

**HUMAN SERVICES COMMITTEE
JANUARY 9, 2013**

**** NOT APPROVED ****

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

Others Present: M. Alger, D. Fanton, V. Grant, D. Healy, T. Hopkins, D. Horan, T. Hull, J. Margeson, T. Miner, R. Reynolds, B. Riehle, C. Santora, K. Toot

Media Present: B. Clark, *Olean Times Herald*; B. Quinn, *Wellsville Daily Reporter*

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 December 5, 2012.

Department of Social Services-Vicki Grant

Monthly Report

Department of Social Services Commissioner Vicki Grant indicated that there was nothing unusual or outstanding regarding her report for November 2012. She did update the group on the progress of the state audit currently being conducted on the employment piece of DSS, noting that several suggestions have been made by the auditors, and DSS has been implementing those suggestions. An example would be the start of job readiness training every Monday rather than the previous schedule which could have been as much as two weeks between sessions. Ms. Grant also noted that on December 15, 2012, "Shop with a Cop" was held; on December 22, 2012, a party was held for the residents of Highland Nursing Home in Wellsville; and that the Office had received a letter from the Genesee Valley Habitat for Humanity thanking the JobTrak workers for their help. Legislator Burdick postponed the requested overview of Child Support Services until the end of the meeting if there was time although the group was unable to return to that topic.

Request to Increase Petty Cash Account

Ms. Grant requested an amendment to Resolution #47-77 increasing the amount of petty cash by \$150 for DSS to accommodate the increased amount of certified documents that require cash payments in advance. This would bring the total allocated to DSS to \$300. The request was approved on a motion by Legislator Graves, seconded by Legislator Sinclair, and carried. **Prepare Resolution**

Health Department-Tom Hull

Request for Approval of Pre-school Policies & Procedures

Deputy Public Health Director Tom Hull, accompanied by Program Coordinator for Physically Handicapped Children Rich Reynolds, represented Director Lori Ballengee at the meeting. They distributed copies of the "Allegany County Department of Health Preschool Supportive Health Services Program Policies and Procedures Manual" to the group, requesting endorsement by the Committee. It was noted that County Attorney Thomas Miner had reviewed the document which was characterized as a formalization of what the Department of Health has been doing all along. It was put into manual form at the request of the State. When queried, Mr. Miner recommended endorsement of the document, but after some discussion, group members

decided they would like to review this rather lengthy document before “rubber-stamping” their approval. The request to approve the Policies and Procedures Manual was tabled until the next regular Human Services Committee meeting on Wednesday, February 13, 2013, on a motion by Legislator Sinclair, seconded by Legislator Graves, and carried.

Office for the Aging-Kimberley Toot

Monthly Report

Office for the Aging Director Kimberley Toot distributed her monthly report for November 2012, saying there was nothing significant to highlight. She did note that the waiting list had gone down, but that is primarily the result of OFA staff members calling those on the list to see if they wanted to remain on the list.

Request to Replace Totaled Car and to Purchas Mini-van for Meals-on-Wheels

Ms. Toot also distributed a list of vehicles owned by the OFA, noting that shortly before Christmas, one of the cars, a 2007 Dodge Caliber, had been totaled. There were no injuries or citations in the accident (and a \$7,100 insurance check is expected), but the need for a car is vital. Additionally, Ms. Toot requested permission to purchase a mini-van for the Meals-on-Wheels Program. It was noted that the Department of Public Works is charged with researching vehicle costs and the Vehicle Purchase/Replacement Account (H5997.2) would cover the purchase. A motion directing the DPW staff to prepare bid specs and oversee the process for purchasing two vehicles (a car/wagon with a hatchback and a mini-van) for OFA was approved on a motion by Legislator Sinclair, seconded by Legislator Graves, and carried. **Refer to Public Works Department**

Attorney/Client Session

Ms. Toot requested an attorney/client session to discuss a contractual issue. A motion was made by Legislator LaForge, seconded by Legislator Curran, and carried to enter into attorney/client session at 10:30 a.m. A motion to exit attorney/client session at 11:12 a.m. was made by Legislator Graves, seconded by Legislator LaForge, and carried.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 11:12 a.m. following a motion by Legislator Sinclair, seconded by Legislator Graves, and carried.

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

**HUMAN SERVICES COMMITTEE
FEBRUARY 13, 2013**

**** NOT APPROVED ****

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

Others Present: M. Alger, L. Ballengee, H. Budinger, D. Fanton, V. Grant, D. Healy, D. Horan, T. Hull, J. Margeson, , T. Miner, R. Reynolds, B. Riehle, C. Santora, K. Toot, S. Wallace

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.

Approval of Minutes

A motion was made by Legislator Sinclair, seconded by Legislator Graves, and carried to approve the Human Services Committee minutes of January 9, 2013.

Health Department—Lori Ballengee

Approval of SEIT Contracts

Lori Ballengee, Public Health Director, requested approval of SEIT contracts for Preschoolers with disabilities. These contracts are between the Health Department and Cattaraugus Rehabilitation Center, League for the Handicapped, Inc., Portville Central School, Cattaraugus-Allegany BOCES, and Pathways for the period beginning September 1, 2012, through August 31, 2013. A motion was made by Legislator Graves, and seconded by Legislator Curran, and carried to approve the SEIT contracts for preschool children with disabilities. **Refer to Ways and Means**

Approval for Pre-school Policies & Procedures

Ms. Ballengee also requested the Committee's approval of Pre-school Policies & Procedures manual distributed at last month's meeting. The group's impression was that the manual was very well done, thus approval was granted on a motion by Legislator Sinclair, seconded by Legislator Graves, and carried.

Approval of County Corporate Compliance Plan

Ms. Ballengee also requested approval of the County Corporate Compliance Plan required by the Office of Medicaid Inspector General. This plan deals primarily with fraud and confidentiality, Ms. Ballengee noted, also saying that the potential in Allegany County is negligible. She also noted that a committee meets quarterly, and she will begin sending the minutes of those meetings to the Human Services Committee members. Approval of the Plan was granted on a motion by Legislator Sinclair, seconded by Legislator Graves, and carried.

Prepare Resolution

**Acceptance of COLA Money for Various Grant Programs
Budget Transfer**

Ms. Ballengee requested that these two agenda items be delayed until next month's meeting. That request was granted.

Office for the Aging—Kimberley Toot

Monthly Report

Ms. Toot distributed the OFA monthly report for December 2012 as well as a brief look at 2012 as a whole. She pointed out that the Office served approximately 3,000 people in 2012; of those, only 16 percent were low income, belying the perception that OFA serves that population primarily. She highlighted the total number of meals served in 2012: 114,472. Ms. Toot also noted that the waiting lists are low, which is a good thing. But she still has concerns about the possible sequestration which will affect OFA federal funding. According to her preliminary calculations, if the federal funding gets cut, that will equate to approximately 4,500 meals. When queried about the topic of the executive session at last month's meeting, Ms. Toot replied that things are going well.

Request to Fill Two Substitute Positions

Ms. Toot requested permission to fill two substitute positions: Luncheon Center Manager and a Meals-on-Wheels Driver (both non-union). That request was approved on a motion by Legislator Cady, seconded by Legislator Curran, and carried. **Refer to Ways & Means**

New York State Office for the Aging State Fiscal Year 2013-2014 Overview

Finally, Ms. Toot distributed the New York State Office for the Aging State Fiscal Year 2013-2014 illustrating the Executive Budget for years 2010-11, 2011-12, 2012-13, and 2013-14. Ms. Toot pointed out that only two categories will experience reduced funding: EISEP (Expanded In-home Services for the Elderly) and CSE Census Adjustment. The rest of the funding areas will remain flat.

Legislative Lunch

Ms. Toot reminded the group that there will be a legislative luncheon on Friday, March 1, 2013, beginning at 10:30 a.m., at the Legion in Belmont.

Department of Social Services—Vicki Grant**Monthly Report**

Commissioner of Social Services Vicki Grant presented her report for the Month of December 2012. She noted that there was nothing out of the ordinary to report. Aside from the report, Ms. Grant informed the group that she had recently received an administrative directive regarding safe sleeping habits for children to prevent unnecessary deaths. This requires the Department to prepare literature, train, monitor, and buy cribs for those families receiving benefits. The state will provide a training DVD when it has been completed. Ms. Grant noted that her Department now has been given the responsibility of buying cribs without being given additional funding to do so. When queried, Ms. Grant noted that she has not yet heard back from the Medicaid folks regarding their taking over responsibility for Medicaid cases. In fact, Ms. Grant predicts that there won't be any relief until 2014, and that to her knowledge, Medicaid has been taking over "portions" of other counties' cases, but not all. On to the good news, Ms. Grant noted that one of Allegany County's foster parents has created and launched a web site for foster parents which may be accessed at www.fosterparentfactor.org. Ms. Grant also informed the group that Angela Tinder, a Child Protective Caseworker, will graduate from Allegany Leadership on Friday.

Overview of Child Support Services (per Legislator Burdick's Request)

Ms. Grant then turned the floor over to Sharon Wallace, Child Support Supervisor, and Don Horan, Director of Administrative Services, to discuss the duties and responsibilities of the 14 employees in the Child Support Services Unit. Ms. Wallace distributed a document listing the enforcement techniques the office may use to collect child and medical support (attached), as well as a sample application for Child Support Services. Applicants may be referred or they may

apply to the office directly. Ms. Wallace went on to explain the full range of Child Support Services, including paternity establishment, support establishment (done through court order), support collection, and support enforcement. The custodial parent can apply to get the full range of these services. Additionally, the non-custodial parent can get help filing paperwork, for example, if after having received a court order, the non-custodial parent's circumstances change, he/she can seek help filing paperwork with the Child Support Services unit. Ms. Wallace noted that they collected \$6,446,251 last year. She also indicated that the computer system interfaces with Family Court, allowing for greater efficiency in scheduling court dates. The system will also flag a parent who is behind in support payments. The Office then attempts to resolve the issue. Finally, Ms. Wallace expressed her unit's delight with their new quarters, mentioning security and proximity to Family Court.

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 Sinclair, and carried.

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

**HUMAN SERVICES COMMITTEE
MARCH 6, 2013**

**** NOT APPROVED ****

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

Others Present: M. Alger, L. Ballengee, V. Grant, D. Healy, J. Margeson, T. Miner, B. Riehle, C. Santora, 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.

Approval of Minutes

A motion was made by Legislator Graves, seconded by Legislator Curran, and carried to approve the Human Services Committee minutes of February 13, 2013.

Department of Social Services – Vicki Grant

Monthly Report

Commissioner of Social Services Vicki Grant distributed her monthly report for February 2013, noting that there was nothing unusual to highlight. Some discussion followed regarding CDPAP (Consumer Directed Personal Assistance Program). This Medicaid program allows recipients to have flexibility and freedom in choosing their caregivers. Ms. Grant informed the group that DSS personnel do not provide services, but do perform the assessment to determine the client's need. The caregiver bills a third-party agency, she said. Legislator LaForge asked Ms. Grant if she had yet been informed of any impacts the sequestration would have on her area. She noted that some of the programs which could be impacted included HEAP, Section 8 Housing, and Child Care, to name a few. She indicated it would not affect mandated programs. She continued, upon inquiry, to characterize next year's State budget as "scary," noting that it will be tighter than this year's budget. Following this discussion, Legislator Burdick inquired of Ms. Grant if he had followed the proper procedure in referring a caller who wished to report an occasion of possible DSS fraud to the DSS Office. Ms. Grant assured him that this is the correct protocol, and that all reports are taken seriously and handled appropriately, that is, referred to the appropriate agent whether it is suspected client or provider fraud.

