

**Human Services  
Meeting Minutes  
January 5, 2011**

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

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**Members in Attendance**

Douglas Burdick, Donald Cady, Kevin LaForge, Frederick Sinclair & Curtis Crandall.

**Members Absent**

Daniel Russo

**Other in Attendance**

Norm Ungerman, Ted Hopkins, Dwight Fanton, Mike Healy, Vicki Grant, Kim Toot, Lori Ballengee, John Margeson, Mitch Alger, Brenda Riehle, Tom Miner, Linda Wilcox, and Rich Reynolds.

**Call to Order**

The meeting was called to order by Chairman Doug Burdick at 10:03am.

The minutes from the December 1, 2010 meeting and the minutes from the December 13, 2010 meeting were approved by a motion from Fred Sinclair and seconded by a motion from Don Cady. Motion carried.

**Social Services**

Vicki Grant, Commissioner of the Department of Social Services disseminated the monthly report for the committee's review. Vicki noted non family assistance has increased. Vicki explained to the committee non family assistance are those families receiving Medicaid only without any other benefits. Vicki noted more families are receiving Medicaid due to the increase in unemployment and layoffs throughout the county and other types of insurance beyond the financial reach of these families. She also indicated an increase in food stamps being given to recipients as well. Curt Crandall asked Vicky to provide the committee with a five year comparison of the numbers provided to the committee on the monthly report.

Vicki indicated there were 10 (ten) retirements which have occurred over the last month. She requested to fill 8 of those positions vacated due to retirement. Vicki asked to fill the following positions: Caseworker, 2 Senior Social Welfare Examiners, 2 Social Welfare Examiners, Senior Typist, and Senior Caseworker. Fred Sinclair made a motion to approve the seven positions for review and John's recommendation to the Ways and Means Committee with the County Administrator working with the committee to work out a plan for back filling. Don Cady seconded the motion. Motion Carried.

**Refer to Ways and Means.**

A motion was made by Don Cady to go into executive session. This motion was seconded by Fred Sinclair. Motion Carried. A motion was made Fred Sinclair to come out of executive session. This motion was seconded by Don Cady. Motion carried.

A motion was made by Fred Sinclair to change the Deputy Commissioners Salary Grade to 10 Step 10. Don Cady seconded this motion. Motion carried. Curt noted the change in the starting salary should reflect the upgrade of duties of what they've been in the past. This should be listed in the description.

### **Office for the Aging**

Kim requested a resolution to accept the remainder of the bequest from the Estate of Edna E. McAndrews and a donation to be put into the OFA reserve account and a donation from the Moogan Family foundation for \$750.00 to be used immediately to purchase grab bars for frail elderly clients in need of the support. Fred asked if there was a code used to install the grab bars. It was noted there was no code in place but the county has a universal design committee to advise the Elders of proper design. A motion was made by Fred Sinclair to accept the donations. This motion was seconded by Kevin LaForge. Motion carried. **Refer to Ways and Means.**

Kim Toot, Director of the Office for the Aging, disseminated the monthly report to the committee members for their review. Kim noted there was a slight drop in service due to available money. Kim indicated they have waiting lists for certain services. There is no longer any waiting list for Medicare counseling. The list is currently all caught up.

### **Old Business**

There was no old business to discuss.

### **New Business**

There was no new business to discuss.

### **Appointments to Citizens Advisory Council to the Office for the Aging**

A motion was made by Fred Sinclair to approve the appointments of Wallace Higgins, David T. Pullen, Jean Switalski, and Beverly Grantier to the Citizens Advisory Council to the Office of the Aging for a three-year term commencing January 1, 2011 and expiring December 31, 2013. This motion was seconded by Kevin LaForge. Motion carried.

**Refer to Full Board.**

### **Health Department**

Lori Ballengee, Public Health Director requested to create two typist positions to replace the clinic secretary and the Sr. Account Clerk Typist who recently retired. Lori indicated creating these two positions to replace the two vacancies would result in a savings of \$33,194 annually. Fred made a motion to create the two typist positions. This motion was seconded by Kevin LaForge. Motion carried. **Refer to Ways and Means.**

Lori made a request to the committee to create one Early Intervention Service Coordinator position. This position would be a 28 hour a week position. The person in

this position should be able to create enough billable units to Medicaid and private insurance to cover their salary. This position will help the Early Intervention Director to run the program and in turn will eliminate overtime.

The Early Intervention program is funded by grants and DSS pass through money which amounts to one hundred thousand to one hundred and ten thousand dollars. A federal mandate states the Health Department administer the program. Early Intervention operates in the black. The Health Department is currently non-compliant to the new mandate which states we must have an Early Intervention Director and Coordinators in place. The Health Department could be fined if we do not comply with their recent mandate. Fred Sinclair made a motion to create an Early Intervention Coordinator position. Kevin LaForge seconded the motion. Motion Carried. **Refer to Ways and Means.**

Linda Wilcox, Early Intervention Coordinator, explained how the Early Intervention program works. She explained there are three components to the Early Intervention Program. The three components are active Early Intervention, Child Find, and administration. She gave a brief overview of the program to the committee.

### **Adjournment of the Meeting**

Fred Sinclair made a motion to adjourn the meeting. This motion was seconded by Don Cady. Motion carried. The meeting was adjourned at 11:13am.

Respectfully Submitted  
Janet Norris

**Human Services Committee Meeting Minutes  
February 2, 2011**

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

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**Committee Members Attending**

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

**Also Attending**

Karl Graves, Dwight Fanton, Mike Healy, Kim Toot, Lori Ballengee, John Margeson, Mitch Alger, Brenda Reihle, Tom Miner, Rich Reynolds, Ted Hopkins, Ellen Ruckle, Steve Rennie, Rick Whitney, Kevin Monroe, Dan Hanchett, and Leslie Haggstrom.

**Call to Order**

The meeting was called to order at 10:08AM.

**Approval of the Minutes**

The minutes from the January 5, 2011 meeting were approved by a motion from Fred Sinclair and seconded by Don Cady. Motion carried.

**Social Services**

Steve Rennie handed out monthly reports for the committee to review. Curt Crandall asked for a 5 year comparison of the various programs at the previous Human Services Committee. Steve Rennie provided a 5-year comparison for the committee to review. Steve indicated Medicaid, Food Stamps and Temporary assistances cases were all on the rise due to the sluggish economy. Steve highlighted the various programs and answered questions posed to him by the committee members.

**Office for the Aging**

Kim Toot Director for the Office for the Aging handed out monthly reports to the committee to review. Kim reported Blizzard Boxes have been delivered to seniors in Allegany County. These boxes contain 3 days worth of meals and snacks to be used in the event that Meals on Wheels is unable to deliver to all recipients due to inclement weather conditions.

Kim reminded the Legislators about the Legislative luncheon to be held on February 18, 2011 at the Belmont American Legion Senior Luncheon site. Cathy Young, Joe Giglio and a representative from Dan Burling's office will be attending.

**Health Department**

Rich Reynolds, Coordinator for the 3-5 Preschool Program gave an overview to the committee on his program. Rich presented several proposed changes to the program. The proposals are as follows:

1. Immediate cap on county costs with a goal of moving the burden of costs to each local school district.
2. Immediate removal of county costs associated with all aspects of transportation for preschoolers.
3. Establish a new rate-setting methodology, using principles already practiced by other service systems in New York State, to promote greater predictability and improve timeliness.
4. Special Education Itinerant teacher services should not be tuition based but should be set by counties just as related services are.

