

JOINT HEALTH & HUMAN SERVICES AND FINANCE COMMITTEE MINUTES  
SEPTEMBER 30, 2020

HEALTH & HUMAN SERVICES COMMITTEE MEMBERS PRESENT: Clary, Campbell, Skellie, Ferguson, Losaw, Ward, Wilson

HEALTH & HUMAN SERVICES COMMITTEE MEMBERS ABSENT: None.

FINANCE COMMITTEE MEMBERS PRESENT: Campbell, O'Brien, Hicks, Skellie, Clary, Losaw, Ward

FINANCE COMMITTEE MEMBERS ABSENT: Fedler, Hogan, Rozell, Griffith

SUPERVISORS: Hall, Henke

Sandy Huffer, Deputy Clerk

Al Nolette, Treasurer

Chris DeBolt, County Administrator

Roger Wickes, County Attorney

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – August 26, 2020
3. Department Reports/Requests:
  - A. 10:00 AM Mental Health
    - 1) Program Updates – Outpatient Behavioral Health Services
    - 2) 2021 Budget
  - B. 10:15 AM Veterans
  - C. 10:30 Youth Bureau
  - D. 10:45 AM Public Health
    - 1) Request to Purchase – Lead Program
    - 2) Personnel Request
    - 3) Miscellaneous
    - 4) 2021 Budget
  - E. 11:15 AM DSS/OFA
    - 1) OFA
      - a. Equipment Purchase Request
      - b. Program Updates
      - c. 2021 Budget
    - 2) DSS
      - a. Request to Backfill Caseworker; Temp Account Clerk; Bookkeeper; Sr. Account Clerk
      - b. Safe Harbor Purchases
      - c. 2020 Budget Discussion
      - d. 2021 Budget Discussion
4. Other Business
5. Adjournment

Chairs Clary and Campbell called the Joint Health & Human Services and Finance Committee meeting to order at 10:01 AM.

MENTAL HEALTH – Rob York, Executive Director & Harry Carlson, Deputy Director Fiscal.

- Program Updates – Transition from Glens Falls Hospital to Behavioral Health Services North. They are taking over Glens Falls Hospital's outpatient mental health and substance abuse services. Continuing to transition smoothly and expected to be complete November 8<sup>th</sup>.

2021 BUDGET REQUESTS

A.4310 Mental Health Admin.

Contractual	\$329,713
TOTAL EXPENSE	\$329,713

Revenue: \$0

A.4320 Mental Health

Contractual	\$2,259,358
<b>TOTAL EXPENSE</b>	<b>\$2,259,358</b>

Revenue: \$2,481,950 Still getting hold backs on the advances and don't know whether that will be permanent. No more DSRIP funds this year and don't anticipate any in 2021. Expenses: Anticipate the same in 2021 as 2020. The salaries stayed at the same as 2020. The Administrator explained that departments were directed to budget flat funding in 2021 unless they know for sure cuts will be made. Recently, the state's revenue forecast was much better than anticipated. If the state aid is cut, then the contracts will be cut.

A.4390 Psychiatric Expense

Contractual	\$100,000
<b>TOTAL EXPENSE</b>	<b>\$100,000</b>

Revenue: \$0 Expense: Mr. York budgeted \$35,000 but doesn't have confidence in that number but the Administrator increased the budget to \$100,000.

YOUTH BUREAU – Mike Gray, Director  
2021 BUDGET REQUEST

A.7310 - Youth

Personal Services	\$580,531
Benefits	\$224,555
Equipment	\$ 1,500
Contractual	\$176,624
<b>TOTAL EXPENSE</b>	<b>\$983,210</b>

Revenue: \$543,959 The difference between 2020 and 2021 is a loss of \$60,500 for Safe Harbor program, youth identified as at risk or sexually exploited. DSS contracts with the Youth Bureau for these services. Expenses: Due to the loss of Safe Harbor funding, did not backfill a position this year or budget the position next year. He intends to continue the program with the JCR Program Coordinator. If funding becomes available, he will bring forward a request to fill the position. Cuts to expenses overall of \$37,000. The staffing pattern will be adopted in December and the position will be left off unless something changes.

