

JOINT HEALTH & HUMAN SERVICES AND FINANCE COMMITTEE MINUTES
SEPTEMBER 28, 2022

HEALTH & HUMAN SERVICES COMMITTEE MEMBERS PRESENT: Clary, Campbell, Fedler, Shaw, Skellie, Ferguson

HEALTH & HUMAN SERVICES COMMITTEE MEMBERS ABSENT: Wilson

FINANCE COMMITTEE MEMBERS PRESENT: Campbell, O'Brien, Hicks, Fedler, Skellie, Hogan, Clary

FINANCE COMMITTEE MEMBERS ABSENT: Haff, Rozell, Wilson, Griffith

SUPERVISORS: Hall, Henke

Debra Prehoda, Clerk

Melissa Fitch, County Administrator

Roger Wickes, County Attorney

Al Nolette, Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – August 31, 2022
3. Department Reports/Requests:
 - A. 10:00 AM Mental Health
 - 1) Resolution Request – Accept State Aid Pass-through Funds - \$8,991 – People, USA
 - B. 10:15 AM Veterans
 - C. 10:30 Youth Bureau/Alternative Sentencing
 - 1) Request Permission to Contract with Warren County
 - a) Raise the Age - \$10,000
 - b) DSS – Differential Response Services - \$5,000
 - 2) Request Permission to Sign Contract w/HF Little League Challenger Program – NYS YSEF Funds - \$6,951
 - D. 10:45 AM Public Health
 - E. 11:30 AM DSS/OFA
4. Other Business
5. Adjournment

Chairpersons Clary and Campbell called the joint Health & Human Services and Finance Committee meeting to order at 10:00 AM. in the Municipal Center, 2nd floor classroom, Room B214.

A motion to accept the minutes from the August 31, 2022 Health and Human Services Committee meeting was moved by Mr. Skellie, seconded by Mr. Shaw, and adopted.

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

2023 BUDGET REQUESTS

A.4310 Mental Health Admin.

Contractual	\$361,441
TOTAL EXPENSE	\$361,441

Revenue: \$0 Expenses: Outside Services is payment to Warren County because they do all the payroll for Community Services.

- Budget Amendment – Motion to amend 2022 budget in the amount of \$8,991 to allow for acceptance and pass through of 100% State Aid funds designated for People, USA for minimum wage adjustment was moved by Mr. Campbell, seconded by Mrs. Fedler, and adopted.

A.4320 Mental Health

Contractual	\$2,506,172
TOTAL EXPENSE	\$2,506,172

Revenue: \$2,746,576.

A.4390 Psychiatric Expense

Contractual	\$250,000
TOTAL EXPENSE	\$250,000

Revenue: \$0 Expense: Counties are responsible for 100% of the per diem expense. Court ordered evaluations for competency to stand trial. Unsure of what the psychiatric expense will be in 2023. Currently incurred through September 2022, \$465,900 for three individuals. In years past, the State paid 50% of this expense.

VETERANS – Ken Winchell, Director
2023 BUDGET REQUEST

A.6510 - Veterans

Personal Services	\$205,195
Benefits	\$ 41,652
Equipment	\$ 0
Contractual	\$ 32,300
TOTAL EXPENSE	\$279,147

Revenue: \$10,000 standard State Aid. Expenses: Outreach was restricted due to COVID and caseload. Personnel: requesting CVSO Officer at \$43,000 without benefits to keep continuity within the office that would allow the Director and Deputy Director to properly support a robust community outreach program urging veterans to pursue and file for federal, state, and local benefits, free up enough man hours to invest support of the Adirondack Peer-to-Peer program and workload with recently passed PACT legislation. Currently wait time on caseload is two to three months. Have taken on 182 new veterans this year and have 176 open claims that are split between the Director and Deputy Director. Would like to attend conference in person for accreditation. Requesting to add two additional per diem positions to the pool of drivers would strengthen the office’s ability to provide much needed transportation services for veterans going to the VA and to more community care appointments. Requesting two vans in the Car Pool budget. The current bus is in very poor condition and the minivan is not practical for putting veterans in the back seats. Looking at purchasing shuttle buses and they are wheelchair accessible.

