HUMAN SERVICES COMMITTEE
November 6, 2019

Members Present: J. Hopkins, J. Burdick, G. Barnes, S. Havey, D. Root, P. Stockin (Absent: D. Decker)


Call to Order: The meeting was called to order by Human Services Committee Chair Judy Hopkins at 2:30 pm.

Approval of Minutes

A motion was made by Legislator Root, seconded by Legislator Havey, and carried to approve the minutes from the October 2, 2019, Human Services Committee meeting.

SOCIAL SERVICES DEPARTMENT

Appointment of Social Services Commissioner

A motion was made by Legislator Burdick, seconded by Legislator Stockin, and carried to appoint Edna B. Kayes as the Commissioner of Social Services effective December 1, 2019.

A motion was made by Legislator Root, seconded by Legislator Barnes, and carried to allow Edna B. Kayes to participate in the LDC contract for Raise the Age in place of outgoing Commissioner Vicki L. Grant. County Attorney Carissa Knapp would like to review the by-laws of the LDC and feels that a resolution is required. Prepare Resolution

A motion was made by Legislator Burdick, seconded by Legislator Havey, and carried to endorse Edna B. Kayes to be appointed to the ACCORD Board. It was noted that this appointment is made by the Chairman of the Board. Refer to Chairman Crandall

HEALTH DEPARTMENT

Public Health Director Lori Ballengee attended the meeting and submitted her monthly report to the committee for review.

Environmental Services

Ms. Ballengee reported that the Environmental Division has processed more permits and less inspections due to being down two staff members. She also reported that the numbers for Health Education are lower which is also due to reduced staff. She has hired new staff, and they will be starting December 1, 2019.

Rabies Report

Ms. Ballengee reported that they held their final free rabies clinic for the year on October 26, 2019, and did 305 vaccinations. She also wanted to thank Genesee Valley Central School for allowing the department to use their facility for the clinic.
Agreement with ACCORD to provide Early Intervention Services

Ms. Ballengee requested permission to enter into an agreement with ACCORD to coordinate services to individuals with special needs from birth to 3 years of age. Committee Chair Judy Hopkins asked if ACCORD had provided the services before or if this would be a new agreement. Ms. Ballengee responded that she was not sure but would check and let them know. Legislator Root also asked for clarification as to whether this was a brand new agreement or renewal. Ms. Ballengee responded that she was not sure, but that it will help to have it as it is difficult to find providers in this area. Legislator Graves questioned whether or not we will be reimbursed for the services. Committee Chair Judy Hopkins then asked what services will be provide. Ms. Ballengee explained that in order to be eligible for the program, a preschool child would have to have a developmental delay such as speech, physical disability, or hearing impairment. The child then has an evaluation, and if they have enough of a delay, there is a committee that meets and determines what services should be provided. The biggest ones are speech and physical therapy. The Health Department then determines who should provide the services. The hope is that the delays will be greatly diminished by the time the child enters Kindergarten. Legislator Harris asked if there was any federal reimbursement to which Ms. Ballengee replied, no, but there is a pass-through from DSS and there is 59½ percent reimbursement from the State. Legislator Graves asked if the contract start date was January 1, and it was noted that the time period is actually September 1, 2019, to August 31, 2020. Legislator Root indicated she felt there was still some confusion on the cost, and Ms. Ballengee explained that the Health Department pays for the service, and then bills the State for 59½ percent. Legislator Fanton asked if the reimbursement had ever been more than 59 ½ percent, and Ms. Ballengee indicated it was not, and that the reimbursement had been the same for many years. This request was approved on a motion made by Legislator Root, seconded by Legislator Barnes, and carried.

Request to fill a WIC Clerk position

Ms. Ballengee requested permission to fill (1) WIC Clerk position due to a resignation (AFSCME Grade 4, Step: Base – Step 3). This position is responsible for determining eligibility for the WIC program. The annual salary of this position is estimated between $27,591 and $30,189 with estimated benefits between $12,061 and $20,470. This position is funded 100 percent with State funds. This request was approved on a motion made by Legislator Barnes, seconded by Legislator Stockin, and carried.

Request to Create and Fill a Public Health Technician position

Ms. Ballengee requested to create and fill a Public Health Technician position (AFSCME Grade 13, Base – Step 4). The annual salary for this position is estimated between $36,203 and $40,700 with benefits estimated between $15,477 and $17,399. The position is responsible for meeting the requirements of the law in regards to lead testing. This position is funded 100 percent with State funds. Ms. Ballengee indicated the threshold level for lead was 15 percent in the past; however, effective October 1, 2019, the level was reduced to 5 percent which will lead to far more lead cases. The Health Department has carried some lead cases for several years; and in past years, there have only been 5 to 7 cases per year, but with the new threshold, there have already been 7 cases from October 1, 2019, to the present. Ms. Ballengee has reached out to other counties to see how they expected to deal with the anticipated increase in cases, and they are hiring additional staff as well. There are funds to cover the remainder of 2019, and she has budgeted for the position for 2020. Committee Chair Judy Hopkins noted that there were no
signatures on the request to fill forms and Ms. Ballengee reported that County Attorney/Acting County Administrator Carissa Knapp was aware of the positions. Legislator B. Harris questioned that if you take your child to the doctor at age 1 or 2 for a lead test that they would determine what the threshold is, and Ms. Ballengee indicated that was correct. Legislator D. Healy asked if all segments of the population are tested between the ages of 1 and 2 years of age, and if the Health Department did outreach to which Ms. Ballengee responded, yes. Committee Chair Judy Hopkins then asked that because not everyone takes their children to the doctor at age 1 and 2 if there is something else out there that would ensure the testing is done. Ms. Ballengee responded that if there is a physician of record for the child, then the physician should be doing the reporting, but she was unsure of the Amish population. This request was approved on a motion made by Legislator Havey, seconded by Legislator Burdick, and carried. Prepare Resolution to Create the Position and Refer to Ways and Means to Fill