PUBLIC HEALTH – Patty Hunt, Director

- Request to Purchase – Lead Program – As part of outreach efforts, requesting to purchase paint paddles with lead messages to be distributed to Hardware and Home Improvement stores and seed packets for spring outreach to food pantries. A motion to approve purchasing paint paddles and seed packets for outreach related to the lead program, was moved by Mr. Campbell, seconded by Mr. Skellie and adopted.
- Personnel Request – Was given permission to fill an Infection Control nurse, Grade 21 that requires a bachelor's degree, last November but have been unable to recruit and fill that position. There are two slots on the staffing pattern for Infection Control nurse, one is filled. Requesting to backfill the second position with a Registered Nurse this year, which is a cost savings and staffing pattern change. A motion to approve amending the staffing pattern to remove one Infection Control Nurse and add one Registered Nurse and forward to the Personnel Committee, was moved by Mr. Campbell, seconded by Supervisors Ward, Wilson and adopted.

- Miscellaneous – Mrs. Clary thanked Patty and the Public Health department for their hard work and expressed support on behalf of the Board.

2021 BUDGET REQUEST – Patty stated that the 2021 revenue and appropriation budget request is based on 2019 because nothing in 2020 has been normal for them. Programmatically, they are doing what they can to maintain the grant funding.

A.2960 – CWSN

Personal Services	\$ 287,449
Benefits	\$ 110,833
Equipment	\$ 200
Contractual	\$3,100,650
<b>TOTAL EXPENSE</b>	<b>\$3,499,132</b>

Revenue: \$2,515,576 Children with special health care needs, increase in revenue and expenses are projected due to projected number of children in the program. They get 59.5% back from the state education department on the expenses.

A.4004 Public Health

Personal Services	\$ 898,056
Benefits	\$ 303,587
Equipment	\$ 200
Contractual	\$ 96,850
<b>TOTAL EXPENSE</b>	<b>\$1,298,693</b>

Revenue: \$691,050 Revenues generated from nursing charges, home visits, clinics, stated aid and federal aid. Haven't been notified of any cuts to state or federal aid. Expenses: Budgeted for buyouts & incentives due to anticipated retirements. 85% of the Public Health staff are of retirement age. Small amount budgeted for office equipment replacement. Contractual is consistent with 2020. The Treasurer pointed out that under the new procurement threshold, \$200 wouldn't be a .2 anymore and suggested moving that into a .4 account. Mr. Wilson asked what part of the budget is most at risk due to COVID. Patty expressed concern over personnel and maintaining the staffing level needed to serve the community. They are taking advantage of the NYS contact tracing system, which has helped tremendously. Mr. O'Brien asked if we could use LPN's. The minimum base for public health is registered nurse because they have to have assessment skills that only come with that degree. The state requires bachelor's degrees depending on the position and that has proven difficult for recruitment.

A.4005 - Family

Equipment	\$ 200
Contractual	\$18,254
<b>TOTAL EXPENSE</b>	<b>\$18,454</b>

Revenue: \$0 Expenses: Includes lead testing.

A.4006 – Disease

Equipment	\$ 200
Contractual	\$130,374
<b>TOTAL EXPENSE</b>	<b>\$130,574</b>

Revenue: \$0 Expense: Includes rabies, TB clinic costs that we contract with Saratoga County.

A.4007 – Community Health

Contractual	\$7,200
<b>TOTAL EXPENSES</b>	<b>\$7,200</b>

Revenue: \$0

A.4008 – Health Education

Contractual	\$16,600
<b>TOTAL EXPENSE</b>	<b>\$16,600</b>

Revenue: \$0

A.4059 – Early Intervention

Equipment	\$ 200
Contractual	\$367,350
<b>TOTAL EXPENSE</b>	<b>\$367,550</b>

Revenue: \$181,500 Expenses: This is the 0-3 preschool education program and driven by the number of children in the program.

A.4082 – WIC

Personal Services	\$365,635
Benefits	\$100,929
Equipment	\$ 4,555
Contractual	\$ 79,102
<b>TOTAL EXPENSE</b>	<b>\$550,221</b>

Revenue: \$580,605 Federal grant. No carryover allowed this year. Expenses: Standard amount to carry on the program. Noted increase in dues & subscriptions. That includes WIC TV that loops on TV in waiting rooms.

TRANSPORTATION CONTRACT – Chris DeBolt, Administrator - Last month the committee discussed an extension with Durrin Transportation for transport of special education students. After further discussion with the County Attorney, decided it didn't meet the criteria for an extension because they want to increase the rate by 8.5%. He is requesting approval for a new contract with Durrin Transportation. Durrin did present justification of increased costs due to COVID and they are the only provider. A motion to present a resolution to the Board authorizing a new contract with Durrin Transportation, was moved by Mr. Campbell, seconded by Supervisors Wilson, Ward and adopted.