Health Department—Lori Ballengee

Announcement of Six-year Re-appointment as Health Department Director

Health Department Director Lori Ballengee was pleased to announce that she had been re-appointed to the post for another six-year term at Monday's Board of Health meeting.

Acceptance of COLA Money for Various Grant Programs

Ms. Ballengee requested a resolution to accept and appropriate COLA money for the following programs:

WIC Program

Revenue Account A4190.4452.00 Federal Aid	\$23,147
Appropriation Accounts	
A4190.201 (WIC-Equipment)	\$ 8,428

A4190.405 (WIC-Conference Expense)	\$ 1,586
A4190.408 (WIC-General Supplies)	\$ 2,651
A4190.409 (WIC-Fees)	\$ 319
A4190.419 (WIC-Printing/Microfilming)	\$ 280
A4190.456 (WIC-Health Contracts)	<u>\$ 9,883</u>
	\$23,147

Children with Special Health Care Needs Program

Revenue Account A4054.3401.01 State Aid	\$ 1,463
Appropriation Accounts	
Applied to Prior County Year Expenses, No Appropriation Necessary	\$ 216
A4054.201 (CSHCNP-Office Equipment)	\$ 1,130
A4054.405 (CSHCNP-Conference Expense)	\$ 110
A4054.407 (CSHCNP-Office Supplies)	<u>\$ 7</u>
	\$ 1,463

Cancer Services Program

Revenue Account A4071.3401.00 State Aid	\$11,404
Appropriation Accounts	
A4071.201 (Cancer Services-Equipment)	\$ 5,085
A4071.401 (Cancer Services-Postage)	\$ 639
A4071.407 (Cancer Services-Office Supplies)	\$ 1,479
A4071.408 (Cancer Services-Gen. Supplies)	\$ 3,074
A4071.419 (Cancer Services-Printing)	<u>\$ 1,127</u>
	\$11,404

Family Planning Program

Revenue Account A4035.3450.00 State Aid	\$13,099
Appropriation Accounts	
Applied to Prior County Year Expenses, No Appropriation Necessary	\$13,099

Immunization Program

Revenue Account A4056.3473.00 State Aid	\$ 2,406
Appropriation Accounts	
Applied to Prior County Year Expenses, No Appropriation Necessary	\$ 2,406

Lead Poisoning Prevention Program

Revenue Account A4037.3437.00 State Aid	\$ 2,985
Applied to Prior County Year Expenses, No Appropriation Necessary	\$ 2,787
A4037.407 (Public Health Lead-Office Supplies)	<u>\$ 198</u>
	\$ 2,985

The request for a resolution to accept and appropriate COLA money for the WIC Program, Children with Special Health Care Needs Program, Cancer Services Program, Family Planning Program, Immunization Program, and Lead Poisoning Prevention Program was granted on a motion by Legislator Graves, seconded by Legislator Curran, and carried. **Prepare Resolution**

Rabies Update (per Legislator Burdick's Request)

Ms. Ballengee gave the Committee an overview and an update on the County's Rabies Program. Citing underfunding (for rabies programs) and climbing expenses, Ms. Ballengee informed the group that the remote-location (that is, small municipalities) Rabies Clinics would cease; however, she noted that the Department of Health is mandated by the State to conduct three clinics per year. This it will continue to do, at no charge to the client. However, it has become necessary to limit the rabies inoculations to Allegany County residents' pets only. The Department of Health funds the veterinarians' fees, the technicians who fill the syringes, the cost of the vaccine, the syringes to administer it, and the tags and certificates for the pets. Each of the three clinics conducted in Belmont costs approximately \$3,000. Last year, 1,414 animals (dogs, cats, ferrets) were inoculated. The County is not allowed to charge for this service; a donation jar at the clinics usually collects around \$20. In the past, Ms. Ballengee told the group, money was re-allocated from urban counties that didn't spend its rabies allotments to help defray costs. This year, she has been told, there will be no re-allocation. Ms. Ballengee went on to say that 33 County residents had to undergo rabies treatment in 2012. The cost per person is approximately \$4,000. Whatever cost is not covered by the victim's health insurance (or if the victim does not carry health insurance), is picked up by the County. Ms. Ballengee went on to say that Jones Memorial Hospital has agreed to bill only its actual costs to those undergoing the treatment. This saved the Health Department between \$40,000 and \$50,000 in 2012. Ms. Ballengee also advised the group that if a resident finds a bat in his/her home, that bat needs to be confined and sent to the Health Department for rabies testing. It should not be released. The next Rabies Vaccination Clinic is scheduled for Saturday, March 30, 9 a.m. – noon, in the new Maintenance Building behind the County Building. The others will be scheduled in July and October. When asked if sequestration will impact Health Department programs, Ms. Ballengee said that most likely the bio-terrorism program would be wiped out, WIC would suffer, and other, smaller Health programs would be impacted as well.

Office for the Aging—Kimberley Toot Monthly Report

Ms. Toot indicated that things are going well in her area, with nothing outstanding to report. Meals-on-Wheels is also going well. Additionally, the luncheon held for Legislators last week was well-attended, the food was good, and her hope is that the State representatives realized that the Older Americans Act Programs are vital to rural residents and save Medicaid dollars. When asked about sequestration, Ms. Toot said that as yet, she has not been told how, when, or how much, but expects to learn more during a conference call on Friday. She said OFA could lose \$35,000-\$40,000 in funding.

Request Approval to Transfer Funds within EISEP Grant

Ms. Toot requested a resolution to transfer the \$6,000 in the EISEP (Expanded In-home Services for the Elderly Program) budget to cover the costs of assistive equipment for EISEP clients. The funds should be transferred from A6778.474 (OFA-EISEP-Home Care) to A6778.210 (OFA-EISEP-Equip-Other). Approval was granted on a motion by Legislator Curran, seconded by Legislator Sinclair, and carried. **Prepare Resolution**

Good of the Order

Director of Public Health Ballengee again addressed the Committee, saying that the State Department of Health is considering a more competitive form of funding. She fears there is no way Allegany County can compete with an area such as Buffalo. As yet, there is no information outlining how the regions will be split, but she wanted the group to be aware that she will be advocating for Allegany County and rural health needs. She also told the group that the Komen grant had not been re-funded this year. Citing a lack of cancer treatment options in Allegany County, Ms. Ballengee said that the Komen money made the difference on whether or not people got treatment. She characterized loss of that grant as a “sign of bad things to come.”

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 Sinclair, and carried.

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

**HUMAN SERVICES COMMITTEE
APRIL 3, 2013**

**** NOT APPROVED ****

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

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

Media Present: No media present

Call to Order: The meeting was called to order at 10:05 a.m. by Human Services Committee Chairman Douglas Burdick.

Amendment and Approval of Minutes

Under:

Acceptance of COLA Money for Various Grant Programs

Ms. Ballengee requested a resolution to accept and appropriate COLA money for the following programs:

The request for a resolution to accept and appropriate COLA money for the WIC Program, Children with Special Health Care Needs Program, Cancer Services Program, Family Planning Program, Immunization Program, and Lead Poisoning Prevention Program was granted on a motion by Legislator Graves, seconded by Legislator Curran, and carried. **Prepare Resolution** (Replace "Prepare Resolution" with "Refer to Ways & Means.")

A motion was made by Legislator Sinclair, seconded by Legislator LaForge, and carried to approve the Human Services Committee minutes of March 6, 2013, as amended.

Department of Social Services

Monthly Report

Commissioner of Social Services Vicki Grant distributed her report for February 2013, noting that there is nothing unusual to point out. She did say although Non-FA Medicaid and Food Stamps had seen an increase that was "par for the course." Ms. Grant responded to a question regarding the difference between children in DSS care and those in OCFS care. Ms. Grant responded that "OCFS" (Office of Children and Family Services) refers to state care facilities and that usually older, more problematic children, typically ages 16 and older, are referred there. She noted that Allegany County endeavors to keep cases local whenever possible. When questioned, Ms. Grant indicated she had no specifics regarding sequestration. She also indicated she has yet to hear any updates on the upcoming Medicaid online enrollment changes. She did note that she had received the new Medicaid share rate, which is only slightly up. Additionally, she informed the group that the HEAP season is over, but there are other agencies to which people with heating emergencies may be referred.

Health Department

Health Department Director Lori Ballengee told the group that Allegany County would soon lose its Cancer Services Program due to changes in the State's block grant requirements. She has investigated alternatives, including Cornell Cooperative Extension, which was unable to assume the program. Subsequently, she has made arrangements with Healthy Community Alliance, a rural health network in Gowanda, to take over the program, noting that this is the best way to keep the program functional and operating. She indicated that she has known

Healthy Community Alliance Executive Director Sharon J. Mathe for 25 years and is very comfortable turning the program over to her agency. She went on to say that now there is a lot of office “real estate” in Wellsville (shared with the WIC Program) and that she will seek new occupants to help share the rent as WIC cannot manage the entire rent alone. WIC currently pays \$2,000 per month plus utilities; the Cancer Services Program paid \$400 per month plus utilities for the space.

Ms. Ballengee’s second issue was the loss of the Health Educator from Cornell Cooperative Extension who is leaving to accept another position. The Department of Health has made the difficult decision to not replace that educator. There is one remaining Health Educator in the Department (Matt Moretti). This new arrangement will help save some public health dollars (or possibly help with the rent issue if absolutely necessary).

She also told the Committee that there will be a 5.6 percent budgeting cut across the board; however, she added, this is much better than the 10.9 percent cut that was originally thought to be the case. Ms. Ballengee said that the DoH can absorb that cut without affecting staff members. Additionally, there have been some salary savings as staff member Tyler Shaw has been serving in the military for the past five months, resulting in four months of salary savings.

Despite having to make some of these difficult decisions, Ms. Ballengee indicated that at the end of 2012, the DoH was over \$200,000 in the black. Legislator Sinclair commended Ms. Ballengee for not simply bringing her problems to the Committee, but for researching and implementing the best solutions to those problems.

Finally, Ms. Ballengee was asked about the Department of Health’s involvement with the upcoming “Tough Mudders” event. She noted that several DoH staffers will be attending a scheduled meeting on April 11 and that so far, things seem to be going well. She indicated that the DoH has determined that the mass gathering permit fee will be set at \$1,000 for this event. She also indicated that Annie King will be the sanitarian to supervise the July event, noting that the event includes food vendors, the need for sewage options, accessible water, and the possibility of tattoo availability, to name a few issues. She added that the NYS Department of Health has become involved as well because the event is so large.

