

## Human Services Meeting Minutes

January 4, 2012

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

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### Committee Members Attending

The following members were in attendance Doug Burdick, Karl Graves, Don Cady, Kevin LaForge, Fred Sinclair and Curt Crandall.

### Others Attending

Others in attendance were Vicki Grant, Kim Toot, Lori Ballengee, John Margeson, Mitch Alger, Brenda Riehle, Tom Miner, Tom Hull, Ellen Ruckle, Dwight Fanton, Ted Hopkins, and Mike Healy.

### Call to Order

The meeting was called to order by committee chairman Doug Burdick at 10:05am.

### Approval of Minutes

The minutes from the December 7, 2011, December 21, 2011 and December 27, 2011 were approved by a motion from Fred Sinclair and seconded by Karl Graves. Motion carried.

### Office for the Aging

Kim Toot, Director of the Office for the Aging, disseminated her monthly report for November 2011. She responded to questions by the legislators regarding her report. Kim requested permission to hire a temporary full-time typist or 2 part-time temporary typists. This vacancy is due to an Aging Services Technician who is out on disability. It is anticipated that several current employees will move up to fill vacant positions leaving the typist position vacant. Don Cady made a motion to fill one full-time or two part-time typist positions. This motion was seconded by Fred Sinclair. Motion carried. **Refer to Ways and Means**

### Social Services

Vicki Grant, Commission of Social Services, disseminated her monthly report for November 2011. Vicki requested permission to fill a Social Welfare Examiner position due to a termination. Fred Sinclair made a motion to fill the vacant Social Welfare Examiner position and Karl Graves seconded the motion. Motion carried. **Refer to Ways and Means**

Fred Sinclair asked if Vicki had any plans for the usage of space vacated by the court system. Vicki indicated the space will be dedicated to the Foster Care System and eight staff and one supervisor will occupy the space and possibly a visitation room will be created.

### Health

Lori Ballengee, Public Health Director, reported to the committee she did some research on the cost of the Medical Examiner Contract with Erie County versus Monroe County and found Monroe County to be much less expensive.

Lori reported to the committee the Health Department's public health technician will be taking a leave of absence to enter the reserves and officer training school and will return to work in approximately seven months.

Lori requested permission to approve and renew the Inter-municipal agreement between Allegany County and Cattaraugus County for the Lead Poisoning Prevention Program. Karl Graves made a motion to approve the renewal of the agreement between Allegany County and Cattaraugus County for the Lead Poisoning Prevention Program. This motion was seconded by Don Cady. Motion carried. **Refer to Ways and Means**

### **Old Business**

There was no old business to discuss.

### **New Business**

Doug Burdick, chairman of the committee, asked the committee members if they would like to continue to ask Social Services, Office for the Aging and the Health Department to present information to the committee to educate them on how various programs in the county are run and how they benefit the taxpayers of Allegany County. Doug asked Janet Norris to redistribute the information given to them on Food Stamps. Doug indicated he would like the Health Department to discuss Environmental Health, septic systems, wells and etc and what a buyer needs to do when purchasing a home.

A motion was made by Karl Graves to adjourn the meeting. This motion was seconded by Kevin LaForge. The meeting was adjourned at 10:33am.

Respectfully submitted,  
Janet Norris

**Human Services Committee Meeting Minutes**  
**February 2, 2012**

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

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**Committee Members Attending**

Douglas Burdick, Don Cady, Philip Curran, Fred Sinclair, and Curt Crandall.

**Committee Members Absent**

Kevin LaForge and Karl Graves

**Others Attending**

Dwight Fanton, Mike Healy, Ted Hopkins, Vicki Grant, Kim Toot, Lori Ballengee, John Margeson, Mitch Alger, Brenda Riehle, Tom Miner, Tom Hull, and Ellen Ruckle.

**Call to Order**

The meeting was called to order at 10:18am by Chairman Douglas Burdick.

**Approval of Minutes**

The minutes from the January 4, 2012 and January 23, 2012 meetings were approved by a motion from Fred Sinclair and seconded by Philip Curran. Motion carried.

**Office for the Aging**

Kim Toot, Director of the Office for the Aging, disseminated her monthly report and entertained questions from the committee. Kim Toot indicated the Office for the Aging served over 3000 people in 2011. They also served over 111,000 meals in 2011.

Kim made a request to purchase a mini-van for meals on wheels delivery. A motion to purchase a mini-van for meals on wheels delivery was made by Fred Sinclair and seconded by Don Cady. Motion carried. **Refer to Ways and Means**

Kim reported to the committee there will be a Legislative Luncheon to be held on Friday, February 10, 2012 at 10:30 am at the Belmont Legion. Senator Young, and a representative from Tom Reed's office will be in attendance. Kim urged the committee to let her know if they will be attending.

Kim noted a Senior Forum will be held on Thursday April 12, 2012 at the Genesee Valley Central School. A public hearing will be held which will give the public an opportunity to ask questions.

On Saturday May 19<sup>th</sup> the Senior Foundation will sponsor Swinging with the Oldies. Kim urged everyone to save the date and look forward to a good time.

**Social Services**

Vicki Grant, Commissioner of Social Services, disseminated her monthly report to the committee for their review.

Vicki requested to fill a caseworker position. This position is vacant due to a resignation. This position is in the Preventive unit and is responsible for ensuring the health, welfare and safety of children while preventing placement in the Foster Care system. This position is funded by 50% federal dollars, 25% state dollars, and 25% local dollars. A motion was made by Fred Sinclair to fill the Caseworker position. This motion was seconded by Phil Curran. Motion carried. **Refer to Ways and Means**

### **Health**

Lori Ballengee, Public Health Director, requested approval of SEIT contracts for Preschoolers with disabilities. These contracts are between the Health Department and Kid Start, Pathways, Friendship Central School and Rehabilitation Today. A motion was made by Fred Sinclair and seconded by Philip Curran to approve the SEIT contracts for Preschool children with disabilities. Motion carried. **Refer to Ways and Means**

Lori provided the committee with an up-to-date organizational chart for their review.

Tom Hull, Deputy Public Health Director, gave an overview of the Article III Sanitary Code of required inspections of septic systems and private water supplies prior to transfers of residential real property.

A motion was made by Fred Sinclair and seconded by Phil Curran to go into executive session for the proposed acquisition of real property at 11:05 am.

A motion was made by Fred Sinclair and seconded by Phil Curran to go out of executive session at 11:13am. It was decided to refer this discussion to Court Facilities and County Space Needs. **Refer to Facilities and Communications**

A motion was made by Philip Curran to adjourn the meeting and seconded by Fred Sinclair. The meeting was adjourned at 11:14am.

Respectfully submitted  
Janet Norris

## Human Services Committee Meeting Minutes

March 7, 2012

AMENDED

**\*\* APPROVED \*\***

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**Committee Members Attending:** Douglas Burdick, Kevin LaForge, Don Cady, Phillip Curran, Karl Graves, and Fred Sinclair.

**Others Attending:** Lori Ballengee, John Margeson, Mitch Alger, Brenda Riehle, Tom Miner, Julie Tomasi and Mike Healy.

**Call to Order:** The meeting was called to order at 10:03am by Chairman Douglas Burdick.

### **Approval of Minutes**

The minutes from the February 2, 2012 meeting were approved by a motion from Fred Sinclair and seconded by Philip Curran. Motion carried.

### **Office for the Aging**

There was no business to bring before the committee.

### **Social Services**

Julie Tomasi, Deputy Commissioner of Social Services, disseminated her monthly report for the committee to review and entertained questions from the committee.

Julie requested permission to fill a Senior Typist position. This vacancy is the result of a termination. This position is responsible for clerical work for all programs. A motion was made by Don Cady and seconded by Karl Graves to fill the Senior Typist position. Motion carried. Refer to Ways and Means

Julie reported Gina Kosas graduated from Leadership school and Vicki Grant, Commissioner of Social Services, was elected to the NYPWA (New York Public Welfare Association) Board of Directors.

The Foster Care Team moved to the 1st floor. The team consists of one supervisor and 8 staff members.

### **Health Department**

The Health Department requested permission to make some transfers within their budget. The transfers consist of the following:

From Account No. Amount	To Account No.
A4010.101 (Regular Pay) \$127.00	A4050.407 (Office Supplies)

A4010.101 (Regular Pay)  
\$500.00

A4050.408 (General Supplies)

A4010.101 (Regular Pay)

A4050.419 (Printing/Microfilming \$ 53.00

A4010.802 (Retirement)

A4050.419 (Printing/Microfilming \$297.00

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A motion was made by Karl Graves to approve the transfers and this motion was seconded by Phil Curran. Motion Carried. Refer to Ways and Means

Lori announced to the committee she hired a new accountant for the Health Department. His name is Brian Thierman. He will begin on March 12, 2012.

Lori requested a resolution to accept and appropriate COLA money for the Cancer Services Program. A motion was made by Fred Sinclair to accept and appropriate the COLA money for the Cancer Services Program. Kevin seconded the motion. Motion carried.

### **Old Business**

Doug Burdick reported there is no OFA **report** (Office for the Aging) Council at this time. **However, the OFA Council** is lacking members from District 1, 2, 3, & 4.

### **New Business**

There was no new business to report.

### **Adjournment**

A motion was made by Karl Graves and seconded by Fred Sinclair to adjourn the meeting at 10:30am.