VETERANS – Ken Marriwinchell, Director  
2021 BUDGET REQUEST

A.6510 - Veterans

Personal Services	\$164,706
Benefits	\$ 31,751
Contractual	\$ 23,500
<b>TOTAL EXPENSE</b>	<b>\$219,957</b>

Revenue: \$10,000 Expenses: Increase in part time personal services due to adding an additional day of driving to Albany VA.

DSS/OFA

OFA – Gina Cantanucci-Mitchell, Director

- Equipment Purchase Request – Requesting to purchase 4 heated bags at \$360 each to replace hot boxes, funds in the budget and 63% reimbursable. A motion to approve purchase of 4 heated bags, was moved by Mr. Campbell, seconded by Supervisors Losaw, Ferguson and adopted.
- Program Updates – COVID stimulus funds. Worked in collaboration with DSS and will use these funds to offset statewide cuts. A motion to forward a resolution to the Finance Committee to recognize COVID stimulus funds of \$29,920 in the 2020 budget, was moved by Mr. Campbell, seconded by Mr. Ward and adopted.

DSS – Tammy DeLorme, Commissioner

• STAFFING REQUESTS

- Caseworker - Currently down two caseworkers and asking permission to fill one at this time. A motion to approve backfilling one caseworker and forward to the Personnel Committee, moved by Mr. Campbell, seconded by Mr. Ferguson. Mr. Campbell asked why she wasn't asking to fill both positions. At this point training is an issue. She would prefer not to add any until adequate training is available; however, the need outweighs the concern so requesting to fill one. A motion to approve backfilling one caseworker and forward to the Personnel Committee, moved by Mr. Campbell, seconded by Mr. Ferguson and adopted. Currently have 8 or 9 positions open, one of which is a medical leave.
- Temporary Account Clerk – Requesting a temporary Account Clerk in the Child Support unit. A motion to approve a temporary Account Clerk in the Child Support unit and forward to the Personnel Committee, moved by Mr. Losaw, seconded by Mr. Losaw and adopted.
- Bookkeeper - Had a retirement in the accounting unit and promoted a Principal Account Clerk to the Accounting Supervisor position. Would like to backfill the Principal Account Clerk (Grade 15) with a Bookkeeper (Grade 13). This is a staffing pattern change. A motion to approve backfilling a Principal Account Clerk position with a Bookkeeper and forward to the Personnel Committee, moved by Mr. Campbell, seconded by Supervisors Ferguson, Skellie and adopted. The Administrator commended Tammy for this approach. What he'd like to do is set terminal positions in departments. The "terminal position" for this slot is Principal Account Clerk. What we are doing to try to save money and provide a succession plan and growth opportunities for employees is when an opening occurs in a terminal position, we fill it at a lower title within the "family". As this person's skills develop and are able to take on the job duties of the next title in that family, he would respectfully ask the Board to remember that the department did this and grant permission to allow the promotion. Mr. Campbell suggested this concept go to the Personnel Committee sometime after the budget is passed and be looked at in its entirety. This will be a promotion of a Senior Account Clerk within the department.
- Senior Account Clerk - Tammy would like permission to backfill the Senior Account Clerk position. A motion to approve backfilling a Senior Account Clerk, moved by Mr. Campbell, seconded by Supervisors Ward, Ferguson and adopted. Tammy added that she will be looking for a transfer in from another department but if no one wants

to transfer in, she will need to amend the Staffing Pattern and make that slot an Account Clerk rather than Senior Account Clerk.

- Safe Harbor Purchases – Purchases already made as this 100% federal funding expires today: Car seat, lock boxes, array of safety locks, diapers and calendars for clients to track appointments. A motion to approve Safe Harbor purchases, moved by Mr. Campbell, seconded by Mr. Ferguson and adopted.
- 2020 Budget Discussion – Reported that over \$1,700,000 has come in since August 12<sup>th</sup>. Within that have experienced 20% withhold in the areas of Safety Net, Adoption subsidies and Code Blue. Total of withheld funds is \$55,000. They have been led to believe that if the federal government provides funding to the state, that 20% withhold would be released. Been notified of approval of \$259,579 CARES Act funds, \$1,079,000 foster care block grant, an increase of \$70,000 over last year, Title 20 - \$97,389, a reduction of \$6,400 compared to last year; an additional \$21,000 in HEAP funds; received NYS child care block grant of \$1,066,000, consistent with last year; Flexible funds for family services \$1,907,000, same as last year; Supervision and Treatment Services Juvenile allocation received yesterday, same as last year, \$41,107 STSJP and \$113,000 for detention services. Emergency allotment for SNAP that started in March and April was extended through September for a total of \$2,767,000 for the families in the county.