Lori Ballengee, Director of Public Health, requested a resolution to accept a donation from Vonda Schultz, Theodore Schultz and Anna Burdick to the Cancer Services Program to be used to provide further services to Cancer Residents of Allegany County. A motion was made by Fred Sinclair to accept the donation and this motion was seconded by Don Cady. Motion carried. **Refer to Ways and Means**

Lori reported to the Human Services Committee that Cornell Cooperative Extension voted at their last Board of Directors Meeting to no longer allow the Health Department to fill any contracted staff positions or vacancies which should occur in the future by contracting with them. Currently, Health Department grant programs cannot afford the fringe benefits for employees so contracting with Cornell Cooperative Extension has been a major cost savings to the department.

Lori asked to go into executive session to discuss the past and previous employment history of an employee. A motion was made by Fred Sinclair at 10:53am and seconded by Kevin Laforge to go into executive session. Motion carried. A motion was made by Fred Sinclair at 10:57am to come out of executive session and seconded by Don Cady. Motion carried.

A motion was made by Fred Sinclair to place Linda Wilcox, who will be assuming the role of Early Intervention Director, in the near future at Grade 5 Step 11 of the PEF Union pay rate schedule for 2011. This motion was seconded by Don Cady. Motion carried.

### **Old Business**

There was no business to discuss.

### **New Business**

There was no business to discuss.

There being no further business to come before this committee, the meeting was adjourned with motions from Legislators Sinclair and Cady. Motions carried. Meeting adjourned at 11:00am

Respectfully Submitted,  
Janet Norris

**HUMAN SERVICES COMMITTEE**  
**February 14, 2011**

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

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**Committee Members Present**

D. Burdick, D. Cady, K. Graves, F. Sinclair (Absent: K. LaForge)

Human Services Committee Chairman Douglas Burdick called the meeting to order at 12:50 p.m.

**Request to Fill Position – Office for the Aging**

Office for the Aging Director Kimberley Toot requested approval to fill a Substitute Meals-on-Wheels Driver as they have been having trouble covering all of the routes. Meals-on-Wheels Drivers are part-time; they do not receive any benefits, and they only get paid when they work. The positions are financed 23 percent with local County dollars, 37 percent with state funds, 15 percent with federal fund, and 25 percent from other funding sources. The request was approved on a motion by Legislator Sinclair, seconded by Legislator Graves and carried. **REFER TO COUNTY ADMINISTRATOR AND WAYS & MEANS**

**Adjournment**

There being no further business to come before the committee, a motion was made by Legislator Graves, seconded by Legislator Cady and carried to adjourn the meeting at approximately 12:55 p.m.

Respectfully submitted,

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

**HUMAN SERVICES COMMITTEE MEETING MINUTES**  
**March 2, 2011**

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

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**Members Present**

Douglas Burdick, Kevin LaForge, Donald Cady, Karl Graves, Frederick Sinclair, and Curtis Crandall.

**Others Present**

Vicki Grant, Kim Toot, Lori Ballengee, John Margeson, Mitch Alger, Brenda Riehle, Teri Ross, Dwight Fanton, Rick Whitney, Mike Healy, and Tom Miner.

**Minutes Approved**

The minutes from the February 2, 2011 meeting and the February 14, 2011 meeting were approved by a motion from Fred Sinclair and seconded by Karl Graves. Motion carried.

**Health Department**

Lori Ballengee, Public Health Director, requested a resolution to transfer funds in the amount of \$294.00 from account 4189.408 to account 4189.201. A motion was made by Fred Sinclair to approve the transfer of funds from account 4189.408 to account 4189.201. This motion was seconded by Karl Graves. Motion carried.

**Social Services**

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

Vicki made a request to fill the position of Senior Social Welfare Examiner due to internal movements within her department. Karl Graves made a motion to fill the position of Senior Social Welfare Examiner. This motion was seconded by Fred Sinclair. Motion Carried. **Refer to Ways and Means.**

Vicki Grant announced Julie Tomasi was named as Deputy Commissioner of the Social Services Department yesterday.

Vicki Grant made a request to fill the position of Social Welfare Examiner. A motion was made by Fred Sinclair to fill the position of Social Welfare Examiner. This motion was seconded by Karl Graves. Motion Carried. **Refer to Ways and Means.**

**Office for the Aging**

Kim Toot, Office for the Aging Director, disseminated her monthly report to the committee for their review. Curt Crandall commented on how unique the Office for the Aging is in that they utilize many volunteers to deliver services to the citizens of Allegany County.



Kim Toot made a request to change the hours of operation of the Office of the Aging from 8:30am to 4:30pm to 8:00am to 4:00pm. Kim indicated the request had been approved by the union and the staff. Don Cady made a motion to change the hours of operation from 8:30am to 4:30pm to 8:00am to 4:00pm effective on April 1, 2011. This motion was seconded by Fred Sinclair. Motion carried. It was suggested to place a notice on the front door of the office indicating the change in business hours.

Kim Toot announced to the committee there will be a senior forum to be held on April 14, 2011 at the Genesee Valley Central School to discuss issues concerning seniors in Allegany County.

#### Old Business

There was no old business to come before the committee at this time.

#### New Business

There was no new business to come before the committee at this time.

The meeting was adjourned at 10:43am with a motion by Kevin LaForge and seconded by Karl Graves.

Respectfully submitted,  
Janet Norris

**Human Services  
Meeting Minutes April 6, 2011**

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

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**Committee Members Attending**

Douglas Burdick, Kevin LaForge, Donald Cady, Fred Sinclair, Karl Graves and Curt Crandall.

**Also Attending**

Mike Healy, Glen Benson, Ted Hopkins, Vicki Grant, Kim Toot, Lori Ballengee, John Margeson, Brenda Riehle, Tom Miner , Ellen Ruckle and Julie Tomasi.

**Call to Order**

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

**Approval of Minutes**

A motion was made to approve the minutes of the March 2, 2011 meeting by Kevin LaForge and seconded by Fred Sinclair. Motion carried.

**Social Services**

Vicki Grant, Commissioner of Social Services distributed to the Human Services Committee copies of her monthly report for their review. Questions were asked by the committee members regarding the budget. Safety net singles and safety net families have seen an increase over the months of January and February of this year. This is 71% local share for Allegany County and Vicki explained this may be an issue if this continues to increase. Due to unemployment Medicaid assistance cases are continuing to increase. Vicki indicated Social Services works with families and individuals to assist them in finding employment.

Vicki introduced Julie Tomasi, Deputy Director of Social Services. She just began her employment with Social Services and she was welcomed by the Human Services Committee.

**Office for the Aging**

Kim Toot, Director of the Office for the Aging, presented a Memorandum of Explanation asking the committee to accept a donation from National Fuel for the Meals on Wheels program. The donation was in the amount of \$1,275. A motion was made by Don Cady to accept the donation of \$1,275 from National Fuel. Karl Graves seconded the motion. Motion carried. **Refer to Ways and Means**

Kim disseminated her monthly report to the committee for their review. Kim indicated she had several clients waiting for funding assistance for Lifeline to assist them in paying their monthly charge. Kim reported she has submitted a grant to the United Way for \$12,000 on behalf of the Senior Foundation. She also has submitted a \$10,000 grant request to the United Way on behalf of Respite.

