

HUMAN SERVICES COMMITTEE MEETING MINUTES
JANUARY 27, 2010

HUMAN SERVICES COMMITTEE MEMBERS PRESENT: LaPointe, Henke, Banks, Watkins, Pitts, Gordon

HUMAN SERVICES COMMITTEE MEMBERS ABSENT: Brown

SUPERVISORS: Lindsay, Shay

Debra Prehoda, Clerk

Tammy DeLorme, Commissioner DSS

Claire Murphy, Director OFA

Rob York, Mental Health

Roger Wickes, County Attorney

Mike Gray, Youth Director

Sam Hall, Veterans Director

Kevin Hayes, County Administrator

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Approval of Minutes – November 25, 2009
- 3) Department Reports/Requests:
 - A. Mental Health
 - a. Fiscal Officer Update
 - b. Fiscal Services Contract Update
 - c. NYS 2009-2010 Deficit Reduction Plan
 - B. Youth Bureau
 - a. Youth Board Appointments
 - C. OFA/ADRC
 - a. Permission to Travel – Washington, DC
 - b. Invitation to Delivery Meals on St. Patrick's Day
 - D. Social Services
 - a. Program Updates
 - b. FMAP Reconciliation 10/08
 - c. Self Defense Training
 - d. Homeless Meeting Update
 - e. Berkshire Farms Contract – Scot House
 - f. 2009 Budget Review
 - g. Budget Amendment Requests
- 4) Other Business
- 5) Department Head Evaluation – Director of Veterans Services
- 6) Adjournment

Chairman LaPointe called the meeting to order at 10:00 A.M.

A motion to approve minutes of the November 25, 2009 meeting was moved by Mr. Banks, seconded by Mr. Henke and adopted.

MENTAL HEALTH – Rob York, Director, addressed the following items with the committee:

- Community Services Board – Rob distributed a handout listing the nine-member Washington County Community Services Board and meeting schedule, on file.
- Fiscal Officer/Fiscal Services Contract Updates – In 2008 their fiscal officer passed away and they are working with only a part time position. They are trying to maintain this as a part time position dividing duties up amongst the staff. They moved half of the salary of that position to a consulting line, helping the agency to maximize revenues and some of the deliverables they are working on in 2010, federal salary sharing and a review of their claiming from three state agencies. The 2010 fiscal consulting contract is for up to \$14,500. They charge \$75/hour, which should provide them with approximately 200 hours of services. The State Office of Mental Health is doing close outs on prior years which involves a lot of work for his office. Once they work

through some of these items, they will look at cutting back on this budget line. The fiscal director salary was \$52,900 and he also served as a deputy director. In the future, they are looking to make it more of just a fiscal position.

- Funding – Most counties in the state pay 50% and the state pays 50%. Washington County pays 3.01% and the state pays the balance under an arrangement called Unified Services that is slated to go away in July 2010 with a significant impact to the County. He will explain this further at a future meeting.
- NYS 2009 – 2010 Deficit Reduction Plan – These were cuts that came at the end of last year. For their three state agencies, NYS OASAS and Office of Mental Health both took substantial cuts at the state level and did not pass cuts on to local municipalities, and the State Office of Mental Retardation Developmental Disabilities did have a \$65M cut and they expect nearly a \$1M reduction in local assistance – locally resulted in a 10% reduction from the funding from that office which impacted two agencies: county administration of Unified Services (Mental Health/Community Services) and Community Work Incorporated. The reduction to the County totaled \$11,686.00 with Community Workshop reduce by \$9,800 and the remaining out of county administration. Warren County experienced similar cuts.
- Liberty House Foundation is one of their contract agencies. They receiving funding through us for both mental retardation and developmental disabilities services and some mental health services. Part of the Office of Mental Retardation's plan was to convert program for developmental disabilities funding to the Medicaid rate and they would then bill Medicaid for the services instead of providing the program with state aid. The State funding was about \$85,000 and they converted that to the Medicaid waiver. It costs Liberty House about \$95,000 to run the program and with this change it leaves the agency about \$10,000 short. He is proposing to continue to fund this through the Unified Services funding arrangement. The cost to Washington County would be \$829.00 and Warren \$8,723. Now that it is under the Medicaid waiver for the state portion, is the County willing to continue the local share. He did plan for this in his 2010 budget. A motion to approve funding local share to Liberty House Foundation, \$829.00, was moved by Mr. Banks, seconded by Mr. Henke and adopted. The Community Services Board will be meeting at Liberty House at 3P.M. on February 11th if anyone would like to attend.
- Rented space in downtown Glens Falls – For years they have rented space in downtown Glens Falls because it is a centralized location to service both counties and convenient with providers. There has been talk that Warren County might have space available. He is unsure if Warren County would charge rent. They currently pay \$23,000 per year for 1,800 square feet of office space. He is requesting permission to explore other options. Committee consensus was to explore other options.
- Voucher - Several stale Mental Health vouchers were submitted to audit in addition to being on a voucher that was faxed to the provider but all the information and signatures on the voucher are originals. A motion to forward to the Finance Committee for consideration recommending approval of these vouchers was moved by Mr. Banks, seconded by Mr. Watkins and adopted.

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

- Youth Board Appointments – A motion to recommend appointment of Tammy DeLorme, Polly Monahan, Mitchell Suprenant and Anthony White to the Youth Board for a term expiring December 31, 2012 was moved by Mr. Banks, seconded by Mr. Gordon and adopted.

- Intern Request – Mike is requesting permission to offer an intern position to Mathew Jackson a senior Criminal Justice major for the period February – June 2010 at no cost to the County, handout on file. A motion to approve request for intern was moved by Mr. Banks, seconded by Mr. Gordon and adopted.
- Governor's Proposal – Some revenue they receive for providing direct services to DSS might be impacted and he will provide information when available. This could represent a loss of between \$50,000 and \$87,000. Mike is looking at other revenue enhancement streams.