2021 BUDGET REQUEST

A.6772 – Aging

Personal Services	\$447,844
Benefits	\$125,267
<b>TOTAL EXPENSE</b>	<b>\$573,111</b>

Revenue: \$1,236,938 Expenses: Cost per meal paid to the Sheriff’s department went up 26 cents per meal. Kept \$27,000 in the budget for CWI projecting they will resume delivering meals for nine months next year.

Department of Social Services – Tammy DeLorme, Commissioner

2021 BUDGET REQUEST

A.6010 – DSS Admin.

Personal Services	\$ 6,822,121
Benefits	\$ 2,596,143
Equipment	\$ 72,770
Contractual	\$ 1,775,059
<b>TOTAL EXPENSE</b>	<b>\$11,266,093</b>

Revenue:\$14,005,850 Down about \$800,000 compared to 2020 amended. Expenses: Overall expenses are down \$761,278 compared to 2020 amended.

A.6055 – Daycare

Contractual	\$700,000
<b>TOTAL EXPENSE</b>	<b>\$700,000</b>

Revenue: \$0

A.6070 – Services for Recipients

Contractual	\$490,000
-------------	-----------

TOTAL EXPENSE	\$490,000
---------------	-----------

Revenue: \$0

A.6100 - Medicaid

Contractual	\$10,475,270
-------------	--------------

TOTAL EXPENSE	\$10,475,270
---------------	--------------

Revenue: \$0; Expenses: Calculated the first thirteen weeks of 2021 at the current reduced rate due to CARES funding and the remainder of the year at the rate paid prior to the decrease.

A.6109 – Family Assistance

Contractual	\$3,046,000
-------------	-------------

TOTAL EXPENSE	\$3,046,000
---------------	-------------

Revenue: \$0

A.6119 – Child Care

Contractual	\$2,803,330
-------------	-------------

TOTAL EXPENSE	\$2,803,330
---------------	-------------

Revenue: \$0

A.6123 – Juvenile Delinquent

Contractual	\$10,000
-------------	----------

TOTAL EXPENSE	\$10,000
---------------	----------

Revenue: \$0

A.6129 – State Training School

Contractual	\$166,000
-------------	-----------

TOTAL EXPENSE	\$166,000
---------------	-----------

Revenue: \$0

A.6140 – Safety Net

Contractual	\$1,688,000
-------------	-------------

TOTAL EXPENSE	\$1,688,000
---------------	-------------

Revenue: \$0

A.6141 - HEAP

Contractual	\$20,000
-------------	----------

TOTAL EXPENSE	\$20,000
---------------	----------

Revenue: \$0

A.6142 – Emergency Aid for Adults

Contractual	\$112,300
-------------	-----------

TOTAL EXPENSE	\$112,300
---------------	-----------

Revenue: \$0

## OTHER BUSINESS

Mr. Campbell stated he reduced the amount of fund balance appropriated in 2021 to \$1,000,000 knowing we normally have \$1,000,000 of breakage and probably would not use any fund balance. But at the same time, there's a chance the Governor could cut revenues anywhere from \$1M – \$2.5M which could be covered using fund balance without having to rip apart departments and the services provided to constituents.

The Commissioner informed the committee that the department has \$100,000 savings from breakage at this point and an additional \$191,000 savings from empty slots. Budgeted all positions in 2021 but will not be looking to fill them until they resume regular business. Due to the waivers in place, have been able to get by without filling all positions. When the waivers go away, will be looking to fill positions.

Mrs. Clary asked where Washington County people go who require Code Blue. All counties are required to have Code Blue, so when the temperature or wind chill go below 32°, homeless people who have no other alternative are sent to the Open Door Shelter in Glens Falls.

Meeting adjourned at 12:14 PM.

*Sandy Huffer, Deputy Clerk  
Washington County Board of Supervisors*