Respectfully submitted,

Janet Norris

**HUMAN SERVICES COMMITTEE MINUTES  
APRIL 4, 2012**

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

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**Committee Members Present:** D. Burdick, K. LaForge, D. Cady, K Graves, F. Sinclair, C. Crandall (Absent P. Curran)

**Others Present:** M. Alger, R. Anderson, L. Edwards, D. Fanton, D. Healy, T. Hopkins, K. LaForge, J. Margeson, T. Miner, B. Penman (ACASA), B. Riehle, E. Ruckle, J. Tomasi, K. Toot,

**Media Present:** B. Clark, *Olean Times Herald*

**Call to Order:** The meeting was called to order at 10:00 a.m. by Human Services Committee Chairman Douglas Burdick.

**Correction of Minutes:**

Minutes from the March 7, 2012, meeting were corrected to read:

Doug Burdick reported there is *no OFA report* (Office for the Aging) at this time. However, the OFA Council is lacking members from District 1, 2, 3, & 4. Legislator Burdick asked if anyone knows anyone who is interested in serving on this council to refer them to Kim Toot, Office for the Aging Director.

**Approval of Minutes:**

A motion was made by Legislator Graves, seconded by Legislator Sinclair, and carried to approve the amended Committee minutes of March 7, 2012.

**Community Services Agency**

Community Services Agency Director Dr. Robert Anderson was invited to present an update on his area. Following a brief history of the Agency (in 1976 the NYS Mental Hygiene Law required local units in each county and NYC to get funding from the state, to have a Director of Community Services and a Community Services Board). Dr. Anderson went on to say that there are two types of boards—authority and advisory. Allegany County's board is the former, and determines policy of the Community Services Department, hires, and fires, etc. The Allegany County Community Services Board has nine members, all approved/appointed by the Legislators. Even though the Community Services Board has the authority to determine policy that governs behavioral health in the County, policy changes, requests, contracts, etc., are passed by the Legislature for authorization. Dr. Edna Howard of Houghton has served as chair of the board for six years. Legislation was passed approximately eight years ago to eliminate the two four-year terms limit. Dr. Anderson further noted that the Community Services Agency costs less to run now than it did 29 years ago.

Dr. Anderson further informed the committee on the Agency's operations:

Single point of entry—everyone who comes for behavioral health services goes to the committee for "tracking." The Agency provides intensive case management

services for the 50 most seriously impaired County residents, keeping them reasonably out of trouble (i.e., jail, hospital, etc.).

Dr. Anderson bemoaned the current concept of “managed care,” which he believes is expensive and not optimal for treatment of clients. He added that Medicaid should not be allowed to determine what is clinically appropriate for clients. When asked if he had made his concerns known to colleagues and associations regarding changes in Medicaid which seemed inappropriate to him, Dr. Anderson responded that, yes, that he and others had communicated with the State’s Attorney General to voice their concerns.

Dr. Anderson noted that he expected big changes in behavioral health care in 2014, the best of which would be blending health and behavioral health care for a holistic approach.

Legislator Graves lauded Dr. Anderson’s work.

### **Request to Fill Part-time Position**

In other matters, Dr. Anderson noted that Mary Nevol, a 37-year County employee would like to retire, but that he (Dr. Anderson) would like to hire her back on a part-time basis. Following a brief discussion, a motion was made by Legislator LaForge, seconded by Legislator Sinclair, and carried, approving and referring Dr. Anderson’s request to re-hire M. Nevol on a part-time basis after her retirement. **Refer to Ways & Means**

### **Social Host Ordinances**

Accompanying Dr. Anderson was William Penman, Executive Director, Allegany Council on Alcoholism and Substance Abuse, Inc., who presented to the Committee a proposal on “Social Host Ordinances as a Means to Prevent Underage Drinking in Allegany County.” Mr. Penman noted that he had met with County Attorney Tom Miner and District Attorney Keith Slep, and would like to go forward, with the Committee’s approval, to bring this proposal to the Legislature for a vote. Discussion ensued regarding a variety of related topics, including whether the drinking age should be lowered, whether it would become burdensome to law enforcement, whether each municipality should create its own law regarding underage drinking, etc. Mr. Penman indicated that it should not increase the number of calls placed to law enforcement, but it would give law enforcement another tool to use when the issue arises. Mr. Miner indicated that his office would draft different proposals (municipality and county) based on similar legislation for further discussion, noting that any action would need to be introduced as a local law. Legislator Healy commented that perhaps the municipalities would be better served with individual laws tailored to their needs than a County-wide law. A motion was made by Legislator Sinclair, seconded by Legislator Graves, and carried to refer the issue to the Public Safety Committee. **Refer to Public Safety**

### **Office for the Aging**

#### **Monthly Report**

Office for the Aging Director Kim Toot distributed her monthly report for February 2012 which indicated programming and services provided to Allegany County’s senior



population for February. Ms. Toot also noted that the \$22,000 state budget cut to the home care program had been reinstated, that EPIC (Elderly Pharmaceutical Insurance Coverage) program cuts have been restored, and that some residents, including seniors, had received eviction notices from Level Acres in Stannards as its owner is planning to transition to a camp ground (versus a trailer park). She and other community agency representatives will meet later this week to see what can be done to help those people needing housing.

### **Request to fill Temporary Typist Position**

Ms. Toot requested permission to extend the temporary typist position in her office for another 90 days, as one staff member is on medical leave (through May), one is on maternity leave (will return in September), and one (Mary Gardner-Ruch) has resigned, effective June 1, 2012. A motion was made by Legislator Sinclair, seconded by Legislator Cady, and carried to extend the temporary typist position for an additional 90 days. **Refer to Ways & Means Committee**

### **Senior Forum 2012**

Additionally, Ms. Toot invited the Committee members to attend "Senior Forum 2012" on April 12, 2012, particularly the public hearing which takes place at 9 a.m. at the Genesee Valley Central School. Ms. Toot noted that this is an opportunity for the community to tell the Office for the Aging how it is doing and ask questions about services.

### **Meals-on-Wheels Program**

Ms. Toot noted that her office hadn't received any bids for the Nutrition Program, learning that the two-year contracts (with two-year renewable) were not conducive to attracting business. She sought, and was granted by the County Attorney, a contract extension to five years with a two-year extension (for a possible total of 7 years), and re-bid that program. Bids are due April 13, 2012. Ms. Toot encouraged the Committee to attend the Allegany Senior Foundation-sponsored fund raiser for Meals-on-Wheels, "Swingin' 2 the Oldies," May 19, 2012, at the Alfred State College Activities Center on the Wellsville campus. Tickets are \$15 each; four for \$40.

### **Department of Social Services**

Social Services Deputy Commissioner Julie Tomasi distributed the Department's report for February 2012. She stated that there had been no significant anomalies that month (following the spike seen in January 2012). Ms. Tomasi cited two members of the staff: Angela Tinder has been nominated and accepted to participate in the Leadership Allegany program, and Edna Kayes who is going to Steuben County as Assistant to the Director of Social Services there.

### **Request to Fill Temporary Senior Caseworker Position**

Ms. Tomasi also requested approval to fill a temporary Senior Caseworker position (AFSCME, Grade 17) as well as any vacancies that may occur as a result of filling from within, as the incumbent has requested a six-month leave of absence. A motion was made by Legislator K. Graves, seconded by Legislator F. Sinclair, and carried to fill the temporary position. **Refer to Ways & Means Committee**

**Department of Public Health****Request to Transfer Funds**

Public Health Deputy Director Thomas Hull and Department Accountant Brian Thierman requested a resolution transferring:

<u>From Account No.</u> <u>Amount</u>	<u>To Account No.</u>
A4010.101-Public Health Reg. Pay 297	A4010.802-Public Health Retirement
A4010.206-Public Health Equip. 282	A4189.201-BT Office Equip
A4051.409-ATUPA Fees 325	A4051.201-ATUPA Equipment
A4071.456-CS Health Contracts 15,000	A4071.424-CS Legal Ads
A4071.456-CS Health Contracts 7,500	A4071.408-CS General Supplies
A4010.408-P. Health Gen. Supplies 1,000	A4010.201-P. Health Office Equipment

TOTAL:

24,404. A motion was made by Legislator Sinclair, seconded by Legislator Cady, and carried to transfer the funds as requested. **Refer to Ways & Means**

**Acceptance of Children with Special Needs COLA**

Public Health Director Lori Ballengee forwarded a request to accept and appropriate \$1,425.39 in COLA money for the Children with Special Needs Grant Program which was spent by the March 31, 2012, deadline. The funds should be appropriated as follows:

A4054.201 (Health-Children w/Special Health Care Needs – Equipment) \$ 769.67	
A4054.407 (Health-Children w/Special Health Care Needs – Supplies) \$ 655.72	
Revenue Account #10.3401.4054 (State Aid – Health – CWSHCN)	
\$1,425.39	

The request was approved on a motion by Legislator Sinclair, seconded by Legislator LaForge, and carried. **Refer to Ways & Means**

**Acceptance of WIC COLA**

Mrs. Ballengee requested a resolution accepting and appropriating \$24,039 in COLA money for the WIC Program (2011-2012 grant year October 1, 2011 – September 30, 2012) 2012 Budget year. The \$24,039 should be appropriated as follows:

Appropriation Accounts

A4190.408 (WIC-General Supplies)	\$ 4,100
A4190.456 (WIC-Health Contracts)	\$19,939

Revenue Account

A11.4452.00 (Federal Aid – Health, WIC)	\$24,039
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The request was approved on a motion by Legislator Sinclair seconded by Legislator Graves, and carried. **Refer to Ways & Means**

**Acceptance of Donations**

Mrs. Ballengee also requested a resolution accepting and appropriating donations totaling \$1,417 from Reid's Food Barn, Cattaraugus County Bank, Curves, and Highland Healthcare to the Cancer Services Program. The \$1,417 should be appropriated to A4071.463 (Cancer Screening – Contractual) with a like sum placed in revenue account A08.2705.4071 (Gifts & Donations – Health, Komen). The request was approved on a motion by Legislator LaForge, seconded by Legislator Sinclair, and carried. **Refer to Ways & Means**

**Reappropriation of Gifts and Donations**

Mr. Hull also requested a resolution reappropriating \$5,298.96 of gifts and donations not spent in 2011 to A4071.463 (Cancer Screening – Contractual) and revenue account A08.2705.4071 (Gifts & Donations – Health, Komen). The money was donated to the Cancer Services Program to provide further services to cancer residents of Allegany County. The request was approved on a motion by Legislator Graves, seconded by Legislator LaForge, and carried. **Refer to Ways & Means**

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at approximately 11:05 a.m. following a motion made by Legislator Sinclair, seconded by Legislator LaForge, and carried.

