwink's Restaurant in Cuba.

Corporate Compliance Training

Ms. Ballengee reminded Committee members that the Human Services Committee is the designated board for Corporate Compliance for Allegany County because Corporate Compliance relates to public health and mental health. This designation requires Committee members to undergo annual training and receive meeting minutes. Ms. Ballengee reminded those who had not completed the 2014 training to do so and indicated the 2015 training would be coming soon. She added that a couple of issues had been "caught" by the QA Coordinator prior to their becoming major problems as a result of having the Corporate Compliance in place.

Corporate Compliance Meeting Minutes of October 3, 2014

Ms. Ballengee told Committee members that the Corporate Compliance Meeting Minutes of October 3, 2014, were distributed only as an FYI.

Ebola and Flu Updates

Ms. Ballengee told the Committee that the DOH receives two – four calls per week from the DOH and CDC to keep the local DOH Office apprised of the situation as well as to help with being prepared should the Ebola virus come to Allegany County. During that day's call, it was learned that outside of New York City, there are no mandatory quarantines at this time. Outside of New York City, 18 people have been deemed low, but not zero, risk; they will be remotely monitored and have no mobility restrictions. In NYC, there are still three mandatory isolation cases because those three had been exposed to a physician that had worked with Doctors without Borders. She added that JFK Airport is one of the five airports which will receive passengers from West Africa being closely monitored and assessed, and precautions are being taken. At the time of the meeting, there were no cases in the County. DOH is working on its isolation and quarantine policies, she added.

The flu is here, she said, noting that there have been confirmed cases in all abutting counties, so it's safe to assume it is also in Allegany County. She added that it's a little early in the season, but it was also early last year. She encouraged all in attendance to get their flu shots and to be current on all other vaccines.

Medical Examiner Update for 2015

In a brief update, Ms. Ballengee said the contract for the performance of autopsies which was being generated by Monroe County had not yet been received. She explained that it had been decided to retain Monroe County as an autopsy site even after contracting with Olean General Hospital because Monroe could handle more complicated cases. The Monroe County autopsy rate for 2015 is \$2,500 for a full or partial autopsy and \$1,800 for blood descriptions. The rates of OGH would be \$1,600-\$1,650 for an autopsy and \$200 for blood descriptions. Because the County had to pay for a certain number (30) of autopsies for the contract with Monroe County, we have not used OGH for autopsies because we have only sent 12 bodies for autopsy this year. In the past, we've had 25-35 annually. Ms. Ballengee credits Dr. Depner's assistance in determining cause of death with the Coroners. Because we have not met our basic quota, we have not sent any bodies to Olean. However, Ms. Ballengee assured OGH that there is no problem with the contract; it's simply we have not met our paid-for quota at this time. Ms. Ballengee added that she hoped to have the contract for the next meeting as the term begins January 1, 2105. The OGH contract goes for two years, and we are still engaged in that contract.

Review of WIC Building

Ms. Ballengee said she had thought she would have something to report, but she is still in discussions. She hoped for more concrete information in December or January.

Accept & Appropriate COLA Money for the Family Planning Program

The Health Department requested a resolution to accept and appropriate COLA money for the Family Planning Program for the 2014 Budget year, 2014-15, grant year (April 1, 2014-March 31, 2015). The COLA proceeds will be utilized to cover 100 percent of the cost of the mandatory Diagnostic and Treatment Center audit with the remainder applied to rent costs. She added that because receipt of COLA dollars is typically not guaranteed, the Department does not budget for them in advance. Revenues of \$13,143 should be placed in Acct A4035.3450.00 (State Aid) with appropriations made to the following accounts:

Acct A4035.414 (Family Planning-Rentals-Real Property)	\$ 3,893
Acct A4035.460 (Family Planning-Health Contracts)	<u>\$ 9,250</u>
Total:	\$13,143

Approval was granted on a motion by Legislator Pullen, seconded by Legislator O'Grady, and carried. **Refer to Ways & Means**

Accept & Appropriate Revenue Offset Monies for the General Fund for the 2014 Budget Year