Office for the Aging **Monthly Report**

Office for the Aging Director Kimberley Toot distributed her monthly report for February 2013, highlighting the fact that more than 1,000 HEAP applications were processed through her Office. She said that requests continue to be received and that there are other programs run by the energy companies to which these requests—which are still coming in—are referred. She also noted that tax counseling began in February. E-filing occurs Mondays and Fridays at OFA, and tax clinics are run throughout the County where volunteers prepare paper returns. This program is sponsored by AARP in that it helps train volunteers; but OFA runs the program.

Senior Forum Public Hearing

Ms. Toot noted that the Office has been busy preparing for the Open Forum which is scheduled for Thursday, April 4, at the Genesee Valley School. Ms. Toot distributed a list of questions which has been prepared to get the conversation started. In addition to the 9 a.m. Public Hearing, there will be programming such as: “The 10 Warning Signs of Alzheimer’s,” “New NYS Gun Laws” by Sheriff Rick Whitney, as well as an attorney from Legal Services for the Elderly in Buffalo regarding how to pay for long-term care services, and County Historian Craig Braack will present a more “light-hearted” program. Lunch will also be served.

Budget Issues

Additionally, Ms. Toot distributed a document outlining the Sequestration cuts, noting that six County OFA programs received cuts totaling \$7,700. Title III-B which pays for the operation of the agency received a \$508 cut, but OFA has a \$4,000 carryover, which will cover that decrease; Title III-C-1, Congregate Meal Program, received no cut; Title III-C-2, Meals-on-Wheels, received \$1,700 in cuts which translates to 442 meals, but Ms. Toot believes she can move some money around to cover that deficit; Title III-D, the Wellness Program, suffered an \$87 cut; Title III-E, the Caregiver Program, suffered a \$1,085 cut, but there is a \$2,000 carryover which will cover it; the Nutrition Services Incentive Program which pays per meal served will realize a per meal cut, but OFA won't know exactly what that cut means until the exact number of meals is known; it's all very tentative at this point.

The third document Ms. Toot distributed detailed the State Budget figures for 2013. She noted that EISEP (Expanded In-home Services for the Elderly) suffered a cut, and CSE (which provides services such as lifeline, transportation, and some staff costs) had been providing OFA with a Census Adjustment which has been eliminated. At this time, we don't know how much that will be in cuts to OFA, but OFA Accountant Vicki Petit has indicated it could be thousands, but not tens of thousands of dollars. Ms. Toot said she will provide specific figures for Allegany County as soon as she receives them. She said that most funding is flat this year, which, she noted, in today's climate is good news, but because of mandated increases in personnel costs, it always translates to a little bit of a cut.

Ms. Toot gave a "Save the Date" announcement regarding OFA's June 8 "Swingin' 2 the Oldies" Senior Foundation fundraiser to be held at Alfred State's Wellsville campus to benefit Meals-on-Wheels.

New Business

Tour of Community Services Agencies

County Administrator Mitch Alger, on behalf of Dr. Robert Anderson, Community Services Director, invited Legislators to participate in a tour of community service agencies in May. Chairman Crandall noted that the last tour in which he participated was very informative, but would like a true commitment from those who indicate a desire to attend. Mr. Alger stated he would meet with Dr. Anderson to determine a potential date.

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 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
MAY 1, 2013
**** NOT APPROVED ****

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

Others Present: M. Alger, L. Ballengee, H. Budinger, L. Edwards, D. Fanton, V. Grant, D. Healy, T. Hopkins, A. King, 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 10:00 a.m. by Human Services Committee Chairman Douglas Burdick.

Approval of Minutes A motion was made by Legislator Graves, seconded by Legislator Sinclair, and carried to approve the Human Services Committee minutes of April 3, 2013.

Health Department

Policies for Privy & Gray Water Systems

Public Health Director Lori Ballengee wanted to give the Committee a “heads-up” that there has been an influx of Amish into Allegany County necessitating greater oversight of privies (out-houses) and gray water issues. Ms. Ballengee noted that she, County Attorney Tom Miner, and members of an Amish community had met to discuss health regulations, noting that the Amish community with which they met seemed open to adhering to requirements. It was noted, however, that the DoH would need to meet with each of the Amish communities as there is no central or “governing” board. Ms. Ballengee went on to say that NYS as well as Allegany County require a tank under the privy as well as a tank for the house’s gray water. The issue of emptying those tanks and the disposal of the waste was also discussed. Ms. Ballengee told the group that the Amish would like to use the waste to fertilize their fields, noting that she had checked with the DEC and found that, if the waste was plowed under within a day’s time, it was a legal activity.

Attorney/Client Session

Subsequently, Ms. Ballengee requested an attorney/client session to discuss on-site Waste Water Designs. The Committee entered attorney/client session at 10:13 a.m. on a motion by Legislator Graves, seconded by Legislator LaForge, and carried. The Committee exited attorney/client session at 10:29 a.m. on a motion by Legislator Sinclair, seconded by Legislator LaForge, and carried. No action was necessary following the attorney/client session.

Department of Social Services

Monthly Report

Commissioner of Social Services Vicki Grant distributed her report for March 2013, noting that Medicaid and Food Stamp numbers are up, but the rest of the report’s numbers are typical.

Request to Fill Senior Caseworker Position

Ms. Grant requested permission to hire a Senior Caseworker (AFSCME, Grade 17) to fill a vacancy due to a retirement. She noted that this position is vital to the operation of the office and performs child protective investigations and safety assessments as well as works with families to keep children safe. It was also noted that this position ensures the Department’s

ability to meet state and federal requirements. The position is 50 percent federally funded, 25 percent State-funded; and 25 percent County-funded. Approval was granted on a motion by Legislator Graves, seconded by Legislator Cady, and carried. **Refer to County Administrator and Ways & Means**

Child Abuse Prevention Month Presentation

In addition to alerting the Committee that April is Child Abuse Prevention Month, Deputy Social Services Commissioner Julie Tomasi presented information about the responsibilities and activities of the Child Protective Services Team. Among the topics addressed, Ms. Tomasi included the methods through which DSS is notified of possible abuse and the action(s) which occur following such a report (investigation, removal of child/children from home). She noted that caseworkers are on-call 24/7 in order to respond to these events. It was said that the work performed by the CPS team is often intense and stressful.

Office for the Aging Monthly Report

Office for the Aging Director Kimberley Toot discussed her report for the month of March 2013, noting that there is a wait-list for Lifeline, but thanks to a successful Senior Foundation United Way grant, by next month, the wait-list will have been eliminated. She also noted that 310 tax returns were prepared during tax season, and over 1,000 HEAP applications had been processed during heating season.

Acceptance and Appropriation of Unbudgeted Donations

Ms. Toot requested a resolution to accept the following donations: \$2,000 from the Orion Grove Lodge (Fillmore Masons), \$1,500 from National Fuel for Meals-on-Wheels, and \$676 from the Alfred-Alfred Station Community Chest for Lifeline, to be budgeted as follows:

Increase Expenditure Account

A6776.409 (OFA-Community Services for Elderly-Fees)	\$ 676
A6779.474 (OFA-Community Services for Elderly-Caterer)	\$3,500

Increase Revenue Account

A6776.1972.00 (CSE-Local Contrib)	\$ 676
A6779.2801.00 (SNAP-Local Contrib)	\$3,500

Approval to accept and appropriate the donations was granted on a motion by Legislator Sinclair, seconded by Legislator Graves, and carried. **Refer to Ways & Means**

Executive Session Office for the Aging Director Kimberley Toot requested an executive session to discuss the employment history of a particular employee. The Committee entered executive session at 10:50 a.m. on a motion by Legislator LaForge, seconded by Legislator Graves, and carried. The Committee exited executive session at 11:03 a.m. on a motion by Legislator Graves, seconded by Legislator LaForge, and carried.

Office for the Aging Director Position Following executive session, County Administrator Mitchell Alger was authorized to advertise for the position of Office for the Aging Director, which will become vacant at the end of June when the incumbent retires; advertise that the salary would be determined "DoQ" (depending on qualifications); use his discretion regarding advertising venues; and working with Personnel Officer Harold Budinger, will cull the applications for a list of viable candidates to be brought back to the Committee on a motion by Legislator Sinclair, seconded by Legislator Graves, and carried.

Old Business County Administrator Alger reminded the Committee that a tour of Community Services is scheduled for Tuesday, May 7. He requested that those who are interested in attending let Alice Alsworth know by the end of the day.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 11:07 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

**HUMAN SERVICES COMMITTEE SPECIAL MEETING
MAY 13, 2013**

**** NOT APPROVED ****

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

Others Present: M. Alger, L. Ballengee, H. Budinger, D. Fanton, T. Hopkins, A. McGraw, T. Miner, B. Riehle, C. Santora

Media Present: No media present

Call to Order: The meeting was called to order at 2:50 p.m. by Human Services Committee Chairman Douglas Burdick.

Request to Fill Early Intervention Services Coordinator Position

Public Health Director Lori Ballengee requested approval to fill an Early Intervention Services Coordinator (non-union, Grade 16) which is vacant due to a resignation. The position is funded by the state; however, the benefits are 100 percent County-funded and are budgeted for 2013. Additionally, NYS passed a law to comply with Federal regulations. As of September 2010, the County is required to have two Early Intervention Service Coordinators in place at least 20 hours per week each, to be in compliance. Early Intervention Service Coordinators ensure that only children meeting the regulation guidelines receive services and those services are delivered in the most cost-effective and efficient manner possible. The majority of these services are billable, which will generate revenue to fund the salaries. In addition to billable units generated, salaries will be covered by Article 6, General Public Health Work Grant funds. Ms. Ballengee's request was approved on a motion by Legislator Graves, seconded by Legislator Sinclair, and carried. This matter would normally be referred to the Ways & Means Committee; however, the request had been previously approved by Ways & Means earlier in the day.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 2:52 p.m. following a motion by Legislator Graves, seconded by Legislator Cady, and carried.

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

**HUMAN SERVICES COMMITTEE SPECIAL MEETING
MAY 28, 2013**

**** NOT APPROVED ****

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

Others Present: M. Alger, D. Fanton, D. Healy, T. Hopkins, C. Santora, N. Ungermann

Media Present: No media present

Call to Order: The meeting was called to order at 2:50 p.m. by Human Services Committee
Chairman Douglas Burdick.

Executive Session County Administrator Mitchel Alger requested an executive session to
discuss the employment history of a particular individual. The Committee entered executive
session at 2:51 p.m. on a motion by Legislator Graves, seconded by Legislator Sinclair, and
carried.

The Committee exited executive session at 2:55 p.m. on a motion by Legislator Graves,
seconded by Legislator Cady, and carried.

Adjournment

There being no further business to come before the committee, the meeting was
adjourned at 2:55 p.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
JUNE 5, 2013**

**** NOT APPROVED ****

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. Ballengee, D. Fanton, V. Grant, D. Healy, T. Hopkins, T. Hull, T. Miner, B. Riehle, T. Ross, C. Santora

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.

Approval of Minutes A motion was made by Legislator Graves, seconded by Legislator Sinclair, and carried to approve the Human Services Committee minutes of May 1, 2013.