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

**HUMAN SERVICES COMMITTEE MINUTES  
MAY 2, 2012**

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

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**Committee Members Present:** D. Burdick, K. LaForge, D. Cady, K. Graves, F. Sinclair, C. Crandall (Absent: P. Curran)

**Others Present:** M. Alger, L. Ballengee, L. Edwards, D. Fanton, V. Grant, D. Healy, T. Hopkins, J. Margeson, T. Miner, K. Monroe, B. Riehle, E. Ruckle, C. Santora, K. Slep, K. Toot, N. Ungermann, R. Whitney

**Media Present:** B. Clark, *Olean Times Herald*

**Call to Order:** The meeting was called to order at 10:06 a.m. by Human Services Committee Chairman Douglas Burdick.

**Approval of Minutes**

A motion was made by Legislator Sinclair, seconded by Legislator Graves, and carried to approve the Human Services Committee minutes of April 4, 2012.

**Office for the Aging**

**Position Changes**

Office for the Aging Director Kimberley Toot requested a resolution permitting the Office for the Aging to abolish three Aging Service Technician positions (AFSCME, Grade 13) and create two Aging Service Specialist positions (AFSCME, Grade 16). She indicated that one staff member has resigned (effective June 1, 2012) and that following an analysis of office staffing, she believes she can re-distribute the workload among four Aging Service Specialist positions with greater flexibility, efficiency, and cost savings. Ms. Toot noted that losing a staff member seemed like the ideal time to reassess office staffing, and she predicts net savings of \$23,971.29 for 2012, and net savings of \$39,775 for 2013, for a total savings of \$63,746, with no loss of services to clients. She additionally noted that she has already spoken to the union, Human Resources, the County Administrator, and her staff members regarding this change and has received no objections to this proposal. A motion was made by Legislator Cady, seconded by Legislator Graves, and carried, to abolish three Aging Service Technician positions and create two Aging Service Specialist positions. The request to fill the position will be forwarded to the Ways & Means Committee if the resolution creating the positions is approved. **Prepare Resolution**

**P<sup>2</sup> Network Contract**

Ms. Toot also requested a resolution granting permission to sign a P<sup>2</sup> Network Contract with the Centers for Medicaid and Medicare Services (CMS, Buffalo) to provide transitions coaching training in order to assist people (on Medicaid or Medicare) who are discharged from Jones Memorial Hospital (Wellsville) with discharge instructions, medication, and follow-up doctor's visits to decrease the number of those patients who are re-admitted within 30 days. Ms. Toot went on to say that she anticipated 12 coaching sessions per month which would include five hours of service: one hospital visit, one home visit, and three follow-up phone calls. Locally, this program will be a partnership among the Office for the Aging, Jones Memorial Hospital, Willcare, and the Visiting Nurses Association. Additionally, there is no cost to the County; in fact, the County will receive \$232.52 per coaching episode. Ms. Toot noted that the County Attorney will re-write a paragraph in the contract to better reflect how the County insurance works. A

motion to approve the contract with the P<sup>2</sup> Network in Erie County for the purpose of providing a Transitions in Care Program funded by CMS was made by Legislator Sinclair, seconded by Legislator LaForge, and carried. **Prepare Resolution**

### **Calendar for May 2012**

Ms. Toot also noted that May is designated "Older Americans Month" and invited legislators to attend senior lunch centers in their respective districts on "Senior Party Days." She also noted that May 19 is the date of the upcoming Swingin' 2 the Oldies—a fundraiser for Meals on Wheels.

### **Monthly Report**

Ms. Toot distributed her monthly report for April 2012, pointing out only one item: that the waiting list for services has declined by 26. Noting that staff members call the people on the waiting list every two months to see if they still need the services, several reasons can be attributed for this decline: some are no longer eligible, some move to nursing homes, some die.

### **Senior Forum**

Ms. Toot gave a brief overview of the Senior Forum held last month, calling it a success with approximately 180 attendees. The forum included a public hearing, and asked participants where the County should make funding cuts. Ms. Toot is compiling the suggestions and will present the results at a future meeting.

### **Bid Opening**

Ms. Toot indicated that one bid for Meals-on-Wheels had been received and opened on April 13, 2012, and is being reviewed by County Attorney Tom Miner because it is a new provider and further research (due diligence) is needed before the bid is awarded. Ms. Toot anticipates that information will be made available next month.

## **Department of Social Services**

### **Monthly Report**

Commissioner of Social Services Vicki Grant presented her monthly report to the Committee, noting that there were no anomalies for March 2012, but she did wish to note the following: the Department had recently certified three new foster parents, including Legislator and Mrs. Aaron McGraw; that May is designated "Foster Care Recognition Month" and there will be a dinner on May 22; that several staff members participated in the Aging Conference; and that all three teams in the services unit had interns (one from Alfred University, one from Houghton College, one from Empire State College) this year who successfully completed their internships. Legislator Sinclair noted that Deputy Social Services Commissioner Julie Tomasi had done a good job representing the Department in Ms. Grant's absence. Ms. Grant also distributed the DSS annual report for 2011, noting not only the services provided by DSS, but also the cooperation among agencies to make service delivery more efficient.

## **Public Health**

### **Reappointment of Susan Dougherty to Board of Health**

Public Health Director Lori Ballengee requested approval to have Susan Dougherty reappointed to the Board of Health, effective July 8, 2012, through July 7, 2018, as her current term is due to expire. The request was approved on a motion by Legislator Graves, seconded by Legislator Cady, and carried. **Prepare Resolution**

### **Request to Fill Accountant Position**

Ms. Ballengee also requested a resolution to fill an Accountant position (PEF, Grade 7) in her office, explaining that the recently hired Accountant has opted to return to his former position in the Employment and Training Office. The request was approved on a motion by Legislator Sinclair, seconded by Legislator Graves, and carried. **Refer to Ways & Means**

### **Update on WIC and Cancer Services Space**

Ms. Ballengee noted that she and the County Administrator's Office will try to negotiate an extension of the rental contract for the WIC and Cancer Services Programs. Because the grant funding for cancer services staff is tenuous, it is believed renting is a safer option at this time.

### **Board of Health By-law Change**

Legislator Sinclair noted that the minutes of the Board of Health indicated a change in the by-laws regarding frequency of Board of Health meetings. Ms. Ballengee noted that after researching what other counties do, and after realizing that many of the Allegany County Board of Health meetings seem to be informational only, it was decided to try going to a quarterly meeting schedule.

### **Community Services**

#### **Budget Amendment**

On behalf of Community Services Director Dr. Robert Anderson, County Administrator John Margeson requested a resolution amending the budget of the Community Services Agency due to funding modifications in state aid. Mr. Margeson explained that the Community Service Agency enters into contracts with local not-for-profit agencies, and the State typically provides funding from the Office of Alcohol and Substance Abuse Services, the Office of Mental Retardation and Developmental Disabilities, and the Office of Mental Health, to the Community Service Agency to cover those contracts. In 2012, the State has taken a different position whereby it will contract directly with those not-for-profit agencies, essentially cutting out the middleman. The money in the Community Service Agency budget for 2012 will not be forthcoming from the State, so the budget amendment essentially "backs out" the state aid and the appropriations. Ultimately, this is simply a "paper transaction" with no fiscal impact. The request was approved following a motion by Legislator Graves, seconded by Legislator Sinclair, and carried. **Refer to Ways & Means**

#### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 10:53 a.m. following a motion by Legislator Graves, seconded by Legislator Sinclair, and carried.

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

**HUMAN SERVICES COMMITTEE**  
**May 14, 2012**

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

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**Committee Members Present:** D. Burdick, K. LaForge, D. Cady, P. Curran, K. Graves, F. Sinclair, C. Crandall

**Others Present:** M. Alger, L. Ballengee, D. Fanton, T. Hull, J. Margeson, T. Miner, B. Riehle, N. Ungermann

**Call to Order:** The meeting was called to order at 3:08 p.m. by Human Services Committee Chairman Douglas Burdick.

**Office for the Aging – Request to Fill Bolivar Luncheon Center Manager**

Office for the Aging Director Kimberley Toot stated that the Bolivar Luncheon Center Manager (Non Union) resigned today, and she requested approval to fill that position. Mrs. Toot stated that the annual salary for the position is approximately \$4,600, and they will be saving about \$2,000 by hiring someone new. The position is funded 38 percent with Older American Act federal dollars, 37 percent with local County dollars, and 25 percent from participant contributions. The Bolivar Luncheon Center operates three days a week from 10 to 2, and the Center would have to close if the position is not filled. The request to fill the position was approved on a motion by Legislator Sinclair, seconded by Legislator Graves, and carried. **Refer to Ways & Means**

**Executive Session**

A motion was made by Legislator Graves, seconded by Legislator Curran, and carried to enter into executive session at 3:10 p.m. to discuss the employment history of a particular individual. Immediately following discussion at 3:19 p.m., a motion was made by Legislator Graves, seconded by Legislator Sinclair, and carried to end the executive session and return to the regular meeting.

**Health Department Accountant**

A motion was made by Legislator Sinclair, seconded by Chairman Crandall, and carried authorizing Public Health Director Lori Ballengee to offer the incoming Accountant in the Health Department a starting salary within Grade 7 of the PEF Salary Plan between the levels of Base and Step 3, commensurate with experience.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 3:20 p.m. following a motion by Legislator Graves, seconded by Legislator Burdick, and carried.