DOH requested a resolution to accept and appropriate Revenue Offset monies for the General Fund for the 2014 Budget Year. These monies were originally removed from the Article 6, GPHW calculation, but were subsequently awarded on August 20, 2014. Ms. Ballengee added that DOH would like to buy another car because the fleet cars are 2007/08 models or older. Revenues of \$20,870 should be placed in Acct: A4010.3401.00 (Public Health-State Aid) with appropriations made to the following accounts:

Acct A4010.204 (Health Department-Motor Vehicles)	\$17,650
Acct A4010.201 (Health Department-Equipment)	<u>\$ 3,220</u>
Total:	\$20,870

Approval was granted on a motion by Legislator O'Grady, seconded by Legislator Jessup, and carried. **Refer to Ways & Means**

Accept & Appropriate Performance Incentive Initiative Monies for the General Fund for the 2014 Budget Year

DOH requested a resolution to accept and appropriate Performance Incentive Initiative Monies for the General Fund for the 2014 Budget Year. These monies were awarded for increasing the timeliness and completeness of communicable disease reporting and must be appropriated and spent on Article 6-eligible activities. These funds will be used for vaccines, she added. \$12,000 should be placed in Revenue Account A4010.3450.00 (Public Health-State Aid Other) with a like sum placed in Appropriations Account A4010.408 (Health Department-General Supplies). Approval was granted on a motion by Legislator Jessup, seconded by Legislator Pullen, and carried. **Refer to Ways & Means**

Accept & Appropriate COLA Money for the Lead Poisoning Prevention Program

DOH requested a resolution to accept and appropriate COLA money for the Lead Poisoning Prevention Program for the 2014 Budget year, 2014-15 Grant Year (October 1, 2014-September 30, 2015). Ms. Ballengee noted that some of the funds would be used to recertify the lead testing person (Steve Chaffee). The sum of \$2,918 should be placed in Revenue Account A4037.3437.00 (Public Health-Lead-State Aid); that sum should be appropriated as follows:

Acct A4037.421 (Public Health-Lead-Education)	\$1,300
Acct A4037.405 (Public Health-Conference)	\$ 632
Acct A4037.456 (Public Health-Contractual)	<u>\$ 986</u>
	Total: \$2,918

Approval was granted on a motion by Legislator O'Grady, seconded by Legislator Burt, and carried. **Refer to Ways & Means**

Accept & Appropriate COLA Money for the Immunization Program

DOH requested a resolution to accept and appropriate COLA money for the Immunization Program for the 2014 budget year, 2014-15 grant year (April 1, 2014-March 31, 2015). Ms. Ballengee indicated these funds would be spent on syringes and "sharps," etc. \$2406 should be placed in Revenue Account A4056-3473.00 (Immunization Under 24 Months-State Aid) with a like sum placed in Appropriations Account A4056.408 (Immunization Under 24 Months-General Supplies). Approval was granted on a motion by Legislator Burt, seconded by Legislator Pullen, and carried. **Refer to Ways & Means**

Budget Transfer from General Fund, Regular Pay to General Supplies

DOH requested approval to move monies from the Health Department General Fund Salaries Account (A4010.101) to the General Fund General Supplies (A4010.408) to be used for the purchase of supplies and vaccine. These monies were originally budgeted for the salaried Nurse Practitioner who has been on disability all of 2014. This will leave one-and-one-half months of salary in personal services in the event that the salaried NP is available for work in November/December 2014. Note, \$33,800 was already transferred to Family Planning Contracted Services (A4035.408) in March 2014 to cover the cost of contracting a NP. The sum of \$23,915 should be placed in Account A4010.101 (Regular Pay) with a like sum placed in Account A4010.408 (General Supplies). Approval was granted on a motion by Legislator Pullen, seconded by Legislator Jessup, and carried. **Refer to County Administrator and County Treasurer**

Budget Transfer from Cancer Services Health Contracts to Equipment

DOH requested approval to move appropriation on the County Budget to cover the purchase of three desks that will be paid for through the CSPACC Grant. The transfer should be made as follows:

<u>From</u> Account A4071-456 (Cancer Services-Health Contracts)	\$3,000
<u>To</u> Account A4071.201 (Equipment)	\$3,000

Approval was granted on a motion by Legislator O'Grady, seconded by Legislator Pullen, and carried. **Refer to County Administrator and County Treasurer**