YOUTH BUREAU – Mike Gray, Director
2023 BUDGET REQUEST

A.7310 - Youth

Personal Services	\$ 782,214
Benefits	\$ 275,214
Equipment	\$ 0
Contractual	\$ 252,290
TOTAL EXPENSE	\$1,309,718

Revenue: \$677,649 Last year of the five year ETAC funding and filed a grant application, ATI, for continuation of a funding source funding, \$157,400, not included in the budget. Expenses: Personnel - Upgrade one position from a grade 9 to a grade 13, \$6,006. Training line – would like someone trained to hold lifeguard training which is needed. Practice grant unexpended balance would be carried forward need to take out both revenue and expense. Mr. Hicks recommends looking into purchasing electric mowers and trimmers. If revenue comes in as expected, the county share will be about 10% less. Will be looking into opioid settlement funding for programs that his office already provides.

- Permission to Contract with Warren County:
 - Raise the Age \$10,000 – Motion to enter into a contract with Warren County for \$10,000 for providing raise the age services was moved by Mr. Skellie seconded by Mrs. Fedler

and adopted.

- DSS – Differential Response Services \$5,000 – Youth under the age of 12. Anticipate the State to cover that expense. Request to contract with Warren County to provide those services with his existing staff, no additional cost. Anticipates about three youth. Youth Bureau/Alternative Sentencing already offers the required services through restorative services. Motion to contract with Warren County to provide differential response services in the amount of \$5,000 was moved by Mr. Campbell, seconded by Mrs. Fedler, and adopted.
- Permission to Sign Contract Hudson Falls Little League Challenger Program -NYS YSEF Funds \$6,951 – Softball program in the summer for disabled youth. Motion to approve contract with Hudson Falls Little League for the Challenger Program in the amount of \$6,951 NYS Youth Sports Opportunity funding was moved by Mr. Campbell, seconded, and adopted.

PUBLIC HEALTH – Tina McDougall, Director, Deputy Director, Fran Harke, Fiscal Director
2023 BUDGET REQUEST:

A.2960 – CWSN – Preschool

Personal Services	\$ 306,491
Benefits	\$ 113,117
Equipment	\$ 0
Contractual	\$3,017,294
TOTAL EXPENSE	\$3,436,902

Revenue: \$2,466,515. A.2960.1621.02 is only preschool and do not use the line A.2960.1621.04. Revenue correlates with their expenses.

A.4004 Public Health

Personal Services	\$ 898,464
Benefits	\$ 294,731
Equipment	\$ 3,700
Contractual	\$ 105,147
TOTAL EXPENSE	\$1,302,042

Revenue: \$758,050. Revenue has been steadily declining under Home Care. Expenses: Equipment – Upgrade from one very larger scanner for medical files to replace with two smaller scanners. Budgeted for a laptop for Health Educator position. Budgeted laptop in Public Health due to state aid reimbursement. Personnel – Request to move Health Educator to Sr. Health Educator, upgrade, and backfill her position and add another Health Educator. Some of the things that the nurses are doing can be done by Health Educators. Put grant funding for Fellow’s office supplies and can leave and will reduce carryover in 2023. Exploring software to capture time sheets which are needed for applying for state aid and included in maintenance line. Will look into current Kronos program to see if they have capability to provide time sheet information. Decreased their pool of cars down to four cars and then reduced mileage expense. Going to look into shredding medical files verses having them burned.

A.4005 – Family – Car Seat Program

Equipment	\$ 0
Contractual	\$18,454
TOTAL EXPENSE	\$18,454

Revenue: This is 100% State Aid funded. Expenses: Will carryover unused grant funding.

A.4006 Disease Control -

Contractual	\$130,574
TOTAL EXPENSE	\$130,574

A.4007 – Community Health

Contractual	\$7,200
TOTAL EXPENSES	\$7,200

A.4008 – Health Education

Contractual	\$16,000
TOTAL EXPENSE	\$16,000

School programs, items for the fair, community events.

A.4059 – Early Intervention

Equipment	\$ 0
Contractual	\$365,550
TOTAL EXPENSE	\$365,550

Revenue: \$181,500. Revenue A.4059.1621.04 – Public Health and the Treasurer will look at this account because possibly revenue is going into a different account.

A.4082 – WIC

Personal Services	\$376,321
Benefits .9	\$ 82,357
Equipment	\$ 4,811
Contractual	\$ 60,910
TOTAL EXPENSE	\$524,399

Revenue: \$592,299. Increased about 2%.100% USDA federal funds and federal fiscal year.
Expenses:

A.4189 – Other Public Health COVID

Personal Services	\$ 2,610
Benefits	\$36,419
Contractual	\$ 0
Total	\$39,029

Revenue: COVID that will get carried over. One per diem nurse helping with COVID.