Respectfully submitted,

Brenda Rigby Riehle, CMC, Clerk of the Board  
Allegany County Board of Legislators

**HUMAN SERVICES COMMITTEE  
JUNE 6, 2012**

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

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**Committee Members Present:** D. Burdick, K. LaForge, D. Cady, P. Curran, K. Graves, F. Sinclair, C. Crandall

**Others Present:** M. Alger, L. Ballengee, C. Czworka, L. Edwards, D. Fanton, V. Grant, D. Healy, T. Hopkins, T. Hull, J. Margeson, T. Miner, P. Morris, V. Pettit, B. Riehle, E. Ruckle, C. Santora

**Media Present:** B. Clark, *Olean Times Herald*

**Call to Order:** The meeting was called to order at 10:02 a.m. by Human Services Committee Chairman Douglas Burdick.

**Approval of Minutes**

A motion was made by Legislator Graves, seconded by Legislator Curran, and carried to approve the Human Services Committee minutes of May 2, and May 14, 2012.

**Office for the Aging  
Monthly Report**

OFA Director Kimberley Toot was represented by OFA Accountant Vickie Pettit and OFA Nutrition Program Coordinator Cheryl Czworka. On her behalf, they distributed the OFA monthly report for April 2012. The statistic of note, according to Ms. Pettit, was the increase in requests for (EISEP) personal care/chores (non-health care). Ms. Pettit indicated that the OFA provides these applicants with strategies for private hiring for these services. OFA does contract with Jan & Bev's Home Care Agency (Wellsville); OFA pays the Agency, and people requesting services through OFA pay on a sliding scale. The report was accepted as presented on a motion by Legislator Graves and seconded by Legislator Sinclair.

**Acceptance of Bid for OFA Nutrition Program**

The Committee voted to go into attorney/client session at 10:06 a.m. on a motion by Legislator Curran, seconded by Legislator Graves, and carried. The Committee moved out of attorney/client session at 10:25 a.m. on a motion by Legislator Graves, seconded by Legislator Curran, and carried. Following attorney/client session, the group agreed to call a special Human Services meeting on Monday, June 11, 2012, following the Board meeting to further discuss the bid to provide meals for the Office for the Aging Nutrition Program.

**Department of Social Services  
Monthly Report**

Social Services Commissioner Vicki Grant distributed her monthly report for April 2012, noting that the number of temporary assistance cases is declining with a slight increase in the number of Safety Net Families, which may be due in part to the fact that after five years, a different funding source is used. Everything else is pretty much on par. The report was accepted as presented on a motion by Legislator Graves, seconded by Legislator Curran, and carried.

**Foster Parent Recognition Dinner**

At the annual Recognition Dinner, two families received five-year certification, one family received ten-year certification, and one family was recognized as Foster Parents of the Year for Region 1, and will be honored on Saturday, June 9, 2012, at Fantasy Island.



**Health Department****Request to Accept and Appropriate Donation**

Public Health Director Lori Ballengee requested a resolution accepting and appropriating a \$350 donation from the Zonta Club in Olean to Komen Kares. The \$350 should be appropriated to A4072.463 with a like sum placed in revenue account A4072.2706.00. The request was approved on a motion by Legislator Sinclair, seconded by Legislator Curran, and carried. **Refer to Ways & Means**

**Block Grant for Well and Septic**

Deputy Public Health Director Tom Hull, along with Pat Morris of Empire Housing Center, presented information about a competitive, federal program, administered by New York State, to help low-income homeowners replace failed wells and septic systems. Mr. Hull noted that Allegany County annually issues about 100 permits for replacements for failed septic systems. Typically, about 15-20 of those homeowners cannot afford the replacement costs. The Board of Health would like to see these situations resolved more quickly and without the need to cite the homeowner for a failed system. Mr. Hull, in introducing Mr. Morris, noted that he was looking for a vote of support from the Committee in order to pursue this grant funding. Mr. Morris indicated that his organization has been working with various other counties including Chemung, Steuben, Schuyler, Cattaraugus, to name a few, and would like to include Allegany County. The grant funding would assist homeowners when a system failure creates an unsafe emergency condition. This would decrease the need for enforcement by the Health Department for replacement. The grant money will install the tank and the field and ensure that it's done correctly via involvement of the local Health Department which would ensure the installation meets County Sanitary Codes. The grant conditions do not allow for alterations to the house unless there's an emergency situation in the house (i.e., unsafe condition). Mr. Morris distributed a sheet that presented a brief overview of parameters within which the grant works such as owner-occupancy, income, types of activities, and what is included in the services. Legislator Sinclair noted that the County is considering a County-wide housing grant application for rehabbing properties, to include weatherization, electric systems, foundations, wells, septic, etc. He inquired of Mr. Morris whether these would be competing grants. Mr. Morris said it was possible. Chairman Crandall also inquired whether Allegany County is eligible to apply for both, whether the County would be eligible to receive both, or whether the County would be limited to one or the other. The consensus among the group was that further investigation as well as further dialogue with ACCORD Executive Director Charles T. Kalthoff would be prudent before making a commitment to this project. The issue was tabled until Monday, June 11, when a special Human Services Committee meeting had been called, on a motion by Legislator Sinclair, seconded by Legislator Graves, and carried.

**WIC Lease Renewal**

Deputy County Administrator Mitch Alger informed the group that he had successfully renegotiated a lease contract with Mr. Donald Baldwin who owns the building where WIC (Women, Infants, and Children) is housed for no increase in rent for just under three years. He requested a motion to pass the lease agreement on to the Board. The request was approved on a motion by Legislator Cady, seconded by Legislator Curran, and carried. **Refer to Ways & Means**

**Adjournment**

There being no further business to come before the Committee, the meeting was adjourned at 10:55 a.m. following a motion by Legislator Graves, seconded by Legislator Curran, and carried.

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

**HUMAN SERVICES COMMITTEE  
SPECIAL MEETING  
JUNE 11, 2012**

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

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**Committee Members Present:** D. Burdick, K. LaForge, D. Cady, P. Curran, K Graves, F. Sinclair, C. Crandall

**Others Present:** M. Alger, L. Ballengee, D. Fanton, D. Healy, T. Hopkins, T. Hull, J. Margeson, T. Miner, D. Pullen, B. Riehle, C. Santora, K. Toot

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

**Call to Order:** The meeting was called to order at 3:02 p.m. by Human Services Committee Chairman Douglas Burdick.

**Office for the Aging**

**Attorney/Client Session**

The Committee moved into attorney/client session at 3:05 p.m. on a motion by Legislator Graves, seconded by Legislator Curran, and carried. The Committee exited attorney/client session at 3:25 p.m. on a motion by Legislator Graves, seconded by Legislator Curran, and carried.

**Meals-on-Wheels Program**

Office for the Aging Director Kimberley Toot requested a resolution accepting a bid from Ron and Corina Carlin doing business as KVR Services to provide services for the Office for the Aging Nutrition Program (Meals-on-Wheels). Mrs. Toot indicated that KVR Services will be able to provide meals at a price of \$3.70 per meal beginning September 1, 2012, through December 31, 2012. The fiscal impact for 2012 will be a savings of \$.10 per meal. The contract period runs from September 1, 2012, to December 31, 2017. The request was approved on a motion by Legislator LaForge, seconded by Legislator Graves, and carried. **Prepare Resolution**

**Request to Fill Positions for Substitute Workers**

Office for the Aging Director Kimberley Toot also requested permission to fill two positions which would have no fiscal impact on the current OFA budget: one to fill a substitute Meals-on-Wheels Driver position (non-union) and one to fill a substitute Luncheon Center Manager position (non-union). The request was approved on a motion by Legislator Sinclair, seconded by Legislator Curran, and carried. **Refer to Ways & Means**

**Discussion of Block Grant for Well and Septic in Relation to County-wide Housing Rehab Grant Application**

Legislator Sinclair informed the Committee that following the discussion at last week's Human Services Committee meeting, he had pursued further discussion with ACCORD Executive Director Charles T. Kalthoff regarding the compatibility of the two proposed grants: the Block Grant for Well and Septic and the County-wide Housing Rehabilitation Grant. He learned that the two grants would be in competition with each other, possibly affecting the outcome. Legislator Sinclair indicated that the Housing Rehab Grant would also include wells and septic systems, and that of the potential \$750,000, it seemed likely that a portion could be spent on well and septic restoration. Mr. Sinclair seemed to feel that \$200,000 is a "comfortable" amount to allocate for well and septic issues as part of the county-wide grant. He also noted that ACCORD Corp. deals with two other state programs that can potentially match some of the funding from the larger grant, acting as a multiplier. Additionally, he said, ACCORD is "our

community action agency which employs 100 Allegany County residents,” so his recommendation would be to stay with just the one grant application to be submitted through the ACCORD Corporation. Chairman Crandall concurred with this position, citing confidence that ACCORD will work well with the County and the Health Department and that we should pursue this county-wide grant. Public Health Director Lori Ballengee indicated that if ACCORD is in agreement that \$200,000 will be earmarked for wells and septic, she would add her full support.

A motion was made by Legislator Sinclair, seconded by Legislator Graves, and carried, to work with the Human Services Committee through the ACCORD Corporation for filing the County-wide Community Development Block Grant for Housing Improvements in Allegany County.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 3:32 p.m. following a motion by Legislator Graves, seconded by Legislator Curran, and carried.

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

**HUMAN SERVICES COMMITTEE  
JULY 5, 2012**

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

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**Committee Members Present:** D. Burdick, K. LaForge, D. Cady, P. Curran, K. Graves, .F. Sinclair

**Others Present:** L. Ballengee, D. Fanton, D. Healy, T. Hopkins, T. Hull, T. Miner, D. Rahr, B. Riehle, C. Santora, J. Tomasi, K. Toot, N. Ungermann

**Media Present:** B. Clark, *Olean Times Herald*

**Call to Order:** The meeting was called to order at 10:04 a.m. by Human Services Committee Chairman Douglas Burdick.

**Approval of Minutes**

A motion was made by Legislator Sinclair, seconded by Legislator Curran, and carried to approve the Human Services Committee minutes of June 6, and June 11, 2012.

