

HEALTH & HUMAN SERVICES COMMITTEE MEETING MINUTES  
DECEMBER 1, 2021

HEALTH & HUMAN SERVICES COMMITTEE MEMBERS PRESENT: Clary, Hicks, Skellie, Ward

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

SUPERVISORS: Hall, Henke, Shaw, O'Brien

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 – September 7 & 29, 2021

3) Department Reports/Requests:

A. Public Health

1. Request to Approve Extension of Cambridge Valley Rescue Squad Vaccine Clinic Contract
2. COVID Expenses/Purchases – Sales Tax
3. Personnel Requests
4. Grant Resolution Request
5. Miscellaneous

B. Social Services

1. Backfill Requests
  - a) Sr. Social Services Examiner (1)
  - b) Social Welfare Examiners (3)
  - c) Account Clerk (1)
  - d) Backfill to the sequence impacted by the Director backfill
  - e) Caseworkers (3) – Foster Care Expansion
  - f) Training Specialist, Part Time – Foster Care Expansion
  - g) Community Services Worker (1)
2. ERAP/Funding Updates

C. Community Services Board/Mental Health

1. Community Services Board Appointment – Sue Mowry, Town of Cambridge
2. NYS Chargeback Expenses – Competency Restoration
3. NYS OASAS State Aid – Jail-based Services

4) Other Business

5) Adjournment

Chairwoman Clary called the meeting to order at 10:00 A.M.

A motion to accept the minutes of the October 27, 2021 meeting was moved by Mr. Skellie, seconded by Mr. Hicks, and adopted.

DEPARTMENT REPORTS/REQUESTS:

PUBLIC HEALTH – Tina McDougall, Director, addressed the following items with the committee:

- Extend Cambridge Valley Rescue Squad Vaccine Clinic Contract – Cambridge Valley Rescue Squad have been assisting Public Health at their vaccination clinics and that part of their contract is due to expire a year end. Requesting to extend the contract through the end of 2022. The money paid to them is fully funded under the COVID grant. A motion to approve extending the contract with Cambridge Valley Rescue Squad for assistance at vaccine clinics was moved by Mr. Skellie, seconded by Mr. Hicks, and adopted.
- COVID Expenses/Purchases – Sales Tax – Public Health makes purchases under COVID regulations for someone isolated or quarantined who has no one else to get them items. There are certain places that will not take the tax exempt form without an account set up

and sales tax is charged. Per Washington County policy, the county does not pay sales tax and therefore petty cash is not getting reimbursed for that amount. All of these charges including the sales tax are reimbursed by the COVID grant and requesting a waiver from the county policy prohibiting reimbursing for sales tax paid. A motion to waive the policy to exempt Public Health on COVID purchases from the County policy prohibiting reimbursing for sales tax paid was moved by waiver Mr. Hicks, seconded by Mr. Skellie, and adopted.

- Personnel Requests:

- WIC Senior Clerk is retiring in the next week or so and requesting to backfill with a Senior Nutrition Aide that is more in line with the duties of the position. A motion to approve backfilling a WIC Senior Clerk with a Senior Nutrition Aide and amend the Staffing Pattern to remove one (1) WIC Senior Clerk and add one (1) Senior Nutrition Aide and forward to the Personnel Committee for consideration was moved by Mr. Hicks, seconded by Mr. Skellie, and adopted.
- Nutrition Aide – With the promotion of a Nutrition Aide to Senior Nutrition Aide, requesting to backfill a Nutrition Aide position. A motion to approve backfilling Nutrition Aide position and forward to the Personnel Committee for consideration was moved by Mr. Skellie, seconded by Mr. Hicks, and adopted.

The next three personnel requests relate to Public Health and they are looking to bring people on ahead of time before the retirements happen to get some training in.

