

HEALTH & HUMAN SERVICES COMMITTEE MEETING MINUTES
JULY 28, 2021

HEALTH & HUMAN SERVICES COMMITTEE MEMBERS PRESENT: Clary, Hicks, Ward, Campbell (10:10)

HEALTH & HUMAN SERVICES MEMBERS ABSENT: Skellie, Ferguson, Wilson

SUPERVISORS: Hall, Henke, Shaw, Hogan, Griffith

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Melissa Fitch, County Administrator

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1) Call to Order

2) Accept Minutes – June 30, 2021

3) Department Reports/Requests:

A. Mental Health

1. Budget Amendment Request – Recognize 100% State Aid COLA Funds

B. LEAP/Wash Co EOC

1. Request Approval – Workforce Development Board Budget

2. Workforce Development Board Re-Appointments

a) Turina Parker, WWSHE BOCES

b) Mark Fish, Greenwich Central School

C. Social Services

1. Resolution Requests

a) Recognize Federal CARES ESG-CV Funds

b) Recognize APS Grant Funds

2. Staffing

a) Welfare Employment Representative – Backfill

b) Social Services Examiners (2) – Backfill

c) Senior Account Clerk – Backfill

d) Foster Care Recruitment/Licensing – New Positions

D. Public Health

1. Discuss CPI Rate for Transportation Services – Early Intervention Program

2. Miscellaneous

4) Other Business

5) Adjournment

Chairwoman Clary called the meeting to order at 10:07 A.M.

A motion to accept the minutes of the June 30, 2021 meeting was moved by Mr. Henke, seconded by Mr. Ward, and adopted. Vice Chairman Henke making the quorum.

DEPARTMENT REPORTS/REQUESTS:

MENTAL HEALTH - Rob York, Director, addressed the following items:

- Budget Amendment – Handout attached details amounts to agencies, expenses, and the revenues on the bottom which are slightly higher and the difference is what his administration office receives. A motion to amend the 2021 Washington County budget to allow for acceptance and pass through of 100% State Aid COLA funds included in the 2021-22 NYS budget to various agencies in the amount of \$21,739 was moved by Mr. Hicks, second by Mr. Campbell and adopted.

LEAP/Wash Co EOC – Tracy Ross, Director, addressed the following items:

- Workforce Development Board Budget (Warren, Washington, and Saratoga Counties) – The Workforce Development Board runs the career center for Washington County and requesting Board approval of the budget. Handouts attached detailing justification for the 51% budget increase and budget expenses total \$191,600. A motion to approve Saratoga,

Warren and Washington Workforce Development Board budget was moved by Mr. Campbell, seconded by Mr. Ward, and adopted.

- Workforce Development Board Re-appointments – Mark Fish from Greenwich Central School term ending 9/1/21 and Turina Parker from WSWHE BOCES term ended 6/14/21 – A motion to approve re-appointment of Mark Fish and Turina Parker to the Workforce Development Board was moved by Mr. Campbell, seconded by Mr. Ward, and adopted.

DEPARTMENT OF SOCIAL SERVICES: Tammy DeLorme, Commissioner, addressed the following items:

