

HEALTH & HUMAN SERVICES COMMITTEE MEETING MINUTES  
JANUARY 30, 2019

HEALTH & HUMAN SERVICES COMMITTEE MEMBERS PRESENT: Idleman, Campbell, Skellie, Middleton, Clary

HEALTH & HUMAN SERVICES COMMITTEE MEMBERS ABSENT: LaPointe, Ferguson

SUPERVISORS: Henke, Shaw, O'Brien

Debra Prehoda, Clerk

Al Nolette, County Treasurer

Mike Gray, Director Youth Bureau

Tammy DeLorme, Commissioner DSS

Tina McDougall, PH Financial Manager

Gina Cantanucci-Mitchell, OFA/ADRC Dir.  
Public

Chris DeBolt, County Administrator

Roger Wickes, County Attorney

Patty Hunt, Director Public Health

Kathy McIntyre, Assistant Director PH

David Conroe, LEAP

Ken Marrwinchell, Veteran Srvs. Director

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1) Call to Order

2) Accept Minutes – November 28, 2018

3) Department Reports/Requests:

A. LEAP (Wash Co EOC)

1) Workforce Development Board Reappointments – Mark Fish

B. Veteran Services

1) Request for Permission for out of State Travel – Accreditation Training

2) Veterans Department Update

C. Youth Bureau

1) Department Updates

D. Public Health

1) Request for Resolutions – Carry Over 2018 Funding to 2019

2) Request for Approval – Plattsburgh State BSN Student Intern

3) Public Health Seed Project

4) Miscellaneous

E. OFA/ADRC – Department Updates

1) Discuss Vehicles Going to Auction

F. Department of Social Services

1) Federal Funding Status Update

2) NYPWA Conference Update

3) RFP Waiver Request – Management Training

4) Snap Bonus Plan – Review for Necessary Permissions

4) Other Business

5) Adjournment

In the absence of Chairman LaPointe, Supervisor Idleman called the meeting to order at 10:03 A.M.

A motion to approve the minutes of the November 28, 2018 meeting was moved by Mr. Skellie, seconded by Mr. Middleton and adopted.

LEAP (Wash Co EOC) – David Conroe, Workforce Investment Board, addressed the following items:

- Reappointment request. A motion to reappoint Mark Fish to the Workforce Development Board for a three-year term was moved by Mr. Skellie, seconded by Mr. Middleton and adopted.
- Chairman Sign Contract – Three counties are represented on the Workforce Investment Board and enter into a multijurisdictional contract signed by the Chief Elected Official. Due

to a change in the Chairman of the Board position in Saratoga County, the NYS Department of Labor is requesting signature of a new contract. A motion to authorize the Chairman of the Board to sign Workforce Investment contract was moved by Mr. Middleton, seconded by Mrs. Clary and adopted.

VETERANS SERVICES – Ken Marrwinchell, Veterans Services Director, addressed the following items with the committee:

- Permission for Out of State Travel – A motion to approve out of state travel for the Veterans Director and Deputy Director for accreditation training in Cleveland, Ohio from June 1, 2019 – June 8, 2019 driving privately owned vehicle was moved by Mr. Skellie, seconded by Mr. Middleton and adopted.
- Veterans Department Updates:
  - Mike Alexander was appointed Deputy Director and will be dual accredited.
  - 1000 processes through their office up from 920 the prior year
  - Continue to digitalize office about 30% complete
  - PIV cards allows them direct access to VA files – directly into the VA system streamlining the process and claims.
  - Developing and implementing a transitional veterans' programs at Great Meadow and Washington Correctional facilities. Veterans in the facilities due to drug offenses/non-violent convictions and once released if they have no support will end up in same situation. Providing transitional services and link to the outside world for support for when they get out.
  - Continued outreach to nursing homes and veteran posts - American Legion educating on VA benefits.
  - Working with Warren County on a peer to peer program which is grant funded. They are establishing a program, veterans peer to peer support network to help veteran's day to day. Working to establish a Veterans Advisory Board who will help make decisions and direction of this program. Received the funding without any direction. Saratoga County already has a very successful program.

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

- Department Updates:
  - Students Visit NYS Assembly – Requesting to bring students, two from Whitehall High School and two at risk youth to the State Assembly. They will view the legislature in action, capital and museum. A motion to approve lunch expense was moved by Mr. Middleton, seconded by Mr. Campbell and Mrs. Clary and adopted.
  - \$300 for food for various programs, handout. A motion to approve yearly expenditure of up to \$300 for food, coffee supplies and paper supplies for meetings and other activities was moved by Mr. Campbell, seconded by Mrs. Clary and adopted.
  - Winter Fest – Saturday from 10AM to 3PM. Originally budgeted \$1,000 but anticipates being a couple hundred dollars over due to warming tent. He has money in his budget. A motion to approve an additional \$200 for Winter Fest was moved by Mr. Campbell, seconded by Mrs. Clary and adopted.