Office for the Aging

Monthly Report

Office for the Aging Director Madeleine Gasdik told the Committee that there are unscrupulous contractors in the area targeting senior citizens and bilking them out of their money. In fact, one disabled local has lost about \$38,000 to such a contractor. A complaint has been filed with the Attorney General's Office. Following a brief discussion of contractor licensing, Legislator Burt said he would be a strong proponent of licensing auctioneers as well as they are considered contractors. Ms. Gasdik went on to say that the Caregivers' Workshops had been very successful and well-attended with good reviews. Ms. Gasdik said that OFA spent a lot of time on staff training in October because OFA is now in the throes of Open Enrollment. Most of the appointment slots have been filled and OFA is looking at ways to juggle their schedules in order to accommodate more people. She added that HEAP opens November 17. Ms. Gasdik distributed the latest issue of the OFA publication "Silver Linings."

Budget Transfers

The Office for the Aging requested a resolution to transfer funds within and between budgets to ensure there is funding to cover expenses through the end of 2014 in all the Office for the Aging Accounts. The transfers should be made as follows:

<u>From</u>	<u>To</u>	<u>Amount</u>
A6779.101 (OFA-SNAP-Personnel)	A6779.474 (OFA-SNAP-Contractor)	\$5,300
A6775.402 (OFA-State Long Term Care Ombudsman Program-Mileage)	A6775.101 (OFA-State Long Term Care Ombudsman Program Personnel)	\$ 300
A6778.474 (OFA-Expanded In-Home Svcs for Elderly Program-Contractor)	A6778.101 (OFA-Expanded In-Home Svcs for Elderly Program-Personnel)	\$4,200
A6781.402 (OFA-Title VII Elder Abuse-Mileage)	A6781.101 (OFA-Title VII Elder Abuse Personnel)	\$1,000
A6783.408 (OFA-Title III-D-General Supplies)	A6783.101 (OFA-Title III-D-Personnel)	\$ 200
A6787.806 (OFA-Single Point of Entry-Hosp/Med Ins)	A6787.101 (OFA-Single Point of Entry-Personnel)	\$3,300
A6788.408 (OFA-Systems Integration Grant-General Supplies)	A6788.101 (OFA-Systems Integration Grant-Personnel)	\$ 450

Between Budgets:

<u>From</u>	<u>To</u>	<u>Amount</u>
A6772.101 (OFA-Nutrition-Personnel)	A6779.474 (OFA-SNAP-Contractor)	\$3,700

Approval was granted on a motion by Legislator Pullen, seconded by Legislator O'Grady, and carried. **Refer to Ways & Means**

Department of Social Services

Monthly Report

Department of Social Services Commissioner Vicki Grant was unable to attend the meeting; DSS Director of Administrative Services Don Horan filled in for her. There was a question regarding the decreasing numbers in "Family Health Plus." Mr. Horan noted that that program is "going away" because it is "morphing" into the Affordable Care Act, so would disappear eventually.

Accept & Appropriate OTDA Grant Monies

DSS requested a resolution approving the acceptance of \$65,338 on OTDA (Office of Temporary and Disability Assistance) grant monies for transportation initiatives. This money is used for the transportation needs of individuals eligible under the Temporary Assistance for Needy Families (TANF) program who are employed or participating in other allowable work activities. This money is critical in enabling parents to engage in work preparation activities, and to seek, accept, and maintain employment so they are better able to provide financially for their families. Social Services is therefore acting as a pass-through agency for the ACCORD Corporation, and the funds should be appropriated to A6010.481 (Social Services-Contractual) with a like sum increasing revenue account A6010.4610.00 (Federal Aid-DSS Admin) Approval was granted on a motion by Legislator O'Grady, seconded by Legislator Jessup, and carried.

