

## HUMAN SERVICES JANUARY 20, 2010

**\*\* NOT APPROVED \*\***

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### **Members Attending**

D. Burdick, D. Cady, K. LaForge, F. Sinclair

### **Other Attending**

K. Toot, P. Schmelzer, R. Anderson, L. Ballengee, T. Hull, L. Hennessy  
C. Crandall, D. Fanton, M. Healy, B. Riehle, T. Ross, E. Ruckle

### **Approval of Minutes**

The minutes of December 16, 2009 were approved with motions from Legislators LaForge and Sinclair. Motions carried.

### **Chairman's Request**

Human Services meetings will now be held on the first Wednesday of every month at 11:00 am. It is also requested that the Department's submit their agendas to Alice Alsworth at least one week prior to the meeting.

### **Community Services**

Dr. Anderson attended this meeting to introduce himself to the newest legislators. He also invited them to take a tour of the agencies involved under Community Services sometime in April. The legislators were open to this, and Dr. Anderson will notify them of a date.

### **Citizen Address**

Mr. Ronald Dale of Little Genesee spoke to the committee on what he considers a misuse of the firewood section of the HEAP program. There are vendors on the list that are not delivering or do not have wood. When it was suggested that the Department of Social Services conduct an investigation into the firewood section of HEAP, he was told that there was nothing they could do. Ms. Schmelzer explained the reason for this was that certification of these vendors was taken from the Department by the State who now oversees this. The Department passes on any complaint to the State, but have no control over when or how they investigate problems. Mr. Dale provided a list of suggestions he felt would help individuals receiving firewood. The committee and DSS will review the materials provided by Mr. Dale and further discuss at their next meeting.

### **Office for the Aging**

The Office for the Aging is sponsoring its annual Legislative Lunch on Friday, February 19, 2010 at the American Legion Hall in Belmont. Allegany County Legislators are invited to attend. This is a good opportunity to learn about the department and needs of the senior citizen of Allegany County, and how the department is meeting these needs.

Ms. Toot requested committee approval to fill the Friendship Luncheon Center Manager position due to a resignation. This is a part time position of two days per week. The position is funded through the Older American Act Federal funds, contributions, and a county match of \$936.00. Legislator Sinclair made the motion to approve filling the position. Legislator LaForge second and the motion carried. **Ways and Means**

The department's monthly report was provided. It was noted that November and December were the most challenging months due to Medicare Part D and HEAP enrollments. A question was raised regarding the nutrition program. Ms Toot stated that they have a nutritionist on staff who oversees the program. They also work with Cooperative Extension.

### **Social Services**

The Department's monthly report was provided and briefly reviewed.

The Department had two retirements last month. There are also three Social Welfare Examiner positions open, one of which they will be leaving vacant until the Fall.

Ms. Schmelzer requested approval to fill a Community Services Worker position. This position became vacant due to a promotion. The worker does coding, and processes payment lines for Child Protective Services, Foster Care, Preventive, Adult Services and Medical/Homecare. It is funded at approximately 75% through State and Federal monies. Legislators Sinclair and Cady made the appropriate motions. These motions carried. **Ways and Means**

A request to fill an Account Clerk Typist position due to promotions was requested. This position does clerical work in Child Support unit. It is funded at 83% by State and Federal monies. Legislator Sinclair moved to fill the position, with Legislator Cady seconding. Motions carried. **Ways and Means**

A request to fill a Job Trak Supervisor position in the Employment Unit was made. This position works with clients on a mobile work crew doing community service activities. The Supervisor works with community sponsors and supervises a mobile work crew. In the past there were three Job Trak Supervisors, and now only employ one. Funds were encumbered from last year's budget for the purchase of a van. The individuals involved in this program are those that require supervision due to disabilities or mental health issues, etc. It was asked how many people are involved on a given day. Ms. Schmelzer stated that from January to September there were sixty-four; an additional eighteen to twenty in Public Works, and thirteen assigned to all departments. Legislators Sinclair and LaForge made the appropriate motions and the motions carried. **Ways and Means**

### **Executive Session**

Legislators Sinclair and Crandall moved to hold executive session to discuss the past and previous employment history of an individual in the Health Department. Motions carried.

Motions to come out of executive session were made by Legislator Sinclair and LaForge. Legislator Sinclair made the motion to abolish the Office Manager position in the Health Department with Legislator LaForge seconding. As the Office Manager was in attendance, she was given the opportunity to defend this position. After lengthy discussion, the committee was called for a vote with Legislator Sinclair voting to abolish the position, and Legislators LaForge, Cady, and Burdick voting no. The motions were defeated.

A request to fill a Public Health Educator position was requested. Legislators Sinclair and LaForge moved to approve this request, and motions carried. **Ways and Means**

Also a request to create and fill a Public Health Technician position was made. As the position has to be created, it must go to Personnel Committee, then brought back to Human Services for approval to fill. Legislator Sinclair moved to create the position. Legislator LaForge second and the motion carried.

**Other Business**

As Ronald Truax is no longer a Legislator and therefore not eligible to serve as a Legislative representative on the Board of Health, Chairman Crandall has recommended that Douglas Burdick be appointed to replace Mr. Truax. Legislator Sinclair moved for Legislator Burdick to represent the Legislature on the Board of Health to complete a six year term expiring July 7, 2013. Legislator LaForge seconded the motion. Motions carried.

**Adjournment**

There being no further business to come before this committee, Legislators Cady and LaForge moved to adjourn. Carried.

Respectfully submitted,  
Teresa Claypool

## HUMAN SERVICES

February 3, 2010

**\*\* NOT APPROVED \*\***

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### **Members Attending**

D. Burdick, D. Cady, K. LaForge, F. Sinclair, D. Russo

### **Others Attending**

K. Toot, P. Schmelzer, V. Grant, L. Ballengee, T. Hull, E. Ruckle, T. Ross, D. Fanton, J. Margeson

### **Approval of Minutes**

The minutes of January 20, 2010 were approved with motions from Legislators Russo and Sinclair. Motions carried.

### **Office for the Aging**

This office requests a resolution to accept an increase in funding totaling \$5570.00 from the 09-10 Federal HIICAP grant that is used for health insurance counseling and information. The money will be used to purchase equipment as well as increase funding in supplies, telephone, postage, etc. There is no county match in funding. Legislator Russo moved to accept these funds, with Legislator Cady seconding. Motions carried. **Ways and Means**

Ms. Toot provided the committee with a 2009 report summary. She stated that due to the change in the Human Services meeting date, her office will not be able to provide the prior months report as usual. (January's in March, etc).

The committee was reminded of the upcoming Legislative Lunch on Friday, February 19, 2010.

The department will be applying for a Federally Funded grant called RSVP. Application is due in April.

### **Social Services**

Commissioner Schmelzer also reports that she will be unable to provide the department's monthly report information as in the past.

In reference to the Citizen Address of the last meeting regarding the firewood section of the HEAP Program, the department has worked with this individual as well as the State, and hopefully the problem has been resolved. The remainder of Mr. Dale's fuel supply was changed to coal. In this particular case the wood vendor returned the remainder of the monies paid for this particular delivery. Due to the circumstances of this case, it was not referred on for further investigation. It should be noted that this is a State wide problem.