Health Department

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

Health Department Director Lori Ballengee requested a resolution to accept and appropriate COLA money for the Children with Special Health Care Needs Program for the 2013 Budget Year (2012-13 Grant Year):

Revenues

Account 4054.3401.01 (State Aid)	\$1,247
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Appropriations

4054.201 (Office Equipment)	\$1,130
4054.405 (Conference Expense)	110
4054.407 (Office Supplies)	<u>7</u>
	\$1,247

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

Accept & Appropriate COLA Funds for the Lead Poisoning Prevention Program

Ms. Ballengee also requested a resolution to accept and appropriate COLA money for the Lead Poisoning Prevention Program for the 2013 Budget Year (2012-13 Grant Year)

Revenues

Account 4037.3437.00 (State Aid)	\$198
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Appropriations

Account 4037.407 (Office Supplies)	\$ 198
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The request was approved on a motion by Legislator Sinclair, seconded by Legislator Cady, and carried. **Refer to Ways & Means**

Engineering Contract for Sanitary Survey Engineering Work

Ms. Ballengee went on to remind the Committee that during last month's meeting she had told the group that her people were looking into engineering services for new, non-conventional septic systems. She had consulted with Clark Patterson Associates of Rochester and Olean. This company works with other health departments and is willing to do work for the County Health Department at a cost of \$75 per hour plus mileage; however, whenever possible, an associate from Olean would be sent to limit mileage costs. Additionally, when Ms. Ballengee

averaged the figures Tom Carpenter from Clark Patterson Associates had sent her for the past four years, the “in-house designs” fee averaged between \$33.50 and \$54 per review. This seemed reasonable to the Department of Health and to the Committee. Ms. Ballengee had forwarded a copy of the contract to County Attorney Tom Miner to review, which he had done and which he had approved. Thus, Ms. Ballengee requested a resolution allowing her to accept the contract. Permission was granted to pursue the contract on a motion by Legislator Graves, seconded by Legislator Sinclair, and carried. **Refer to Ways & Means**

Board of Health Appointments

Ms. Ballengee informed the Committee that Board of Health member Dr. Rajan Gulati had declined reappointment to the Board of Health. That being the case, it was requested that Dr. David Brubaker be appointed to serve a new six-year term on the Board of Health commencing July 8, 2013, and expiring July 7, 2019. Additionally, it was requested that Legislator Douglas D. Burdick of Alfred Station be reappointed to the Board of Health for another six-year term commencing July 8, 2013, and expiring July 7, 2019. These requests were approved on a motion by Legislator Graves, seconded by Legislator Sinclair, and carried.

Prepare Resolution

County Physicals

Finally, Ms. Ballengee wanted to update the Committee on the number of physicals which had been performed by the Department’s new Nurse Practitioner between January 1, 2013, and May 31, 2013. Fifty-five physicals to date had been completed. These had been done for Self-Pay, County/Town Pre-employment, Job Trak, Fire Service, and Employment & Training. The difference in cost from having the exams done at a physician’s office (\$6,050) and having the DoH Nurse Practitioner perform the exams (\$1,790) resulted in a \$3,835 savings for Allegany County.

Department of Social Services

Monthly Report

Commissioner of Social Services Vicki Grant indicated to the Committee that other than the continuing uptick in Medicaid applications, there was nothing of note to report.

Office for the Aging

Monthly Report

Office for the Aging Director Kimberley Toot was unable to attend the meeting as she was at a conference in Albany. She pre-filed her monthly report. No questions or comments were generated as a result.

Community Services Introduction of New Community Services Board Chair

Community Services Director Dr. Robert Anderson addressed the Committee, first thanking the members of the Committee who had participated in last month’s tour of services. He went on to acknowledge the contributions Dr. Howard had made to the Community Services Board as chair. However, Dr. Howard had moved out of the area, necessitating her resignation from the Board. The newly elected Chair of the Community Services Board as of May 14, 2013, is Linda Edwards (STOP-DWI/Youth Board Coordinator for Allegany County). Dr. Anderson noted that the work Ms. Edwards has been doing through her County position has dovetailed nicely with the goals of the Community Services Board over the years. He added that Ms. Edwards is familiar with the behavioral health programs offered in Allegany County. Dr. Anderson went on to request a resolution supporting the appointment of Linda Edwards as

Chair of the Community Services Board. The request was approved on a motion by Legislator Graves, seconded by Legislator Sinclair, and carried. **Prepare Resolution**

Good of the Order

Legislator Burdick reminded the Committee that there would be a special Human Services Committee meeting on Friday, June 7, 2013, beginning at 8:30 a.m. He also reminded the group that "Swingin' 2 the Oldies," the event sponsored by the Senior Foundation to benefit the Meals-on-Wheels Program, will be held Saturday, June 8, on the Wellsville Campus of Alfred State College. In addition to dinner which begins at 5:30 p.m., there will be music and basket raffles.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 10:35 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
SPECIAL MEETING MINUTES
JUNE 7, 2013**

**** NOT APPROVED ****

Committee Members Present: D. Burdick, K. LaForge, D. Cady, K. Graves, C. Crandall

Others Present: M. Alger

Call to Order: Chairman Burdick called the meeting to order at 8:30 a.m.

Executive Session

A motion was made by Legislator Cady, seconded by Legislator Graves, and carried to enter into executive session at approximately 8:30 a.m. to discuss matters leading to the appointment of a particular person. Immediately following discussion, at 10:19 a.m., a motion was made by Legislator LaForge, seconded by Legislator Graves, and carried to exit executive session and return to the regular meeting.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 10:20 a.m. following a motion by Legislator LaForge, seconded by Legislator Graves and carried.

Respectfully Submitted:
Mitchell M. Alger
County Administrator

**HUMAN SERVICES COMMITTEE
SPECIAL MEETING
JUNE 10, 2013**

**** NOT APPROVED ****

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

Others Present: M. Alger, D. Fanton, D. Healy, T. O'Grady, D. Pullen, B. Riehle, T. Ross, C. Santora, K. Toot

Media Present: No media present

Call to Order: The meeting was called to order at 1:15 p.m. by Human Services Committee Chairman Douglas Burdick.

Office for the Aging

The Committee entered executive session to discuss the appointment of a particular person at 1:15 p.m. on a motion by Legislator Graves, seconded by Legislator Curran, and carried.

The Committee exited executive session at 1:20 p.m. on a motion by Legislator Graves, seconded by Legislator Curran, and carried.

Appointment of Office for the Aging Director

Immediately following executive session, a motion was made by Legislator Graves, seconded by Legislator LaForge, and carried, to appoint Madeleine Gasdik as the new Office for the Aging Director at an annual salary of \$55,000 and to amend Section 4 of the Salary Schedule to reflect her new salary.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 1:21 p.m. following a motion by Legislator Sinclair, seconded by Legislator Graves, and carried.

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

**HUMAN SERVICES COMMITTEE
JULY 3, 2013**

**** NOT APPROVED ****

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

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

Media Present: No media present

Call to Order: The meeting was called to order at 10:05 a.m. by Human Services Committee
Chairman Douglas Burdick.

Approval of Minutes

A motion was made by Legislator Graves, seconded by Legislator Sinclair, and carried to approve the Human Services Committee minutes of June 5, 2013.

Health Department

Monthly Report

Director of Patient Services Laurie Hennessy attended the meeting on behalf of Director Lori Ballengee, reporting that everything is running smoothly in the Department and there is nothing of note to report. Legislator Burdick reminded the group that there will be a Rabies Clinic on Saturday, July 13, from 9 a.m. to noon in the back parking lot.

Department of Social Services

Monthly Report

Social Services Commissioner Vicki Grant also told the group that there was nothing unusual to report for the month of June. Legislator Fanton inquired as to why the numbers of Safety Net for Singles have increased while the numbers for Families has decreased. Ms. Grant indicated that there could be many reasons, such as recipients are now employed, they've reached the five-year limit, or there have been divorces (which would increase the singles). It was also noted that applicants for Public Assistance who do not complete the work readiness program need to re-apply and start the process over from the beginning. Ms. Grant stated, when asked, that there has been, thus far, no significant impact on her area due to the Sequestration. Additional discussion followed regarding the role of "Facilitated Enrollers" employed to assist those who do not have health insurance fill out the forms in order to receive managed care. Ms. Grant said the gamut of the Facilitated Enrollers runs from very capable to less-than-capable which results in Ms. Grant's staff having to properly complete the forms for the applicants. Additionally, her office continues to follow up to determine the applicant's eligibility. She added that the term Facilitated Enrollers will soon be replaced by "Navigators" who will be paid by the managed care companies such as Fidelis, Univera, etc. Ms. Grant concluded her report with the announcement that the County will have between 20-25 children attending a week-long residency at Royal Family Kids' Camp this summer. She characterized this Camp as a very positive experience as the children who attend may go every year until they "age out" and often form lifelong mentoring relationships with counselors there.

Office for the Aging

Monthly Report

Office for the Aging Director Madeleine Gasdik distributed her monthly report, noting no anomalies. She did indicate, however, that local home health care agencies are having difficulty providing personnel to those seeking various levels of home care (ranging from household chores to medical help) because there is a lack of people in those jobs and applying for those jobs. She hypothesized that this may be due to low pay and extensive training required. She is researching a "Consumer Direct Program" being piloted in Oneida County as a way to remedy this problem. She also said that Orleans County hires and trains its own aides, but this could result in liability issues. When asked for an update on Meals-on-Wheels, Ms. Gasdik said all is going well, and they have scheduled tentative dates for sanitation training.

Request to Fill Coordinator of Services Position

Ms. Gasdik went on to request permission to fill the Coordinator of Services position (PEF, Grade 7, Base) in the OFA which became vacant when she became Director. This position also serves as Deputy Director. The position is funded in the following manner: 29 percent County, 33 percent State, 30 percent Federal, and 8 percent "Other." The Coordinator of Services serves as Point-of-Entry Coordinator, supervises all field staff, monitors and evaluates directly provided services, monitors subcontractors, arranges staff training and in-services, provides public information and training programs, develops and participates in liaison activities with private and voluntary agencies concerned with aging, coordinates special events, and assists the director in planning, developing, and coordinating programs and services for the aging. The position may also work directly with older persons or their delegates. This position is necessary because the OFA is required to monitor all contracts and directly provided services. It is also required to provide direct supervision to EISEP (Expanded In-home Services for the Elderly) Case Managers. The position is responsible for supervising the day-to-day service delivery at the OFA. The Coordinator of Services makes decisions without supervision of the Director. Permission to fill the position was granted on a motion by Legislator Graves, seconded by Legislator LaForge, and carried. **Refer to Ways & Means**

Ms. Gasdik reminded the Legislators that the Allegany County Senior Picnic is scheduled for Thursday, July 25, from 11 a.m. to 3 p.m. at the County Fairgrounds in Angelica. She encouraged them to attend, adding that typically, between 600-700 people attend annually.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 10:35 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

**HUMAN SERVICES COMMITTEE
AUGUST 7, 2013**

**** NOT APPROVED ****

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

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

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

Call to Order: The meeting was called to order at 10:05 a.m. by Human Services Committee Chairman Douglas Burdick.