Kim announced there will be a Senior Forum on April 14, 2011 at Genesee Valley Central School from 8:30am until 2:00pm. A public hearing will be held from 9:00am until 10:00am. Kim urged the Legislators to attend. Kim noted this is an excellent day for the public to ask questions and listen to some informative programs. Lunch will be provided and you must make a reservation if attending the lunch.

Kim reported she received an excellent report from the New York State Office for the Aging. Kim was commended for the excellent work she is doing in Allegany County and the New York State Office for the Aging was very impressed by her annual report in its content and format.

### **Health Department**

Lori Ballengee, Public Health Director, asked the committee for approval to transfer \$25,000 from the Education /School Account A2960.421 to the Education Contract account A2960.440. A motion was made by Fred Sinclair and seconded by Karl Graves to transfer \$25,000 from Education /School Account A2960.421 to the Education Contract account A2960.440. Motion Carried. **Refer to Ways and Means**

Lori reported the Health Department has a renewal contract with KidStart which requires approval from the Human Services Committee before it can be executed. Fred Sinclair made a motion to approve the Contract with KidStart and Allegany County Department of Health. Don Cady seconded the motion. Motion Carried. **Refer to Full Board for resolution.**

Lori disseminated copies of the Allegany County Department of Health's organizational chart for their review due to staffing changes in recent weeks.

At 10:37am Lori asked for an executive session for attorney client privilege. Don Cady made a motion to go into executive session. Karl seconded the motion. Motion carried.

At 11:16am a motion was made by Don Cady to come out of executive session. Karl Graves seconded the motion. Motion carried.

A motion was made by Karl Graves to allow Fred Sinclair to abstain from the vote on whether to continue or to terminate the contract with Mercy Flight. This motion was seconded by Don Cady. Motion carried.

A motion was made by Don Cady to terminate the contract with Mercy Flight and the Allegany County Health Department. Karl Graves seconded the motion. Motion carried with one abstention.

A letter will be sent to Mercy Flight by the County Attorney and the County Administrator. The Human Services committee indicated Mercy Flight provides a great service to Allegany County and by discontinuing the donation to Mercy Flight does in no

way delineate the gratefulness of the Allegany County government towards Mercy Flight. It is purely a business/financial decision; the Health Department can no longer receive reimbursement from the State DOH for this service.

With no further business to come before the committee, a motion was made to adjourn the meeting by Don Cady and seconded by Fred Sinclair. Motion carried.

Meeting Adjourned at 11:20am

Respectfully submitted,  
Janet Norris

## HUMAN SERVICES

### MEETING MINUTES

May 4, 2011

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

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#### **Members attending**

Douglas Burdick, Kevin LaForge, Donald Cady, Karl Graves, Fred Sinclair and Curt Crandall.

#### **Also Attending**

Dwight Fanton, Mike Healy, Theodore Hopkins, Vicki Grant, Kim Toot, Lori Ballengee, John Margeson, Mitch Alger, Brenda Riehle, Carissa Healy, Ellen Ruckle, and Don Horan.

#### **Call to Order**

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

#### **Approval of Minutes**

The minutes from the April 6, 2011 meeting were approved with motions by Karl Graves and Fred Sinclair. Motion carried.

#### **Office for the Aging**

Kim Toot, Director of the Office for the Aging made a request to accept \$13,500 in grant money from the Medicare Improvements for Patients and Providers Act. This money will be used for insurance counseling for residents of Allegany County. Kim explained to the committee this grant money was awarded to counties who have NY Connects. A motion was made by Fred Sinclair to accept the grant award from the Medicare Improvements for Patients and Providers Act. Karl Graves seconded the motion. Motion carried. **Refer to Ways and Means.**

Kim requested to fill a substitute Meals-on Wheels Driver position due to having two (2) drivers out on medical leave for an indefinite period of time. Fred Sinclair made a motion to fill the substitute Meals on Wheels Driver position. Don Cady seconded the motion. Motion carried. **Refer to Ways and Means.**

Karl Graves inquired as to whether background checks are completed on potential employees who are hired as Meals on Wheels drivers. John Margeson acknowledged he would speak to the Sheriff about this issue.

Kim Toot gave the Legislators copies of her monthly report for their review. Kim reported 237 rides were given to residents who needed transportation to the doctor, grocery store, pharmacy etc. This number is down in comparison to last year. She believes more people are taking the bus.

Kim announced the Senior Foundation will be sponsoring a dance at the Activities Center of the Alfred State Wellsville Campus on May 21, 2011. Tickets are \$15.00 each or \$40.00 for four.

Kim mentioned this month is Older American's month and she gave copies of the calendar which celebrates and highlights many activities this month for seniors to participate in and enjoy.

Kim announced there will be an Open House at the Office for the Aging and the Veteran's office. A van will be there from the Bath V.A. along with veterans available to speak with the public.

### **Health Department**

Lori Ballengee, Director of the Health Department requested permission to transfer funds from the Cancer Services Budget to the Komen Kares budget in the amount of 43.85. A motion was made by Karl Graves to approve the transfer of funds from the Cancer Services budget to the Komen Kares budget. This motion was seconded by Don Cady. Motion Carried. **Refer to John Margeson**

Lori mentioned the six-year term of Timothy LaFever as a member of the Board of Health expires July 7, 2011. The Board of Health would like to reappoint Mr. La Fever to serve another six-year term commencing on July 8, 2011 and expiring July 7, 2017. Lori praised the commitment and value of Mr. LaFever's involvement on the Board. She stated that he is an experienced member who adds, by profession, Environmental Health expertise that none of the others have. A motion was made by Fred Sinclair to approve the reappointment of Tim LaFever to another six-year term as a member of the Board of Health commencing on July 7, 2011 and expiring on July 7, 2017. This motion was seconded by Karl Graves. Motion carried. **Refer to Full Board for Resolution.**

### **Social Services**

Vicki Grant, Commissioner of Social Services, disseminated copies of her monthly report to the committee members for their review. Vicki noted there was a large increase in CPS cases over the previous month.

Vicki disseminated a history/regulatory requirements of medical transportation in Allegany County and it was discussed. Vicki indicated Social Services have contracts with taxi cabs, and ambulance corps to transport social services clients.

Vicki mentioned at a recent fire in Cuba, three Social Services employees; Kathy Hoffman, Amy Hart and Lori Childs, went on-site at the temporary shelter to assess/take applications for those interested and/or qualified for DSS emergency services.

There being no further business to discuss, a motion was made by Karl Graves to adjourn the meeting at 10:57am. Fred Sinclair seconded the motion. Motion Carried.

Respectfully submitted,  
Janet Norris

**HUMAN SERVICES  
MEETING MINUTES  
June 1, 2011  
\*\* NOT APPROVED \*\***

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**Members Attending**

Douglas Burdick, Kevin LaForge, Donald Cady, Karl Graves, Fred Sinclair and Curt Crandall.

**Also Attending**

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

**Call to Order**

The meeting was called to order at 10:03am by Committee Chairman Douglas Burdick

**Approval of Minutes**

The minutes of the May 4, 2011 meeting were approved with motions from Legislators Karl Graves and Fred Sinclair. Motion carried.