- Anticipating a cost to the County of \$1.9M for 2022 and 2023 net cost \$1.8M down about \$100,000.
- Clinic – open up a pod for booster shots on October 13th from 4:30 to 6:30. Employee flu clinic on October 27th.

2023 BUDGET REQUEST - Gina Cantanucci-Mitchell, Director

A.6772 - Aging

Personal Services	\$555,457
Benefits	\$161,498
Contractual	\$ 7,200
TOTAL EXPENSE	\$724,155

Revenue: \$1,495,000 State and federal revenue down due to not expecting to receive COVID funding.
Expenses: 40 cent increase in meals going from \$5.60 to \$6.00. Anticipates less meals. Sheriff and Aging meals should match. A.6772.4291 Special Events – radio advertising, public broadcast, Senior picnic. A.6772.4440.18 should be in petty cash, A.6772.4440.PC; reflected in revenue Gifts and Donations.

2023 BUDGET REQUEST – Tammy DeLorme, Commissioner, Tracy Hudson, Director of

Administrative Services, Becky Palmer, Accounting Department Manager

A.6010 – DSS Admin.

Personal Services	\$ 8,003,264
Benefits	\$ 2,720,794
Equipment	\$ 25,093
Contractual	\$ 1,929,381
TOTAL EXPENSE	\$12,678,532

Revenue:\$16,279,143. Will look at State Aid -Local Administrative fund due to increased salaries and determined that they get more revenue from the Federal Government for DSS Administration. Expenses: Personnel – Regular part time of \$48,096 can be adjusted, reduced, because two temporary employees for HEAP are in regular earnings and only need to budget for part time part time Foster Care Trainers. Equipment – No vehicles budgeted. Waiting for direction from committee.

A.6055 – Daycare

Contractual	\$750,000
TOTAL EXPENSE	\$750,000

A.6070 – Services for Recipients

Contractual	\$505,000
TOTAL EXPENSE	\$505,000

Revenue and expense should match Day Care, \$25,000 additional revenue for Day Care.

A.6100 - Medicaid

Contractual	\$10,145,525
TOTAL EXPENSE	\$10,145,525

A.6109 – Family Assistance

Contractual	\$3,500,000
TOTAL EXPENSE	\$3,500,000

A.6119 – Child Care

Contractual	\$3,600,000
TOTAL EXPENSE	\$3,600,000

A.6123 – Juvenile Delinquent

Contractual	\$8,000
TOTAL EXPENSE	\$8,000

Revenue: \$0

A.6129 – State Training School

Contractual	\$99,000
TOTAL EXPENSE	\$99,000

Expense: Will receive bill in 2023 for a youth in custody in 2021.

A.6140 – Safety Net

Contractual	\$1,675,000
TOTAL EXPENSE	\$1,675,000

Code Blue – 100% reimbursement.

A6141 – HEAP

Contractual	\$24,000
TOTAL EXPENSE	\$24,000

A.6142 – Emergency Aid for Adults

Contractual	\$70,000
TOTAL EXPENSE	\$70,000

Staffing Request: Establish Caseworker pool - four (4) Caseworkers per diem; already trained Caseworkers, former agency Caseworkers. She has funds remaining in the 2022 personal services line. Motion to approve Casework pool – four per diem and forward to Personnel Committee was moved by Mr. Shaw, seconded by Mrs. Fedler, and adopted. (Amend Staffing Pattern).

2023 Staffing:

OFA

- Add two parttime Aging Services Aide titles – filling all 11 routes and currently have 9. Not decreasing the per diem pool.
- Based on a work study the work assigned to a Typist/Clerk is senior level duties and requesting to upgrade to Senior Typist/Clerk and remove Typist position, increase of \$5,387 and position 75% to 90% reimbursement.

DSS

- Create title of Caseworker Assistant grade 12 and requesting two full time positions. The local share somewhat under 20%.
- Upgrade – Staff Development Coordinator – increase in grade.
- Vacancies currently – 7 Caseworkers and 4 Examiners

Travel Plan:

OFA/DSS, handout attached. – Some trainings will require overnight stays. Leaders Training – Management and Leadership Development Series – training needs assessment to determine their areas of need and training based on those results.

Homelessness expenses are trending high right now and the other concern is staffing.

OTHER BUSINESS: None.

The Human Services committee adjourned their meeting at 12:26 PM.