Vicky Grant gave an overview of a new program, Family Assessment Response (FAR). This is an alternative to the traditional child protection investigative response. As this was a pilot program, and the Department of Social Services is involved in the pilot, funding was available to get the program started, as well as free training being provided. Some cases cannot be investigated through this program by NYS Law. An advantage of the program is to involve families in assessing strengths & needs and participating in services and supports that address family needs. They can be part of a solution that is long term. The workers feel more productive, can provide needed services in the homes quicker, and reduce placement rates. It is felt that this program will become mandatory in the future.

### **Health Department**

Ms. Ballengee asked the committee for approval to renew a contract with Cattaraugus County whereby Allegany County agrees to provide Elevated Blood Lead Investigation services to Cattaraugus County. Allegany County has the equipment to provide the testing. The testing is done when reports of elevated blood lead levels are received, and is done on the environment of the child involved, ex. Home, daycare, etc. This contract provides revenue to Allegany County, with our Sanitarian providing his expertise in investigating the case. It was asked if the department worked with any Towns through community development grants. There is a level of liability to the County if involved in outside investigations, therefore they are unable to provide this service outside of reports received from the State. Legislators Sinclair and LaForge moved to renew the contract, and the motions carried. **Resolution**

### **Other Business**

Chairman Burdick provided committee members with Community Services annual report for 2008 for their information and encouraged everyone to attend the tour of the agency which will occur in April.

### **Adjournment**

There being no further business to come before this committee, the meeting was adjourned with motions from Legislators Russo and LaForge. Motions carried.

Respectfully submitted,  
Teresa Claypool

## HUMAN SERVICES

March 3, 2010

**\*\* NOT APPROVED \*\***

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### **Members attending**

D. Burdick, D. Russo, F. Sinclair, D. Cady, K. LaForge

### **Also attending**

K. Toot, L. Hennessy, P. Cockle, T. Moore, D. Fanton, T. Hopkins, P. Schmelzer, T. Ross, C. Crandall,  
E. Ruckle, J. Margeson, B. Riehle, P. Curran, M. Alger

### **Call to Order**

The meeting was called to order at 10:00 am by Chairman Burdick.

### **Office for the Aging**

This office requests a resolution to transfer funds from a reserve account to an equipment account totaling \$21250. The monies will be used to purchase items such as desks, files, bookcases, etc. Legislators Russo and Sinclair made the motions to approve the transfer. The motions carried. **Resolution**

The department's monthly report was provided for the month of January 2010. It was noted that 888 people received services, and that 1112 HEAP applications were processed. The Nutrition Program report shows contributions are up slightly. It was asked how many of the HEAP applications are approved. Ms. Toot stated that approximately 95%, and that the number of applications was approximately the same as 2008-2009.

The monthly report shows an item entitled "Universal Design for Allegany County" and it was asked what this referred to. It is how individuals can make their home ready for any disability that an individual may have. They are working to educate people, as well as working to get a builders association in Allegany County. The department is also checking into putting a permanent display at the county fairgrounds. This project is being coordinated with the Rural Health Network as well as 20 or 30 other agencies in the county.

The committee members were thanked for their attendance at the Legislative Luncheon.

### **Social Services**

The department's monthly report was provided. It was reported that the department will have a 3.9 million dollar surplus for 2009. The report gave an overview of the budget surplus from 2000 to 2009, the Medicaid Cap, and a view of where the Medicaid dollars go. Medicaid is 75% of the Department's budget. A reconciliation is done by New York State once a year and the counties are reimbursed any excess they would have received under the old program. It was asked what the future funding may or may not be. Ms. Schmelzer reported that so far the governors cuts have not affected the department, but there are however some proposed legislations that could. The FMAP funds have been extended six more months.

Legislator Burdick asked the reason for the increase in food stamp cases. One reason may be the result of individuals losing their jobs.

## Health Department

The Department has received up to five complaints regarding cigarette smoke coming in the building when the doors are opened. One of which said it was affecting their health. As the Health Department is the enforcement agency for the Clean Indoor Air Program, they are asking for recommendations from the committee. It was suggested to move the ashtrays away from the entrances. The “shack” directly in back of the county building was discussed. After further discussion, Legislator Sinclair moved to refer this to the county attorney to draft what was necessary to allow smoking at a minimum distance of 25 feet from county owned buildings, and in designated areas only (ex. “Smoke shack”). Once the draft of the local law is completed, it should be brought back to this committee for review. Legislator Cady seconded this motion, and the motions carried. **Refer to County Attorney**

There has been a law in effect that regulates tanning establishments since 1990. Until recently, October 2009, this law has not been enforced. It is the decision of the County if they want the Health Department to enforce the law. If the County decides not to, then the State will do the inspections. The advantage for the County doing the inspections is there would be more flexibility in enforcement, establishments could be educated in safety issues, and the law itself. It was also noted that Allegany County statistics for the number of melanoma cases is higher than average in New York State. This does not suggest that tanning beds are the only cause, but does present an opportunity to educate people on their use and what the result of too much could cause. It was suggested that the department determine the other causes of this cancer and address those issues as well. Legislator Curran felt that the County did not need to be involved. Inspection fees were discussed. Legislator Russo moved to opt into this enforcement, charging a \$50 inspection fee every two years. Legislator Sinclair seconded this motion. The motion carried with Legislator Burdick voting no. This should be **referred to the County Attorney**.

The Department requests permission to accept funding in the amount of \$34,000 through the New York State Department of Health addressing obesity. Legislators Sinclair and Russo made the motion to accept this funding. Legislator Burdick asked how the grant would be used. Theresa Moore stated that the department will be working with Youth Development on three different projects in the Village of Wellsville. They are having a Farmers Market on Thursdays, the 6<sup>th</sup> grade will have a Community Garden, where the produce will go to the Farmers Market, and Community Mapping for walking areas that begin and end at the Market. Also asked was if they have a current campaign in place. Youth Development has worked with the Office for the Aging and schools, and information has been provided through news releases, but this would be the first time for actual monies provided addressing obesity.

The motions to accept the funding were carried. **Ways and Means**

The following re-appropriation of grant monies and gift and donations were approved with motions from Legislators Russo and Cady:

NYS Immunization	\$20,000
Homeland Security	\$22,871
OHS Emergency Preparation	\$27,778
Family Health – Early Intervention	\$21,712
NYSDOH-Public Health Emergency Preparedness	\$114,314
Cancer Services Donation	\$5,025

The motions to re-appropriate these monies for 2010 were carried. **Ways and Means**

**Adjournment**

As there was no further business to come before this committee, Legislator LaForge moved to close the meeting, with Legislator Sinclair seconding. Motions carried.

Respectfully submitted,  
Teresa Claypool



## HUMAN SERVICES

April 7, 2010

**\*\* NOT APPROVED \*\***

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### **Members attending**

D. Burdick, D. Russo, F. Sinclair, D. Cady, K. LaForge

### **Also attending**

K. Toot, R. Anderson, P. Schmelzer, T. Miner, L. Ballengee, C. Crandall, E. Ruckle  
D. Fanton, T. Hopkins, J. Margeson, B. Riehle

### **Call to Order**

The meeting was called to order at 10:00 am by Chairman Burdick.

### **Approval of Minutes**

The minutes of March 3, 2010 were approved with motions from Legislators LaForge and Sinclair. Motions carried.

### **Social Services**

The department's monthly report and annual report were presented. It was noted that Medicaid and Food Stamps continue to grow. Mentioned were State **proposals** of a State takeover of Medicaid Administration, and talk of taking over the whole Medicaid program.

It was asked if there was a waiting period for someone who moves into the County to be eligible for services. If the person is single, there is a 45 day waiting period, but if there are children involved there is no waiting period.