**Office for the Aging**

Kim Toot, Director of the Office for the Aging, requested to fill the position of Luncheon Center Manager for the Whitesville site. This is a part time 4hrs/3 day a week position. A motion was made by Fred Sinclair to fill the Luncheon Center Manager position for the Whitesville site. This motion was seconded by Karl Graves. Motion Carried. **Refer to Ways and Means.**

Kim disseminated copies of her monthly report for the committee to review.

The recent fund raiser held last month by the Senior Foundation to benefit Office for the Aging projects was a big success. The Senior Foundation was organized in 2003 and has supported the Office for the Aging for several years with its fundraising projects. Kim noted how much The Senior Foundation is appreciated and how beneficial they are to the Office for the Aging.

Kim commented on how her department checked on seniors after the recent storm which affected Allegany County residents. Kim and her staff have worked with the Health Department and the Emergency Preparedness staff to develop a program which allows them to contact seniors by telephone. After the recent storm, Office for the Aging staff contacted seniors who are considered to be high risk in Allegany County to see if they had any immediate needs that needed to be met, such as oxygen etc.

**Social Services**

Vicki Grant disseminated copies of her monthly report for the committee to review.

Vicki reported to the committee about the recent Foster Parent Recognition Dinner. Foster Parents are a valuable asset to the Social Services Department and Allegany County. These parents take children into their own home and care for them and in some cases end up adopting them. Some parents already have children of their own but find room in their hearts and home to provide a safe and loving home to foster children.

**Health Department**



Lori Ballengee, Public Health Director, requested the committee approve the transfer of unused grant money from 2010 to 2011 for use in purchasing laptops for the Early Intervention Coordinators. Fred Sinclair made a motion to approve the transfer of this money from 2010 to 2011 grant year in the amount of \$1500. This motion was seconded by Karl Graves. Motion Carried. **Refer to Ways and Means.**

Lori requested a resolution to accept COLA funds for the Cancer Services Program, WIC program, Tobacco Program, and Children with Special Needs program. A motion was made by Karl Graves, and seconded by Fred Sinclair to accept COLA funds. Motion carried. **Refer to Ways and Means.**

Lori requested a resolution to accept donations from the TEA (The Empowerment Association) Ladies, and Fiddler's Restaurant for the Cancer Services Program. A motion was made by Fred Sinclair to accept the donations from the TEA Ladies and Fiddler's Restaurant. This motion was seconded by Karl Graves. Motion Carried. **Refer to Ways and Means.**

Lori reported to the committee about damage which was done to the Health Department Truck during the recent storm. An estimate will be received today and forwarded to our insurance company so the truck may be repaired.

Lori requested an executive session to discuss employment history of a particular person. A motion was made by Karl Graves to go into executive session at 10:37am. This motion was seconded by Fred Sinclair. Motion Carried.

A motion was made by Fred Sinclair to come out of executive session at 10:50am. This motion was seconded by Karl Graves. Motion Carried.

There being no further business to come before the committee a motion was made by Fred Sinclair to adjourn the meeting. This motion was seconded by Karl Graves. Motion Carried. Meeting adjourned at 10:57am.

Respectfully submitted,  
Janet Norris

## HUMAN SERVICES COMMITTEE

### MEETING MINUTES

July 6, 2011

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

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#### **Committee Members Attending**

Douglas Burdick, Kevin LaForge, Donald Cady, Karl Graves, Fred Sinclair, and Curt Crandall were all in attendance.

#### **Also Attending**

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

#### **Call to Order**

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

#### **Approval of Minutes**

The minutes of the June 1, 2011 meeting were approved with a motion from Karl Graves and seconded by Fred Sinclair. Motion Carried.

#### **Office for the Aging**

Kim Toot, Director of the Office for the Aging, reported to the Committee all of the recent activities their office has hosted. Kim indicated May was Older American's Month. Classes have been held every third Friday of the month for guidance in understanding Medicare. An Open house was held at the VA Center and approximately 50 veterans attended and signed up for benefits through the VA as well as the Office for the Aging. Recently a 35-hour class was held for Ombudsman Training. Each nursing home in Allegany County now has an ombudsman who is trained and available to represent residents. Kim reported a volunteer luncheon was held at each luncheon site to recognize and honor all the volunteers who work at the luncheon sites.

Recently a TRIAD meeting was held. TRIAD is a group consisting of Law Enforcement, seniors, and agencies for the aging which meets at the Public Safety facility. This group helps to establish good relations between each town and law enforcement.

Kim reported there is no longer a waiting list for LifeLine. All applicants have been taken care of.

Kim announced there will be a Senior Picnic on July 28<sup>th</sup>, 2011 at the Allegany County Fairgrounds in Angelica from 11:00am – 3:00pm. She encouraged the Legislators to attend and help with this function. The cost of this event is \$7.00 and reservations must be in by July 22, 2011.

Kim disseminated her monthly report for May 2011 to the committee members for their review.

### **Social Services**

Vicki Grant gave a brief overview of Foster Care to the committee. Family Court has to approve of any recommended removals from the child's home. She indicated children are kept in their own home if possible before consideration is given to removing them to a foster home. Social Services will assist the families in providing food, clothing and shelter if necessary. If the child is residing in a dirty home, they provide guidance to the family as to how to clean the home. Social Services will try whatever is necessary in order to keep the child in the home, but sometimes it is necessary, for safety reasons, to remove them. PINS (person in need of supervision) petitions are issued by the court and a reform team does everything in their power to help the child but will try to keep them out of foster care if possible.

Vicki disseminated the monthly report to the committee for their review. She indicated to the committee safety net singles and families (these are people who have reached their 5-year limit and have not found employment) are increasing in numbers each month. Food Stamps are increasing each month as well due to the poor economy. Family Health Plus applicants are on the rise due to the advertising by the government to encourage the public to sign up for this Medicaid based coverage.

### **Health Department**

Tom Hull, Deputy Public Health Director, requested approval of the Inter-Municipal Agreement between Allegany County and Cattaraugus County for the Lead Program. Also the Health Department requested a new revenue line for their budget to reflect revenue which will come from Cattaraugus County due to the Inter-Municipal Agreement between Allegany County and Cattaraugus County. A motion was made by Karl Graves to approve the Inter-Municipal Agreement between Allegany County and Cattaraugus County for the Lead Program and also approval to set up a revenue line to reflect revenue which will come from this agreement. This motion was seconded by Fred Sinclair. Motion Carried. **Refer to Ways and Means.**

The Health Department requested permission to accept COLA money in the amount of \$1,435.00 from Children with Special HealthCare needs grant. A motion was made by Don Cady and seconded by Karl Graves to accept the COLA money in the amount of \$1,435.00 from the Children with Special HealthCare Needs grant. Motion Carried. **Refer to Ways and Means.**

The Health Department requests permission to transfer \$35,000. from the Preschool Education account to the Preschool Evaluations account. A motion was made by Karl Graves to transfer \$35,000 from the Preschool Education Account to the Preschool Evaluations account. This motion was seconded by Kevin LaForge. Motion Carried.

### **Old Business**

There was no old business to come before the committee.