Amendment of Minutes

A motion was made by Legislator Graves, seconded by Legislator Curran, and carried to amend the Human Services Committee minutes of July 3, 2013, as follows:

Under

**Office for the Aging
Monthly Report**

Office for the Aging Director Madeleine Gasdik distributed her monthly report, noting no anomalies. She did indicate, however, that local home health care agencies are having difficulty providing personnel to those seeking various levels of home care (ranging from household chores to medical help) because there is a lack of people in those jobs and applying for those jobs.

“medical help” should read “personal care”

Approval of Minutes

Subsequently, a motion was made by Legislator Graves, seconded by Legislator Curran, and carried to approve the amended Human Services Committee minutes of July 3, 2013.

**Office for the Aging
Monthly Report**

Office for the Aging Director Madeleine Gasdik informed the group that OFA is doing well. She said that information and assistance calls have increased over the same time period last year (while decreasing a bit since last month) while case management calls have decreased a little. She also said that people have been added to EISEP, the in-home aide service, explaining that people ask to be placed on a waiting list for when they feel a home aide might be necessary. So when OFA refers to a “waiting list,” in this case it doesn’t mean people who are waiting for services because OFA can’t provide them, but people who want to be on a list just “in case.” These calls are often made by a family member who worries that an elderly loved one needs help in the home, yet the client him/herself is not quite ready for a stranger to assist him/her in the home. Ms. Gasdik also noted that over 700 people were served at the annual picnic last month, including volunteers. She characterized the event as a great success. Finally, Ms. Gasdik noted that the Medicare Basics classes run by the OFA are becoming better attended and may soon outgrow the conference room in which they are held.

Accept & Appropriate Funding Increase

Ms. Gasdik requested a resolution to accept and appropriate a \$10,000 addition as a result of the increase in the number of Home Delivered Meals for clients receiving LTHHC

funding in the C2 Budget. The funds should be appropriated to Account A6772.474 (OFA Nutrition-Caterer) with a like sum placed in Revenue Account A6772.1972.01 (III-C2-LTHHC [Long Term Home Health Care]). **Refer to Ways & Means**

Accept & Appropriate State Aid Increase for Community Services for the Elderly Mileage

Ms. Gasdik requested a resolution to accept and appropriate a \$1,000 increase in State Aid for Community Services for the Elderly (CSE) Mileage. The funds should be appropriated to Account A6776.402 (OFA-CSE Mileage) with a like sum placed in Revenue Account A6776.3772.00 (CSET/Transportation). **Refer to Ways & Means**

Accept & Appropriate an Increase in Funding for the Federal Title VII Ombudsman Program and the Health Insurance Information, Counseling and Assistance Program (HIICAP)

Ms. Gasdik also requested a resolution to accept and appropriate funds from the Federal Title VII Ombudsman Program and the Health Insurance Information, Counseling and Assistance Program (HIICAP). OFA budgeted \$41,000 in funding for these grants for 2013, but will be receiving \$48,060. Monies should be appropriated as follows:

<u>Appropriations</u> (\$7,060)	
A6781.402 (OFA Title VII Ombudsman Program- Mileage)	\$1,492
A6782.101 (OFA HIICAP-Regular Pay)	\$1,500
A6782.413 (OFA HIICAP-Rental: Pers. Prop.)	\$1,200
A6782.416 (OFA HIICAP-Telephone)	\$1,300
A6782.419 (OFA HIICAP-Printing)	\$1,000
A6782.805 (OFA HIICAP-Health Ins)	<u>\$ 568</u>
	\$7,060
<u>Revenues</u> (\$7,060)	
A6781.4772.00 (Title VII-Ombudsman)	\$1,492
A6782.4772.00 (HIICAP)	<u>\$5,568</u>
	\$7,060

The requests to accept and appropriate these monies (above) were approved on a motion by Legislator Sinclair, seconded by Legislator Graves, and carried. **Refer to Ways & Means**

Community Services

Accept & Appropriate NYS Aid for the Allegany Rehabilitation Association Pros Program

James Mulholland from Community Services requests a resolution accepting and appropriating \$147,417 in NYS Aid for the Allegany Rehabilitation Association Pros Program. The funds should be appropriated to A4313.463 (Mental Health Contracts) with a like sum placed in Revenue Account A4313.3490.1037 (Mental Health Contracts-State Aid-Pros Program). The request was approved on a motion by Legislator Graves, seconded by Legislator Cady, and carried. **Refer to Ways & Means**

Health Department

Health Department Director Lori Ballengee was unable to attend the meeting.

Department of Social Services

Monthly Report

Department of Social Services Commissioner Vicki Grant reported that Medicaid applications continue to rise, and she expects that trend to continue when the new ACA (Affordable Care Act) regulations take effect on October 1. She is concerned about several issues: her office still has not received clear-cut guidelines regarding changes in processes or procedures (that is how the role of DSS staff will change) which will need to be implemented after October 1. Despite the premise that the State will assume a larger administrative role, the lists that Ms. Grant has seen belie that supposition. Additionally, there will be no training scheduled until November or December, leaving the local DSS liable should some procedure be conducted erroneously. She continues to wait for the State to delineate how this might be resolved. Her concern extends to her staff, which she predicts, will experience heavier workloads, resulting in increased stress. When asked if she could predict what any increased costs might be for her area, Ms. Grant said it would be difficult to determine until she knows how the workload will change. Ms. Grant went on to say that some Medicaid applicants will be able to tackle the paperwork themselves online, some will use "navigators," and some will continue to use the DSS services. Chairman Crandall asked that if prediction of additional costs would be difficult, would it be possible to monitor and document the differences/increases. It was determined that the best that could be done at this time is to compare expenses between years. Additionally, Ms. Grant said, those who have incomes 400 percent above poverty level may find themselves eligible for Medicaid. She indicated that an annual income of \$32,000 is considered poverty level for a family of four. She informed the group that she is still waiting for more information from the State regarding which duties it will assume in this process. She is also waiting to learn how errors made by State entities during this process will be handled and not attributed to local staff. Ms. Grant will continue to keep the Committee up to date regarding this new process. On a happier note, Ms. Grant told the Committee that several of her staff members helped out at the senior picnic last month and that's always a positive thing.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 10:35 a.m. following a motion by Legislator Graves, seconded by Legislator Cady, and carried.

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

**HUMAN SERVICES COMMITTEE
SEPTEMBER 4, 2013**

**** NOT APPROVED ****

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

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

Media Present: No media present

Call to Order: The meeting was called to order at approximately 10:05 a.m. by Human Services
Committee Vice Chairman Kevin LaForge.

Amendment & Approval of Minutes

Under Department of Social Services Monthly Report

Social Services Commissioner Vicki Grant requests that a correction should be made: instead of "incomes 400 percent above poverty level may find themselves eligible for Medicaid," it **should read:** "find themselves eligible for some type of medical service, whether it be Medicaid or assistance through the exchange such as tax credits."

A motion was made by Legislator Graves, seconded by Legislator Sinclair, and carried to amend the Human Services Committee minutes of August 7, 2013, as noted above.

Subsequently, a motion was made by Legislator Graves, seconded by Legislator Sinclair, and carried to approve the Human Services Committee minutes of August 7, 2013, as amended.

**Health Department
Monthly Report**

Health Department Director Lori Ballengee informed the group that Tom Hull has returned to his duties full time following a six-month period of absence and part-time work due to a severe ankle injury. Ms. Ballengee commended the Environmental Health staff members for their willingness to get the job done despite being short-handed. Additionally, Ms. Ballengee told the Committee that she had requested a preschool audit done as if it had been performed by the Office of Medicaid Inspector General (in preparation for that eventuality). The auditors, she said, were impressed by the Department's "very well-run program." Additionally, she added, there is no indication of fraud occurring. She indicated that the auditors made a couple of minor suggestions, but those were not required "fixes." Ms. Ballengee was very pleased with these results. She also told the Committee that she would have the Corporate Compliance information for the October meeting. Legislator Sinclair brought up issues regarding carriers of Lyme Disease, including an article he gave to Ms. Ballengee. In response, Ms. Ballengee noted that at the next Board of Health meeting, the issue of West Nile Virus would be discussed, and now she would add the information on Lyme Disease to the agenda as well.

Transfer between WIC Accounts

Ms. Ballengee requested a resolution transferring funds from A4190.456 (WIC-Contracts) to the following accounts: A4190.201 (WIC-Office Equipment--\$594); A4190.206 (WIC-Equipment-\$531), and A4190.424 (WIC-Advertising-\$1,275). The office equipment to be

purchased is an iPad for Medicaid verification; health equipment items include adult and infant scales per New York State specs. The advertising is for newspaper and radio efforts for program promotion. The above expenses have been approved by the NYS DOH WIC Office and will be paid entirely by grant funding. Approval was granted on a motion by Legislator Graves, seconded by Legislator Sinclair, and carried. **Prepare Resolution**

Department of Social Services

Monthly Report

Commissioner of Social Services Vicki Grant reported that there were no anomalies to highlight in the August report. There was some discussion regarding the October 1, 2013, start of the Affordable Care Act (ACA). Ms. Grant indicated that although state training for her staff would not occur until November and December, they are still expected to assist applicants for this program. Ms. Grant added that her area's "Lunch on the Lawn" was a great success; retirees and current employees got a chance to visit, network, and bond.

Request to Fill Caseworker Position

Commissioner of Social Services Vicki Grant requested approval to fill a Caseworker position (AFSCME Grade 16, Step min). This vacancy occurred as a result of a promotion. The position resides in the Preventive Unit and is responsible for ensuring the health, welfare, and safety of children while endeavoring to prevent placement in the Foster Care System. The position, which allows DSS to meet state and federal requirements to ensure the safety of children, is funded by 50 percent Federal dollars, 25 percent State dollars, and 25 percent local dollars. Permission was granted on a motion by Legislator Graves, seconded by Legislator Cady, and carried. **Refer to Ways & Means**

Request to Fill Community Service Aide Position

Ms. Grant also requested approval to fill a Community Service Aide position (AFSCME Grade 4, Step min.). This is a temporary (six months) position and is responsible for scheduling and screening clients for HEAP interviews. This position helps DSS meet state and federal requirements and helps the office meet the demand of processing HEAP applications at no cost to the County. It is funded 100 percent by Federal dollars. Permission was granted on a motion by Legislator Cady, seconded by Legislator Graves, and carried. **Refer to Ways & Means**

Office for the Aging

Monthly Report

Office for the Aging Director Madeleine Gasdik reported the final numbers from last month's picnic: 540 seniors attended; 765 meals served; 490 booklets distributed. She distributed a flyer regarding "Easy Access" to the Committee which delineates the many and varied services available through the Office for the Aging at its Crossroads Office. She indicated that Catholic Charities is a new addition to the line-up.