PUBLIC HEALTH - Patty Hunt, Director, addressed the following items with the committee:

- Budget Amendments to Carry over 2018 Funding to 2019:
  - Carry forward unspent funds for Early Intervention Administrative, Child Passenger Safety, PH Preparedness, DSRIP and recognize 2019 DSRIP funding. A motion to carry forward unspent funds into the 2019 budget was moved by Mr. Campbell, seconded by Mr. Middleton and adopted. A motion to recognize additional DSRIP funds in the 2019 budget was moved by Mr. Campbell, seconded by Mr. Middleton and adopted.
  - Preschool – Personal Services – A motion to increase the 2018 personal services account for the Preschool program in the amount of \$6,250 transferring funds between lines due to a buyout and allowing a new employee to come on early to train was moved by Mr. Campbell, seconded by Mr. Skellie and adopted.
- Intern – A motion to approve unpaid internship, Plattsburgh State RN BSN student for the spring semester, was moved by Mr. Middleton, seconded by Mr. Campbell and adopted.
- Seed Project – \$35 for 500 seed packets – This project is combining the Lead and Community Health and Wellness programs purchasing seed packets to put in a spring packet of information to be transmitted to our community partners. A motion to approve Seed Project in the amount of \$35 to include in information packets was moved by Mr. Skellie, seconded by Mr. Campbell and adopted.
- Miscellaneous
  - Received a call from Glens Falls Hospital's Creating Healthy Schools and Communities program about recognizing four schools in our county for policy changes that have been instituted to improved health - Whitehall, Fort Ann, Hudson Falls and Granville. A motion to recognize four schools for Creating Healthy Schools and Communities program was moved by Mr. Campbell, seconded by Mr. Skellie and adopted.
  - Brief Overview of Governor's Budget – She does not anticipate a huge impact. Article VI funding – substantial cut to NYC from 36% to 20% because they have been receiving a disproportional level of funding and no re-appropriation of monies saved to other counties. Eliminated cost of living adjustments which impacts WIC. Early Intervention proposing 5% rate increase to providers and not clear how it will impact escrow account but still trying to determine. Currently have 103 children in Early Intervention and 158 in preschool. Lead poisoning reducing actionable level from 10 to 5 which could increase caseload and have to make sure pre-1978 rental homes/apartments are inspected. The County Administrator stated the County is going to end up in environmental health. The regulation on tobacco T21 brings vaping products under Clear Air Act regulations just like tobacco. Regarding legalization of marijuana, there is a lot of health effects data coming out of Colorado. A conference call is scheduled and she will share problems mentioned in conference call. NYS Association of County Health Officials has come out against it.
  - Flu has arrived. The County Administrator mentioned currently rebooting the Kronos time and attendance system and is considering get rid of using your finger print to clock in.

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

- Vehicles Going to Auction – A request from CWI to obtain county vehicles. Past practice is

if there were any vans slated to go to auction that those vehicles were then donated over to CWI to assist with our home delivered meals program. The County Administrator stated there are two minivans that will come out of service but probably not until end of summer. Estimated revenue if sold at auction is about \$5,000 each per Blue Book. There is time to explore this request and review economics. CWI is paid a \$9,000 administrative fee plus mileage. The OFA Director stated the cost effectiveness of contracting with CWI has been looked at before and found to be more cost effective to have CWI deliver and they cover over half of our routes. A motion to approve transfer of vans was moved by Mr. Campbell and seconded by Mr. Middleton. Discussion. The OFA Director stated this also gives CWI participants work related experience. The motion to declare the vans surplus and transfer to CWI was moved by Mr. Campbell, seconded by Mr. Middleton and adopted

- Miscellaneous:
  - Events – Next week planning to participate in Governor’s new committee on long term care, meeting with state legislators on Advocacy Day and attending an Association Board meeting. Requesting permission to stay overnight, two nights, and reimbursed with aging dollars to some extent. A motion to approve two-nights overnight stay for OFA Director to attend meetings in Albany was moved by Mrs. Clary, seconded by Mr. Campbell and adopted.
  - Homefront – Invited and plans to serve on the HomeFront Development Board of Directors. She will be spending time working with HomeFront and serving on their board.
  - March Nutrition Month – March 22<sup>nd</sup> is the date designated for Supervisors to deliver senior meals. Exploring the possibility of serving meals at one of the three senior sites as an option. More information to follow.
  - Governor’s Budget – \$15M to be added into aging programs. Advocating for this to be disbursed to counties with no local match.