### **Office for the Aging**

Ms. Toot requests a resolution to re-appropriate \$6000 in Federal funding from the Medicare Improvement for Patient and Providers Act (MIPPA) grant. The program allows the agency to provide assistance to individuals in applying for Medicare Part D Low Income Subsidy or the Medicare Savings Program. Legislator Sinclair moved on the request. Legislator Russo seconded and the motions carried. **Ways and Means**

It was requested to fill a Substitute Luncheon Center Manager position. This individual would work when someone was on vacation or ill. These positions do not get paid when they do not work, so the budgeting would be a wash. Legislators Sinclair and LaForge made the appropriate motions. These motions carried with referral to **Ways and Means**.

The Office for the Aging requests permission to go to bid on a mini-van and small station wagon to deliver meals-on-wheels. The State bid does not provide for these types of vehicles. Information was provided on the agency's other vehicles. Legislator Russo moved to go ahead with the bid process. Legislator LaForge second this motion and the motions carried.

Ms. Toot provided the department's monthly report. Also provided was a letter sent to Assembly Member Giglio stressing the importance of maintaining funding to EISEP, CSE and SNAP programs. There are proposed cuts in home care, meals, and community services for the elderly.

### **Community Services**

Dr. Anderson requests approval to fill a vacant Assistant Director position due to a resignation. Advertising was done, and applications received, however it is felt that the agency would be better served by promoting from within the agency by an individual who is well qualified. In promoting this individual, it will leave a position of Intensive Case Manager open. It was also requested to fill this position. There was brief discussion on the fiscal impact of hiring.

Dr. Anderson explained that it has been at least ten years since an increase in the County's contribution to this agency and this hiring will not affect the budget. He will put something together to better explain Community Services relationship with the County. Legislator Sinclair moved on approval to fill the Assistant Director position as well as the position of Intensive Case Manager. Legislator Cady seconded the motion. Motions carried. **Ways and Means**

### **Health Department**

Ms. Ballengee asked committee members if they would be interested in an educational session on the Health Department. Program Managers would each give an overview of their respective programs. A luncheon would be provided. Members were agreeable to this and it will be scheduled on May 24<sup>th</sup>.

Members were also reminded of Dr. Richard F. Daines, State Health Commissioner's, visit and encouraged to attend. He will be here as part of his 15-County National Public Health Week tour.

The Department requests permission to accept Cost of Living Adjustment (COLA) funding as follows:

1) ATUPA	\$2419.00
2) Children with Special Health Care Needs	\$718.00
3) Family Planning	\$12,900.00
4) Childhood Lead Poisoning	\$3,045.00
5) Immunization Action Plan	\$2,417.00
6) Rabies	\$1,065.00

Legislators Sinclair and LaForge moved to accept these funds. Motions carried.

### **Ways and Means**

The Department also requests a resolution transferring \$5025 for the Cancer Services Program to the Komen Kares Program. This money was originally appropriated to Cancer Services when received and it should have been appropriated to Komen Kares.

Ms. Ballengee briefly informed the committee what services the Komen Program provided. Legislators LaForge and Russo moved on the transfer. Motions carried.

### **Ways and Means/Resolution**

#### **Executive Session**

Ms. Ballengee requests an attorney/client session to discuss legal issues in a certain matter. Legislators Sinclair and LaForge moved to hold executive session.

Motions to resume regular business were made by Legislators Sinclair and LaForge. Motions carried.

As there was a complaint regarding smoking and that it was affecting an individual's health, the Health Department investigated this complaint. This issue was taken to the Board of Health and their recommendation was to make County property smoke free. Human Services Committee recommends that smoking will not be allowed within 25 feet of the Courthouse or County Office Building, but will be allowed within designated areas. This recommendation with motion from Legislator Russo, and second from Legislator Cady, will be referred to the Public Works Committee for their consideration. Motions carried.

#### **Appointment**

The Community Services Board is requesting that Raymond Loh of Wellsville, NY, be appointed to fill a vacancy for the remainder of a four-year term expiring December 31, 2011. Legislator Sinclair made the motion approving this appointment. Legislator LaForge seconded and the motions carried. **Resolution**

#### **Adjournment**

There being no further business for this committee, the meeting was adjourned with motions from Legislators Sinclair and Cady. Motions carried.

Respectfully submitted,  
Teresa Claypool

## HUMAN SERVICES

May 5, 2010

**\*\* NOT APPROVED \*\***

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### **Members attending:**

D. Burdick, F. Sinclair, K. LaForge

### **Also attending:**

K. Toot, R. Anderson, J. Mulholland, V. Grant, D. Horan, L. Ballengee, T. Hull, C. Crandall, B. Riehle, M. Healy, J. Margeson, M. Alger

### **Call to Order**

The meeting was called to order by Chairman Burdick at 10:07 am.

### **Approval of Minutes**

The minutes of April 7, 2010 were approved with motions from Legislator Sinclair and Legislator LaForge. Motions carried.

### **Social Services**

The Department's monthly report was presented. It was noted that there were over 900 applications requested for the HEAP Program. This is most likely due to a second eligibility completed this year. It was asked if the agency tracked their new cases and their closed cases. The reply was that they do.

Ms. Grant updated the committee on department work. The Temporary Assistance Unit is now involved in online food stamp applications. The second job trac crew has been started and has been operating for approximately a week. Family Assessment Response program has been operating since March 1, 2010, with six cases, and is going very well. The families and workers involved are excited about the program. There have been trainings given one of which was in foster care. It was also mentioned that May is Foster Parent Recognition month and on May 17 there is a dinner to honor foster parents. Food stamps are accepted at the Farmers Markets and this seems to be working well.

### **Office for the Aging**

This office requests approval to purchase two mini vans from the State bid list for \$17,867 each. It was originally requested to go out to bid locally for these vehicles. In speaking to Public Works it was discovered that there were vehicles on State bid that would meet the agencies needs. There is money in the vehicle purchase capital fund to purchase the vans. Legislators Sinclair and LaForge moved to approve the purchase with referral to **Ways and Means**. Motions carried.

The department's monthly report was distributed. It was noted that there were 1148 applications to date for HEAP for those sixty (60) and disabled.

Ms. Toot was asked how State budget cuts would affect her agency. The governor's proposes elimination of the congregate service initiative. This is a small grant and the agency at this time is not spending any money related to this. There are proposed reductions in Meals and Home Care. They are continuing these programs at the same level, but will start waiting lists if cuts occur.

On May 20 the OFA and Rural Health Network will be holding a forum that discusses the new healthcare reform bill. An individual from AARP will be attending. Two sessions will be held

that day with the first from 1:30 to 3:30 at Allegany Arc Training Facility, and the next from 5:30 to 7:30 at the Genesee Valley Central School Auditorium.

### **Community Services**

Dr. Anderson and Mr. Mulholland attended this meeting to provide operating and financial information on the services provided in Community Services. Financial spreadsheets were provided for the years 2007 thru 2010. This agency has not increased the county's contribution in a number of years. The only mandates there are is having a Director of Community Services; and that the constituents receive service. The Community Services agencies in Allegany County have privatized with success. A question arose regarding what seems to be an increase of non residents who come to Allegany County for services and are staying here. It was explained that this has always been a concern heard and every time this was looked into this was not the case. Out of county and in county show up at the same rate. About fourteen years ago it was resolved that if an individual did not complete treatment they could not stay in the county. Over the last eight years the agency has been diligent in people going back if they do not stay in treatment. Other county's pay for their residents who come here. At some point Allegany County will pick up the case.