- Budget Amendments:
 - Recognize Federal CARES ESG-CV Funds – Received 100% federal funding in the amount of \$260,827 to help provide assistance to people with housing needs. A motion to recognize a second allocation of Federal CARES Emergency Solutions Grant Funds (ESG-CV2) in the amount of \$260,827, increasing Grants Other \$260,827 and increase Federal Aid for Other Public Health for MED Stimulus \$260,827, was moved by Mr. Campbell, seconded, and adopted.
 - Recognize APS Grant Funds – Received 100% Federal funding in the amount of \$15,580 with flexible allotments for spending. A motion to recognize Adult Protective Services grant funds allocated to Washington County DSS through the NYS Office of Children and Family Services in collaboration with the Administration for Community Living in the amount of \$15,580, increasing computer equipment \$15,580 and increase revenue Federal Aid for Social Services Administration \$15,580, was moved by Mr. Campbell, seconded by Mr. Ward, and adopted. Requesting to use this funding to purchase sixteen (16) laptops. The Commissioner has worked with Information Technology assessing their hardware needs within the department. Approved in her budget to purchase thirty (30) new laptops and so far have been able to use grant funds. If allowed to purchase these sixteen (16) laptops it will give them a total of thirty-eight (38). A motion to approve purchase of laptops was moved by Mr. Campbell, seconded by Mr. Ward, and adopted.
- Staffing:
 - Welfare Employment Representative – Backfill – Previously permission was given to backfill the Training Resource Development Coordinator position and it was backfilled from within the agency by a Welfare Employment Representative. A motion to approved backfill, Welfare Employment Representative, was moved by Mr. Ward, seconded by Mr. Campbell, and adopted. (Forwarded to Personnel Committee.)
 - Social Services Examiners (2) – Backfills – One (1) is a backfill to the above-mentioned Welfare Employment Representative and one (1) that has been vacant over the last several months. Both positions are budgeted. A motion to approve backfills, two Social Services Examiners, was moved by Mr. Campbell, seconded by Mr. Ward, and adopted. (Forwarded to Personnel Committee.)
 - Senior Account Clerk – Backfill due to a resignation – A motion to approve backfill, Senior Account Clerk, was moved by Mr. Campbell, seconded by Mr. Ward, and adopted. (Forwarded to Personnel Committee.)
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- Clerk – A Senior Clerk is retiring and requesting to backfill with a Clerk. A motion to approve backfill, Senior Clerk to Clerk, was moved by Mr. Campbell, seconded by Mr. Ward, and adopted. (Forwarded to Personnel Committee and staffing Pattern change.)
- Foster Care Recruitment/Licensing – The Commissioner is recommending they rebuild the foster care unit. At last month's meeting reviewed the child welfare system and today provided a brief overview for those that were not in attendance. Foster care services are currently provided through Berkshire Farms and that will continue even if this new unit is approved because we have children in those homes. The department would like to recruit and train the foster care homes for better communication, control over the number of children in the home and recruit with that in mind and limit it to just Washington County children in the homes. She feels this will reduce the amount of time children spend in these homes and limit the number of children that have to move to a higher level of care. The ten day notice of removal of children has been increasing due to children with very complex need and parents that are not able to provide for them in their home. About forty-five children in foster care. She would like to use the stimulus funds that have been designated towards possibly something a family might need to do to their home to become a foster home and would like to meet with Supervisors and County Officials to come up with agreed upon ways that the stimulus funds can be spent and also suggest to use some toward food/meal expense at a recruit/training session for foster parents. Staffing requested: Grade B Case Supervisor, Senior Caseworker, and three (3) Caseworkers. Have had twelve (12) positions unfilled throughout the majority of the year, all budgeted for and the collective salary retained within the budget is just shy of \$300,000. It will take time to build this unit. The Commissioner has a Director within her staff that is quickly approaching retirement and that person is currently available and able to help her set this program up and get the framework established while still in place whereas doing that with a new person would be more difficult. At this time only requesting the Grade B Case Supervisor and Senior Supervisor and then build in the Caseworkers. Berkshire is set up on a per person basis and reimbursement for the cost of care of the child is a pass through and do pay an administrative fee to Berkshire based on child. Any positions added are able to be claimed and roughly paying 25% of the cost. Will need an upfront investment to get started. Might be able to eliminate some of the twelve (12) open positions but too soon to state. The gross number for the 2022 budget is \$371,000 salary and fringe with our cost 25%. A motion to move Grade B Case Supervisor and Senior Caseworker positions to the Personnel Committee for consideration was moved by Mr. Campbell, seconded by Mr. Ward, and adopted. The County Administrator stated there are space concerns with these five new positions and office equipment will be needed.
- In September a Commissioners meeting will be held in Saratoga and requesting an overnight stay. Budgeted for this expense. A motion to approve overnight stay for the DSS Commissioner in September for the Commissioners meeting in Saratoga was moved by Mr. Campbell, seconded by Mr. Ward, and adopted.

PUBLIC HEALTH – Kathy Jo McIntyre, Interim Director, addressed the following items:

- CPI Rate for Transportation Services – A motion to approve 2% increase in Durrin Transportation contract for the Early Intervention Program was moved by Mr. Campbell, seconded by Mr. Ward, and adopted.
- Miscellaneous: Public Health is working with their summer work group, BOCES and School Superintendents, on the opening of schools for a more regional approach and breaking things down such as high risk sports, transportation, masks use, etc.
- Clinic site visit from NYS Department Health on August 10th to see how we do the PODS.
- Public Health will only have an educational booth at the fair and will not man the booth. Not going to subject staff to environment of unmasked attendees and no giveaways because of COVID did not order supplies for the fair.