- Sr. Typist – Switchboard operator and various other duties and would like to fill as soon as possible. Requesting to add a temporary Clerk to the Staffing Pattern and fill Sr. Typist upon retirement. The County Administrator stated the overlap of the two position will be temporary and recommending adding the full time Clerk to the Staffing Pattern and remove the Sr. Typist position upon retirement. A motion to approve backfill with Clerk and add a full time Clerk to the Staffing pattern and remove the Sr. Typist upon retirement and forward to the Personnel Committee for consideration was moved by Mr. Skellie, seconded by Mr. Hicks, and adopted.
- Supervising Nurse is planning to retire in April and would like to bring someone on as soon as possible to start training with her under that same title. Recommends that they start advertising because unsure what kind of interest they are going to receive for that position. This position is responsible for various programs besides COVID responsibilities. A motion to approve backfill and adding one (1) Supervising Nurse to the Staffing Pattern and removing one (1) Supervising Nurse upon retirement and forward to the Personnel Committee for consideration was moved by Mr. Skellie and seconded by Mr. Hicks. Discussion. Mr. Skellie asked if there were enough funds in the budget to cover four months of overlap. The Public Health Director stated they have the COVID grant plus other grants and state aid that cover this position pretty much 100%. In addition to COVID, this position works with the lead grant program, and immunization grant. The motion to approve adding one (1) Supervising Nurse to the Staffing Pattern and removing one (1) Supervising Nurse upon retirement and forward to the Personnel Committee was moved by Mr. Skellie, seconded by Mr. Hicks, and adopted.
- RN retiring in April and would like to advertise and fill now similar to the other backfills mentioned. The RN retiring handles the new mom and baby visits. A motion

to approve backfill and add one (1) RN to the Staffing Pattern and remove one RN upon retirement and forward to the Personnel Committee was moved by Mr. Hicks, seconded by Mr. Ward, and adopted.

The County Administrator recommended working on getting these positions advertised sooner rather than later.

- Grant Resolutions:
  - A motion to amend Public Health budget to recognize Public Health Preparedness grant in the amount of \$52,099 for the period of July 1, 2021 to June 30, 2022 was moved by Mr. Hicks, seconded by Messrs. Skellie and Ward, and adopted.
  - A motion to amend Public Health budget to recognize COVID Vaccine Response grant in the amount of \$176,662.14 for the period of January 1, 2021 to June 30, 2024 which covers most of their clinic expenses was moved by Mr. Skellie, seconded by Mr. Ward, and adopted.
- Miscellaneous:
  - Eight new contact tracers have been hired and in the process of training. Public Health is so overwhelmed with cases in the County. She thanked all the departments that help set up the area in the basement training room; satellite office.
  - Vaccine event at Hudson Falls School on Friday from 3:30 PM to 7:30 PM to start in with our five to eleven year old's and to do more of the twelve to seventeen year old's. It is a NYS offered program in conjunction with Public Health. The state is supplying the vaccine and registration people and a company will come in to do the vaccinations. Public Health will be conducting their own pediatric clinic in Greenwich and that will be announced soon and continue to do their weekly clinics to get people vaccinated. Cases and hospitalizations are very high right now.

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

- Backfill Requests
  - Sr. Social Services Examiner (1) – A motion to approve backfill, Sr. Social Services Examiner, and forward to the Personnel Committee for consideration was moved by Mr. Skellie, seconded by Mr. Ward, and adopted.
  - Social Welfare Examiners (3) – Two position have been open and one is the promotion to Sr. Social Services Examiner. A motion to approve backfills, three (3) Social Services Examiners, and forward to the Personnel Committee for consideration was moved by Mr. Hicks, seconded by Messrs. Skellie and Ward, and adopted.
  - Account Clerk (1) – A motion to approve backfill due to a promotion, Account Clerk (1), and forward to the Personnel Committee for consideration was moved by Mr. Hicks, seconded by Messrs. Skellie and Ward, and adopted.
  - Backfill to the sequence impacted by the Director backfill due to a retirement:
    - Grade B Case Supervisor position – A motion to approve backfill, Grade B Case Supervisor, and forward to the Personnel Committee for consideration was moved by Mr. Hicks, seconded by Skellie, and adopted.
    - Sr. Caseworker position – A motion to approve backfill, Senior Caseworker, and forward to the Personnel Committee for consideration was moved by Mr. Hicks, seconded by Mr. Skellie, and adopted.