Request to fill a Typist Position in the Health Department

Ms. Ballengee requested approval to fill a typist position due to a resignation (AFSCME Grade 4, Base – Step 3). This position is responsible for answering phones, processing and receiving mail, ordering all supplies, greeting department users, and other supportive clerical duties. The annual salary for the position is estimated between $27,591 - $30,189 with benefits estimated between $11,795 - $12,906. This position is funded 100 percent with State funds. This request was approved on a motion made by Legislator Stockin, seconded by Legislator Root, and carried. Refer to Ways & Means

OFFICE FOR THE AGING

Office for the Aging Director Anita Mattison attended the meeting and submitted her monthly report to the committee for review. Ms. Mattison briefly discussed her monthly report and noted that Caregiver Services had increased to 156 for September up from 88 the previous month as they are trying to get people off the waiting list. She also noted that Lifeline services saw a decrease of 5.

Request to Enter into an Agreement with LPI Publishing

Ms. Mattison requested permission to enter into a three year agreement with Liturgical Publications, Inc. to publish and prepare for mailing an Office for the Aging quarterly newsletter. This would be a new contract and there is no cost to OFA as advertisements in the newsletter would pay for printing the publication. Ms. Mattison indicated this would actually be a cost savings as the Office for the Aging has previously been paying for the printing and mailing costs associated with the newsletter. Committee Chair Judy Hopkins agreed that this is a good mode of communication and cost savings. Legislator Graves asked if OFA has had any experience with this company, and if the County Attorney has looked at the agreement. Ms. Mattison indicated that Steuben County uses them, and the County Attorney has looked at it and is satisfied with the cost savings. This request was approved on a motion made by Legislator Root and seconded by Legislator Havey. Prepare Resolution

Request to Create and Fill an Aging Services Specialist

Ms. Mattison requested permission to create and fill an Aging Services Specialist position while eliminating an Aging Services Technician position. She indicated that this position is 100 percent funded with State funds under a grant and that the money will be lost if not used. County
Attorney/Acting County Administrator stated that there is some confusion about having signed off on these positions and requested that the request for all 4 positions (Substitute Luncheon Center Manager, PT Meals-on-Wheels driver, PT permanent Typist position) be tabled and that a special Human Services meeting be scheduled to address them as OFA only has until the end of March to expend the funds. This request was approved on a motion by Legislator Stockin, seconded by Legislator Havey, and carried. There will be a special Human Services Committee meeting at 9:30 a.m. on Tuesday, November 12.

**Request to Accept and Appropriate Caregiver’s Respite Funding**

Ms. Mattison requested permission to accept and appropriate Caregivers Respite Funding in the amount of 6,592 due to a carryover of funds not expended at the end of 2018. Ms. Mattison further requested that this come off the floor at the Board meeting on Tuesday, November 12, 2019. The funds should be appropriated as follows:

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<tr>
<td>A6786.402 Mileage</td>
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<td>A6786.408 General Supplies</td>
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<td>A6786.424 Advertising</td>
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<td>A6786.476 Contracts (PERS)</td>
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Revenue: ($2,370.00)

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This request was approved on a motion made by Legislator Root, seconded by Legislator Stockin, and carried. *Refer to Ways and Means*

**SOCIAL SERVICES**

Director of Administrative Services Don Horan attended the meeting and submitted the monthly report to the committee for review. Mr. Horan indicated there were no substantial changes.

**Request to Contract with Monroe County Children’s Detention Center**

Mr. Horan requested permission to contract with Monroe County Children’s Detention Center for the purpose of securing a secure detention bed as needed and for the Commissioner to execute the same. This contract will begin January 1, 2019, and run until such time either party terminates with 60 days advance notice. Legislator Burdick asked what the cost was and Mr. Horan indicated it was $917 per day per Juvenile Delinquent or Juvenile Offender. This request was approved on a motion made by Legislator Root, seconded by Legislator Burdick, and carried. *Prepare Resolution*

**Request to Contract with Ontario County for Non-Secure Detention**

Mr. Horan requested permission to contract with Ontario County for the purpose of securing a bed for non-secure detention as needed, and for the Commissioner to execute the
same. This request was approved on a motion made by Legislator Root, seconded by Legislator Root, and carried. **Prepare Resolution**

**Request to fill a Social Welfare Examiner position**

Mr. Horan requested permission to fill a Social Welfare Examiner position (AFSCME Grade 11, Base – Step 7). This position is responsible for interviewing clients and determining eligibility for benefits. The annual salary for this position is estimated between $33,858 - $41,152, with benefits estimated at 42.75 percent. This position is funded with 52 percent federal funds, 10 percent state funds, and 38 percent County funds. This request was approved on a motion made by Legislator Burdick, seconded by Legislator Root, and carried. **Refer to Ways and Means**

**Office Highlights**

Mr. Horan announced that Adult Protective Services was being honored with an award to be presented on November 25, 2019.

Mr. Horan announced that Commissioner Grant was honored with the Mental Health Association’s, Professional of the Year Award that was presented to her by Dr. Robert Anderson.

Mr. Horan also wanted to remind everyone about Commissioner Grant's retirement party is being held Sunday, November 10, at the Palmer Opera House in Cuba from 6 – 10 p.m. Please let Tina Zalar know if you plan on attending.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 3:08 p.m. following a motion made by Legislator Burdick, seconded by Legislator Barnes, and carried.

Respectfully Submitted,

Tina Zalar, Secretary to the DSS Commissioner