### **Other Business**

Chairman of the Board of Legislators, Curtis Crandall, asks for committee approval in preparing a **resolution** stating this county's **non** support of pending legislation that would preclude counties from billing insurance companies for any autism spectrum disorder services, and would force taxpayers to pay for most of the services provided. Legislators Sinclair and LaForge made the appropriate motions, and these motions carried.

In another matter the Governor's budget proposes to alter the Medicaid cap agreement by giving the NYS Commissioner of Health the authority to force local social service districts to pay in full for any federal disallowances under certain circumstances. Chairman Crandall asks for committee support of a resolution against the change in the Medicaid cap agreement. Legislators Sinclair and LaForge moved to support such **resolution**, and the motions carried.

The Planning, and Economic Development Committee have been investigating public health issues associated with the production of gas from the Marcellus Shale deposits beneath Allegany County.

One particular concern is the disposal of tailings and waste streams being buried in landfills with the leachate from those landfills going to local municipal sewage treatment plants for treatment and discharge. Also of concern is the local health department mandated involvement to respond to water quality complaints without funding. Legislator Sinclair, Chair of the Planning, and Economic Development Committee will be forwarding this information to the Board of Health for their comments and or recommendations on the issues regarding radioactivity of the waste and cuttings from the Marcellus Shale.

The Community Services Board is requesting that Calvin L. Schierer, MD of Houghton be appointed to fill a vacancy for the remainder of a four year term expiring December 31, 2011. Legislator Sinclair moved on the request, with Legislator LaForge seconding. Motions carried.

### **Resolution.**

### **Adjournment**

The meeting was adjourned at 11:08 am

Respectfully submitted,  
Teresa Claypool

## HUMAN SERVICES

June 2, 2010

**\*\* NOT APPROVED\*\***

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### **Members attending:**

D. Burdick, F. Sinclair, D. Cady, K. LaForge

### **Also attending:**

T. Hopkins, D. Fanton, B. Riehle, K. Toot, L. Ballengee, P. Schmelzer, J. Margeson, M. Alger, C. Crandall, R. Anderson

### **Call to Order**

The meeting was called to order by Chairman Burdick at 10:05 am.

### **Approval of Minutes**

The minutes of May 5, 2010 were approved with motions from Legislators Sinclair and LaForge. Motions carried.

### **Health Department**

The Department requests approval to accept funding in the amount of \$37858 from the Susan G. Komen Foundation. This money will be used to provide breast cancer awareness education and support to residents in the Allegany and Cattaraugus County area. Legislator Sinclair moved to accept this funding. Legislator Cady seconded the motion and the motion carried. **Ways and Means**

The Department also requests a **resolution** transferring a total of \$300 within the Cancer Services Program. (A4071.409 to A4071.201). Legislators Cady and Sinclair made the appropriate motions and these motions carried.

In other discussion it was asked when children would be able to receive their second swine flu inoculation. It was explained that children were scheduled at the time of the first shot to return to receive the second dose. It was also stated that for the next flu season the swine flu vaccine will be included in the seasonal vaccine, so that only one shot will have to be given to adults and children who have ever received a flu shot in the past. For those under the age of 9 that have never had any flu shot, they will need two shots.

Possible regulations for early intervention service providers referencing the ability to test for allergies has been passed. Ms. Ballengee stated that the State is adding health and safety standards for these providers, but she was not aware of this. After further discussion, it was stated that the provider needed to know how to recognize an allergic reaction and be able to use an epi pen.

Other discussion included reactions to vaccines/medications, and how does the department handle them and receive word of such. Ms. Ballengee stated that the State department of health would let the agency know when there is a problem that needed follow up.

It was suggested that when the Public Health Educator position is filled this individual could address issues that occur such as reactions to vaccines. It was also asked that when Legislators or anyone else run across information that they have questions on, to bring their questions to the Human Services meeting as an informative way for everyone to get information and answers to their questions.

Ms. Ballengee reported that the State will not be paying the Health Department for July and August 2009 Medicaid services for the preschool program. Although unsure of the amount, it was thought to be no more than \$25,000 and Ms. Ballengee will get an accurate figure from that Program Coordinator.

### **Appointment to Board of Health**

The Board of Health requests approval to reappoint Willard L. Simons of Cuba to fill the remainder of a six year term expiring July 7, 2015. Approval is also requested to reappoint Dr. Leo Cusumano of Cuba for a six year term beginning July 8, 2010 and expiring on July 7, 2016. Legislators Sinclair and LaForge moved to approve these appointments. Motions carried.

### **Office for the Aging**

The department's monthly report was provided.

It was reported that the AARP meeting was not well attended, but that good information was provided from their representative. A press release is being sent regarding prescriptions and to make people aware that of the scam calls that they should be aware of and not to provide these callers with any information. Other information received regarding health insurance was the fact that children up to the age of 26 will be allowed on their parent's insurance plan.

Ms. Toot reported that her department will be moving the week of June 28<sup>th</sup>. They will be closed for business, but meals will be delivered.

Questions were asked regarding Wills. The County Clerk's Office or Surrogates should be contacted with these types of questions.

### **Social Services**

The department's monthly report was provided.

The department is still waiting on the State budget and getting ready to start on the local budget process.

A question on the nickel deposit in relation to food stamps was asked. Food stamps cover *food* which is not taxed. There are a few miscellaneous items that are covered under food stamps that may have the nickel deposit. This then would be covered.

It was asked how the newest Job Trac supervisor and the participants in the Safety Net Program are doing. Ms. Schmelzer stated that it is going very well. They are very busy. They are still waiting for their transportation (van) so they can expand their service area.

There was brief discussion on how the poverty rate was determined.

Also it was noted that in the OFA newsletter that a DSS nurse and 2 caseworkers would be moving to Crossroads as well.

### **Community Services**

Dr. Anderson stated that the tour has been set up for June 24<sup>th</sup> from 10-1:30. A schedule will be sent out. All legislators are invited to attend.

### **Adjournment**

There being no further business, the meeting was adjourned with a motion from Legislator Cady and second from Legislator LaForge. Motion carried.

Respectfully submitted,  
Teresa Claypool





**HUMAN SERVICES**  
**July 7, 2010**

**\*\* NOT APPROVED \*\***

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**Committee Members Attending:**

Douglas Burdick, Donald Cady, Kevin LaForge, and Fred Sinclair.

**Committee Members Absent:**

Daniel Russo

**Also Attending:**

Dwight Fanton, Kim Toot, Lori Ballengee, Pat Schmelzer, Deb Button, Brenda Riehle, Mitch Alger, Ellen Ruckle, Mike Healy, and Terri Ross.

**Call to Order**

The meeting was called to order at 10:02am by Chairman Douglas Burdick.

**Approval of Minutes**

The minutes from the June 2, 2010 meeting were approved with a motion from Kevin LaForge and seconded by Fred Sinclair. Motion carried.