Appointments to the Citizens Advisory Council

Chairman Crandall plans to appoint Dawn Young, District 1, and Rita Sibble, District 3, as members of the Citizens Advisory Council to the Office for the Aging for the remainder of three-year terms commencing immediately and expiring December 31, 2014. Approval of these appointments was granted on a motion by Legislator Graves, seconded by Legislator Cady, and carried. **Prepare Resolution**

Request to Fill Community Services Worker-Aging

Office for the Aging Director Madeleine Gasdik requested approval to fill a Community Services Worker—Aging (AFSCME Grade 11, Base). The person in this position serves as the Aging and Disability Resources Center Liaison for Allegany County. The position is key to operating the NY Connects, Systems Integration, and the Care Transitions Program. This position serves as a single point entry into the long-term supports and services system for older adults and people with disabilities, avoiding the many frustrations consumers and their families experience when trying to find needed information, services, and supports. Salary and benefits are spread over three Federal and one State grant. Approval was granted on a motion by Legislator Cady, seconded by Legislator Graves, and carried. **Refer to Ways & Means**

Request to Fill Two Substitute Driver Positions

Ms. Gasdik also requested approval to fill two Substitute Meals-on-Wheels Drivers at a rate of \$7.50 per hour. Each driver has his/her own route and must deliver at the same time each day. The substitute would work if another driver were off. The “original” driver does not get paid if s/he doesn’t work so the budgeting is unaffected. Without these drivers, meals would not be delivered. Funding for the positions is 26 percent County match, 32 percent State, 16 percent Older American Act Federal Funds, and 26 percent contributions. Approval was granted on a motion by Legislator Sinclair, seconded by Legislator Graves, and carried. **Refer to Ways & Means**

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 10:35 a.m. following a motion by Legislator Graves, seconded by Legislator Cady, and carried.

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

**HUMAN SERVICES COMMITTEE
OCTOBER 2, 2013**

**** NOT APPROVED ****

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

Others Present: M. Alger, R. Anderson, L. Ballengee, D. Fanton, M. Gasdik, D. Healy, T. Hopkins, T. Miner, B. Riehle, T. Ross, C. Santora, J. Tomasi

Media Present: No media present

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

Prior to the business portion of the meeting, Legislator LaForge began with a tribute to the late Douglas Burdick, Legislator, District V, and Chairman of the Human Services Committee.

Approval of Minutes

A motion was made by Legislator Graves, seconded by Legislator Sinclair, and carried to approve the Human Services Committee minutes of September 4, 2013.

Community Services—Dr. Robert Anderson

Request to Fill Intensive Case Manager (ICM) Position

Dr. Robert Anderson, Director, Community Services, requested permission to fill an Intensive Case Manager position (PEF Grade 7, Base) which became vacant due to a retirement. Per Dr. Anderson's rationale, any other current employee would not be able to provide child and family intensive case management services to the allotted 12 slots granted to Allegany County by the Office of Mental Health. Nor could another current employee provide four visits per month to each slot which is required for billing. The MOE went on to state that effective case management is the key to providing efficacious services as economically as possible, and that providing appropriate case management reduces excess utilization of services. Research indicates that providing treatment, especially to children and youth and their families increases the potential for the individual to "break the cycle" and reduces social, hospital, forensic, and welfare costs in the future. The position is funded by revenues generated by the employee (that is, no County dollars). This position is budgeted for in the current year's Budget. Approval to fill the position was granted on a motion by Legislator Sinclair, seconded by Legislator Graves, and carried. **Refer to Ways & Means**

Request to Accept & Appropriate Additional State Aid Funding for OASIS

Dr. Anderson also requested a resolution accepting and appropriating additional State Aid funding for OASIS with the Budget adjustment to be appropriated as stated below: Revenue A4220.3486.00 (Council on Alcoholism & Substance Abuse-State Aid-Substance Abuse) \$30,000 with a like amount to Expense A4220.461 (Council on Alcoholism & Substance Abuse-Health Contracts OASIS). Approval was granted on a motion by Legislator Graves, seconded by Legislator Cady, and carried. **Refer to Ways & Means**

Request to Accept & Appropriate Additional State Aid Funding for Arbor Development

Finally, Dr. Anderson requested a resolution accepting and appropriating additional State Aid funding for Arbor Development with the Budget adjustment as stated below:

Revenue Account A4313.3490.1078 (Mental Health Contracts) \$75,836 with a like amount to Expense Account A4313.456 (Mental Health Contracts). Dr. Anderson explained the role Arbor Development plays regarding housing for those who have been diagnosed with mental health issues. Approval was granted on a motion (although the account number is erroneous, will be approved pending correct account number to be supplied by the County Treasurer in order to allow the motion to move forward) by Legislator Graves, seconded by Legislator Curran, and carried. **Refer to Ways & Means**

Department of Social Services

Monthly Report

Deputy Commissioner of Social Services Julie Tomasi informed the Committee (on behalf of Commissioner Vicki Grant) that there were no anomalies to report at this time, nothing out of the ordinary, and no developing trends. Ms. Tomasi was asked if there is a way to legally track applicants for assistance who come from out-of-state for New York's generous programs. She responded that that information could probably be tracked through the "intake" process. Legislator LaForge indicated he would like to sponsor a resolution to encourage the State to come up with a residency requirement in order to possibly limit any undue influx. Legislator Fanton said he had asked Senator Cathy Young if that could be done. Her response was that it is not legal to impose those types of restrictions. Some discussion followed regarding the furor over Erie County Social Services in regard to its alleged lack of response in a recent, highly publicized case. As regards the Federal shutdown, Ms. Tomasi indicated that DSS will feel no impact for the immediate future, but should it continue for two-three months, then programs will be affected. For TANF and Safety Net, she said, they have about a three-month time frame during which they will be ok given the three-month reimbursement schedule; SNAP households will continue to receive monthly benefits for October; HEAP doesn't begin until November 18, so the Office will be able to manage early outreach, so they are not anticipating any issues there at this point; SSI should be without interruption; it is IV-E and IV-B money. should be okay for October, but beyond that, they may begin to see problems in those areas. She went on to say that in the "Good News" category, she (Julie) had been asked to participate in a state Connections Steering Committee that meets quarterly. Also, Dr. Wendy Gordon will be on hand later this month to train staff in "Understanding Trauma in Children."

Office for the Aging

Monthly Report

Office for the Aging Director Madeleine Gasdik reported that it had been a quiet month. When asked, she said there are just under 10,000 people in Allegany County 60 years of age and older. Some discussion followed regarding the new Affordable Care Act. Ms. Gasdik said that Samantha Sawyer, a health-care "navigator" who works out of Jones Memorial Hospital, would train the OFA staff so they could more easily field inquiries and that she would also be in the OFA Office twice in October, and weekly, beginning in November, to help callers with health care program options. Finally, she said, the Wellsville Luncheon Center would be moving to a new location, the former Fashion Bug building in the Riverwalk Plaza (now a YMCA), in November. OFA lunch participants need not be members of the Y to go to the lunch center.

Request to Fill Aging Services Specialist

Ms. Gasdik went on to request permission to fill an Aging Services Specialist position (AFSCME Grade 16, Base) which had become vacant due to a resignation. This position is responsible for care coordination and Medicare counseling which are essential tasks in the operation of the EISEP Program. This allows older adults to stay at home and avoid expensive institutionalization. The position is 25 percent County-funded, 40 percent State-funded, 20 percent federally funded, and 15 percent funded via other sources. Ms. Gasdik also noted that

OFA is heading into its busiest season. Approval to fill the position was granted on a motion by Legislator Graves, seconded by Legislator Cady, and carried. **Refer to Ways & Means.**

Health Department

Discussion Re: Coroners

Director of the Health Department Lori Ballengee and County Administrator Mitchell Alger requested an executive session to discuss the employment history of particular persons.

Executive Session

The Committee entered into executive session at 10:38 a.m. on a motion by Legislator Graves, seconded by Legislator Sinclair, and carried.

The Committee exited executive session at 11:05 a.m. on a motion by Legislator Curran, seconded by Legislator Graves, and carried.

Rabies Program Funding Transfer

Ms. Ballengee requested a resolution to transfer \$12,500 from Account A4010.409 (County Health Department-General Fund-Fees) to Account A4043.409 (Rabies Clinics-Fees) for the purpose of paying post-exposure rabies treatment claims received from Jones Memorial Hospital. The request was approved on a motion by Legislator Sinclair, seconded by Legislator Graves, and carried. **Refer to Ways & Means**

Appointment of Dr. Kassas as New Board of Health Member

Ms. Ballengee requested a resolution appointing Dr. M. Zahi Kassas to fill the unexpired six-year term of Dr. Joseph Felsen beginning October 2, 2013, and ending July 7, 2017. The request was approved on a motion by Legislator Graves, seconded by Legislator Sinclair, and carried. **Prepare Resolution**

Renewal of Contracts for Transportation of Preschoolers with Disabilities

Ms. Ballengee further requested a resolution to approve the contracts for the Transportation of Preschool Children with Handicapping Conditions with local central school districts for the period September 1, 2013, through August 31, 2015. 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. The request was approved on a motion Legislator Sinclair, seconded by Legislator Graves, and carried. **Refer to Ways & Means**

Approval of SEIT (Special Education Itinerant Teacher) Contracts

Ms. Ballengee also requested approval of the SEIT contracts for preschoolers with disabilities for the period September 1, 2013, through August 31, 2015. A motion was made by Graves and seconded by Legislator Curran, and carried to approve the SEIT contracts for Preschool children with disabilities. **Refer to Ways and Means**

Early Intervention Revenue Overview

Ms. Ballengee distributed a document tracking the revenue generation from January through September 2013 based on the \$14 per evaluation in the Early Intervention Program, which resulted in approximately \$21,000 in profit without extra staffing and very little overtime.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 11:08 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
OCTOBER 2, 2013**

**** NOT APPROVED ****

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

Others Present: M. Alger, R. Anderson, L. Ballengee, D. Fanton, M. Gasdik, D. Healy, T. Hopkins, T. Miner, B. Riehle, T. Ross, C. Santora, J. Tomasi

Media Present: No media present

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

Prior to the business portion of the meeting, Legislator LaForge began with a tribute to the late Douglas Burdick, Legislator, District V, and Chairman of the Human Services Committee.

Approval of Minutes

A motion was made by Legislator Graves, seconded by Legislator Sinclair, and carried to approve the Human Services Committee minutes of September 4, 2013.