### **New Business**

John Margeson reported Jim Mulholland from Community Services needs approval from the Human Services Committee to co-sponsor a resolution to accept \$8,108.00 in Federal money to be appropriated as follows: A11.4490.00 Revenue Account- \$8,108.00 and A4317.409-Fees Accounts- \$8,108.00. Fred Sinclair made a motion to approve the appropriation of the \$8,108.00 in Federal money to be appropriated to A11.4490.00 revenue account and A4317.409 Fees account. This motion was seconded by Karl Graves. Motion Carried. **Refer to Ways and Means.**

Kevin LaForge asked Tom Hull if Larry Schilling with Marcellus Shale would come in and give a one year update to the committee and the Board of Health. Tom will contact Larry Schilling and set up a date when he can come in and talk to the Human Services Committee and the Board of Health.

Kevin LaForge made a motion to adjourn the meeting with no further business to come before the board. Karl Graves seconded the motion. The meeting was adjourned at 10:45am.

Respectfully Submitted,  
Janet Norris

**Human Services Committee  
Meeting Minutes  
August 3, 2011**

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

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**Committee Members Attending**

Douglas Burdick, Karl Graves, Don Cady, Kevin LaForge, and Fred Sinclair were all in attendance.

**Committee Members Absent**

Curtis Crandall was absent from today's meeting.

**Also Attending**

Vicki Grant, Lori Ballengee, John Margeson, Mitch Alger, Brenda Riehle, Tom Miner, Linda Wilcox, Ellen Ruckle, Ted Hopkins, and Vicki Pettit.

**Call to Order**

The meeting was called to order at 10:04am by committee chairman Douglas Burdick.

**Approval of Minutes**

The minutes of the July 6, 2011 meeting were approved with a motion from Fred Sinclair and seconded by Karl Graves. Motion carried.

**Office for the Aging**

Vickie Pettit, represented the Office for the Aging in Kim Toot's absence. Vickie requested to fill the positions of Substitute Meals- on - wheels driver and a Substitute Luncheon Center Manager. Karl Graves made a motion to fill both positions and this motion was seconded by Kevin LaForge. Motion Carried. **Refer to Ways and Means.**

Vickie reported the Senior picnic held on July 28, 2011 at the Allegany County Fairgrounds was a huge success; final figures were not in as yet.

**Social Services**

Vicki Grant, Commissioner of Social Services, disseminated her monthly report to the committee for their review. Vicki indicated there was a slight decrease in temporary assistance. Vicki noted it was probably due to temporary summer employment.

Vicki reported a recent food stamp review was done and only eight counties in the state processed claims within 99% timeliness and Allegany County was one of those eight counties. This achievement was accomplished by Jeanette Kaiser and her staff.

Vicki also noted there are seven foster children who graduated from high school and five of those seven children will be attending college. One child will be attending college on a soccer scholarship and another child will be attending college on an academic scholarship. A third child will be aging out of foster care to gainful employment.

**Health Department**

The Board of Health recommended Susan Dougherty to be appointed to fill the unexpired six-year term of Sherry Herdman beginning October 3, 2011 and expiring July 7, 2012. The Board of Health also recommends that Dr. Joseph Felsen be appointed to fill a new six-year term beginning October 3, 2011 and expiring July 7, 2017. A motion was made by Kevin LaForge to fill the unexpired six year term of Sherry Herdman with Susan Dougherty CNM, NP and to fill the new six year term of Dr. Joseph Felsen beginning October 3, 2011 and expiring on July 7, 2017. This motion was seconded by Karl Graves. Motion Carried. **Refer to Full Board for resolution.**

Lori Ballengee, Public Health Director, requested the committee approve the transfer of money between Cancer Services accounts A4071.409 and A4071.201 in the amount of \$300.00 and also the transfer of money between Bio-Terrorism accounts A4189.402 and A4189.201 in the amount of \$110.00. A motion by Karl Graves was made to approve these transfers and this motion was seconded by Fred Sinclair. Motion carried. **Refer to Ways and Means.**

Lori requested to create four part time positions in the Early Intervention program. The four positions are Speech Language Pathologist, Special Education Teacher, Occupational Therapist and Physical Therapist. Each professional must be considered employed by the county. The state has mandated this change and indicates each professional will work together on the quality assurance team for the Allegany County Department of Health's Early Intervention program. These professionals will generate revenue for the county and due to this revenue will not cost the county any money. The revenue will exceed their expense. A motion to create the positions of Quality Assurance Occupational Therapist, Quality Assurance Speech Language Therapist, Quality Assurance Physical Therapist, and Quality Assurance Special Education Therapist was made by Don Cady, and seconded by Fred Sinclair. Motion carried. **Refer to Personnel Committee.**

The committee asked Lori to come back and report to the committee in six months regarding the Early Intervention program and how well it is running with this addition of these positions.

Lori reported to the committee the New York State Department of Health recently conducted a review of nine of the Health Department's programs. Seven staff from the State Health Department reviewed finances, personnel records, clinics, and policies and procedures in a week long in-depth review. They found only two programmatic deficiencies. The first deficiency was the nurse practitioner was not current with her CPR training but that is already corrected. She will be current with her certification by the end of August by attending an upcoming training. The second deficiency was to educate all patients seen by Health Department Staff with advance directives. This has already been corrected by changing the form used at all of the Health Department's clinic sites.

The Health Department was cited on 4 other deficiencies regarding the building. Maintenance is working on correcting the following deficiencies: the fire door doesn't close tight, there is a blinking light in the control panel, a small hole in the wall in the clinic room, and the dimness of illumination of an exit sign in the Health Department. New York State Department of Health was very complimentary of the staff and their knowledge of their programs.

Lori reported Larry Schilling from Casella Waste Systems will be attending the next Board of Health Meeting on October 3, 2011 to update the Board on the current status of Marcellus Shale. She invited the committee to attend the meeting.

Lori announced the next rabies clinic will be held on August 13, 2011 at the Belmont Fire Hall from 9:00am until noon.

Lori noted August is Breast Feeding Awareness Month and a picnic will be held tonight at Island Park from 6:00pm until 8:00pm with games for the children, food and fun for everyone. There is no charge for this event and this event is open to the public.

Lori announced the Health Department has a designated area for county employees (who are nursing mothers) to pump while at work . An area has to be made available per New York State mandate within the county office building and the Health Department has an area defined for this purpose.

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 Fred Sinclair. Motion carried. Meeting adjourned at 10:50am.

Respectfully submitted,  
Janet Norris

**HUMAN SERVICES COMMITTEE  
MEETING MINUTES  
September 7, 2011**

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

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**Committee Members Attending**

Douglas Burdick, Kevin LaForge, Donald Cady, Karl Graves, Fred Sinclair, and Curt Crandall were all in attendance.

**Also Attending**

Dwight Fanton, Ted Hopkins, Mike Healy, Kim Toot, Julie Tomasi, Brenda Riehle, Tom Miner, Don Horan, Larry Hoyt and Ellen Ruckle.

**Call to Order**

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

**Approval of Minutes**

The minutes from the August 3, 2011 meeting were approved with a motion from Fred Sinclair and seconded by Don Cady. Motion carried.