**Office for the Aging**

**Request to Transfer Funds to Purchase an Upgrade to PeerPlace Software**

Office for the Aging Director Kimberley Toot requested a resolution to transfer \$2,890 from Appropriate Reserve OFA A 14.511.03 (Reserve Account A 889.0009) to Account A6773.201 (OFA-Supportive Services-Office Equipment) to purchase software for the Insurance Counseling Program. Ms. Toot indicated that this new software would eliminate repetitive data entry, allowing more time for client counseling. Ms. Toot's request was approved on a motion by Legislator Curran, seconded by Legislator Graves, and carried. **Refer to Ways & Means**

**Request to Transfer Funds for Legal Fee Contractual**

Ms. Toot also requested a resolution to transfer \$2,000 from A6773.101 (OFA-Supportive Services-Regular Pay) to A6773.475 (OFA Supportive Services-Contractual) to pay for legal fees in a Medicare Insurance appeal. Ms. Toot indicated during the discussion, that the Office for the Aging assisted clients solely with "aging-related" issues such as Medicare—no criminal or civil legal issues. The request was approved on a motion by Legislator Sinclair, seconded by Legislator Graves, and carried. **Prepare Resolution**

**Status of New Meals-on-Wheels Caterer**

Ms. Toot brought the Committee up to date regarding the status of the new Meals-on-Wheels caterers, noting that they had formed a Limited Liability Company (LLC), KVR Services, which is in the process of buying a building on Route 19 in Scio, NY, currently Antiques Alley, and establishing a new and updated kitchen. The Carlins will begin serving meals on September 1, 2012, and plan to attend state-sponsored training that all Office of the Aging nutrition staff go to. Ms. Toot indicated she is pleased with their progress. County Attorney Tom Miner echoed this sentiment. Legislator Burdick inquired of Ms. Toot whether Meals-on-Wheels drivers were trained to be on the alert for any anomalies in their routes, such as no one answering the door. Ms. Toot noted that all drivers are trained to notice anything out of the ordinary and report this to the Office for the Aging immediately via cell phone. Legislator Burdick also inquired whether there were special dietary options in the Meals-on-Wheels menus. Ms. Toot informed the Committee that diabetics receive a special dessert, but are otherwise instructed what/how to eat

the regular meal to fit in with their dietary restrictions. She also noted that some meals may be ground or pureed for those who have difficulty swallowing.

### **Monthly Report**

Ms. Toot distributed her report for May 2012, noting that the OFA is on track for preparing about 115,000 meals this year. She also indicated only two statistics as noteworthy: Personal Emergency Response (Lifeline) numbers increased by four (not a good thing, according to Ms. Toot); and EISEP (Personal Care/Chore) decreased by 10. She also noted that only 19 percent of clients are low income; the rest use the services because of frailty, not lack of money. People are willing to pay for services, she added. When questioned about United Way funding, Ms. Toot responded that the Office for the Aging funding was cut last year. It is down to about \$12,000, down from \$15,000 last year. She also invited the group to participate in the annual Allegany Senior Picnic, Thursday, July 26, at the Angelica Fair Grounds from 11 a.m. to 3 p.m.

### **Department of Social Services**

#### **Monthly Report**

Deputy Commissioner of Social Services Julie Tomasi distributed the May 2012 departmental report, noting that there are no anomalies and that numbers are at a level expected by the Department with the exception of an increase in hotline calls, which, she noted, is consistent with state-wide reports. When asked what was included in "hotline" calls, Ms. Tomasi noted that these are calls involving safety and risk.

#### **Request to Fill Positions**

Ms. Tomasi requested permission to fill a Grade B Supervisor vacancy (PEF, Grade 7) which will occur as a result of a retirement. This position is responsible for the supervision of six CPS Senior Caseworkers and two Preventive Caseworkers who are responsible for ensuring the health, welfare, and safety of children. The position is funded by 50 percent federal dollars, 25 percent state dollars, and 25 percent local dollars. The request was approved on a motion by Legislator Graves, seconded by Legislator Curran, and carried. **Refer to Ways & Means**

Ms. Tomasi also requested permission to fill an Accountant vacancy (PEF, Grade 7) which has occurred as a result of a leave of absence. It will be a full-time temporary position. This position is responsible for the supervision of accounting staff, fiscal issues including check registers, and the coordination of non-emergency medical transportation. The position is funded by 50 percent federal dollars and 50 percent state dollars. The request was approved on a motion by Legislator Graves, seconded by Legislator Curran, and carried. **Refer to Ways & Means**

### **Health Department**

Health Department Director Lori Ballengee introduced her Department's new Accountant David Rahr of Wellsville, who had just completed his first month with the Department. She was very complimentary of what he had accomplished in so brief a time.

#### **Update on Water/Well Issues in Canaseraga**

Deputy Public Health Director Thomas Hull reported on activities surrounding a recent water main break affecting the Village of Canaseraga, as well as a water system improvement project for the village aimed at eliminating a potential public health hazard. He indicated that great progress is being made with the project, and that all work is being completed in compliance with local, state, and federal regulations.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 10:50 a.m. following a motion by Legislator Graves, seconded by Legislator Curran, and carried.

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

**HUMAN SERVICES COMMITTEE  
AUGUST 1, 2012**

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

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**Committee Members Present:** D. Burdick, K. LaForge, D. Cady, P. Curran, K. Graves, .F. Sinclair

**Others Present:** M. Alger, L. Ballengee, D. Fanton, V. Grant, L. Haggstrom, D. Healy, L. Hennessy, T. Hopkins, J. Margeson, B. Riehle, C. Santora, K. Toot

**Media Present:** No media present

**Call to Order:** The meeting was called to order at 10:03 a.m. by Human Services Committee Chairman Douglas Burdick.

**Approval of Minutes**

A motion was made by Legislator Sinclair, seconded by Legislator Curran, and carried to approve the Human Services Committee minutes of July 5, 2012.

**Office for the Aging**

**Request to Accept Funding from the Federal Transitions in Care Program**

Office for the Aging Director Kimberley Toot requested a resolution to accept and appropriate \$5,600 in funding from the Federal Transitions in Care Program. Ms. Toot reminded the Committee that this program would coach people who are discharged from Jones Memorial Hospital to help them avoid rehospitalization. She noted that the funds have not yet been received, but that this was the first step in setting up the budget in anticipation that the funding will be forthcoming. The funds should be appropriated as follows: A6789.101 (Regular Pay-\$1,600); A6789.401 (Postage-\$60); A6789.402 (Mileage-\$200); A6789.416 (Telephone-\$200); A6789.419 (Printing-\$100); A6789.474 (Subcontractor-\$3,130); A6789.802 (Retirement-\$160); A6789.802 (FICA-\$120); A6789.804 (Workers' Comp-\$30). The request was approved on a motion by Legislator Graves, seconded by Legislator Sinclair, and carried. **Refer to Ways & Means**

**Monthly Report**

There were no dramatic statistics to report. Ms. Toot did state that the new Meals-on-Wheels providers, who will begin their contract on September 1, 2012, were attending a food safety program in Buffalo today (August 1, 2012). Ms. Toot responded to queries regarding "Lifeline" users and payment methods, noting that when someone applies for Lifeline but cannot pay, the Office for the Aging can pay via funding through the United Way, the Senior Foundation, and the EISEP (Expanded In-home Services for the Elderly Program). The cost of Lifeline through the Office for the Aging is \$25 per month, Ms. Toot said; however, if applied for privately, the cost is \$30 per month. There is also an installation charge. In response to another question, Ms. Toot noted that her Office sponsors three caregivers' support groups: general, Alzheimer's, and evening. Additionally, Ms. Toot distributed a table which illustrated the average contributions for Meals-on-Wheels for 2011 as a follow-up to a question that arose at the Budget Review meeting. She indicated that the suggested donation is \$3 per meal, but the Office cannot deny service to anyone unable or unwilling to contribute.

**Department of Social Services**



**Request to Fill Senior Caseworker Position**

Department of Social Services Commissioner Vicki Grant requested permission to fill a Senior Caseworker position (AFSCME, Grade 17) which became vacant when the incumbent accepted a promotion within the Department. The position conducts child protective investigations and safety assessments and is required by state and federal regulations. The request was approved on a motion by Legislator Sinclair, seconded by Legislator Graves, and carried. **Refer to Ways & Means**

**Monthly Report**

No anomalies to report. Ms. Grant also reported that her Department recently underwent a one-day Child Care Review performed by the State. Ms. Grant was proud to report that the reviewers registered "no findings," indicating a "perfect" review.

**Health Department****Request to Create and Fill Nurse Practitioner Position**

Public Health Director Lori Ballengee requested permission to create and fill a full-time Nurse Practitioner position (NYSNA, Step 4) due to the retirement of the current part-time Nurse Practitioner. It was noted that the Family Planning and STD (Sexually Transmitted Disease) Programs cannot exist without a Nurse Practitioner. Additionally, the Department would be unable to bill for Family Planning and some Public Health services without a Nurse Practitioner. The position will help capture maximum revenue, keep Department of Health Family Planning and STD Programs, and save County dollars in insurance costs by providing low-cost physicals to County employees, families, retirees, etc. Ms. Ballengee responded to questions regarding the services provided by the Family Planning Program. It was also noted that the Department of Health 2013 Budget will come in more than \$86,000 below its 2012 budget. However, Ms. Ballengee may need to add \$10,000 back into the budget to pay for the requested Nurse Practitioner. The request was approved on a motion by Legislator Graves, seconded by Legislator Curran, and carried. One opposing vote: Legislator Sinclair. **Prepare Resolution** (Once the position has been created, the request to fill the position will be referred to Ways & Means.)