**Office for the Aging**

Kim Toot, Director of the Office for the Aging expressed her satisfaction in being moved to their new facility located at 6085 Route 19 North in Belmont from the Court St. location. She indicated the move went smoothly and computers were up and running. They have limited telephone lines at this time. Currently they have only 6 telephone lines working but work is being done to complete the installation of all telephone lines in their new facility. The new front doors are being installed today. Kim Toot expressed her gratitude to Public Works and Information Technology for making the move so smooth and efficient. Customers were able to walk in the new Office for the Aging building on Tuesday July 6<sup>th</sup> and conduct business with office employees in a spacious and confidential setting. Social Services are in the process of moving 3 employees who specialize in homecare for seniors to this site as well. This will create a collaboration and expansion of services for seniors. The building which formerly housed Office for the Aging will be demolished on July 17, 2010. Public Works needs to obtain a permit before beginning demolition. This site will become an access for the back of the County Office Building. Kim Toot reported an Open House for their new facility will be held sometime in August.

Kim Toot asked the committee to fill the position of Substitute Meals -on- Wheels Driver. Currently Office for the Aging does not have anyone in this position. This person would only work when another driver was on vacation or unavailable to drive. The hourly rate of pay for this position is \$7.50 an hour. A motion was made by Fred Sinclair and

seconded by Kevin LaForge to fill the position of Substitute Meals -on- Wheels Driver. Motion Carried. This motion will be referred to **Ways and Means**.

Kim provided the committee members with the monthly report for May for the Office for the Aging and noted 52,531 meals were served.

Kim reminded everyone about the upcoming Senior Picnic to be held on July 29, 2010 (rain date July 30) at the County Fairgrounds in Angelica from 11:00am until 3:00pm. The cost is \$7.00 and reservations may be made by calling the Office for the Aging at 585-268-9390 by July 23<sup>rd</sup>. Kim noted they still need volunteers to carry out lunches to picnic guests. Sponsors rent a table for \$200.00. This money is used to offset the cost of the tent rentals.

### **Social Services**

Pat Schmelzer, Commissioner of Social Services reviewed the monthly report for the month of May with the Committee Members. She noted an increase in the size of the caseloads from April to May.

Pat reported her department is working on the local budget.

The flexible fund allocation was reduced by \$15,000.00. New York State wants to take over Medicaid Administration. The state needs to come up with a five-year plan. This could possibly make some of the positions currently held in the Social Services department state positions. Medicaid weekly shares haven't changed.

There is a steady increase in Family Health Plus.

PACE ( Program of all inclusive care for the elderly also known as Total Senior Care is expanding into certain townships in Allegany County and one of the Social Services staff will be involved in this project.

Public assistant grants have been increased as of July 1, 2010.

### **Health Department**

Lori Ballengee, Director of the Health Department gave an overview of the Corporate Compliance Plan to the Committee members. Lori indicated a resolution needs to be made by the legislators to adopt the corporate compliance plan for the county. Lori reported the Health Department and Mental Health are the only two agencies who bill Medicaid. The Corporate Compliance Plan is in essence a whistle-blower policy against retaliation. Don Cady asked if Lori would email the legislators copies of the Corporate Compliance Plan for their reference again. Lori indicated the Health Department staff has had Corporate Compliance Training. Don Cady made a motion to adopt the Corporate Compliance Plan for the County. This motion was seconded by Kevin LaForge. Motion carried. This motion will be referred to **the full board for approval**.

## **Old Business**

Fred Sinclair discussed the recommendation by Altreya to hire a Public Health Educator. Fred mentioned several situations regarding medications, vaccinations, gardasil for females and now males in which the public should be given education regarding these and other topics. Fred indicated he felt the position of Public Health Educator should be filled. This position was approved and has been vacant for three years. The public health educator position has been budgeted. Lori reported she would like to implement a new Wellness program but cannot do so until the public health educator position is filled. The public health educator would do press releases, health fairs, and provide public awareness on current programs and information. Fred Sinclair would like to move towards filling the public health educator position and this was seconded by Kevin LaForge. Three committee members voted to move forward towards filling the position and one voted against it. Lori Ballengee will provide more information at the next Human Services Committee meeting for further discussion on this issue.

## **New Business**

There was no new business brought before this committee.

There being no further business to discuss, the meeting was adjourned at 10:50am.

Respectfully submitted,  
Janet Norris

**HUMAN SERVICES  
SPECIAL MEETING  
August 23, 2010**

**\*\* NOT APPROVED \*\***

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**Members attending**

D. Burdick, F. Sinclair, K. LaForge, D. Cady

**Also attending**

L. Ballengee, T. Hull, L. Hennessy, C. Crandall, J. Margeson

**Call to Order**

The meeting was called to order at 3:12 pm by Chairman Burdick.

**Health Department**

The Department requests permission to fill a Public Health Nurse position in the Family Planning Program and a Public Health Sanitarian position in the Environmental Health Division due to resignations of current employees.

Legislator Sinclair moved to fill the Public Health Nurse position, with Legislator LaForge seconding. Motions carried. **Ways and Means**

Legislator Cady moved to fill the Public Health Sanitarian position with existing staff and then fill the vacated Public Health Technician position. Legislator Sinclair seconded this motion and the motions carried. **Ways and Means**

**Adjournment**

The meeting was adjourned at 3:24 pm with motions from Legislator Cady and Sinclair. Carried.

Respectfully submitted,  
Teresa Claypool

**HUMAN SERVICES**  
**September 1, 2010**

**\*\* NOT APPROVED \*\***

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**Members attending**

D. Burdick, D. Cady, K. LaForge, F. Sinclair

**Also Attending**

P. Schmelzer, L. Ballengee, T. Hull, M. Alger, D. Fanton, B. Riehle, C. Crandall, J. Margeson, R. Anderson, E. Ruckle, M. Healy, K. Toot

**Call to Order**

The meeting was called to order at 10:00 AM by Chairman Burdick.

**Approval of Minutes**

The minutes of August 4, 2010, and August 23, 2010 were approved with motions from Legislators Sinclair and Cady. Motions carried.

**Community Services**

The State is forcing the agency to accept Federal share monies of \$120,000. Dr. Anderson would like to put this money in a 410 account and keep it there until such time it is determined where it will be spent. It can only be used for certain things. At this time, Dr. Anderson is researching using this money to purchase the buildings that house his agency. The committee approves of continued research of use of the money for this purpose.

Dr. Anderson requests permission to submit a reclassification of the agency's Senior Account Clerk Steno position to an Office Manager position. After brief discussion, Legislator Sinclair moved that Human Resource perform a desk audit to determine the placement of the position, with Legislator LaForge seconding. These motions carried.

**Social Services**

Information was requested in reference to fraud investigations. The committee was referred to the monthly report for detail of these investigations.

It was noted that the number of children in care has decreased. The agency has moved workers around to provide for a quicker response to these types of cases.

Due to a resignation, the Department is requesting permission to fill a Sr. Caseworker position, and any vacancies that result from filling this position. Legislator Cady moved to approve this request, with Legislator Sinclair seconding. Motions carried. **Ways and Means**

A request to fill a Social Welfare Examiner position in HEAP, and any vacancies that result from filling this position was made. Legislators Cady and Sinclair moved on this request, and the motions carried. **Ways and Means**

Also requested was permission to fill a Community Service Aide position in HEAP. This is a temporary position that assists with HEAP. It is filled with someone receiving assistance with children in the home. Legislator LaForge moved on the request. Legislator Cady seconded and the motions carried.

## **Ways and Means**

Ms. Schmelzer submitted a letter stating she will be retiring effective December 29, 2010. Legislator Sinclair accepted the letter of resignation and thanked Ms. Schmelzer for her dedication and reverence for a job well done. Legislator Cady seconded this acceptance and to have Mr. Margeson work with Human Resources to start the process of replacing the Commissioner. Motions carried.