**Office for the Aging**

Kim Toot presented her June and July monthly report to the committee and entertained questions. Kim noted a group respite meets one Saturday a month and is available for those who have cognitive issues. Kim reported the Community Partnership on Aging meets once a month. This is a collaborative effort with the Caregiver Coalition which helps with medicine and how it is to be given and also the need for respite. This coalition creates the opportunity to get together and collaborate and look for innovative programming as well as funding.

**Social Services**

Julie Tomasi, Deputy Commissioner of Social Services disseminated the monthly report for July 2011 and entertained questions from the committee members. Julie requested to fill the position of Community Service Aide. This is a 100% federally funded position for the months of December 2011 through May 2012. A motion to fill the position of Community Service Aide was made by Don Cady and seconded by Fred Sinclair. Motion carried. **Refer to Personnel.**

**Health**

Larry Hoyt, Accountant for the Health Department, made a request to accept funds for the tobacco enforcement 6-month contract extension. A motion was made by Kevin LaForge to accept the funding for the tobacco enforcement 6-month contract extension. This motion was seconded by Don Cady. Motion Carried. **Refer to Ways and Means.**



Larry requested a budget change in order to comply with and expend Homeland Security grant monies in the amount of \$1552.35. Karl Graves made a motion to approve the budget change in order to comply with and expend Homeland Security grant monies in the amount of \$1552.35. This motion was seconded by Don Cady. Motion carried. **Refer to Ways and Means.**

Mr. Hoyt requested a budget change in order to comply with and expend Bio-Terrorism grant monies in the amount of \$15.00. A motion was made by Fred Sinclair to approve this budget change in order to comply with and expend Bio-Terrorism grant monies in the amount of \$15.00. This motion was seconded by Kevin LaForge. Motion carried. **Refer to Ways and Means.**

With no further business to come before the committee, a motion was made by Don Cady to adjourn the meeting. This motion was seconded by Karl Graves. Motion carried. The meeting was adjourned at 10:30am.

Respectfully submitted,  
Janet Norris

**Human Services Committee  
Meeting Minutes  
October 5, 2011**

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

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**Committee Members Attending**

Douglas Burdick, Kevin LaForge, Donald Cady, Karl Graves, Frederick Sinclair and Curtis Crandall were all in attendance.

**Also Attending**

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

**Call to Order**

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

**Approval of Minutes**

The minutes from the September 7, 2011 meeting 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 to the committee for their review. Kim noted the Office for the Aging served 20% of the over 60 population in Allegany County in the month of August. Kim reported there is no longer a waiting list for Lifeline and the caregiver list is reduced by seven. Kim indicated there is a Volunteer Recognition reception being held at the Cuba VFW on November 10, 2011 from 2:00 until 4:00pm. The Office for the Aging recognizes years of service given by volunteers. The Office for the Aging has 350 volunteers who assist the Office for the Aging with providing services to the seniors of Allegany County.

Kim reported an audit was being performed on voucher verification for two days at the Office for the Aging.

Kim noted a one on one nutrition program was being offered entitled Food Additives 101.

**Social Services**

Vicki Grant disseminated copies of her monthly report for August 2011 for the committee to review.

She entertained questions from committee members regarding this report.

Vicki requested permission to fill a Senior Typist vacancy. This vacancy is a result of a termination. A motion was made by Karl Graves to fill the Senior Typist position. This motion was seconded by Don Cady. Motion carried. **Refer to Ways and Means.**

**Health**

Lori Ballengee, Public Health Director, requested permission to fill the following four positions: an Early Intervention QA Speech Language Pathologist, Early Intervention Quality Assurance Physical Therapist, Early Intervention Quality Assurance Occupational Therapist, and an Early

Intervention Quality Assurance Teacher of Special Education. These are part time positions. Karl Graves made a motion to fill all four of these positions and Don Cady seconded the motion. Motion Carried. **Refer to Ways and Means**

Lori asked permission to accept funds for the transportation of preschool children with handicapping conditions. Lori indicated Allegany County Health Department contracts with fifteen school districts to transport these children and our county transports these children much cheaper than most counties.

A motion was made by Fred Sinclair to accept the funds for the transportation of preschool children with handicapping conditions. Karl Graves seconded this motion. Motion carried. **Refer to Ways and Means**

Lori asked permission to transfer money from the A4010.408 to A1185.429 in the amount of \$3,500, from A4010.408 to A1185.408 in the amount of \$1,000, from A4010.408 to A1185.402 in the amount of \$3,500. A motion was made by Karl Graves to approve these transfers and seconded by Fred Sinclair. Motion carried. **Refer to Ways and Means**

Lori asked permission to accept donations to the Cancer Services Program in the amount of \$1,633. A motion was made by Fred Sinclair to accept the donations in the amount of \$1,633 and this motion was seconded by Karl Graves. Motion carried. **Refer to Ways and Means**

Lori asked permission to approve the Intermunicipal agreement between Monroe County and the county of Allegany for Medical Examiner services. A motion was made by Karl Graves and seconded by Fred Sinclair to approve the Intermunicipal agreement between Monroe County and the county of Allegany for Medical Examiner services. Motion Carried. **Refer to Ways and Means**

Lori reported she has been working with Bobby Budinger, John Margeson and Mitch Alger to find ways to save money on self insurance. They have reduced the fee for flu shots for employees and are looking at other services that can be provided, such as physicals, tests, and other vaccinations to employees who have county health insurance. A cost analysis will be needed to see if we need to hire additional staff to perform these services. Lori assured the Committee that a position will not be created unless it can be shown that it can pay for itself by providing service.

Lori reported to the committee a new computerized program has been utilized for the flu clinics which allow employees to sign up in advance of the clinic and appears to be an efficient way to handle the flow of employees during a flu clinic. Lori will report her findings at the next meeting on the outcome of utilizing this software program.

Lori disseminated copies of a guidance document aimed at establishing Health Department recommendations for the testing and analysis of groundwater from private and public water supply wells in advance of natural gas and oil resource extraction activities. The purpose of the recommendations is to enable the assessment of potential negative impacts of these activities on groundwater beneath Allegany County. This guidance document was developed by Tom Hull, Deputy Public Health Director, using information, comments and suggestions obtained from a variety of sources. Lori asked the Committee members to review this proposed policy and indicated any comments would be welcome.

Lori Ballengee extended an invitation to the committee to attend the Board of Health Christmas Dinner to be held on December 5, 2011 at L'italia Restaurant in Wellsville, New York.

With no further business to be discussed, a motion was made by Karl Graves to adjourn the meeting. This motion was seconded by Don Cady. Motion carried. The meeting was adjourned at 10:50am.

Respectfully submitted,  
Janet Norris

**Human Services Committee  
Meeting Minutes  
November 2, 2011**

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

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**Committee Members Attending**

Douglas Burdick, Karl Graves, Don Cady, Kevin LaForge, Fred Sinclair were all in attendance.

**Also Attending**

Lori Ballengee, Mitch Alger, Brenda Riehle, Vickie Pettit, Ellen Ruckle, Julie Tomasi, Dwight Fanton, and Mike Healy.

**Call to Order**

The meeting was called to order by Committee Chairman Douglas Burdick at 9:04am.

**Approval of Minutes**

The minutes from the October 5, 2011 meeting were approved by a motion from Karl Graves. This motion was seconded by Fred Sinclair. Motion carried.