Refer to Ways & Means

Request to Fill Senior Case Manager Position

DSS requested permission to fill a Senior Case Manager (AFSCME, Grade 17, Step Min.) vacancy. This vacancy is the result of a promotion. This position determines eligibility for day care assistance and authorizes benefits to day care providers. They also interview those with emergency needs and those claiming homelessness. This position determines eligibility, provides benefits for low-income day-care recipients, and interviews those clients who require emergency needs. This allows DSS to meet state and federal requirements. The position is funded 20 percent County dollars, 30 percent state dollars, and 50 percent Federal dollars. Approval was granted on a motion by Legislator Pullen, seconded by Legislator O'Grady, and carried. **Refer to Ways & Means**

Request to Fill Senior Typist Position

DSS also requested permission to fill a Senior Typist position (AFSCME, Grade 7, Step Min.) which became vacant as the result of a retirement. This position is responsible for switchboard and clerical duties for all programs. The position is funded with 50 percent federal dollars, 25 percent state dollars, and 25 percent local dollars. Approval was granted on a motion by Legislator O'Grady, seconded by Legislator Jessup, and carried. **Refer to Ways & Means**

Request to Fill Account Clerk Typist Position

DSS also requested approval to fill an Account Clerk Typist (AFSCME, Grade 7, Step Min.) position in the Child Support Collection Unit. This vacancy is the result of a promotion. This position does clerical work relevant to the collection of child support. This position gives DSS the ability to meet state and federal requirements and collection of revenue in the Child Support Office. The position is funded with 50 percent County dollars (offset by TANF

collections) and 50 percent federal dollars. Approval was granted on a motion by Legislator Jessup, seconded by Legislator Pullen, and carried. **Refer to Ways & Means**

Request to Fill a Support Investigator Position

DSS also requested permission to fill a Support Investigator (AFSCME, Grade 15, Step Min.). This position became vacant as a result of a retirement. This position is responsible for assisting with paternity establishment, child support order establishment, enforcement, and collection. Position is funded by 50 percent federal dollars and 50 percent local dollars which are offset by TANF collections. Approval was granted on a motion by Legislator Pullen, seconded by Legislator O'Grady, and carried. (Opposed: Legislator Burt) **Refer to Ways & Means**

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 5:03 p.m. following a motion by Legislator Jessup, seconded by Legislator Pullen, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

HUMAN SERVICES COMMITTEE
December 3, 2014

****NOT APPROVED****

Committee Members Present: K. LaForge, D. Pullen, S. Burt, C. Jessup, T. O'Grady, D. Root, C. Crandall

Others Present: M. Alger, L. Ballengee, D. Fanton, M. Gasdik, V. Grant, K. Graves, M. Healy, T. Hopkins, T. Miner, J. Norris, B. Riehle

Media Present: B. Quinn, *Wellsville Daily Reporter*

Call to Order: The meeting was called to order by Kevin LaForge, Human Services Committee Chairman, at 4:00 p.m.

Approval of Minutes: A motion was made by Legislator Deb Root to approve the minutes from the November 5, 2014, Human Services Meeting along with amendments. The motion was seconded by Legislator Scott Burt. **Motion carried.** The following amendments in bold are to be made as follows:

Budget Transfer from General Fund, Regular Pay to General Supplies

DOH requested approval to move monies from the Health Department Salaries Account (A4010. 101) to the **Health Department General Supplies Account (A4010.408)** to be used for the purchase of supplies and vaccine. These monies were originally budgeted for the salaried Nurse Practitioner who has been on disability all of 2014. This will leave one-and-one-half months of salary in **personnel** services in the event that the salaried NP is available for work in November/December 2014. Note, \$33,800 was already transferred to Family Planning Contracted Services (A4035.408) in March 2014 to cover the cost of contracting a NP. The sum of \$23,915 should be **transferred from** Account A4010.101 (**Health Department-Regular Pay**) **to** Account A4010.408 (**Health Department-General Supplies**). Approval was granted on a motion by Legislator Pullen, seconded by Legislator Jessup, and carried. **PREPARE A RESOLUTION**

Social Services Department
Monthly Report

Vicki Grant, Social Services Commissioner, reviewed her monthly report with the committee. Vicki entertained questions from the committee.

Ms. Grant reported the Foster Care Program will be holding a Christmas party on December 3, 2014, at the VFW for the children and families. Two adoptions have recently occurred as a result of the Foster Care Program. On December 21, 2014, the Social Services Department will be holding a Christmas party at the Highland Nursing Home in Wellsville. Ms. Grant also noted the Pioneer Central School sent a notice of appreciation to the Social Services Department for a family in a preventive case.

Legislator David Pullen applauded Ms. Grant for her work in foster care. Allegany County is one of the only counties to have a Christmas party for the foster family and the biological family.