- Caseworker – A motion to approve backfill, Caseworker, and forward to the Personnel Committee for consideration was moved by Mr. Hicks, seconded by Mr. Skellie, and adopted.
- Caseworkers (3) for the Foster Care Expansion and Certifying Foster Homes – A motion to approve filling three (3) Caseworker positions and forward to the Personnel Committee for consideration was moved by Mr. Hicks, seconded by Mr. Ward, and adopted. It will be a struggle to fill these positions. This Foster Care Expansion unit will be joining with the Homeless unit and naming it the HOPE unit; Homes Opportunity Positive Outcomes for Everyone.
- Training Specialists, pool of four (4) Part Time positions for Foster Care Expansion – These four (4) Training Specialists are paid by ERA money set aside. They will be used as needed and to build the program. A motion to approve a pool of four (4) part time Training Specialists and forward to the Personnel Committee for consideration was moved by Mr. Ward, seconded by Mr. Hicks, and adopted.
- Community Services Worker (1) due to promotion. A motion to approve backfill, Community Services Worker, and forward to the Personnel Committee was moved by Mr. Hicks, seconded by Messrs. Ward and Skellie and adopted.
- ERAP funding updates and information about a Low Income Household Water Assistance Program and more information on the NYS OTDA (Office of Temporary Disability Assistance) website, handouts attached.

COMMUNITY SERVICES BOARD/MENTAL HEALTH – Rob York, Director, addressed the following items:

- Community Services Board Appointments:
  - A motion to appoint Sue Mowry, Town of Cambridge to the Community Services Board replacing Claire Bromley due to a resignation for a term commencing 1/1/22 - 12/31/25 was moved by Mr. Hicks, seconded by Mr. Skellie, and adopted.
  - A motion to appoint Kristin Hardy, Kingsbury to the Community Services Board for a term commencing 1/1/22-12/31/25 replacing Patty Hunt due to a resignation was moved by Mr. Hicks, seconded by Mr. Skellie, and adopted.
- NYS OASAS State Aid for cost of living adjustments that will be passed through to their agencies. A motion to amend the 2021 budget to allow for acceptance and pass through of \$12,920 (100% State Aid-OMH) and \$7,740 (100% State Aid-OASAS) was moved by Mr. Skellie, seconded by Mr. Ward, and adopted.
- NYS Chargeback Expenses – Competency Restoration – These are felony level defendants who are found not competent for trial and sent to a state institution for restoration to competency to come back and face their charges. One hundred thousand dollars (\$100,000) was budgeted in 2021 for this expense and year to date expenses total one hundred fifty thousand six hundred five dollars (\$150,605) for a negative balance of fifty thousand six hundred five dollars (-\$50,605). The Treasurer recommends waiting on amending this account to fix the deficit until the total amount is known.
- Eligible to receive NYS Office of Addiction and Support Services funding in the amount of \$41,250 designated for jail based services. He is working with the Sheriff on how to arrange for the expenditure of those funds in the jail and will have more information after they come

up with a plan/proposal to use the funds. The funds will be received and recognized in 2022 and will bring a budget amendment when appropriate.

- Update on Adirondack Veterans RFP – An RFP was issued for this program on November 8<sup>th</sup> with a December 2<sup>nd</sup> opening date. This is funding that was a New York State Senate Initiative in the amount of \$185,000 annually awarded to Warren County but with the stipulation that the funding be utilized for a bi-county program. The program has gone through several coordinators and a determination was made to put out to a community agency rather than leave at the county level. The proposals will be reviewed and elected officials, Chairman of the Board and Committee Chairwoman, will be included in that evaluation process.

#### OTHER BUSINESS:

The County Administrator stated in 2020 the Board passed a resolution that authorized one-time compensation for the COVID incident management team members. Asked if there was any interest in issuing a second compensation for particularly two positions that are still giving all their effort and time to responding to COVID in addition to managing day-to-day operations within their departments, Public Health Assistant Director of Patient Services and Deputy Director of Public Safety. Both of these positions are on the exempt salary schedule and do not receive overtime. These positions were compensated \$5,000 in 2020 and is there any interest in compensating these two positions considering the same amount \$5,000 or possibly higher up to \$10,000. Mr. Ward believes they have earned extra compensation for all they have done. Mrs. Clary believes this is one of the eligible uses of the COVID funding. Mr. Hall stated they have also picked up coordinating with the school systems which is very complicated. He stated this is well earned and well deserved and the funds are there to do this and it would be the appropriate thing to do. These two employees go above and beyond. A motion to send this request for additional compensation for the Public Health Assistant Director of Patient Services and Deputy Director of Public Safety to the Finance Committee for consideration was moved by Mr. Ward and seconded by Mr. Skellie. Discussion. Mr. Hicks stated this is the first we have heard of this and thinks it needs a lot more vetting and discussion especially with only four committee members present and not comfortable making a decision yet. Mr. Hall stated that is why to send it to the Finance Committee with the bulk of the Supervisors and all the committee chairpersons on that committee. Mr. Skellie stated he seconded the motion to get it to the Finance Committee with more Supervisors to discuss this. Mr. O'Brien asked why was this not brought up at the Public Safety Committee yesterday. The County Administrator stated it was brought to this committee to keep the two positions together because it would be the same/one resolution. Mr. O'Brien does not think this is the right way to do this avoiding one oversight committee. Mr. Hall took responsibility for directing this request to one committee. The motion to send this request for additional compensation for the Public Health Assistant Director of Patient Services and Deputy Director of Public Safety to the Finance Committee for consideration was moved by Mr. Ward, seconded by Mr. Skellie, and defeated. The County Attorney stated any Supervisor can bring it to the Finance Committee or can decide to start this process over through the oversight committees.