## **Office for Aging**

Ms. Toot requests approval to accept additional funding from the Federal Older Americans Act. Legislators Sinclair and LaForge moved on this request. The motions carried. **Ways and Means**

A request was made to accept donations totaling \$500 for the Volunteer Transportation Program. Legislator Sinclair made the appropriate motion, with Legislator Cady seconding. These motions carried with referral to **Ways and Means**.

It is also requested to increase contributions in the SNAP and EISEP accounts. Legislators Sinclair and Cady moved on this request with referral to **Ways and Means**. Motions carried.

Transfers between accounts totaling \$26,000 were also approved. Legislators Sinclair and Cady moved on these transfers, and these motions carried. **Resolution**

Due to the resignation of a Typist, it is requested to fill the open typist position. Legislators Cady and LaForge moved on the request. Motions carried with referral to **Ways and Means**.

The department's monthly report was presented. It was noted that the department has taken a \$21,000 cut from the State. The department will be moving money around, restricting out of county travel, as well as cutting any training. It was asked if there were any overtime expenses that could be cut. There is not much overtime to speak of and what there is, is paid through contractual commitments.

## **Health Department**

The department requests a resolution to transfer money within its Bioterrorism and Cancer Services Cost Centers. These are necessary to cover the purchase of a trailer to be utilized within the BT program and office equipment for Cancer Services staff. Legislator Sinclair moved to approve these transfers. Legislator LaForge seconded the motion. Motions carried. **Resolution**

Ms. Ballengee reported that interviews for the Public Health Education position are taking place, with many qualified applicants.

## **Executive Session**

Ms. Ballengee requested an executive session to discuss the past and previous employment history of a county employee. Legislators LaForge and Sinclair moved to hold executive session. Motions carried.

Legislator Sinclair moved to return to regular business, with Legislator LaForge seconding. Motions carried.

**Adjournment**

There being no further business to come before this committee, the meeting was adjourned at 10:55 AM.

Respectfully submitted,  
Teresa Claypool



**HUMAN SERVICES**  
**October 6, 2010**

**\*\* NOT APPROVED \*\***

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**Members attending**

D. Burdick, D. Cady, K. LaForge, F. Sinclair

**Also attending**

V. Grant, L. Ballengee, T. Hull, M. Alger, D. Fanton, B. Riehle, C. Crandall, J. Margeson, R. Anderson,  
K. Toot, M. Healy, T. Ross, T. Miner, B. Budinger

**Call to Order**

The meeting was called to order at 10:00 am by Chairman Burdick.

**Approval of Minutes**

The minutes of September 1, 2010 were approved with motions from Legislators Sinclair and LaForge. Motions carried.

**Community Services**

Dr. Anderson requests committee approval to create the position of Office Manager in the Community Services Agency. A desk audit was completed and Human Resources recommended the reclassification of the current Senior Account Clerk Steno position to an Office Manager position. Legislator Sinclair moved to create the position of Office Manager. Legislator Cady seconded this motion and the motions carried.

**Social Services**

The department's monthly report was distributed. It was noted that Food Stamps and Child Protective Services have increased. The HEAP Program was briefly discussed. The "access centers" provided through ACCORD were discussed as well as the availability of completing applications for services on line.

Permission to increase appropriation accounts and transfer funds between accounts due to increased program costs, and transfers to reconcile accounts for end of year were requested. Legislators Sinclair and LaForge made motions for approval of the transfers. These motions carried. **Ways and Means**

**Office for the Aging**

Ms. Toot requested approval to fill a Substitute Luncheon Center Manager position due to a resignation. Legislator Cady moved to fill the position, with Legislator LaForge seconding. Motions carried.

**Ways and Means**

A request for resolution to accept a bequest of \$37,669.51 from the Estate of Edna E. McAndrews was made. Discussion on if the family had a suggested use of the

bequest, and how the family would receive a special acknowledgement for these funds took place. Legislator Crandall stated his office would prepare the acknowledgement to the family. Legislator Sinclair moved for \$3,852.00 of the bequest be used to provide Lifelines, and \$33,817.51 to be placed in the OFA reserve account for future use. Legislator LaForge seconded the motion. Motions carried. **Ways and Means**

The department's August monthly report was presented. There was a 20% increase in customers from July's report.

The Office for the Aging certifies HEAP applications and sends them on to Social Services. Approximately 1100 applications are processed every year.

There are more group meetings being held at the OFA Crossroad location, such as the WNY Caucus, support groups, and the United Way.

The Open House went very well. It was a rainy day, but the lobby held everyone. A number of people attended and all went very well.

OFA's Fall Forum, "Healthy Aging Humorous Aging" will be held on October 26, 2010 from 4-7 pm at Genesee Valley Central School. Following the presentation the annual public hearing will take place. This is where clients get the opportunity to ask questions regarding services, or other topics they are interested in. All Legislators are encouraged to attend. A beef on weck dinner will also be served.

In reference to the discussion on access centers, it was stated that ACCORD has done some restructuring for the access centers and have a strong commitment to the communities they are in.

Ms. Toot noted that \$15000 has been cut in the SNAP program. This program funds Meals on Wheels. The agency will not be able to provide blizzard boxes this year. A letter has been sent to Senator Young, and Ms. Toot has been attending service organization meetings for suggestions/help. Legislator Crandall heard of a food drive specifically for Meals on Wheels and asked if this would be a practical solution. It really is not. Federal funds through the USDA are received by the department as cash in lieu of using the surplus food that used to be distributed in various communities at .63/meal.

### **Health Department**

The department requests permission to transfer \$8600 from account 4010.101 to 4010.456-Contractual: Community Health Educator. This position was budgeted in 2010 in the amount of \$32,833.00. The position remained vacant until September 20 at which time the county contracted with Cornell Cooperative Extension for a Community Health Educator. Legislators Sinclair and Cady moved to approve this transfer. The motions carried.

The Health Department requests a resolution transferring money within its 2010 budget into the Rabies program. This is necessary to cover the cost of post-exposure shots to county residents who have been potentially exposed to rabies. Mr. Hull stated that

changes in billing practice by the local hospital that provides the post-exposure series, and the fact that many health insurers cover only a fraction of the cost involved (if any at all), leaves the Health Department more to pay to cover these costs, as provided for under New York Public Health Law. Previously, the hospital had been absorbing the cost of the treatment series that insurance didn't pay, but is now sending all outstanding bills after insurance has been paid out, on to the Health Department. Legislator Cady moved to transfer the necessary monies. Legislator Sinclair seconded and the motions carried. **Ways and Means**

A transfer of \$4000 is necessary in the Bioterrorism cost centers to cover the cost of equipment as part of Allegany County's grant deliverables. Legislators Sinclair and LaForge made the appropriate motions to approve the transfer. Motions carried.