OFFICE FOR THE AGING – Claire Murphy, Director, addressed the following items with the committee:

- Community Living Program Training Program – Claire is requesting permission to travel to Washington County DC for a three-day conference on February 22 – 24, which is for the Community Living Program Aging and Disabilities Resource Center Training. Last summer, the County agreed to participate in this Community Living Program Training grant and this Community Living Program conference is a condition of that \$50,000 grant. The conference expenses are included in the grant and are 100% federal dollars. This trip would involve round trip transportation by train to Washington DC \$150, 3 nights stay at a hotel \$621, and there is no conference registration cost and breakfast and lunch are included. She plans to stay down in the Washington DC area for the remainder of the week with family at her own expense. Claire stated the grant started in September and they are in the planning process for the implementation of the development of consumer directed services for non-Medicaid eligible people. This is another option for providing services. A motion to approve travel request was moved by Mr. Banks, seconded by Mr. Gordon and adopted. Kevin recommends bringing forward any more trips to the committee for consideration.
- Invitation to Deliver Meals on St. Patrick's Day – Claire stated invitations will be sent out next week to all Supervisors regarding an opportunity to deliver meals on St. Patrick's Day.
- Looking at the Governor's proposed cuts. Not a significant level of cuts especially in core services and less than \$4,000 cut in EISEP(Expanded In Home Services for the Elderly), CSE (Community Services for the Elderly) cuts of \$5,000 and \$6,000 in SNAP (Supplemental Nutrition Assistance Program). She stated they have not recognized revenue from the Community Living Program grant so they should be all right in the budget.

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

- Program Updates –
 - Annual Report - Tammy reported they are working on their 2009 Annual Report that provides program overviews, eligibility requirements and numbers of those served.
 - Child Protection Services Reports – They have entered a pilot program to filter how to best address rather than all being addressed with the same intensity. This gets the family involved sooner. This pilot program, Family Assessment Response, started January 1st and she is already hearing good reports. There were 1486 reports in 09 and 85 so far in 2010 of which 22 have been funneled into this Family Assessment Response. Not every child protection services case goes to court so

this will not have an impact on time in court. Washington County is one of thirteen counties participating in this pilot program.

- Looking to Change Assistance Program Division (food stamp, Medicaid & temporary assistance cases) – The caseload has increased by 10% across the board but staff has not increased. Workers had been assigned to specific units but with the workload increase on personnel, they are looking at better ways to handle the workload. On April 1st they plan to switch to a task based system. They will have teams divided by function rather than program to provide more efficiency. This should be beneficial for claiming administration costs.
- FMAP Reconciliation – They have received a portion, 80% share, but because of the stimulus program they were looking for a refund for funds paid out in 2008 and into 2009. They expected to get the 20% back at the end of last year but have received the funding now and it was not for nearly as much as they would have liked, \$22,375 when they were hoping to receive \$200,000. Kevin stated there were some counties that had to pay back funds.
- Self Defense Training – The Safety Officer went out in the field with the employees and recommended self-defense training or more appropriately called situation awareness training for the staff. Roger Wickes, County Attorney, stated this situation awareness training is for staff to not get in a position where they need self-defense. These services are being provided for free by Bob Murray, martial arts trainer, and are voluntary for employees.
- Homeless Meeting Update – A meeting was held on January 14th addressing the needs of the homeless and lack of housing. They discussed the problems being faced by the homeless population and the difficulty providing housing for sex offenders. They are doing everything they can to get people to a place where someone will take care of them including providing bus tickets to relatives willing to take them in. Washington County is currently serving approximately 16 people.
- Berkshire Farms Contract – Scot House - Berkshire Farms would like to continuing leasing the Scot House in Argyle. Roger Wickes, County Attorney, reported this is a no fee lease but we do place kids there. They have the capacity to house ten children. Berkshire Farms is responsible for normal wear and tear on the building. A motion to approve renewal of lease with Berkshire Farms for the Scot House was moved by Mr. Banks, seconded by Mr. Watkins and adopted.
- 2009 Budget Review – Tammy distributed and explained the attached handout DSS/OFA Comparison of Actual Expenditures to Actual Revenue as of 12/31/09, attached. She explained the funding for the mandatory programs administered by DSS for the state or federal government. Although mandatory, there is a slight amount of discretion in all the categories. The local share in these programs is as follows:
 - Day Care 10%
 - Purchase of Services 25%
 - Medical 25%
 - Family Assistance 25% Note: Collectively, Family Assistance (have children in the home) and Safety Net (no children in the home) are what is known as temporary assistance.
 - Foster Care 25% (avg.)
 - Juvenile Delinquent 50%
 - State Training 50%
 - Safety Net 50%
 - HEAP 0%

Kevin distributed the attached handout further explaining the DSS 2009 budget.

- Budget Amendment Daycare Program – A motion to amend 2009 budget to increase Daycare by \$15,000 to adjust for an anticipated shortfall in the Daycare program and decrease DSS-Services for Recipients by \$15,000 was moved by Mr. Banks, seconded by Mr. Watkins and adopted.
- NYS Public Welfare conference – Tammy plans to attend the NYS Public Welfare conference his afternoon through Friday to get information on budget implications to this year's budget.

DEPARTMENT HEAD EVALUATION – Director of Veterans Services – A motion to enter an executive session to conduct department head evaluation, Director of Veterans Services, to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation, was moved by Mr. Banks, seconded by Mr. Watkins and adopted.

No action was taken during the executive session.

The meeting adjourned from executive session.

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