

HEALTH & HUMAN SERVICES COMMITTEE MEETING MINUTES  
DECEMBER 21, 2021

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

HEALTH & HUMAN SERVICES MEMBERS ABSENT: Campbell, Ward

SUPERVISORS: Hall, Henke, Fedler, Shaw

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 – December 1, 2021

3) Department Reports/Requests:

A. Youth Bureau

1. Permission for Chairman to Sign Two Contracts – WAIT House (\$12,471 & \$23,999)

2. Warren County Youth Bureau Agreement

B. OFA/ADRC

1. Backfill Request – Part-time Aging Services Aid

2. OFA Advisory Board Appointments

C. Public Health

1. WIC Request for Application

2. Miscellaneous

D. DSS

1. Request to Backfill – Clerk; Sr. Social Services Examiner

4) Other Business

5) Adjournment

Chairwoman Clary called the meeting to order at 10:38 A.M.

A motion to accept the minutes of the December 1, 2021 meeting was moved by Mr. Wilson, seconded by Messrs. Ferguson and Skellie and adopted.

**DEPARTMENT REPORTS/REQUESTS:**

YOUTH BUREAU – Mike Gray, Director, addressed the following items with the committee:

- Authorize Chairman to Sign Contracts: WAIT HOUSE – The WAIT House is a homeless youth shelter for Warren and Washington Counties. Requesting the Chairman’s signature on contracts to the WAIT House in the amounts of \$12,471 and \$23,999 100% pass through dollars. A motion to authorize the Chairman to sign WAIT House contracts in the amount of \$12,471 and \$23,999 was moved by Mr. Wilson, seconded by Mr. Ferguson, and adopted.
- Warren County Youth Bureau Agreement – In January 2021, the State contacted the Youth Bureau about taking over the Warren County Youth Bureau. They have met over the year and submitted a Youth Bureau Operating agreement to Warren County and the State. The operating agreement met all the requirements that the State had to merge. Terms of the agreement include three-year agreement starting January 1, 2022 – December 31, 2024, 90-day termination clause for both counties, and the amount of the contract is \$105,000 and will voucher quarterly for payment in the amount of \$25,250. The scope of services includes complete State required five-year child family services plan – youth, young adults, and homeless youth, submit an administrative summary every year on behalf of Warren County and coordinate their resource allocation process which is taking State dollars into the county and then dispersing them to community-based organizations and municipalities

that provide services. Funding will not be comingled and will go to Warren County organizations. Required to have direct access to the Chief Elected Official in Warren County and will report to their committee as needed to discuss outcomes and submit quarterly reports. Also required to enter data and annual reports in the State's quality youth development system. Joining of the Youth Bureaus would put us in a good position regionally to be subject to more opportunities for youth in both counties. To make this merger successful it requires additional staff which he requested in his 2022 budget. The contract will cover all personnel costs. The County Administrator stated this 2022 personnel request would have to go to the Personnel Committee, Finance Committee, and full Board for approval. The requested personnel is needed for this merger and needs to be approved prior to signing this agreement.

OFA/ADRC – Gina Cantanucci, Director, addressed the following items with the committee:

- Backfill:
  - Part-time Aging Services Aide – A part-time Aging Services Aide with 26-years of service retired and requesting to backfill this position. A motion to approve backfill, part-time Aging Services Aide, and forward to the Personnel Committee for consideration was moved by Mr. Ferguson, seconded by Mr. Wilson, and adopted.
  - Per Diem – Due to the retirement of the part-time Aging Services Aide, the position was offered to per diems and a per diem is interested in taking the part-time position. A motion to approve backfill, an Aging Services Aide per diem, and forward to the Personnel Committee was moved by Mr. Ferguson, seconded by Mr. Wilson, and adopted.
- OFA Advisory Board Appointments, list attached. – A motion to reappoint and appoint members to the Office for the Aging Advisory Council was moved by Mr. Ferguson, seconded by Mr. Wilson, and adopted. The OFA Director will reach out to the towns without representation on the council.