The Department requests a resolution accepting a donation totaling \$4000 from Susan Kaduk to the Cancer Services Program. Ms. Kaduk has been donating to this program for about three years now. She was honored at the recent Allegany County Colors for Life event. It was suggested that another acknowledgement should be done. Legislators Sinclair and LaForge moved to accept the donation. These motions carried. **Ways and Means**

Mr. Hull discussed the desire to contract with an individual as a Water Quality Specialist. There would be no cost to the county as funding would be drawn from grant funds already received. The individual interested in providing the service works for the New York Rural Water Association (NYRWA). The Health Department is interested in an independent contract with this individual for up to 10 hours per week. The individual has received permission from NYRWA to contract with the Health Department to provide assistance to the Drinking Water Enhancement Program (DWEF). The demands of the DWEF have gotten to be such that additional assistance is required to meet State DOH and U.S. EPA program requirements, including increased administrative efforts and enforcement action against water systems that are not in compliance with regulations. The "Water Quality Specialist" would spend time assisting the operators of the smaller public water systems in the county, and provide training and technical expertise. The contract with this individual would run until the end of the current grant year (March 31, 2011) and then be considered for renewal, with possible expansion of the number of hours worked in the program, based on the continued availability of grant funds. If at any point in the current grant cycle there is not enough money to support this position, the contract would be terminated, and the contract will include language to that effect. Legislator Sinclair supports the direction the department is heading with the position and offered suggestion on other possible funding and support. Legislator LaForge seconded Mr. Sinclair's motion and the motions carried. The contract drawn up should be reviewed by the county attorney's office.

It was mentioned by Ms. Ballengee that the department will be seeing a 1.1% cut in all grants that started on September 16, 2010.

**Adjournment**

There being no further business to come before this committee, the meeting was adjourned with motions from Legislators Sinclair and LaForge. Carried.

Respectfully submitted,  
Teresa Claypool

**Human Services**  
Meeting Minutes  
November 3, 2010

**\*\* NOT APPROVED \*\***

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**Committee Members attending:**

Doug Burdick, Kevin LaForge, Fred Sinclair and Curt Crandall

**Absent:** Don Cady and Dan Russo.

**Also Attending:**

Dwight Fanton, Mike Healy, Ted Hopkins, John Margeson, Mitch Alger, Teri Ross, Pat Schmelzer, Lori Ballengee, Kim Toot, Tom Hull, Brenda Riehle, Ellen Ruckle, Dan Hanchett, Terry Parker, and Rick Whitney.

**Call to Order**

The meeting was called to order at 10:08 am by Chairman Burdick.

**Approval of Minutes**

The minutes of the October 6, 2010, meeting minutes were approved with motions from Legislators Curt Crandall and Fred Sinclair. Motions Carried.

**Social Services**

Pat Schmelzer handed out the monthly report to the Human Services Committee for their review.

Pat Schmelzer made a request to fill two senior case manager positions. Two senior case managers and one senior case worker will be retiring before the end of the year. Social services will not be filling the senior case worker position. The duties of the senior case worker position will be integrated into the two senior case manager positions. Pat indicated the two senior case manager positions could be filled by promotion from within the department. These positions receive 80 percent reimbursement from the state and Federal government for salaries and fringe benefits. The Human Services committee asked that an organizational chart be presented to the committee when requesting to fill or create a position. Questions were asked about the responsibilities of these positions and the importance of these positions. A motion was made by Kevin Laforge to approve the request to fill the two senior case manager positions and seconded by Fred Sinclair. Motion Carried. **Refer to John Margeson and Ways and Means.**

Pat Schmelzer requested to fill two support investigator positions due to upcoming retirement of the employees holding these job titles currently. These positions receive 83 percent state and federal reimbursement. The caseloads are very high. Pat would like to promote from within the department to fill these positions. A motion was made by Fred Sinclair to approve the request to fill the two support investigator positions. This

motion was seconded by Kevin LaForge. Motion carried. **Refer to John Margeson and Ways and Means.**

Pat Schmelzer requested to fill the position of Job Trak Supervisor. Reimbursement is received from the State for this position at a rate of 75%. The person who held this position retired at the end of October. The Job Trak supervisor oversees a mobil work crew who does community projects throughout the county. Individuals who receive public assistance are required to make 20 job contacts a week. If they are unable to find a job they are assigned jobs with the maintenance department within the county complex or towns and villages. There are currently 62 recipients who have had their physical and are ready to be assigned positions throughout the county. A motion was made to fill the position of Job Trak Supervisor by Fred Sinclair. This motion was seconded by Kevin LaForge. Motion carried. **Refer to John Margeson and Ways and Means.**

Pat Schmelzer presented a letter from the State of New York Department of Health regarding FMAP enhanced Federal Dollars. The State gave a Medicaid reconciliation statement from 2009 through March 2010 which resulted in a refund of \$567,694.

Kim Toot, Director of the Office for the Aging, presented her monthly report to the committee for their review.

Kim asked permission to accept a \$5,000 donation from the Senior Foundation for Blizzard Boxes. A motion was made by Fred Sinclair to accept and appropriate the \$5,000 donation from the Senior Foundation for Blizzard Boxes. The motion was seconded by Kevin LaForge. Motion carried. **Refer to Ways and Means.**

A request was made by Kim to increase the HEAP allocation by \$5,500. A motion was made by Kevin Laforge to increase the HEAP allocation by \$5,500. This motion was seconded by Doug Burdick. Motion carried. **Refer to Ways and Means.**

Kim reported insurance counseling for seniors with Part D Medicare Coverage will begin on November 15, 2010, and will continue through December 31, 2010. There are 80 half hour appointment slots for clients to come in and discuss their Part D prescription coverage. To date there are only 14 slots left.

Kim reported there was an accident with one of their new Meals on Wheels vans. The driver forgot to put the vehicle in park. They are currently determining the extent of the damages. No one was injured. This accident occurred Friday afternoon, October 29, 2010, in Angelica.

Kim presented the Public Hearing Minutes from October 26, 2010. Medicare Basics Classes are being held every third Friday.

Volunteer Recognition will be held on November 10, 2010 at the Cuba VFW from 2-4pm. This event will recognize volunteers for their hard work.

## Health Department

Lori Ballengee asked the Human Services Committee permission to accept a donation of \$500 from the employees and Auxiliary of the Cuba Memorial Hospital to the Cancer Services Program. A motion to accept and appropriate the donation from the employees and Auxiliary of the Cuba Memorial Hospital to the Cancer Services Program was made by Fred Sinclair and seconded by Kevin LaForge. Motion carried.

### **Refer to Ways and Means**

The Health Department asked permission to transfer money within its 2010 Budget into the Rabies program from the Preschool Program in the amount of \$25,000. The transfer of money will be used to cover the cost of treatment of rabies exposure. Tom Hull indicated the Health Department can recover \$1,000 for each patient. A motion was made by Fred Sinclair to transfer \$25,000 from the Preschool Program to the Rabies Program. This motion was seconded by Curt Crandall. Motion carried. **Refer to Ways and Means.**

Lori Ballengee asked permission to create and fill a nursing position for the Family Planning program. This has always been filled with a nurse with a Bachelor's Degree. The State of New York and NYSNA granted permission for the Health Department to fill this position with an RN. When Homecare was sold, all RN positions were abolished so this position needs to be created. This will create a substantial cost savings to the county by hiring an RN for this position verses a nurse with a Bachelor's Degree. The duties of this position will be Family Planning Program Manager and nurse for the Family Planning Program. This person will take information from the client and perform the preliminary workup. A motion to create an RN position was made by Curt Crandall and seconded by Kevin LaForge. Motion carried. **Prepare Resolution. Contingent on approval of resolution refer request to fill position to:(Refer to John Margeson and Ways and Means).**

Lori Ballengee asked permission to go into Executive Session to discuss the history of a particular individual. A motion was made by Fred Sinclair and seconded by Kevin LaForge. Motion carried.