Ms. Grant gave notification to the Committee she would be out of the office for 4-6 weeks for surgery.

Request to Fill Social Welfare Examiner Position

Ms. Grant requested permission to fill an anticipated Social Welfare Examiner position (AFSCME, Grade 11, Step Min.) vacancy due to a retirement. This position is in the Temporary Assistance Unit and is responsible for interviewing clients, determining eligibility, and administering the appropriate benefits. The position is funded by 50 percent federal dollars, 25 percent state dollars, and 25 percent local dollars. Approval to fill the position was granted on a motion by Legislator David Pullen and seconded by Legislator Deb Root. **Motion carried.**

Refer to Ways & Means**Health Department****Monthly Report**

Lori Ballengee, Public Health Director, announced that one of her Early Intervention Coordinators is on a leave of absence to contemplate adoption of foster children. Ms. Ballengee announced the Board of Health Holiday Dinner meeting would be held at Moonwink's Restaurant on December 17, 2014. Ms. Ballengee asked the Committee members if they would like her to continue providing them with weekly Influenza reports. The Committee members indicated they would like her to continue to do so. Ms. Ballengee reported there has been a decrease in Ebola cases. Ebola has been found to be present in the country of Mali. Ms. Ballengee indicated Scott Burt, Lauri Smith, and she will meet with Craig Clark, Dean of the School of Applied Technology and Executive Director of the Wellsville Campus of Alfred State, and will look at the Old Brass Balloon property to see if it could be used for Health Department Services.

Accept & Appropriate Performance Improvement Project Money for WIC

Ms. Ballengee requested a resolution to accept and appropriate Performance Improvement Project money for WIC for the 2014 Budget year, 2014-15 grant year (October 1, 2014, through September 30, 2015). The Department plans to appropriate monies from the WIC Performance Improvement Project initiative for the purchase of a texting broadcast module for the auto-dialer. The module needs to be in service prior to December 31, 2014, and the funding will be received in 2015 as a component of the total \$28,862 PIP award (a receivable will be established at the year-end which will offset the revenue and expense). A sum of \$1,015 should be placed in Revenue Account A4190.4452.00 (Federal Aid) with a like sum placed in Appropriations Account A4190.201 (WIC-Equipment). A motion was made by Legislator Charles Jessup to approve and accept Performance Improvement Project money for WIC. This motion was seconded by Tim O'Grady. **Motion carried. Refer to Ways and Means**

Office for the Aging**Monthly Report**

Madeleine Gasdik, Office for the Aging Director, reported they are in the last few days of Medicare Enrollment. There have been 216 people served in October with assistance with Medicare Enrollment. Employees spend one-two hours with each client and have been serving approximately 16-17 clients a day. Ms. Gasdik reported HEAP (Home Energy Assistance Program) applications are slowing down. The monthly Office for the Aging report was reviewed by the Committee members and Ms. Gasdik entertained questions from the Committee members.

Request to Fill Substitute Luncheon Manager

Ms. Gasdik requested permission to hire a Substitute Luncheon Manager (PT, non-union). The request noted that each center manager has his/her own center. The Substitute works only if the regular Center Manager is off. This assures continuity of services and activities

at the luncheon centers even if the Manager is sick or away. Funding for this position is 33 percent County match, 40 percent Older American Act Federal Funds, and 27 percent contributions. A motion was made by Legislator David Pullen to fill the position of Substitute Luncheon Center Manager. This motion was seconded by Deb Root. **Motion Carried. Refer to Ways and Means**

Appointments to OFA Citizens Advisory Council

The Chairman of the Board plans to appoint the following as members of the Citizens Advisory Council to the Office for the Aging for the three-year term commencing January 1, 2015, and expiring December 31, 2017, subject to confirmation by the Board of Legislators:

Over 60 Members

Kenneth David Porter, Wellsville

Robert Riber, Alfred Station

Members

William Emrick, Scio

Rita Sibble, Andover

Dawn Young, Belfast

A motion to reappoint the above listed members was made by Charles Jessup and seconded by Scott Burt. **Motion Carried. Prepare Resolution**

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 4:20 p.m. following a motion by Legislator Scott Burt, seconded by Legislator Timothy O'Grady, and carried.

Respectfully submitted,
Janet Norris