**Request to Transfer Funds**

Ms. Ballengee also requested a budget transfer of \$1,100 from WIC A4190.408 (WIC-General Supplies) to A4190.201 (WIC-Office Equipment) and an additional \$2,400 from A4190.424 (WIC-Legal Advertising) to A4190.201 (WIC-Office Equipment). The transfer is necessary as a result of a need for locking filing cabinets and in response to a State directive to purchase an iPad. The request was approved on a motion by Legislator Graves, seconded by Legislator Curran, and carried. **Prepare Resolution**

Additionally, Ms. Ballengee requested a budget transfer in the amount of \$310.71 from A4071.456 (Cancer Screening-Contractual) to Account A4072.456 (Komen Kares Grant-Contractual). This transfer represents a reclassification of expenses between the Cancer Services Program and the Komen Kares Program. This is necessary because one-third of the Cornell Cooperative Extension expenses are associated with the Komen Kares Program, but check number 387718 was posted entirely to Cancer Services. This request was approved on a motion by Legislator Sinclair, seconded by Legislator Graves, and carried. (Following the meeting, the County Treasurer advised that this correction can be accomplished with a journal entry authorized by the County Administrator so a resolution will not be necessary.)

**Adjournment**

There being no further business to come before the Committee, the meeting was adjourned at 10:47 a.m. following a motion by Legislator Graves, seconded by Legislator Curran, and carried.

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

**HUMAN SERVICES COMMITTEE  
SEPTEMBER 5, 2012**

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

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**Committee Members Present:** D. Burdick, K. LaForge, D. Cady, P. Curran, K. Graves, .F. Sinclair, C. Crandall

**Others Present:** M. Alger, R. Anderson, L. Ballengee, L. Edwards, D. Fanton, V. Grant, D. Healy, J. Margeson, T. Miner, B. Riehle, C. Santora, J. Tomasi, K. Toot, N. Ungermann

**Media Present:** B. Clark, *Olean Times Herald*

**Call to Order:** The meeting was called to order at 10:03 a.m. by Human Services Committee Chairman Douglas Burdick.

**Approval of Minutes**

A motion was made by Legislator Sinclair, seconded by Legislator Curran, and carried to approve the Human Services Committee minutes of August 1, 2012.

**Office for the Aging**

**Request to Transfer Funds**

Office for the Aging Director Kimberley Toot requested a resolution to transfer \$3,000 from A14.511.03 (Reserve Account A889.0009) to A6773.475 (OFA Supportive Services-Legal Services) to cover costs for legal services for OFA clients. Ms. Toot, in response to queries from the Committee indicated that the legal fees were a result of helping with a Medicare denial appeal which was resolved in favor of the elderly client. The request was approved on a motion by Legislator Graves, seconded by Legislator Curran, and carried. **Refer to Ways & Means**

**Monthly Report**

In addition to her monthly report, Ms. Toot updated the Committee on several issues, including the Transitions in Care Program (the P2 Network Contract Administrator) which provides transitions coaching training in order to assist people (on Medicaid or Medicare) who are discharged from Jones Memorial Hospital (Wellsville) with discharge instructions, medication, and follow-up doctor's visits to decrease the number of those patients who are re-admitted within 30 days. Ms. Toot went on to say that since the Program began on July 1, 2012, five patients had participated. She also noted that although Medicare has not yet been billed by the P2 Network for these costs, the Program, thus far, is proceeding as anticipated. Ms. Toot also informed the group that the new Meals-on-Wheels caterer had served its first day of meals the previous day, and the OFA office had received two calls complimenting the food. Ms. Toot commended the Department of Health for its help with having a Sanitarian on site, both during the preparing the new facilities stage as well as during the production stage. She did add that because there were still some issues that needed to be addressed for the facility to meet code, the facility had been granted a temporary operating certificate. However, those issues should be addressed by September 6, 2012. Ms. Toot also noted the final costs for the annual Senior Picnic, noting that had they been able to hold the picnic on its originally scheduled date, they might have broken even or even generated some revenue. However, she was pleased with the fact that the total cost to OFA for the picnic was \$117.10. Finally, Ms. Toot reminded the Committee that when she had spoken to the Budget Committee earlier in the summer, she had noted that there would be approximately \$20,000 in savings in her area. Thus far, OFA Accountant Vicki Pettit has found \$18,650 in savings in the OFA budget. However, she noted,

that two grants which had been awarded to OFA in the past had been eliminated: MIPPA-Medicare Improvement for Patients and Providers Act-\$13,500 and WRAP-Weatherization Referral and Packaging Program-\$30,000. Currently, the OFA Accountant is investigating ways to use the projected savings to continue the work of these programs. In order to do so, said Ms. Toot, Ms. Pettit needs to do a budget modification with the New York State Office for the Aging as well as redo the local plan. So, Ms. Toot concluded, she is not yet prepared to use the projected savings to offer services to OFA waiting list members.

### **Health Department**

#### **Request to Transfer Funds**

Director of Public Health Lori Ballengee requested approval to transfer \$262.72 from Account A4071.201 (Cancer Screening-Office Equipment) to Account A4071.407 (Office Supplies). The request was approved on a motion by Legislator Sinclair, seconded by Legislator Graves, and carried. **Prepare Resolution**

#### **Approval to Renew Preschool Transportation Contracts**

Ms. Ballengee also requested a resolution to approve the contracts for the Transportation of Preschool Children with Handicapping Conditions with 14 central school districts (Alfred-Almond, Andover, Arkport, Belfast, Bolivar-Richburg, Canaseraga, Cuba-Rushford, Fillmore, Friendship, Genesee Valley, Portville, Scio, Wellsville, and Whitesville for the period July 1, 2012, through June 30, 2013. Ms. Ballengee noted that these contracts save the County hundreds of thousands of dollars because they relieve the County of having to hire private companies to transport the children. She also noted that other counties look to Allegany County for assistance in creating similar programs. Discussion ensued questioning whether using the underutilized ACT buses for this purpose would be effective. It was noted that the school buses are better equipped for transporting children (the children in question are younger than five years) because they are equipped with specially designed seats and video monitors. Ms. Ballengee noted that the current cost of transporting the children is \$48 per day per child and that 59.5 percent of that cost is reimbursed through state aid. Chairman Crandall noted that this seems a highly effective way to address a mandated issue. However, Ms. Ballengee did say that she would ask Physically Handicapped Children's Program Coordinator Rich (Reynolds) to investigate the cost of using the ACT buses, although in her opinion, those buses couldn't handle the volume. The request was approved on a motion Legislator Sinclair, seconded by Legislator Graves, and carried. **Refer to Ways & Means**

### **Community Services-Dr. Robert Anderson**

#### **Request to Transfer Funds**

Community Services Director Dr. Robert Anderson requested a resolution to transfer \$28,607 from Account A4315.456 (Mental Health Reinvestment-Health Contracts) to Account A4314.458 (Mental Health C.S.S-Health Contracts) and a transfer of \$10,835 from Account A4315.456 (Mental Health Reinvestment-Health Contracts) to Account A4313.460 (Mental Health Contracts-Health Contracts) for the purpose of properly funding the accounts used by the Community Services Agency to make contractual payments to Allegany Rehabilitation Associates. Legislator Sinclair asked whether this shortfall issue had been adjusted in the 2013 budget and was assured that it had been. The request was approved on a motion by Legislator Graves, seconded by Legislator Sinclair, and carried. **Refer to Ways & Means**

#### **Agency Update**

Dr. Anderson also informed the Committee that Leonard Jakovac retired August 1, 2012, and henceforth, Mike Damiano will serve as CEO of both the Arc and the ARA (Allegany

Rehabilitation Associates). Dr. Anderson felt that this will be advantageous to clients and to saving the County money by combining the administrative offices of the two agencies.

### **Department of Social Services**

#### **Monthly Report**

Commissioner of Social Services Vicki Grant noted that during the month of July, the Office had experienced a marked increase in child protective hotline calls and that Medicaid applications are increasing. Other than those two items, all other areas seem to be static.

#### **Requests to Fill Positions**

Ms. Grant also presented several requests to fill positions:

-**Temporary Community Service Aide** position (AFSCME, Grade 4) which is responsible for scheduling and screening clients for HEAP (Home Energy Assistance Program) interviews. The request was approved on a motion by Legislator Graves, seconded by Legislator Curran, and carried. **Refer to Ways & Means**

-**Temporary Senior Caseworker** position (AFSCME, Grade 17) which is responsible for child protective investigations and safety assessments. This vacancy is the result of an extended medical leave of the incumbent. The request was approved on a motion by Legislator Graves, seconded by Legislator Sinclair, and carried. **Refer to Ways & Means**

-**Senior Caseworker** position (AFSCME, Grade 17) which is responsible for child protective investigations and safety assessments. The vacancy is a result of a resignation. The request was approved on a motion by Legislator Graves, seconded by Legislator Cady, and carried. **Refer to Ways & Means**

-**Social Welfare Examiner** position (AFSCME, Grade 11) which is responsible for interviewing clients, determining eligibility, and administering the appropriate benefits. This vacancy is the result of a resignation. The request was approved on a motion by Legislator Cady, seconded by Legislator Curran, and carried. **Refer to Ways & Means**

-**Caseworker** position (AFSCME, Grade 16) which is responsible for ensuring the health, welfare, and safety of children while preventing placement in the Foster Care System. This vacancy is the result of a promotion. The request was approved on a motion by Legislator Sinclair, seconded by Legislator Graves, and Carried. **Refer to Ways & Means**

Additionally, Ms. Grant requested a resolution to abolish two **Social Welfare Examiner** positions, noting that due to efficiencies in the Department, the positions are no longer needed. This request was approved on a motion by Legislator Graves, seconded by Legislator Curran, and carried. **Prepare Resolution**

#### **Attorney/Client Session**

Social Services Commissioner Vicki Grant requested an attorney/client session which was approved at 10:45 a.m. on a motion by Legislator Graves, seconded by Legislator Curran, and carried. The Committee exited attorney/client session at 11:08 a.m. on a motion by Legislator Graves, seconded by Legislator Curran, and carried.