**Office for the Aging**

Vickie Pettit, accountant for the Office for the Aging, asked the committee for a resolution to finalize revenue from the Federal Older Americans Act grant title III-C1. This is a renewal of federal grant money received by the Office for the Aging. A motion was made to accept the federal grant money by Karl Graves and seconded by Fred Sinclair. Motion carried. **Refer to Ways & Means**

Vickie asked for a resolution to accept unbudgeted increases in client contributions in the amount of \$25,115.00. Also a request was made to transfer \$480.00 from the mileage account to the equipment account. A motion was made by Fred Sinclair and seconded by Karl Graves to accept the client contributions and transfer \$480.00 from the mileage account to the equipment account. Motion carried. **Refer to Ways and Means**

Vickie disseminated the monthly report and entertained questions from the committee.

Vicky reminded everyone the Office for the Aging will be having a volunteer recognition reception at the Cuba VFW from 2:00pm until 4:00pm.

**Social Services**

Julie Tomasi, Deputy Commissioner of Social Services, disseminated the monthly report. She told the committee prevention is key and making referrals to preventative services is a better way to approach things. The sooner you intervene to make things better you can work to alleviate future problems.

Julie reported to the committee TASA (Teenage Services Association) will be closing. This is a youth support program for pregnant or parenting teens. On December 1, 2011 they will be closing their doors per a state order. There will be several employees out of work due to this closure. Referrals may be made to preventive services in the Social Services department. They will try to absorb current and future clients who would have gone to TASA. Fred Sinclair

asked if Vicki Grant would come to the next Human Services meeting and report on how the incorporation of these clients into Social Services preventive services is going.

Julie noted November is Adoption month. Jacob will be adopted on the 14<sup>th</sup> and will be featured sometime soon in a local newspaper. Ten or eleven adoptions will occur by the end of the year. Julie praised the adoption and case workers of the Social Services department for their hard work in making these adoptions a reality. Julie explained a couple must attend a foster care program before they can actually foster children or adopt children. She noted on December 5, 2011 a Foster Care Christmas party will be held at the Cuba VFW from 5:00pm until 7:00pm. Children will be given gifts and photos will be taken with foster parents.

Julie recognized Gina Kocsis for leading a presentation at the state-wide FAR conference in Albany.

Social Services will begin taking applications for Heap on November 16, 2011.

The committee noted they asked Vicki Grant to bring a specialist on Food Stamps next month to the meeting to explain in detail how the food stamp program works. The committee would like to hear about eligibility, challenges and goals of the food stamp program.

#### **Health Department**

Lori Ballengee, Public Health Director reminded legislators of the upcoming Board of Health Christmas party and asked them to contact Janet Norris with their reservations.

Lori noted the advertised public flu clinics have been completed. The Health Department held flu clinics at many senior luncheon sites, local industries and other county locations. Lori will report in December 2011 on how the computer based sign up went for the employee flu clinics and how much money the county saved by providing all county insurance holders flu shots at our cost.

A discussion was held on the fluoridation of water in the county and if this water could be used safely for use in infant's formula. Lori reported she was waiting on a response from the New York State Health Department. Lori indicated she would check into this question and bring the information back to the committee. Fred Sinclair asked if Public Service announcements could be made to inform the public on whether fluoridated water should be used in infant's formula.

With no further business to come before the committee the meeting was adjourned at 10:57am by a motion from Karl Graves and seconded by Kevin LaForge.

Respectfully submitted,  
Janet Norris

**Human Services Committee  
Meeting Minutes  
November 14, 2011**

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

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**Committee Members Attending**

Douglas Burdick, Kevin LaForge, Donald Cady, Karl Graves, Fred Sinclair, Curt Crandall were all in attendance.

**Also attending**

Mike Healy, Dwight Fanton, David Pullen and Lori Ballengee.

**Call to Order**

The meeting was called to order by Chairman Douglas Burdick at 3:34 pm.

**Health**

The Health Department requests a resolution re-appropriating money into the 2011 budget which represents unspent donations from 2010 for the Cancer Services Program in the amount of \$5,960.00. A motion was made by Don Cady and seconded by Fred Sinclair to approve this request. **Refer to Ways and Means.**

With no further business to come before the board, the meeting was adjourned by a motion from Karl Graves and seconded by Kevin LaForge. Meeting adjourned at 3:37pm

Respectfully submitted  
Janet Norris

**Human Services Committee  
Meeting Minutes  
December 7, 2011**

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

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**Committee Members Attending**

The following members of the Human Services Committee 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, Tom Hull, John Margeson, Mitch Alger, Brenda Riehle, Tom Miner, Ted Hopkins, Dwight Fanton, Ellen Ruckle, Dwight Healy and Larry Hoyt.

**Approval of Minutes**

The meeting minutes from the November 2, 2011 and November 14, 2011 meetings were approved by a motion from Fred Sinclair and seconded by Karl Graves. Motion carried.

**Called to Order**

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

**Office for the Aging**

Kim Toot, Director of Office for the Aging disseminated her monthly report for the committee members to review. She answered questions regarding her report. Kim reported today, December 7, 2011, is the last day of Medicare Open enrollment. Kim reported her staff has had 275 appointments with residents regarding Medicare enrollment and assisted them with their questions. Each appointment takes approximately one and one half hours. Satisfaction surveys and contribution envelopes were handed to each person who came in for their Medicare Open Enrollment appointment. Kim indicated she would be under budget in every account except for personnel. Increases for staff which were approved by the ratification of a new union contract were not accounted for in the 2011 budget which accounts for being over budget in the personal accounts. Kim noted there is a waiting list for in-home care and respite. In-home care is non-medical support such as grocery shopping etc. This program is one that is not adequately funded through the state.

Office for the Aging sent out over 600 applications last week for HEAP. This office has already processed 900 applications. HEAP benefits may not last through the entire winter, so residents were encouraged to have their applications completed as soon as possible.



Kim reported one of their vehicles was hit by another vehicle. This was no fault of the county worker and no one was injured. The Office for the Aging vehicle will be fixed very soon.

### **Health Department**

Tom Hull, Deputy Public Health Director, asked the committee to approve the transfer of \$7,500.00 from the A4010.464 Public Health Contracts (Mercy Flight) to account A4010.409 Public Health Fees. This money will be used to pay for current obligations for post exposure injection series for individuals who have been potentially exposed to rabies. Also the health department has current obligations to pay for water sampling and analysis. A motion was made by Karl Graves to approve this transfer and seconded by Kevin LaForge. Motion carried. **Prepare Resolution**

Tom requested a resolution to ratify Chairman Crandall's signature for the extension of the Health Department's part of the Homeland Security Grant Contract #T838294. Homeland Security is requesting that we fully expend the funds. The monies are already included in the County budget under A10.3306.HTH9 (revenue), A3645.219 and A3645.449 (appropriations). The grant period was August 10, 2009 through August 11, 2011, and the Health Department is requesting this be extended to December 31, 2011. A motion was made to extend the grant until December 31, 2011 so the balance of the monies may be expended by Don Cady and seconded by Fred Sinclair. Motion carried. **Prepare Resolution**

Tom requested a resolution to appropriate COLA funds for the Children with Special Health Care Needs Program for the 2012 budget year. The amount to be appropriated to account A4054.424 and revenue account A10.3401.4054 is \$1,435.00. A motion was made by Kevin LaForge and seconded by Karl Graves to accept the COLA money. Motion carried. **Refer to Ways and Means**

Tom requested a resolution to appropriate COLA funds for the Tobacco Program for the 2011 budget year. \$100.00 will be appropriated to account A4051.201 and \$2,267.00 to account A4051.408. and revenue account A10.3450.04 the total of \$2367.00. A motion was made by Karl Graves and seconded by Fred Sinclair to accept the COLA money. Motion carried. **Refer to Ways and Means**

### **Old Business**

There was no old business to be discussed.

