

HEALTH & HUMAN SERVICES COMMITTEE MEETING MINUTES
OCTOBER 26, 2022

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

HEALTH & HUMAN SERVICES COMMITTEE MEMBERS ABSENT: Fedler, Shaw, Ferguson

SUPERVISORS: Hall, Henke, O'Brien, Hogan

Debra Prehoda, Clerk

Dan Martindale, Deputy County Attorney

Al Nolette, County Treasurer

Melissa Fitch, County Administrator

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1) Call to Order

2) Accept Minutes – September 28, 2022

3) Department Reports/Requests:

A. Public Health

1) Department Updates

B. Youth Bureau

1) Requests for Resolution(s)

a.) Recognize Additional NYS OCFS RHY Funding - \$39,696

b.) Permission to Contract with WAIT HOUSE - \$87,556

C. Mental Health

1) Request for Resolution(s) – Community Services Board Appointment

Jennifer Hogan – Town of Greenwich

D. Social Services

1) 2022-2023 HEAP Guidelines

2) Review Impacts of Temporary Housing Assistance

E. OFA/ADRC

1) Advisory Council By-Law Amended

4) Other Business

5) Adjournment

Supervisor Clary called the meeting to order at 10:00 A.M. in the Board of Supervisors Room B214, Municipal Center, Fort Edward.

A motion to accept the minutes of the September 28, 2022 meeting was moved by Mr. Campbell, seconded by Mr. Wilson, and adopted.

DEPARTMENT REPORTS/REQUESTS:

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

- Vehicles (2) – Requesting permission to go out to bid for two all-wheel drive compact SUV's one hundred percent covered under their COVID grant. With this purchase of two vehicles, they will return two fleet vehicles back to Car Pool. Public Health would pay the full mileage reimbursement rate because eventually county funds will be used to purchase replacement vehicles in the future. A motion to approve going out to bid for two all-wheel drive compact SUVs for Public Health was moved by Mr. Campbell, seconded by Mr. Wilson, and adopted. The grant deadline is March 31, 2022.
- Flu vaccine available at Public Health by appointment on Wednesdays and holding an employee clinic tomorrow.
- COVID clinic for bivalent booster – Moderna on November 2nd at the Kingsbury Firehouse from 2 PM to 6PM.
- Unpaid Intern – Requesting to bring on an unpaid intern for the spring semester. The gentleman goes to the University of New England working on his Master's in Public Health.

He is from Washington County. The Treasurer advised her to talk with the Personnel Director because the rules have significantly changed. Motion to approve of unpaid internship in Public Health was moved by Mr. Wilson, seconded by Mr. Campbell, and adopted.

YOUTH BUREAU – Sue Mowrey, Deputy Director, addressed the following items with the committee:

- Recognize Additional NYS OCFS RHY Funding \$39,696 – Requesting permission to recognize an additional amount of funds from New York State OCFS for runaway homeless youth funding in the amount of \$39,696. Motion to recognize additional OCFS Runaway Homeless Youth funding in the amount of \$39,696 and forward to the Finance Committee for a budget amendment was moved by Mr. Skellie, seconded by Mr. Wilson, and adopted.
- Permission to Contract with WAIT House \$87,556 – This contract is for one-year, the current year. They had anticipated a smaller amount that is in their budget so this is additional funding for a total of \$87,556. Discussion on whether this funding is 2023 or current 2022. A motion to move WAIT House contract with the additional funding for a total of \$87,556 to the Finance Committee for consideration was moved by Mr. Skellie, seconded by Mr. Wilson, and adopted. A motion to waive the Procurement Policy for the new contract with WAIT House was moved by Mr. Campbell, seconded by Mr. Wilson, and adopted.

MENTAL HEALTH – In the absence of Rob York, Director, the County Administrator addressed the following item with the committee:

- Community Services Board Appointment – Requesting appointment of Jennifer Hogan, Greenwich, to the Community Services Board. She is the lead Health Home Care manager for AHI, previously worked for HHHN and a vocal advocate for children and families. A motion to appoint Jennifer Hogan, Greenwich, to the Washington County Community Services Board to fill the unexpired term (term expiring 12/31/23) of Lisa Meade who resigned was moved by Mr. Campbell, seconded by Mr. Wilson, and adopted.