#### **Statement of Interest Re: NYS Department of Health's Assumption of Medicaid Administration**

Following attorney/client session, it was resolved to follow Commissioner Grant's recommendation and vote "yes" to the prompt questions with the exception of one "no." Those questions to which Commissioner Grant responded in the affirmative included:

- Is the County interested in conducting MAGI renewals until [sic] State can fully centralize?
- Does the County want to provide in-person application assistance to MAGI applicants/enrollees?

Those questions to which Commissioner Grant responded "long-term" (from a choice of "no," "short-term," and "long-term") included:

- Process applications and renewals for aged, blind, disabled individuals, excluding automated renewals;
- chronic care (nursing home) and alternate levels of care eligibility determinations and renewals;
- process applications and renewals for the Medicaid-Buy-in for Working Persons with Disabilities program; and
- SSI cases, including separate determinations when an individual loses receipt of SSI.

The sole question to which Commissioner Grant responded in the negative was

- Conducting disability determinations.

This action was approved on a motion by Legislator Curran, seconded by Legislator Sinclair, and carried. **Prepare Resolution**

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 11:10 a.m. following a motion by Legislator Graves, seconded by Legislator Curran, and carried.

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

**Human Services Committee Meeting Minutes  
For  
October 3, 2012**

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

**Committee Members Present**

Douglas Burdick, Karl Graves, Don Cady, Kevin LaForge, Fred Sinclair, Curt Crandall, and Philip Curran.

**Others Attending**

Vicki Grant, Kim Toot, Lori Ballengee, John Margeson, Brenda Riehle, Tom Miner, Mike Healy, Ted Hopkins, and Dr. Anderson.

**Call to Order**

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

**Approval of Minutes**

The minutes from the Sept. 5, 2012 meeting were approved by a motion from Karl Graves and seconded by Philip Curran. **Motion Carried.**

**Community Services**

Dr. Robert Anderson, Director of Community Services, requested a resolution to increase the budget and revenue for the Allegany Council by \$50,698 due to an increase in state aid funding. This in no way increases the county contribution. A motion was made by Karl Graves and Seconded by Phillip Curran to accept the state aid and increase the budget by \$50,698. Motion Carried. **Refer to ways and Means**

Dr. Anderson requested a resolution to increase the Community Services rent for property located at 45 North Broad St., Wellsville, NY 14895. The current monthly rent is \$1850 and the landlord would like to increase it to \$2000 a month beginning the month of October 2012. Dr. Anderson indicated he would like a lease drawn up as a three year lease and renewable every three years. Currently Community Services is renting month to month with no lease in place at this time. John Margeson indicated he and Mitch Alger along with the County Attorney would initiate a lease. A motion was made by Karl Graves and seconded by Fred Sinclair to approve the increase in rent and a lease written for 3 years for the Community Services property. Motion Carried. **Refer to Ways and Means**

The Community Services Board is requesting a resolution that Katherine Bower of Fillmore be appointed to fill the remainder of Cathy Freytag's four-year term commencing immediately and expiring December 31, 2012. A motion was made by Philip Curran and seconded by Karl Graves to appoint Katherine Bower of Fillmore to fill the remainder of Cathy Freytag's four-year term commencing immediately and expiring December 31, 2012. Motion Carried. **Prepare a resolution**

**Office for the Aging**

Kim Toot, Director of Office for the Aging, requested a resolution for the following transfers:

<u>From</u>	<u>To</u>	<u>Amount</u>
A6776.101	A6776.402	\$ 600.00

A6776.101	A6776.405	\$ 400.00
A6776.101	A6776.408	\$ 200.00
A6776.101	A6776.409	\$2,000.00
A6776.101	A6776.423	<u>\$1,800.00</u>
		\$5,000.00
A6779.101	A6779.474	\$4,000.00
A6772.474	A6779.474	\$3,000.00

The transfers are being requested to take care of the Lifeline waiting list and make it possible to buy food for about 100 blizzard boxes and cover the cost of meals in the SNAP budget. A motion was made by Fred Sinclair to approve the above listed transfers and seconded by Phil Curran. Motion Carried. **Refer to Ways and Means**

The Office for the Aging requests a resolution to increase the following revenue and expenditure accounts. This is due to increases in the number of Home Delivered Meals clients being served under the SNAP grant.

Increase Revenue Account Number:

A.6779 1972.00	SNAP-LTHHC	\$9,000.00
A 6779 2801.00	SNAP-Contributions	\$4,000.00
A 6779 4772.00	SNAP-NSIP	\$3,650.00

Increase Expenditure Account Number:

A6779.474 Caterer	\$16,650.00
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A motion was made by Karl Graves to accept the monies from the state and increase the above listed revenue and expenditure accounts. This was seconded by Phil Curran. Motion Carried. **Refer to Ways and Means**

The Office for the Aging requests a resolution to finalize revenue from the Federal Health Insurance Information, Counseling and Assistance Program (HICAP). The Office for the Aging budgeted \$30,000 in funding for this grant for 2012 but will be receiving \$34,568.00. Office for the Aging is requesting appropriation as follows:

Appropriations (\$4,568.00)

A 6782.101 Regular Pay	\$4,568.00
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Revenues (\$4,568.00)

A.6782 4772.00 HIICAP	\$4,568.00
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A motion was made by Fred Sinclair to accept the increase in Insurance funding as listed above. This motion was seconded by Karl Graves. Motion Carried. **Refer to Ways and Means**

Kim disseminated her monthly report for the committee members to review. Kim noted recognition of volunteers will be held on November 1, 2012 at the Cuba VFW from 2:00 until 4:00. The Volunteer of the Year will be honored at that time. Kim indicated how grateful she is to have so many volunteers in Allegany County to assist with the many programs offered at the Office for the Aging.



### Social Services

Vicki Grant, Commissioner of Social Services, disseminated her monthly report to the committee members and answered questions regarding the report. She indicated that Food Stamps and Medicaid were on the rise due to the economy.

Vicki disseminated palm cards to the committee members to review. The palm cards had current data listed on them for the legislators to have at the ready. Vicki asked if this information was helpful to them. Kevin LaForge asked if these palm cards could be updated monthly. Karl Graves wanted contact information added to the palm card. Curt Crandall asked for current year contribution added to the palm card. Vicki noted all the requests and will try to make the changes as requested.

Vicki noted Tim Kuda was honored as the Professional of the Year by the Mental Health Association. Marcia Moore was honored for serving as the President of the Board for the Mental Health Association.

Office of Children & Family Services was given funds to assist staff in how they take care of themselves. The work Social Services staff does can be very emotional draining and can take its toll on employees. Julie Tomasi was instrumental in obtaining this funding.

### Health

Lori Ballengee, Public Health Director, reported to the committee members the savings realized by the Health Department executing contracts with the various school districts for preschool transportation.

Lori announced the Health Department will be holding a free rabies clinic on October 27, 2012 at the Belmont Fire Hall from 9:00am until noon.

Lori announced the Health Department would be holding a flu clinic on October 19, 2012. She encouraged county employees to attend. The county received vaccine at no cost and there will be no charge for county employees/retirees with insurance. This flu clinic is an Emergency Preparedness drill.

With no further business to come before the committee a motion was made by Karl Graves to adjourn the meeting. This motion was seconded by Phil Curran. Meeting adjourned at 10:43am.

Respectfully submitted,  
Janet Norris

**Human Services Committee Minutes  
November 7, 2012**

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

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**Committee Members Present**

Douglas Burdick, Karl Graves, Don Cady, Kevin LaForge, Fred Sinclair, Curt Crandall, and Phillip Curran.

**Others Attending**

Vicki Grant, Kim Toot, Lori Ballengee, John Margeson, Mitch Alger, Brenda Riehle, Tom Miner, Ted Hopkins, Don Case, Dwight Fanton, and Mike Healy.

**Call to Order**

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

**Approval of the Minutes**

**The following amendment was made to the October 3, 2012 Human Services Meeting minutes in the 3<sup>rd</sup> and 4<sup>th</sup> paragraph listed under Social Services on Page 3:**

Vicki noted Tim Puda was honored as the Professional of the Year by the Mental Health Association.

The work Social Services staff does can be very emotionally draining and can take its toll on employees.

The above amendment to the Oct. 3, 2012, minutes was approved by a motion from Karl Graves and seconded by Philip Curran. **Motion Carried**

A motion from Philip Curran was made to approve the October 3, 2012 meeting minutes with the amendment and seconded by Karl Graves. **Motion Carried**

**Health**

Lori Ballengee, Public Health Director, reported on the progress of the Early Intervention Quality Assurance Team. The Quality Assurance Team has generated \$4000.00 from January 1, 2012- November 1, 2012. This money would not have been realized had it not been for the hard work of the Quality Assurance Team.

Lori indicated a "Tough Mudders" event may be held at Kent Farms next summer. The prospective dates are July 27-28, 2013. The site selection is still to be determined. However, if Kent Farms is selected a "Mass Gathering" permit will have to be issued after specific permit requirements for handling a large number of people over a 2-day period are met. Kent Farms already has food service and campground permits in place through the Health Department, and a Health Department regulated public water system. During the event, tattoos are offered on site to participants and spectators pending Health department approval. A temporary tattooing permit would have to be issued, and tattooing would have to coincide with regulations as found with the Allegany County Sanitary Code. The Health Department does not anticipate this will be a problem. Sanitary issues will need to be investigated and reviewed as to how water and proper toilet facilities are provided for participants and spectators, and whether they meet Code requirements in New York State for a mass gathering.