Community Services—Dr. Robert Anderson

Request to Fill Intensive Case Manager (ICM) Position

Dr. Robert Anderson, Director, Community Services, requested permission to fill an Intensive Case Manager position (PEF Grade 7, Base) which became vacant due to a retirement. Per Dr. Anderson's rationale, any other current employee would not be able to provide child and family intensive case management services to the allotted 12 slots granted to Allegany County by the Office of Mental Health. Nor could another current employee provide four visits per month to each slot which is required for billing. The MOE went on to state that effective case management is the key to providing efficacious services as economically as possible, and that providing appropriate case management reduces excess utilization of services. Research indicates that providing treatment, especially to children and youth and their families increases the potential for the individual to "break the cycle" and reduces social, hospital, forensic, and welfare costs in the future. The position is funded by revenues generated by the employee (that is, no County dollars). This position is budgeted for in the current year's Budget. Approval to fill the position was granted on a motion by Legislator Sinclair, seconded by Legislator Graves, and carried. **Refer to Ways & Means**

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Department of Social Services

Monthly Report

Deputy Commissioner of Social Services Julie Tomasi informed the Committee (on behalf of Commissioner Vicki Grant) that there were no anomalies to report at this time, nothing out of the ordinary, and no developing trends. Ms. Tomasi was asked if there is a way to legally track applicants for assistance who come from out-of-state for New York's generous programs. She responded that that information could probably be tracked through the "intake" process. Legislator LaForge indicated he would like to sponsor a resolution to encourage the State to come up with a residency requirement in order to possibly limit any undue influx. Legislator Fanton said he had asked Senator Cathy Young if that could be done. Her response was that it is not legal to impose those types of restrictions. Some discussion followed regarding the furor over Erie County Social Services in regard to its alleged lack of response in a recent, highly publicized case. As regards the Federal shutdown, Ms. Tomasi indicated that DSS will feel no impact for the immediate future, but should it continue for two-three months, then programs will be affected. For TANF and Safety Net, she said, they have about a three-month time frame during which they will be ok given the three-month reimbursement schedule; SNAP households will continue to receive monthly benefits for October; HEAP doesn't begin until November 18, so the Office will be able to manage early outreach, so they are not anticipating any issues there at this point; SSI should be without interruption; it is IV-E and IV-B money. should be okay for October, but beyond that, they may begin to see problems in those areas. She went on to say that in the "Good News" category, she (Julie) had been asked to participate in a state Connections Steering Committee that meets quarterly. Also, Dr. Wendy Gordon will be on hand later this month to train staff in "Understanding Trauma in Children."

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OFA is heading into its busiest season. Approval to fill the position was granted on a motion by Legislator Graves, seconded by Legislator Cady, and carried. **Refer to Ways & Means.**

Health Department

Discussion Re: Coroners

Director of the Health Department Lori Ballengee and County Administrator Mitchell Alger requested an executive session to discuss the employment history of particular persons.

Executive Session

The Committee entered into executive session at 10:38 a.m. on a motion by Legislator Graves, seconded by Legislator Sinclair, and carried.

The Committee exited executive session at 11:05 a.m. on a motion by Legislator Curran, seconded by Legislator Graves, and carried.

Rabies Program Funding Transfer

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Appointment of Dr. Kassas as New Board of Health Member

Ms. Ballengee requested a resolution appointing Dr. M. Zahi Kassas to fill the unexpired six-year term of Dr. Joseph Felsen beginning October 2, 2013, and ending July 7, 2017. The request was approved on a motion by Legislator Graves, seconded by Legislator Sinclair, and carried. **Prepare Resolution**

Renewal of Contracts for Transportation of Preschoolers with Disabilities

Ms. Ballengee further requested a resolution to approve the contracts for the Transportation of Preschool Children with Handicapping Conditions with local central school districts for the period September 1, 2013, through August 31, 2015. 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. The request was approved on a motion Legislator Sinclair, seconded by Legislator Graves, and carried. **Refer to Ways & Means**

Approval of SEIT (Special Education Itinerant Teacher) Contracts

Ms. Ballengee also requested approval of the SEIT contracts for preschoolers with disabilities for the period September 1, 2013, through August 31, 2015. A motion was made by Graves and seconded by Legislator Curran, and carried to approve the SEIT contracts for Preschool children with disabilities. **Refer to Ways and Means**

Early Intervention Revenue Overview

Ms. Ballengee distributed a document tracking the revenue generation from January through September 2013 based on the \$14 per evaluation in the Early Intervention Program, which resulted in approximately \$21,000 in profit without extra staffing and very little overtime.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 11:08 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
SPECIAL MEETING
OCTOBER 15, 2013**

**** NOT APPROVED ****

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

Others Present: M. Alger, D. Fanton, M. Gasdik, D. Healy, T. Hopkins, T. Hull, T. Miner, B. Riehle, T. Ross, C. Santora

Media Present: No media present

Call to Order: The meeting was called to order at 3:10 p.m. by Human Services Committee Chairman Kevin LaForge.

Office for the Aging

Request to Fill Substitute Driver Position

Office for the Aging Director Madeleine Gasdik requested approval to fill a Substitute Meals-on-Wheels Driver position at a rate of \$7.50 per hour. Each driver has his/her own route and must deliver at the same time each day. The substitute would work if another driver were off. The "original" driver does not get paid if s/he doesn't work so the budgeting is unaffected. Without these drivers, meals would not be delivered. Funding for the position is 18 percent County, 50 percent State, 32 percent "other." Approval was granted on a motion by Legislator Graves, seconded by Legislator Curran, and carried. **Refer to Ways & Means**

Department of Health

Approval of New Contract with Cattaraugus County for Related Services for Preschool Handicapped Children

County Attorney Tom Miner explained to the Committee that following an evaluation of a child performed by Allegany County, it was determined that the child is a resident of Cattaraugus County. In order for Allegany County to be paid for this evaluation, a contract between the two counties needs to be signed. He indicated this is a one-time, not an ongoing, arrangement in order to be reimbursed for the evaluation. Approval of this contract was granted on a motion by Legislator Sinclair, seconded by Legislator Graves, and carried. **Refer to Ways & Means**

Approval of New Lease Agreement with U.S. Bank for Leasing of New Copier

Deputy Public Health Director Tom Hull, on behalf of Public Health Director Lori Ballengee, informed the Committee that the Health Department is terminating its current contract a few months early because the new contract will save the Department at least \$40 per month. It was determined by the Committee that it would like to have additional information such as if there had been a bidding process. It was also suggested that a more comprehensive plan for County copiers be investigated. Therefore, the approval of the lease agreement was tabled on a motion by Legislator Sinclair, seconded by Legislator Cady, and carried.

Transfer of Funds for Preschool Program

The Health Department also requested permission to transfer PHCP Program monies between the Education Contract Line items as follows:

PHCP Fund (2960)

From

A2960-439 (Education Contracts-Evals)	\$ 18,023
A2960.441 (Education Contracts-SEIT)	\$109,032
A2960.442 (Education Contracts-Related Services)	<u>\$283,832</u>
	\$410,887

To

A2960.421 (Education Contracts-Tuition)	\$351.187
A2960.438 Education Contracts-Trans)	<u>\$ 59,700</u>
	\$410,887

This transfer is necessary because the children in the PHCP Program have increased needs requiring the utilization of center-based services rather than SEIT and related services. Approval was granted on a motion by Legislator Graves, seconded by Legislator Curran, and carried.

Prepare Resolution

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 3:27 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
NOVEMBER 6, 2013**

**** NOT APPROVED ****

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

Others Present: L. Ballengee, R. Christman, S. Decker, L. Edwards, D. Fanton, M. Gasdik, V.
Grant, D. Healy, C. Santora, K. Slep, R. Sobeck-Lynch

Media Present: No media present

Call to Order: The meeting was called to order at 10:05 a.m. by Human Services Committee
Chairman Kevin LaForge.

Amendment & Approval of Minutes

Under

Early Intervention Revenue Overview

Ms. Ballengee distributed a document tracking the revenue generation from January through
September 2013 based on the \$14 per evaluation in the Early Intervention Program,...

The underlined section should read as follows:

Ms. Ballengee distributed a document tracking the revenue generation from January through
September 2013 based on the \$14 per service/per provider and team evaluations in the Early Intervention
Program....

A motion was made by Legislator Graves, seconded by Legislator Curran, and carried to
amend and approve the Human Services Committee minutes of October 2, 2013.

Health Department

Monthly Report

Director of Public Health Lori Ballengee reported that the first case of the flu has been
diagnosed in Allegany County. This, she said, is extremely early, and she urged everyone to get
their flu shots because the early onset may portend a bad flu season. Additionally, she urged
them to get them at the Health Department. She went on to explain that the issue that had
arisen at the last Board meeting where the appointment of Dr. Kassas to the Board of Health
had been tabled had been resolved. The County Attorney is satisfied that Dr. Kassas is an
Allegany County resident, so Ms. Ballengee sees no further obstacle to his appointment, and
Committee Chair Kevin LaForge will bring it off the floor at the next Board meeting. Ms.
Ballengee informed the Committee that members should have received the Corporate
Compliance Committee meeting minutes from October 1, and if anyone hadn't received the
minutes, she would remedy that oversight. Ms. Ballengee also reviewed three bids (Schwab,
ACME, Karpinski) she had solicited as regards a new copier for her Department, both on a
lease or as a purchase. It is much cheaper to buy a copier than to lease it, which surprised her,
she said. She reminded the Committee that she has some money available before the first of
the year due to the savings in salary from the open position, which is why she is so anxious to
move on this issue. She reiterated that there is no allowance for this lease/purchase in the 2014
Budget. Legislator LaForge said he would like to see a centralized purchasing function whereby
all County departments, when possible, use the same brands/models of copiers, computers,
etc. in order to realize compatibility of parts and supplies and economies of scale. Ms.

Ballengue indicated she thought the copier might last through the end of the year, and if it didn't, a new one could be in place rather quickly. The Committee thought the concept of a centralized purchasing function should be referred to Way & Means. Ms. Ballengee invited the Legislators to the Board of Health dinner at L'Italia in Wellsville on December 18. **Refer to Ways & Means**

Transfer of Funds

Ms. Ballengee went on to request a transfer of \$5,000 from A4010.456 (Health Department-General Fund Health Contracts) to A4010.201 (Health Department-Office Equipment) to be used for the replacement/upgrade of computers to be in compliance with New York State OneNet requirements. Ms. Ballengee explained that after April 2014, Microsoft would no longer support Windows XP and that certain Department computers would no longer be able to access a couple of the state databases, including HCS (Health Commerce System) from which the Health Department accesses information regarding communicable diseases, reports, and audits the Department is required to do, especially for clinical/medical. Additionally, she said, because she didn't know about the April 2014 deadline, she did not budget for new computers and/or hardware for 2014, but currently has some money in this year's budget because of an open position in her Department. The request to transfer the funds was approved on a motion by Legislator Sinclair, seconded by Legislator Fanton, and carried. **Prepare Resolution**

Department of Social Services

Monthly Report

Commissioner of Social Services Vicki Grant reviewed her monthly report with the Committee, saying there were no huge changes, though she said that Medicaid and Safety Net numbers continue to rise. She noted that they had finally bridged the gap in cost differential between TANF and Safety Net. Ms. Grant explained: "About two years ago, the State moved reimbursement for TANF from 50 percent (federal), 25 percent (state), 25 percent (local) to 100 percent Federal in exchange for Safety Net costs which moved from 50 percent (state) and 50 percent (local) to 29 percent (state) and 71 percent (local) percentages of reimbursement. This made it appear as though they were doing us a favor by taking 25 percent away from us for TANF and having us pick up only 21 percent of the Safety Net; ostensibly, a 4 percent "to the good" for us. However, in those counties that tend to be poorer, such as ours, Safety Net costs could soon outweigh the TANF costs because of the caseload sizes. (TANF households eventually move to Safety Net after five years of benefits.) Our county has now crossed that bridge."