The Finance Committee remained in session and considered the following 2023 Budget Request:

A.1355 – Real Property – Laura Chadwick, Director

Personnel	\$345,235
Benefits	\$ 76,517
Equipment	\$ 3,500
Contractual	\$ 31,395
Total	\$456,647

Revenue: \$49,075 Expenses: Equipment – budgeted for file cabinets and work stations. Contractual – office supplies increased due the cost of envelopes and paper. Budgeted for Assessor training.

Personnel Requests:

- Part Time Assessor to Full Time – benefits not included.
- Hire a Real Property Appraisal Aide at a grade 13 – Entry level position starting out with basic education for data collection. Continue learning over the next two to three years and possibly become an Assessor. Anticipate Assessor retirements in 2025. Approximately \$45,000 benefits not included.
- Deputy Director of Real Property Tax Services – grade 15 – training for succession planning. Currently a grade 7 and could possibly eliminate Clerk position for a year or two but it would come back.
- Charge per parcel for assessing services to towns should reflect all costs.

The Finance Committee adjourned at 12:55 P.M.

*Debra Prehoda, Clerk
Washington County Board of Supervisors*

Washington County DSS / OFA Staff Training/Travel Plan for Budget Year 2023

Trainings within the Department of Social Services and Office for Aging are provided through the State and by several contract agencies by using a variety of mediums to include classroom settings, virtual computer-based settings, teleconferences, and professional development conferences. In addition, local trainings provided through community resources are available and may include one-day training events, symposiums, or meetings.

For most of our staff, there are mandatory training institutes associated with their job title/position. Beyond these mandatory events, the need for staff to attend any event is considered by the employee's direct supervisor in conjunction with the Staff Development Coordinator & the Division's Director as well as the Commissioner.

Most State sponsored training events are at a cost of \$7 per half day and \$14 per whole day, however, some are free of charge. Costs are billed back to the agency in the form of chargebacks which generally occur 1-2 years after the fact. Locally sponsored events involve registration fees that are billed through an invoice and would be paid for out of the training appropriation account. Attendance at training may involve the reimbursement of meals and in some cases, gas and overnight expenses. For the purpose of this chart, the possibility of overnight costs has been noted with an asterisk (*).

The list below attempts to outline training possibilities for all staff, but is not likely to be all inclusive in nature:

Topic	Anticipated Cost	Cost
<p>Mandatory Training Institutes are regionally located and almost always involve travel to a classroom setting. In some cases, computer-based trainings are used to supplement training sessions.</p> <ul style="list-style-type: none"> • Assistance Programs – SNAP, Temporary Assistance, Medicaid, Daycare and HEAP • Employment Trainings • Chronic Care Institute (*) • Children's Services Foundations and Advanced Trainings (*) • Children's Services Supervisory Core (*) • Adult Services (*) • Child Support (*) – no fees • Welfare Investigator Training • HIICAP Training • Person Centered Counselling/OCC (NY Connects) Training • Domestic Violence Liaison Training Institute 	<p>State Sponsored events are \$14 per day.</p>	<p>Chargeback</p>
<p>Computer Training events are offered as state, local, and/or in-house events and would include computer software or technical assistance on state/local systems being used by agency staff. Topics may include but are not limited to CONNECTIONS, WMS, Word, Outlook, Excel, Peachtree, Access, Dbase. Events are offered through classroom settings or as virtual computer-based trainings.</p> <ul style="list-style-type: none"> • Events offered as computer-based training – no fees • Events offered as classroom setting (State) • Events offered as classroom setting (local) 	<p>State Sponsored events are \$14 per day; computer events are usually half day (\$7)</p> <p>Local Event costs vary by contractor.</p>	<p>Chargeback</p> <p>Appropriation</p>
<p>Substance Abuse Trainings are offered as state, local, and/or in-house events to include updates on drug trends, detection, resources etc are offered on both the state and local level.</p> <ul style="list-style-type: none"> • Events offered as computer-based training • Events offered as classroom settings (State) • Events offered as classroom settings (Local) 	<p>State Sponsored events are \$14 per day. Some are free.</p> <p>Local Event costs vary by contractor.</p>	<p>Chargeback</p> <p>Appropriation</p>