OTHER BUSINESS:

OFFICE FOR THE AGING – Gina Cantanucci-Mitchell, Director, addressed the following items with the committee:

- Three upcoming in person events:
 - Two day health insurance information and counseling assistance program event/training on September 9th and 10th. The HICAP Coordinator will attend. This is a free training with lunch provided in Saratoga Springs and no overnight required.
 - Aging Concerns Unite Us – This conference is put on by the Association on Aging for aging professionals across the state with State entities attending. This conference will provide learning opportunities on a broad range of subjects. This hybrid conference will be held on September 20th through September 22nd in Albany. This is a budgeted request. Requesting permission for three supervisory staff attend at least one day of the event, frontline staff to attend virtually and the Director is requesting to attend with overnight stays on September 20th and 21st. A motion to approve attendance as requested and the two overnight stays for the Director was moved by Mr. Campbell, seconded by Mr. Ward, and adopted.
 - Annual Leadership Institute facilitated by the Association on Aging tentatively scheduled for November 16th through November 19th. She serves on the Board and it is highly encouraged that she attends this event. Currently seeking bids on locations outside of the Albany area possibly St. Lawrence County. All Directors from across the State come together at this event to discuss policies and best practices. She will submit an overnight travel request once the details are known. A motion to approve was moved by Mr. Campbell, seconded by Mr. Ward, and adopted.

All three events are in the budget on the training line and has been advised that she can use federal stimulus dollars to cover the cost of all three events.

The meeting adjourned at 11:16 A.M.

*Debra Prehoda, Clerk
Washington County Board of Supervisors*

ATTACHMENT A

Washington County		From	To	Increase
Warren-Washington Assoc. for Mental Health		\$ 915,117	\$ 923,863	\$ 8,746
B.H.S. of G.F. Hospital		\$112,016	\$112,856	\$ 840
Community, Work & Independence, Inc.		\$31,799	\$32,038	\$ 239
Council for Prevention		\$346,960	\$349,889	\$ 2,929
Liberty House Foundation, Inc.		\$130,223	\$131,128	\$ 905
People, USA		\$155,493	\$157,086	\$ 1,593
Behavioural Health Services North		\$567,750	\$574,237	\$ 6,487
		\$ 2,259,358	\$ 2,281,097	\$ 21,739
		From	To	Increase
A4320.404002	OASAS 100%	\$690,940	\$698,677	\$7,737
A4320.404005	OMH LA	\$42,082	\$42,296	\$214
A4320.404006	OMH 100%	\$1,526,336	\$1,540,124	\$13,788
Totals		\$2,259,358	\$2,281,097	\$21,739
A4320.349	State Aid Mental Hlth	\$2,409,950	\$2,432,827	\$22,877

7/28/2021

Washington County Human Services Committee



Administrative Offices
383 Broadway, Suite 8010
Fort Edward, NY 12828
Phone: 518.746.2390
Fax: 518.746.2389

www.leapservices.org

Career & Family Services Phone: 518.746.2391 Fax: 518.746.2392	Head Start/Early Head Start Phone: 518.747.2816 Fax: 518.747.8445
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To: Washington County HHS Committee and Board of Supervisors
From: Traci Ross, Executive Director
Date: July 28, 2021
RE: Justification for the increase to the WDB Budget (51% increase over previous years).

The Saratoga, Warren, Washington Workforce Development Board has been focused on restructuring, reorganizing, modernizing, and on succession planning. The current structure of the board is not in line with the other 32 WDBs in NYS and in order to remain competitive and effective, investments need to be made.

The Saratoga, Warren, Washington Workforce Development Board received a 15% increase in funding for PY21.

Budget increases for PY21 are reflected in salaries and benefits for the Executive Director and the addition of part-time administrative support. This more accurately represents similar compensation for our regional board's Executive Directors.

The meetings and marketing lines have increased in order for the board to obtain additional virtual resources, update and modernize the board's website and build a social media presence.

The last increase is in the One Stop Operator line. This is a duty required by the Federal WIOA legislation and years of procurement at the previous rate has yielded no candidates. This rate proposed is on target with the allocations of other boards around New York State.

The Workforce Development Board One-Stop System is entirely funded by the Federal Workforce Innovation and Opportunity Act (WIOA); therefore, it is at no cost to the counties. The WDB budget is shared by Saratoga, Warren, and Washington Counties One-Stop Career Centers allocations, and is necessary to provide administrative systems and process support to remain in compliance with the highly regulated WIOA requirements. *(Ex. If needed: MOU, LWDA Plan, LWDA Regional Plan, Center's Certification, Board Management/Certification, Board/Committee Meeting facilitation/management, NYSDOL liaison, EEO Compliance Officer, Fiscal oversight of System and more...)*

Please note: The Saratoga, Warren, Washington Workforce Development Board received a 15% increase in funding for PY21.