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

- WIC Request for Application – Every five years the WIC program comes up for renewal. Looking for Board support to sponsor that program again for the next five years. The new five-year program would start in October 2022 – September 2027. This is a federally funded program through the USDA. A motion to approve renewal of the WIC program for another five-year period from October 2022 through September 2027 was moved by Mr. Wilson, seconded by Mr. Ferguson, and adopted.
- Miscellaneous:
  - Preschool Service Coordinator – One of the Preschool Service Coordinators is going out for surgery in February and will be out for four to six weeks. This person is also due to retire in April and has submitted her retirement date in writing. Requesting to backfill this position ahead of scheduled surgery in February so there will be a little overlap and once the employee retires would not backfill her position. A motion to approve backfill, Preschool Service Coordinator, and forward to the Personnel Committee was moved by Mr. Wilson, seconded by Mr. Ferguson, and adopted.

- Vaccine Clinics:
  - Back to School Second Dose at Hudson Falls scheduled for January 7<sup>th</sup>
  - Second Dose Pediatric in Greenwich
  - Pediatric clinic in Whitehall first dose scheduled for January 13<sup>th</sup>

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

- Backfill Requests
  - Clerk – A motion to approve backfill, Clerk, and forward to the Personnel Committee was moved by Mr. Ferguson, seconded by Mr. Wilson, and adopted.
  - Sr. Social Services Examiner – Requesting to amend the Staffing Pattern to delete one Welfare Employment Representative and increase one Senior Social Services Examiner to streamline and get all positions lined up within the same title sequence. A motion to amend Staffing Pattern to delete one Welfare Employment Representative and increase one Senior Social Services Examiner and forward to the Personnel Committee for consideration was moved by Mr. Ferguson, seconded by Mr. Wilson, and adopted. A motion to approve backfill, Senior Social Services Examiner, and forward to the Personnel Committee was moved by Mr. Wilson, seconded by Mr. Ferguson, and adopted. A motion to forward resolution to amend the Staffing Pattern to delete one Welfare Employment Representative and increase on Senior Social Services Examiner to the full Board for consideration at the January 3, 2022 Organization Meeting was moved by Mr. Wilson, seconded by Mr. Ferguson, and adopted.
- Received notification that the State in the 2021-2022 budget appropriated \$100 million to provide rental supplements to individuals and families who are experiencing homelessness or facing imminent loss of housing. Washington County has been allocated \$131,444 and the Commissioner has to submit a plan by February 15, 2022 indicating how they intend to implement a rental supplement. People do not have to be active recipients of social services benefit programs to qualify for this but there is additional eligibility information. DSS can administer the program, transfer administration to another department or contract with a not-for-profit. It is getting more difficult to have to take on these additional programs. The State has indicated that it is planning to continue this funding from year to year. If the County was to issue an RFP, the WAIT House would be an eligible agency to apply to be able to administer the program.

OTHER BUSINESS: None

The meeting adjourned at 11:05 A.M.

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



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Office for Aging and Disabilities Resources**

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**Gina Cantanucci-Mitchell**  
*Executive Director*

**MEMORANDUM**

**To:** Health and Human Services Committee  
M. Fitch, County Administrator

**From:** Gina Cantanucci-Mitchell

**Date:** December 17, 2021

**Subject:** OFA Advisory Council Reappointments and Appointments

I would like to request that the following individuals be reappointed or newly appointed to serve on the Office for Aging Advisory Council. This is a two-year term, for the period of January 2022 through December 2023:

- Sandra Lufkin - Argyle
- Gretchen Stark – Fort Ann
- Renee Rountree - Hampton
- Michelle Louy – Hebron
- Debbie Mumblo – Kingsbury
- Bruce Ferguson – Salem
- Dolores Mullen – White Creek
- Patricia Provost – Whitehall
- Dianne Sofia – At Large member
- Mary Ann Nichols – At large member
- Antonia Estrada – At Large member
- Jodie Smith – Department of Social Services Designee
- Max McDonnell – Community Organization Designee
- Kristen Hardy – Washington County Sheriff's Dept. Designee