**SOCIAL SERVICES** – Tammy DeLorme, Commissioner, addressed the following items with the committee:

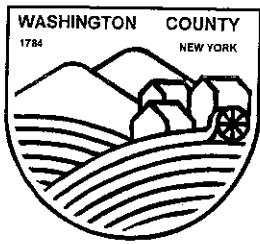
- Federal Funding Status Update (Government Shut Down) – HEAP – The State has received federal fiscal year 2019 funding and HEAP should not be an issue, temporary assistance needy families and Flexible Fund for Family Services is also funded through June 30<sup>th</sup> and SNAP benefits – month by month depending on what the status is, currently all set through March 2019. Spending out in benefits, not paid out by our DSS but they determine eligibility, about \$700,000 per month (October 2018) for SNAP. Recipients received their February benefits early.
- NYPWA Conference Update – Many staff attend but she is the only one that stays overnight. They gain a great deal from these workshops and if there is value for having multiple staff go she could contain overnight stays in her training plan and receive reimbursement; for consideration going forward. Accepted the position of Second Vice Chairman of his organization after first speaking with the County Administrator and Chairman LaPointe. Impacts from Executive budget proposal: still going to reimburse 100% of Medicaid administrative costs, code blue plans should be approved shortly, and TANF (Temporary Assistance for Needy Families) funded by feds 100% and proposing a local share of 10% for TANF in NYC. Office of Children and Family Services (OCFS) – watching to see if legislative add ons are included; i.e. Safe Harbour funding, care center. Additional regulatory requirements are getting pushed to counties, unfunded mandates taking more time.

- RFP Waiver Request – Management training for four days throughout the year. Estimated cost between presenter's fee, travel and expenses between \$8,000 and \$9,000 which requires three written quotes. She does not feel there are other providers available to present this training. A motion to waive the three written quotes requirement for management training was moved by Mr. Campbell, seconded by Mrs. Clary and adopted. This expense included in training plan funded in the budget.
- SNAP Bonus Plan Award Last Year – Review for Necessary Permissions – Plan to reconstruction bathroom area on main level floor and fair hearing room in basement moving upstairs and changing around interview rooms. To clarify wording from other committee meeting minutes, the Commissioner wants it understood that she has the approval for this project with items being purchased by both DSS and Buildings and Grounds or DSS reimbursing Buildings and Grounds and that it is fully funded. Buildings and Grounds has only provided DSS with estimates of the costs and they may need to contract some of the work to complete within the time frame of claiming. Committee approval for the purchases pending ongoing compliance with the procurement policy was moved by Mr. Campbell, seconded by Mr. Middleton and adopted. The original estimate was \$35,600 and the federal award was for \$50,000. Originally DSS was going to purchase ten computers out of this funding but has since purchased them using DSRIP funding.
- Miscellaneous:
  - 2018 to 2019 – Requesting to move funds from 2018 budget to 2019 for Resolution #304 vehicle purchases – will check to see if PO issued then no action required, Resolution #326 for \$70,000 was already moved forward in January and Resolution #244 DSRIP funding \$16,745 Resolution No. 244 – will check to see if they were PO.
  - Youth Bureau/Alternative Sentencing collected bottles/cans at fair – Funds transferred to DSS and some used for Christmas gifts for two families.
  - Employees receiving retirement plaques at February 15<sup>th</sup> Board Meeting – Rhonda Lee, Sue Williams, and Eileen Irwin.

OTHER BUSINESS: None.

The meeting adjourned at 11:30 A.M.

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



**WASHINGTON COUNTY YOUTH BUREAU/  
ALTERNATIVE SENTENCING AGENCY**

County Municipal Center  
383 Broadway  
Fort Edward, New York 12828

**Michael J. Gray**  
*Director*

(518) 746-2330 or (518) 746-2333  
Fax (518) 746-2331

**Susan Mowrey**  
*Assistant Director*

Health & Human Services Committee Meeting  
January 30, 2019

We are asking for approval to purchase food, coffee supplies and paper supplies for the year up to the amount of \$300.

Examples of purchases:

- Hot dogs, rolls, chips, ketchup, mustard and paper supplies to feed people who come for Spring clean-up of Lake Lauderdale and Huletts Parks;
- Hot dogs, rolls, chips, ketchup, mustard, and paper supplies for Juvenile Community Restoration Program Picnic;
- We hold four separate rounds of Thinking For A Change Classes that each meet twice a week for eight weeks and we provide coffee and refreshments;
- Coffee and refreshments for other meetings we sponsor throughout the year.

**Public Health Intern Request  
Spring 2019**

**Name of Student:** Nicole Russo

**Name of sponsoring academic program:** SUNY Plattsburgh Nursing

**Name of program/class:** NUR 425 Public Health Nursing

**Name of academic faculty member supervising intern:** Barbara Roszak MPH

**Length of participation:** 50-55 hours

**Agency oversight needed (time):** 1-2 hours per week

**Reporting requirements:** student conference at beginning and end of clinical day, written mid-term evaluation, final written evaluation

**Expected duties of Intern while with the Dept.:**

Overview of practical applications of clinical study, work with the Quad Council Domains of Learning in Public Health at the Baccalaureate Level- assure experiences and consideration of planning experiences according to the 8 domains of community health: analytics, policy development/program planning, communication skills, cultural competency, practice skill, basic public health science skill, financial management and leadership and systems thinking.

Introduce student to concepts of population health versus pt. clinical care, research, evidence-based planning and practice and data analytics via work with the Community Health Assessment data, ongoing community engagement related to the Washington County Community Health Improvement Plan.

**Prospective work schedule:** To be scheduled with the student upon arrival to dept.

**Agency supervision plan:** Assistant Director of Public Health will interface with student, manage her experience and objective attainment and provide clinical supervision and evaluation.