When asked, Ms. Grant noted that her office is receiving a lot of "kickback" regarding the Affordable Care Act. People who are trying to enroll online are getting corrections back. There was even one case, she said, where Medicaid was given to a Pennsylvania resident. Her office is having to fix some of these issues. However, she added, the increase in Medicaid applications is not, thus far, the result of the ACA, but she expects a surge. Ms. Grant also extended kudos to her staff for the success of the retreat/training day held as a day of team building.

Budget Transfer

Ms. Grant requested the following funds be transferred as follows:

From Account

A6109.474 (Social Services-Aid to Dependent Children)	\$ 16,000
A6109.474 (Social Services-Aid to Dependent Children)	\$ 18,000
A6010.476 (Social Services-Contractual Expenses)	\$ 12,000

A6010.101 (Social Services-Personnel Services)	\$ 30,000
A6010.101 (Social Services-Personnel Services)	<u>\$ 14,000</u>
	\$ 90,000

To Account

A6101.475 (Social Services-Contractual Expenses)	\$ 16,000
A6101.478 (Social Services-Contractual Expenses)	\$ 18,000
A6010.481 (Social Services-Contractual Expenses)	\$ 12,000
A6010.103 (Social Services-Personnel Expenses)	\$ 30,000
A6010.107 Social Services-Personnel Expenses)	<u>\$ 14,000</u>
	\$ 90,000

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

Report on Employment Assessment Class (EAC) (see attached report for full details)

Ms. Grant reminded the Committee that about a year ago, they had talked about “having the State OTDA look at our employment process. And although we are still waiting for a report from them, we thought we’d present our data about some of the processes we changed based on some of their preliminary suggestions.” Accompanying Ms. Grant was Employment & Training Director Reita Lynch, who gave the Committee an overview of the revised process.

The Job Readiness Training Classes have been restructured into Employment Assessment Classes. When an individual who is employable without dependent children applies for public assistance, s/he must register with Employment & Training at the same time. In order for their applications to be processed, they must participate in a two-week training session. Because the County tries to help each enrollee succeed, if one class is missed, they can make it up; however, if the applicant simply fails to show up at class, his/her application is not processed and s/he must re-apply for benefits. In 2013, 279 applications were received; however, only 169 of those actually enrolled in EAC. Seventy-three of those actually completed the classes. Six people found jobs prior to enrolling in EAC; 22 found jobs either while enrolled or after completing the class. E&T remains engaged with those people who have not yet found employment. Those 110 who “opted out” did not receive assistance. The cost avoidance to Allegany County since the start of the reworked program is close to \$500,000 less the cost of mileage. (Mileage is paid up front to be sure the applicants get to the classes.) Legislator LaForge inquired if this information could be made into a “good news” press release. Ms. Grant and Ms. Lynch both resoundingly said yes!

Office for the Aging
Monthly Report

Office for the Aging Director Madeleine Gasdik reported that her office has been facing a number of challenges as it enters into its busiest season. Some of the issues include being short-staffed, three-and-a-half days with phones that didn’t work, and confusion regarding Medicare open medical enrollment thanks to the government shutdown which affected the operation of the Internet plan finder used by her Office. Community Services Worker interviews have been completed; Ms. Gasdik hopes to have someone in place by the end of the month. She invited Committee members to the Volunteer Recognition Event on November 14 at the Cuba VFW from 2-4 p.m.

Appointments to the Citizens Advisory Council

The Chairman of the Board plans to reappoint the following as members of the Citizens Council to the Office for the Aging for a three-year term commencing January 1, 2014, and expiring December 31, 2016, subject to confirmation by the Board of Legislators:

Wallace Higgins, Fillmore

David T. Pullen, Fillmore

Beverly Grantier, Wellsville

Approval of all three appointments was granted on a motion by Legislator Graves, seconded by Legislator Curran, and carried. **Prepare Resolution**

Budget Transfer

The Allegany County Office for the Aging requests a resolution for the following transfer. This will cover the cost of meals in the Wellness in Nutrition (WIN) budget. The funds available in the salary account come from retirements in a couple of positions leading to some positions being filled at lower steps and lesser pay and some positions remaining empty for a period of time until filled. Other funding that became available was also used for salaries to free up WIN funding for meals. This transfer is necessary because the caterer has raised the price of the meals a couple of times since the start of the contract which hadn't been budgeted for. Ms. Gasdik went on to say there are currently three entities who would be interested in bidding on this contract in the future.

FROM Account	TO Account	Amount
A6779.101 (Regular Pay)	A6779.474 (Caterer)	\$ 15,000

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

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 10:58 a.m. following a motion by Legislator Graves, seconded by Legislator Jessup, and carried.

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

**HUMAN SERVICES COMMITTEE
DECEMBER 4, 2013**

**** NOT APPROVED ****

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

Others Present: M. Alger, L. Ballengee, C. Braack, H. Budinger, D. Decker, S. Decker, D. Fanton, M. Gasdik, V. Grant, D. Healy, T. Hopkins, T. Miner, C. Santora, (Guests from Elm Street Academy, Cuba: Instructor J. Malachowski, T. Austin, E. Deming, A. Merrick, K. Mosher, C. Warner)

Media Present: No media present

Call to Order: The meeting was called to order at approximately 10:08 a.m. by Human Services Committee Chairman Kevin LaForge.

Approval of Minutes

A motion was made by Legislator Graves, seconded by Legislator Jessup, and carried to approve the Human Services Committee minutes of November 6, 2013.

Welcome

Prior to commencing the business portion of the meeting, Legislator LaForge welcomed the guests from Elm Street Academy, Cuba.

Health Department

Monthly Report

Health Department Director Lori Ballengee noted that more flu cases have been diagnosed in Allegany County which, she said, is very early and somewhat troubling. She reminded attendees to get their flu shots. She also reminded the Legislators about the Board of Health dinner on December 18.

Purchase of Department Copier

Ms. Ballengee requests approval to purchase a new copier for her office. The issue had arisen at the previous month's meeting, and Ms. Ballengee was directed to do additional research and compare models and capabilities. This she had done, and decided to purchase a Canon from Joe Karpinski of Coudersport, PA. Legislator LaForge was satisfied that this was the best deal for the Department at this time. Approval to purchase the new copier was granted on a motion by Legislator Graves, seconded by Legislator Sinclair, and carried.

Approval to move monies (\$7,600) from the Health Department General Fund Health Contracts Account (A4010.456) to Office Equipment (A4010.201) to be used for the replacement of the Health Department Copier/Printer was granted on a motion by Legislator Sinclair, seconded by Legislator Curran, and carried. **Prepare Resolution**

Transfer of Funds to Cover Costs Associated with Coroner Removals & Supplies

Ms. Ballengee requested approval to transfer \$2,000 from the following Medical Examiner and Coroners accounts A1185.101 (Regular Pay) to A1185.408 (General Supplies) \$500 and A1185.431 (Gen Gov Support Cont) \$1,500 within the Health Department Medical Exam and Coroners Fund to cover costs associated with Coroner removals and supplies, noting that the account is running low and may not last for the remainder of the year. Approval was

granted on a motion by Legislator Curran, seconded by Legislator Graves, and carried. **Prepare Resolution**

Office for the Aging

Monthly Report

Office for the Aging Director Madeleine Gasdik gave the Committee an update on HEAP applications, saying that the Office had received 815 applications. Of those, 34 had been denied for not meeting HEAP guidelines; 733 had been processed, and 82 were still pending, either due to lack of information or late application. She went on to say that 263 people had been counseled regarding insurance and that those 263 requestors required more than 500 contacts. Ms. Gasdik was happy that Open Enrollment ends at the end of the week. She told the Committee that the phones had gone down again in mid-November and that she is working with Deb Button and the IT Department to try to switch to the County system. Ms. Gasdik went on to say that OFA will be sponsoring a second "Growing Stronger" class for those 55+. Currently, there is one held at the First Congregational Church in Wellsville at 4:30 p.m. The new class will be held at the Christian Alliance Church on Highland Avenue in Wellsville at 10:30 a.m. She also informed the group that as of December 9, the Wellsville luncheon center will be moving to the new YMCA in the River Walk Plaza.

Appointment to the Citizens Advisory Council

The Chairman of the Board plans to reappoint Dr. William Coch as an at-large member of the Citizens Council to the Office for the Aging for a three-year term commencing January 1, 2014, and expiring December 31, 2016, subject to confirmation by the Board of Legislators: Approval of all three appointments was granted on a motion by Legislator Graves, seconded by Legislator Curran, and carried. **Prepare Resolution**

Request to Create Aging Services Technician Position

Ms. Gasdik reminded the Committee that about a year-and-a-half ago, OFA had refrained from filling a vacancy that occurred when a staff member resigned. The Office has since found it difficult to keep up with certain of its duties, and would now like to create and fill that position. Although the job title exists on the County payroll, there is no current vacancy. Ms. Gasdik requested that a vacancy be created. Her request was approved on a motion by Legislator Sinclair, seconded by Legislator Curran, and carried. **Prepare Resolution**

Request to Fill Aging Services Technician Position

Contingent upon the vacancy's being created by the Board, Ms. Gasdik requested permission to fill the position. That request was approved on a motion by Legislator Jessup, seconded by Legislator Graves, and carried. **Refer to Ways & Means**

Department of Social Services

Monthly Report

Commissioner of Social Services Vicki Grant told the Committee that there was nothing unusual to report for November. Requests for food stamps and Medicaid are rising, she said. HEAP is in progress. She added that the new rules for the Affordable Health Care Act go into effect at the first of the year, but New York State is not ready for the new rules, so it is using interim rules which is creating more work for the DSS Office. Ms. Grant invited Committee members to the Foster Care Christmas party on December 9 at the Cuba VFW.

Executive Session

Ms. Grant requested an executive session to discuss the lease of real property. The Committee entered executive session at 10:40 a.m. on a motion by Legislator Graves, seconded by Legislator Curran, and carried. The Committee exited executive session at 11:05 a.m. on a motion by Legislator Jessup, seconded by Legislator Graves, and carried.

Old Business

County Administrator Mitch Alger reminded the Committee about the issues regarding reimbursement of coroners. He presented the following documents to the Committee members: a letter that would be sent to the four County Coroners pending the Committee's approval, the schedule for "Reimbursement of Expenses for Allegany County Coroners," a sample voucher, and Coroner Payroll Due Dates and A/P Audit Due Dates. Mr. Alger noted that if the Committee approved these documents and the changes contained therein, the new rates and regulations would go into effect on January 1, 2014. It was noted that the Coroners had been involved in discussions regarding these changes, but that the terms were still negotiable. Mr. Alger would bring any major changes back to Committee. The Committee approved the new policy as presented on a motion by Legislator Sinclair, seconded by Legislator Graves, and carried.

Commentary

Legislator Sinclair, who was serving at his final Human Services Committee meeting, availed himself of the opportunity to say that it had been his privilege to serve on the Committee under the leadership of the late Doug Burdick and under Legislator LaForge. He characterized the Committee as the heart and compassion of Allegany County, and proffered his best wishes to the Committee and its future work.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 11:15 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