A motion to adjourn was moved by Mr. Ward, seconded by Mr. Skellie, and adopted. The meeting adjourned at 11:39 A.M.

*Debra Prehoda, Clerk*  
*Washington County Board of Supervisors*

## Emergency Rental Assistance Program (ERAP) Update

### Statewide Data:

#### Summary Data through November 19, 2021

- Total Applications: 286,101
- Total Assistance Obligated and/or Paid: \$2.1 billion
- Number of Payments Issued to Landlords: 83,488
- Value of Payments Issued to Landlords: \$1.05 billion
- Number of Provisionally Approved Tenant Applications Submitted in June, July, August or September Pending Landlord Verification: 82,107
- Estimated Value of Provisionally Approved Tenant Applications Submitted in June, July, August or September Pending Landlord Verification: \$1.03 billion

### Washington County Data:

Applications through November 21, 2021				
Town	ZIP Code	Rent Arrears Count	Rent Prospective Count	Utility Arrears Count
Buskirk	12028	1		
Eagle Bridge	12057	5	3	2
Schaghticoke	12154	2	2	1
Argyle	12809	6	5	2
Cambridge	12816	28	21	11
Clemons	12819	1	1	1
Comstock	12821	2		
Cossayuna	12823	1		
Fort Ann	12827	13	13	6
Fort Edward	12828	41	38	20
Granville	12832	42	40	19
Greenwich	12834	26	22	9
Hampton	12837	4	3	
Hudson Falls	12839	150	128	65
Middle Granville	12849	1	1	1
Salem	12865	12	9	5
Whitehall	12887	57	47	9
Washington Co. total		<b>392</b>	<b>333</b>	<b>151</b>

ERAP Rent Arrears and Prospective Rent Payments through November 19, 2021:

Rent Arrears: 126 payments = \$654,765; Prospective Rent: 100 payments = \$213,655

# New York State Low Income Household Water Assistance Program

## Do you need help paying for overdue water and wastewater bills?

The Low Income Household Water Assistance Program (LIHWAP) can help.

LIHWAP is a drinking water and wastewater emergency assistance program funded through new federal resources. Benefits are based on the amount of unpaid water and wastewater bills owed by applicants. This assistance is targeted at low income households and income guidelines will mirror that of the Home Energy Assistance Program.

LIHWAP benefits are based on the actual amount of drinking water and/or wastewater arrears, up to a maximum of \$2,500 per drinking water or wastewater provider, or \$5,000 if drinking water and wastewater services are combined, per household. Benefits are paid directly to the household's drinking water and/or wastewater vendor(s).

Eligibility and benefits are based on:

- income,
- household size,
- household includes a U.S. citizen, U.S. national, or qualified alien, and
- amount owed to drinking water and/or wastewater provider(s).

Primary applicants must provide:

- Proof of identity
- Proof of residence
- Documentation of earned and unearned income
- A drinking water, wastewater, or combined drinking water and wastewater bill listing their permanent and primary residence
- A valid Social Security Number (SSN)
  - SSNs of additional household members will be requested

For more information, visit <https://otda.ny.gov/LIHWAP>



November 17, 2021



Budget Code A.4390.4290, Psychiatric Expense

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2021 Budget	A.4390 435
1/2021 Budget	\$100,000
TOTAL	\$100,000

YTD Expenses	
NYS OMH Restoration Expenses (Jan-Nov)	\$145,475
CPL 730 Competency Examinations (Jan-Oct)	\$4,275
Estimated CPL 730 Competency Examinations (Nov-Dec)	\$855
TOTAL	\$150,605

YTD Balance	-\$50,605
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