### **New Business**

The four- year term of Kathy Bentley, Raymond Loh, and Calvin Schierer on the Community Services Board will expire on December 31, 2011. The Community Services Board is requesting that these individuals be appointed to another four-year term expiring on December 31, 2016. Doug Burdick asked the committee to approve the reappointments of these three individuals to the Community Services Board. A motion was made by Fred Sinclair and seconded by Karl Graves to reappoint Kathy

Bentley, Raymond Loh and Calvin Schierer to the Community Services Board. Motion Carried. **Prepare Resolution**

The Chairman of the Board would like to reappoint William Emrick, Scio, Nancy Rouse, Scio, and Robert Riber, Alfred Station members of the Citizens Advisory Council to the Office for the Aging for a three-year term commencing January 1, 2012 and expiring December 31, 2014, subject to the confirmation by the Board of Legislators. A motion was made by Fred Sinclair and seconded by Kevin LaForge to approve the reappointments of William Emrick, Scio, Nancy Rouse, Scio, and Robert Riber, Alfred Station to the Citizens Advisory Council to the Office for the Aging. Motion carried.

### **Prepare Resolution**

### **Social Services**

Vicki Grant, Commissioner of Social Services, disseminated her monthly report to the Human Services Committee for their review and entertained questions by the committee members.

Vicki requested to fill a Typist position in the Social Services Department. This is a full-time, permanent, vacant position. This position is vacant due to a promotion. This position is funded 50% by federal dollars, 25% by state dollars, and 25% by local dollars. A motion was made by Fred Sinclair and seconded by Karl Graves to fill the typist position. Motion Carried. **Refer to Ways and Means**

Vicki gave an update on the TASA (Teenage Services Act) closing. TASA provided services to at-risk youth. Before they closed, cases were referred to various agencies. The state discontinued funding to TASA so they had to close their doors.

Vicki gave a report on the potential ripple effect on housing and services should hydraulic fracturing impact our county from a DSS perspective. She indicated information for other southern tier counties who have had economic impacts due to hydro-fracking in Pennsylvania indicates that rental rates and hotel/motel availability have made some fairly significant housing issues for DSS clientele. Currently we have an average of 1.5 Family Assistance or TANF cases housed in hotel/motels per month. Social Services have an average of 8.33 SN clients housed in hotel/motels per month.

Lou Conklin, gave an in depth overview of the food stamp program. This is a federally funded program. The rules and regulations are overseen by the State of New York. Food Stamp recipients are given a debit card to use for food purchases at grocery stores and farmers markets. The debit card can also be used to purchase plants and seeds so recipients may grow a garden. Debit cards began so that recipients could avoid the stigma attached to using food stamps. Some food stamp recipients may be working but may only hold part-time or low paying jobs. 1/6 of the Food Stamp population receives cash assistance. 5/6 has other income. There are currently 3029 Food Stamp cases. Vicki indicated 200-300 applications are received per month. The government has relaxed the regulations so more people can have food stamps.

Applications may be filed in person, on-line or by mail. There is a dedicated laptop for clients to use and apply on-line.

A motion was made to adjourn since there was no further business to come before the Human Services Committee a motion was made to adjourn the meeting by Karl Graves, seconded by Kevin LaForge. Motion carried.

The meeting was adjourned at 11:05am.

Respectfully submitted,  
Janet Norris

**Human Services  
Meeting Minutes  
December 21, 2011**

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

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**Committee Members Attending**

The following members of the Human Services Committee were in attendance: Kevin LaForge, Karl Graves, Fred Sinclair, and Curt Crandall.

**Committee Members Absent**

The following members of the Human Services Committee were absent: Douglas Burdick and Don Cady.

**Others Attending**

Others in attendance were Tom Hull, Larry Hoyt, Brenda Riehle, Mitch Alger, Terri Ross, Dwight Fanton and Ted Hopkins.

**Call to Order**

The meeting was called to order by committee member Kevin LaForge at 2:00PM.

**Health**

The Health Department requests a resolution to accept COLA funds for the Immunization Program for the 2011 budget year in the amount of \$2,406. A motion was made by Karl Graves to accept the COLA funds for the immunization program and this motion was seconded by Fred Sinclair. Motion carried.

**Refer to Ways and Means**

The Health Department requests a resolution to accept COLA funds for the Lead Poisoning Prevention Program for the 2011 budget year in the amount of \$3,045. A motion was made by Fred Sinclair and seconded by Karl Graves to accept the funds for the Lead Poisoning Prevention Program for the 2011 budget year. Motion carried.

**Refer to Ways and Means**

The Health Department requests a resolution to accept COLA funds for the WIC Program for the 2012 budget year in the amount of \$24,039. A motion was made by Karl Graves and seconded by Fred Sinclair to accept the funds for the WIC Program. Motion carried. **Refer to Ways and Means**

The Health Department requests a resolution to accept COLA funds for the Cancer Services Program for the 2012 budget year in the amount of \$11,404. A motion was made by Fred Sinclair and seconded by Karl Graves to accept the funds for the Cancer Services Program for the 2012 budget year. Motion carried. **Refer to Ways and Means**

The Health Department requests a resolution to accept COLA funds for the Family Planning Program for the 2011 budget year. The appropriations are already included in the 2011 budget. A motion was made by Karl Graves and seconded by Fred Sinclair to accept the funds for the Family Planning Program for the 2011 budget year in the amount of \$16,367.00. Motion carried. **Refer to Ways and Means**

With no further business to come before the board the meeting was adjourned at 2:13pm.

Respectfully submitted,  
Janet Norris

**Human Services Meeting Minutes**  
**December 27, 2011**

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

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**Committee Members Attending**

The following members of the Human Services committee were in attendance: Douglas Burdick, Kevin LaForge, Donald Cady, Frederick Sinclair, and Curt Crandall.

**Committee Members Absent**

Karl Graves was absent from this meeting.

**Others in attendance**

Others in attendance were Philip Curran, Mike Healy, Tom Miner, and Tom Hull.

**Call to Order**

The meeting was called to order by committee chairman Douglas Burdick at 12:46pm.

**Health**

Tom Hull, Deputy Public Health Director, requests a resolution to accept and appropriate T-Contract funds for the 2011 budget year in the amount of \$4,238.46. This money is designated for the Immunization program for the purchase of laptops, computers, medical card scanners and associated software used in immunization and other clinics for the purpose of effectively collecting and using third-party billing information to obtain reimbursement. A motion was made by Fred Sinclair and seconded by Kevin LaForge to accept and appropriate T-Contract funds for the 2011 budget year in the amount of \$4,238.46. Motion carried. **Refer to Ways and Means**

With no further business to come before the committee a motion was made by Don Cady and seconded by Kevin LaForge to adjourn the meeting at 12:48pm.

Respectfully submitted  
Janet Norris