A motion was made by Kevin LaForge to come out of executive session and seconded by Doug Burdick. Motion Carried. Executive Session ended and the meeting resumed with a motion from Fred Sinclair to create the position of accountant in the Health Department. Curt Crandall seconded this motion. Motion carried. **Refer to Full Board for resolution. Contingent on approval of resolution refer request to fill position to:(Refer to John Margeson and Ways and Means).**

With no further business to come before the committee, Fred Sinclair made a motion to adjourn the meeting. The motion was seconded by Doug Burdick. The meeting was adjourned at 11:13am.

Respectfully submitted,  
Janet Norris





**Human Services  
Meeting Minutes  
December 1, 2010**

**\*\* NOT APPROVED \*\***

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**Committee Members Attending**

Doug Burdick, Don Cady, Kevin LaForge, Fred Sinclair, and Curt Crandall.

**Absent**

Dan Russo

**Also Attending**

Mike Healy, Theodore Hopkins, Dwight Fanton, David Pullen, Pat Schmelzer, Kim Toot, Lori Ballengee, John Margeson, Mitch Alger, Brenda Riehle, Tom Miner, Ellen Ruckle, Teri Ross, and Linda Wilcox.

**Call to Order**

The meeting was called to order at 10:08am by Chairman Doug Burdick.

**Approval of Minutes**

The minutes of the November 3, 2010 meeting were approved by motions from Fred Sinclair and Kevin LaForge. Motions carried.

**Social Services**

Pat Schmelzer handed out the monthly report to the Human Services Committee to review. There has been a reduction in case loads from Sept. to October. She noted all offices are very busy and may be behind in processing some cases. There were 81 children in department custody and they currently have 67.

She added there may be a surge in the number of recipients they serve due to the end of unemployment benefits for some residents in Allegany County. We may see an increase over the next year.

**Office for the Aging**

Kim Toot requested to transfer funds between accounts within her budget to cover costs through December 31, 2010. A motion was made by Fred Sinclair and seconded by Kevin LaForge to approve the transfers requested by Kim Toot. Motion carried. **Refer to Ways and Means.**

Kim reported there is a waiting list of 100 residents wanting homecare. These are people requesting non-medical assistance such as personal care aids etc. Office for the Aging contracts with such agencies as Jan & Bev's and Southern Tier Home Health Services Inc. to provide these services to seniors that require this type of help. Kim noted she also has a waiting list for care giver respite.

Kim passed out her monthly report for the Human Services Committee to review.

Kim reported all appointments for insurance counseling are filled until the end of the year. Office for the Aging is doing the best they can to fulfill everyone's requests for information on Medicare. Office for the Aging also offers Medicare Basics Classes the third Friday of every month.

Doug Burdick asked Kim if the Office for the Aging van had been repaired that was damaged in a recent accident. Kim indicated she was waiting for parts to come in so repairs could be completed.

### **Health Department**

Lori Ballengee passed out an up-to-date Health Department organizational chart to members of the Human Services Committee for their review.

Lori made a request to the committee to approve the preschool SEIT contracts with Cattaraugus Allegany B.O.C.E.S. Fred Sinclair made a motion to approve the renewal of the preschool SEIT contracts with Cattaraugus Allegany B.O.C.E.S. Don Cady seconded that motion.

Motion carried. **Refer to Ways and Means.**

Lori asked for approval to accept a donation made to the Cancer Services program from Highland Healthcare. A motion was made by Don Cady to accept the donation to the Cancer Services program by Highland Healthcare. This motion was seconded by Fred Sinclair. Motion carried. **Refer to Ways and Means.**

Lori Ballengee reported to the Human Services Committee the State Department of Early Intervention is mandating the Health Department create two Health Services assistants and a Early Intervention Program Director the Health Department currently has Linda Wilcox who does the service coordination and the administration of the Early Intervention program. The Health Services assistants will function in this capacity a minimum of 20 hours per week. The service coordinator is billable at \$14.75 a unit. A unit is equal to fifteen minutes. This can generate revenue to pay for the Service Coordinator. A motion was made by Curt Crandall and seconded by Fred Sinclair to refer this request to create to the Personnel Committee so that the Health Department can be in compliance with the state mandate. Motion carried. **Refer to Personnel Committee**

Lori requested to fill an MRCO (Medical Records Computer Operator) position that will be vacant before the end of the year due to retirement. The position of Senior Account Clerk Typist will be vacant before the end of the year due to retirement but this position will not be filled. The MRCO currently does billing for the flu and immunization programs. There is currently no eligibility list available for the MRCO position. A test will need to be given to create a new eligibility list. A motion was made

to fill the MRCO position by Don Cady and seconded by Fred Sinclair. Motion carried.  
**Refer to Ways and Means**

A motion was made by Fred Sinclair and seconded by Kevin LaForge to go into Executive Session to discuss the past and previous employment of an individual. Motion Carried at 10:40am. A motion was made to come out of Executive session by Kevin LaForge at 11:02am and seconded by Fred Sinclair. Motion Carried.

With no further business to come before the board a motion was made by Fred Sinclair and seconded by Kevin LaForge to adjourn the meeting at 11:04. Motion carried.

Respectfully submitted,  
Janet Norris

## Human Services

### Meeting Minutes December 13, 2010

**\*\* NOT APPROVED \*\***

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#### **Committee Members Attending**

Doug Burdick, Don Cady, Kevin LaForge Fred Sinclair and Curt Crandall.

#### **Absent**

Dan Russo

#### **Also Attending**

John Margeson, Mitch Alger, Dwight Fanton, Ted Hopkins, Mike Healy, Tim O'Grady, Tom Miner, and David Pullen.

#### **Call to Order**

The meeting was called to order at 3:50pm by Chairman Douglas Burdick.

Fred Sinclair made a motion to go into executive session to discuss the past and previous history of employment of an individual at 3:51pm. This motion was seconded by Curt Crandall. Motion Carried.

At 4:10pm Don Cady made a motion to come out of executive session. This motion was seconded by Fred Sinclair. Motion carried.

A motion was made by Kevin LaForge to go into a contract with Robert Anderson, PHD to serve as Director of the Community Services Agency for a period of 1 (one) year beginning on January 1, 2011 at a rate of \$37,430.00 compensation with an option to renew the contract in 1 (one) year. Fred Sinclair seconded this motion. Motion carried.

#### **Referral to Full Board.**

A motion was made by Kevin LaForge to adjourn the meeting at 4:12pm. This motion was seconded by Fred Sinclair. The meeting was adjourned.

Respectfully submitted,  
Janet Norris

**HUMAN SERVICES COMMITTEE  
DECEMBER 27, 2010**

**\*\* NOT APPROVED \*\***

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**Present:** D. Burdick, F. Sinclair, D. Cady, K. LaForge, C. Crandall

The meeting was called to order by Chairman Burdick at 3:15 p.m. On a motion of D. Cady, seconded by K. LaForge and carried, the committee went into executive session to discuss the potential promotion of a particular person. On a motion of D. Cady, seconded by K. LaForge, the committee vacated executive session.

A motion was made by F. Sinclair, seconded by D. Cady and carried unanimously to request that the County Attorney prepare a resolution to appoint Vicki L. Grant of Houghton, New York to the position of Commissioner of the Allegany County Department of Social Services for a term of office prescribed by law to be effective on January 3, 2011 at a starting salary of \$70,000 per annum. **PREPARE RESOLUTION**

The committee requests the resolution be prepared for consideration by the Board of Legislators on January 3, 2011.

Meeting adjourned at 3:30 p.m. on motion of K. LaForge.

Respectfully Submitted:  
John E. Margeson