Karl Graves suggested the Health Department contact other event locations to see how sanitary needs were handled at other event locations. The Health Department will be contacting Kent Farms soon to make sure all Code requirements are understood and will be in place before the event is permitted. More expansive food service and housing/lodging considerations also need to be pursued as there is nothing available at Kent Farms or the immediate vicinity to accommodate the upwards of 10,000-30,000 participants and spectators it is expected the event could draw to the area.

### **Social Services**

Vicki disseminated her monthly report for September for the committee to review. Committee members reviewed the palm cards and determined it was not necessary to continue with that practice.

Vicki reported the non-reimbursable report for October was zero for the first time ever.

Mitch Alger, Deputy County Administrator, asked the committee if they had reviewed the DSS Request for proposals which he put together. A discussion began on what to look at and what could be accomplished with the process. Vicki would like the employment unit reviewed first. This is a free service focused on efficiency and should be directed towards streamlining the department. Fred Sinclair asked about the space needs of Social Services. Karl Graves indicated we should be looking at the ergonomics of the space and efficiencies of the facilities then at the person who occupies the space or efficiency of operation. A motion was made to approve the DSS Request for Proposal by Fred Sinclair and seconded by Karl Graves. Motion Carried. **Refer to Facilities and Communications**

### **Office for the Aging**

Kim Toot, Director of the Office for the Aging, disseminated her monthly report for September to the committee members for their review. Kim noted there was no one on the waiting list for lifeline. Approximately 98 residents of Allegany County are using Lifeline.

Kim requested approval to fill the Bolivar Center Luncheon Manager position. This is a part-time position. A motion was made by Don Cady and seconded by Karl Graves to fill the Bolivar Center Luncheon Manager position. Motion Carried. **Refer to Ways and Means**

Kim requested approval to temporarily fill a typist position by moving a typist up to the Sr. Account Clerk Typist position for about four to six weeks. Along with this request, Kim asked to move a temporary part-time employee to temporarily fill a full-time typist position for four (4) to six (6) weeks. A motion was made by Don Cady and seconded by Karl Graves to approve the request to move a typist into a Senior Account Clerk Typist position for four to six weeks and to move a part-time employee to temporarily fill a full-time typist position for four (4) to six (6) weeks. Motion Carried. **Refer to Ways and Means**

Kim requested a resolution for the committee to sign an agreement with NYSEERDA (New York State Energy Research and Development Authority) which administers the EmPower New York program to deliver energy efficiency and energy-use education to low-income New Yorkers. The program prioritizes cost-effective electric reduction measures. Electric reduction measures include, but are not limited to, replacement of incandescent lighting with energy efficient lighting (hardwired fixtures and compact fluorescent lamps), replacement of refrigerators and freezers with more efficient appliances, and cost-effective conversions of electric clothes dryers or water heaters to natural gas.

These measures are provided at no cost to income-eligible households. This is not just a program for seniors but for everyone who qualifies under the guidelines. Residents simply have to complete an application.

NYSERDA will come and train OFA employees to help assist applicants with the paperwork. NYSERDA will pay \$20.00 per application to Office for the Aging. A motion was made by Fred Sinclair to sign the agreement with NYSERDA for the EmPower New York program. This motion was seconded by Karl Graves. Motion Carried. **Refer to Ways and Means**

Kim asked for an attorney/client session. A motion was made to go into attorney/client session by Karl Graves and seconded by Don Cady at 10:41am. Motion carried.

A motion was made to come out of attorney/client session at 10:57am by Karl Graves and seconded by Philip Curran. Motion Carried.

Kevin LaForge asked to abstain from voting on the next resolution due to a conflict of interest. A motion was made by Karl Graves and seconded by Philip Curran to allow Kevin LaForge to abstain from voting on the next resolution.

A motion was made by Karl Graves and seconded by Phil Curran to approve a resolution that due to unanticipated increases in the cost of various food items and the lack of any other responsible bidder, the existing agreement between the County and KVR Services shall be modified to increase the per meal price by 10 cents from December 1, 2012, to December 31, 2012, for a total of \$3.80 per meal. That for 2013, the per meal price will be increased an additional 20 cents over the original price established for this period of \$3.70 per meal for a total of \$3.90 per meal. That in consideration of the County granting these increases, any price increase above that stated in the original agreement for any year after 2013 must be agreed to by the parties no later than June 30<sup>th</sup> of the preceding year. That in further consideration of granting such increases, the County shall have the right to terminate the agreement upon thirty days written notice to KVR Services.

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

Community Services Board requested a resolution to appoint Sandra Blake, Sharon Mulligan, and Katherine Bower, to be appointed to another four-year term beginning January 1, 2012 and expiring December 31, 2016. A motion was made by Karl Graves and seconded by Philip Curran to appoint Sandra Blake, Sharon Mulligan and Katherine Bower to another four-year term beginning January 1, 2012 and expiring December 31, 2016. Motion Carried. **Prepare Resolution**

The Chairman of the Board is requesting a resolution to reappoint Keith Folts, Reita Sobeck-Lynch, Beverly Armstrong, and Mona Pettit as members of the Citizens Advisory Council to the Office for the Aging for a three-year term commencing January 1, 2013, and expiring December 31, 2015. A motion was made by Fred Sinclair and seconded by Karl Graves to reappoint Keith Folts, Reita Sobeck-Lynch, Beverly Armstrong, and Mona Pettit as members of the Citizens Advisory Council to the Office for the Aging for a three-year term commencing January 1, 2013, and expiring December 31, 2015. Motion Carried **Prepare Resolution**

A motion was made by Karl Graves to adjourn the meeting and this motion was seconded by Philip Curran. The meeting was adjourned at 11:06am.

Respectfully submitted,  
Janet Norris

**HUMAN SERVICES COMMITTEE  
DECEMBER 5, 2012**

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

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**Committee Members Present:** D. Burdick, K. LaForge, P. Curran, K. Graves, .F. Sinclair, C. Crandall (Absent: D. Cady)

**Others Present:** M. Alger, L. Ballengee, D. Fanton, V. Grant, D. Healy, T. Hopkins, A. T. Miner, B. Riehle, C. Santora, K. Toot

**Media Present:** No media present

**Call to Order:** The meeting was called to order at 10:00 a.m. by Human Services Committee Chairman Douglas Burdick.

**Approval of Minutes**

A motion was made by Legislator Graves, seconded by Legislator Curran, and carried to approve the Human Services Committee minutes of November 7, 2012.

**Office for the Aging**

**Monthly Report**

Office for the Aging Director Kimberley Toot noted that her Office is very busy right now: up 13 percent in the number of people the Office is serving and an additional 800 people have called the Office with questions. Ms. Toot notes that this is a seasonal issue. Additionally, she noted that her Office has certified 672 HEAP applications and done insurance counseling for 167 people. Ms. Toot also noted that OFA caregivers are more stressed during the holiday season because more people are calling with money problems (e.g., would like to buy gifts, cook a big holiday meal, but don't have the money to do so). Along the same line, Meals-on-Wheels participants are up 1,100 more than last month, again, a natural result of the colder weather. Ms. Toot noted that if budget sequestration occurs, federal funding to her Office could be cut by 8.2 percent. Finally, Ms. Toot informed the group that the copier lease expires at the end of the month and OFA has issued requests for quotes. She notes it is possible that a new lease could save some money next year.

**Department of Social Services**

**Monthly Report**

Department of Social Services Commissioner Vicki Grant distributed her monthly report, noting that her area is also very busy at this time, pointing out an uptick in Child Protective Services hotline calls. Ms. Grant also indicated that the imminent end of unemployment benefits for approximately 300 residents of Allegany County could result in big implications for her Office. Also of particular note, HEAP, HUD, and Section 8 vouchers could all be affected by budget sequestration. When queried, Ms. Grant responded that she had not yet had a response to the DSS Statement of Interest she had submitted to the State several weeks ago. Ms. Grant reported that some internal processes had been changed as a result of the employment review. On the good news front, Ms. Grant reported that her Office had sponsored a holiday party for approximately 124 children and that employee Robin Lynch had been recognized in a local newspaper for extraordinary service to a client.

**Request to Fill Social Welfare Examiner Position**

Ms. Grant also submitted a request to fill a Social Welfare Examiner position (AFSCME, Grade 11) which became vacant as a result of 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 also allows the Office to meet state and federal requirements. The position is funded 50 percent by federal dollars, 25 percent by state dollars, and 25 percent by local dollars. The request was approved on a motion by Legislator Graves, seconded by Legislator LaForge, and carried. **Refer to Ways & Means**

### **Health Department**

Health Department Director Lori Ballengee provided the group with a “flu” update, noting no confirmed cases had been registered in Allegany County, but Steuben County has had cases for several weeks, and that it would be just a matter of time before the flu migrated to Allegany County. Ms. Ballengee informed the group that the flu started early this year and seems quite virulent, already having caused several deaths. Additionally, she encouraged people to get their flu inoculations. The Health Department has already provided approximately 2,000 flu inoculations and has ordered more vaccine. Ms. Ballengee also reported on progress being made with Kent Farms and the upcoming “Tough Mudder” event in July in regard to sanitation, food, lodging, etc. Ms. Ballengee finds the Kents to be cooperative and on top of the issues.

### **Request for Budget Transfers**

Ms. Ballengee requested a transfer of \$1,100 from A4010.402 (Health Department-Mileage) to A1185.402 (Coroners'-Mileage) to cover a budget shortfall. The request was approved on a motion by Legislator Sinclair, seconded by Legislator Curran, and carried. **Refer to Ways & Means**

Additionally, Ms. Ballengee requested a transfer of \$800 from A4010.416 (Health Department-Telephone) to A4071.416 (Cancer Services-Telephone) to cover telephone expenses. The request was approved on a motion by Legislator Graves, seconded by Legislator Curran, and carried. **Refer to Ways & Means**

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 10:42 a.m. following a motion by Legislator Graves, seconded by Legislator LaForge, and carried.

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