Washington County DSS / OFA Staff Training/Travel Plan for Budget Year 2023

<p>Management / Leadership Training would be offered to select staff within the agency and could be viewed as professional development in nature. Events are held as classroom settings, computer-based trainings, conferences, and as regional meetings.</p> <ul style="list-style-type: none"> • Executive Leadership Institute "White Eagle" for Commissioners (*) – no fees • Commissioner's Policy Forum and specially planned policy discussions (*) • Director of Services Forums (*) - no fees • Deputy Commissioners Meetings – quarterly • NYPWA (Winter and Summer Conferences) (*) • AAA/NYSOFA Leadership Institutes (*) • Staff Development Coordinators Annual Conference • Staff Development Advisory Committee Meetings (2) • Financial Management Annual Updates • Events offered as computer-based training • Events offered as classroom settings (State) • Events offered as classroom settings (Local) 	<p>State Sponsored events are \$14 per day. Some are free.</p> <p>Local Event costs vary by contractor. The Washington County Purchasing Policy & Procedures will be observed at all times for any specifically requested subjects.</p>	<p>Chargeback</p> <p>Appropriation</p>
<p>In-house trainings are organized based on staff needs and are typically offered as classroom or group like events. The agency collaborates with other county agencies and/or community resources to provide these events.</p> <ul style="list-style-type: none"> • Employee Assistance Program (EAP) sponsored events • Workplace Violence/De-escalation Training • New Hire Orientation • Health Awareness – Universal Precautions • Car Seat Installation Techniques • Trauma Informed Care • Bridges Out Of Poverty • Annual Safety and Anti-Discrimination/Harassment Training 	<p>These events typically occur at no cost to the department as they are coordinated through other county departments or community resource providers.</p>	<p>Appropriation</p>
<p>Board of Directors Memberships are most commonly held by the Department Heads and, in fewer instances, may also be suitable roles for staff members. Examples of current Board memberships requiring travel outside of the Municipal Center are as follows:</p> <ul style="list-style-type: none"> • Association on Aging • HomeFront Board • New York Public Welfare Association • Warren/Washington Community Services Board 	<p>These events may require the purchase of a meal during the meeting or an occasional overnight stay.</p>	<p>Appropriation</p>
<p>Community College - the agency no longer contracts with SUNY Adirondack but will continue to seek out expertise from them for unique training needs. Recently, we have had them develop a professional writing workshop for our staff.</p>	<p>Negotiated per request/as needed</p>	<p>Appropriation</p>

Washington County DSS / OFA Staff Training/Travel Plan for Budget Year 2023

<p>Professional Development Trainings are offered as advanced training to staff on specific program areas. They may be held as meetings, web based, classroom trainings or as conferences. Topics may include:</p> <ul style="list-style-type: none"> • NY Connects • Center for Aging & Disability Education & Research (CADER) • Adoption Conference • Interviewing Skills • Domestic Violence for District Staff • Financial Management Training for Fiscal Staff • Juvenile Fire Setting • Foster Parent Training Seminars • LAN Administrators Conference • OTDA Human Services Leadership Institute • Forensic Interviewing • Family Assessment Response (FAR) Training • Child Welfare Supervisor Symposium • HIICAP Coordinator's Conference • NYWFIA Conference (*) • Child Support Coordinator Conference • Staff Development Conference (*) • Alzheimer's Disease Conference • Adult Abuse Training Institute • Child Abuse Prevention Conference • CPS In-Service Requirement • Aging Concerns Unite Us Conference • Food Safety and Sanitation • NYS Care Giving and Respite Conference • Management and Leadership Development Series • OCFS Anti-Trafficking Summit • Events offered as computer-based training and/or classroom setting (State & Local) • Adirondack Health Institute's North Country Leadership Summit • Supervisory Training Certificate Program • National Respite Lifespan Conference • Caregiver Conference(s) • Nutrition Services Conference(s) 	<p>State Sponsored events are \$14 per day. Some are free.</p> <p>Local Event costs vary by contractor. The Washington County Purchasing Policy & Procedures will always be observed for any specifically requested subjects.</p>	<p>Chargeback</p> <p>Appropriation</p>
<p>Technical Assistance Trainings are typically offered by the state and involve either classroom setting or regional meetings. Topics may include:</p> <ul style="list-style-type: none"> • MA Consortia Meetings • CAI Medicaid Training • HEAP Regional meetings • SNAP Regional Training Meeting • Events offered as computer-based training • Events offered as classroom settings (State) • Events offered as classroom settings (Local) 	<p>State Sponsored events are \$14 per day. Some are free.</p> <p>Local Event costs vary by contractor.</p>	<p>Chargeback</p> <p>Appropriation</p>