DEPARTMENT OF SOCIAL SERVICES: In the absence of Tammy DeLorme, DSS Commissioner, Gina Cantanucci-Mitchell, OFA Director, addressed the following item:

- 2022-2023 HEAP Guidelines, handout attached. HEAP season starts November 1st and this handout can be used as a resource. Mr. Wilson stated these guidelines should be easily available on the County's website.

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

- Aging Advisory Council By-Law Amended – The Director has been working with the Advisory Council to update the by-laws to reflect what the council is doing and added verbiage related to the use of social media, attached. The by-laws are required to be approved by the Health and Human Services committee. Highlighted the changes: on page 1 added the original date and revision dates and the 8/10/22 revision date was changed to 10/26/22 to reflect the Health and Human Services committee approval not the Advisory Council's approval date, add to membership one liaison from the Washington County

Sheriff's Department because of nutrition program, removed a section under membership about bringing to the council for review a voting member missing two consecutive meetings because that rule was not being followed, under meetings add a section stating where the meeting notice will be published and posted, revised the quorum rules from nine voting members present to a quorum is over half of the appointed members and the committee recommendation was to change appointed to voting members for consistency as all members are appointed by the Board of Supervisors, added language that the regular meetings on the first Monday unless the first Monday is a holiday or the council voted to hold the meeting on a different date, also under meetings add meetings either in person and /or virtually as determined by OFA Director and added the OFA Director and Council Present reserve the right to change a meeting platform/format and location, under order of business added sign in, call to order and action items and open was clarified as open discussion, and under officers moved from the previous front page that only members age 60 and older are eligible to hold office within the Council. Motion to approve Aging Advisory Council By-Laws with revisions was moved by Mr. Campbell, seconded by Mr. Wilson, and adopted.

OTHER BUSINESS:

- Foster Parent Recruitment – The County Administrator stated the DSS Commissioner does have a foster parent recruitment effort taking place next month and there has been a media release.
- Chairwoman Clary urged Supervisors to ask their communities to support the food pantries because they are in need of items.

The meeting adjourned at 10:37A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors

WASHINGTON COUNTY OFFICE FOR THE AGING
ADVISORY COUNCIL
BY-LAWS

Original Date: 2001
Revisions: 01/5/2015; 8/10/2022

ARTICLE I

NAME

Being duly established by resolution 118 on April 20, 2001 by the Washington County Board of Supervisors the name of this organization shall be WASHINGTON COUNTY OFFICE FOR THE AGING ADVISORY COUNCIL.

ARTICLE II

OBJECTIVES AND PURPOSES

The Federal Older Americans Act and the New York State Elder Law concerning aging network activities require each Area Agency on Aging (AAA) to establish an Advisory Council to represent the interests of older adults and review and comment on community policies, programs and actions, which affect older adults with the intent of assuring maximum coordination and responsiveness to older adults. The Advisory Council is a key link between the community and the AAA in communicating the needs and concerns of older New Yorkers.

An Advisory Council's most important obligation is to help the AAA carry out the intent and objectives of the Older Americans Act and State-funded programs for older adults such as the Community Services for the Elderly Program (CSE), the Expanded In-home Services for the Elderly Program (EISEP), Unmet Needs, and the Wellness in Nutrition Program (WIN). The Council fulfills this obligation by working with AAA staff, oversight committees (Washington County Health and Human Services Committee), Advisory Council committees and leaders in the community.

DEFINITION

According to the "Unofficial Compilation of Older Americans Act, as amended in 2006", Section 102(40) Definitions. The term "older individual" means an individual who is 60 years of age or older.

ARTICLE III

1. MEMBERSHIP

The voting Membership of the Council shall consist of the following:

- 17 individuals, selected from the residents of Washington County, and appointed by the Board of Supervisors, with more than 50% being individuals age 60 and older;
- 2 members of community agencies/organizations which provide services to older adults of Washington County;
- 1 liaison from the Department of Public Health, as designated by the Director of Public Health;
- 1 liaison from the Department of Social Services, as designated by the Commissioner of Social Services;
- 1 liaison from the Washington County Sheriff's Department;
- 4 At Large members. At Large members need to represent various areas throughout Washington County. They shall not be from one area alone.

Each voting member shall be appointed to a two (2) year term. Individuals interested in being appointed to the Council will be submitted to the Board of Supervisors for consideration by the members of the Board of Supervisors and/or Director of the Office for the Aging. All efforts shall be made to ensure representation by each Town in Washington County. Should there be no interested individual from a given town, the Office for the Aging Director may recommend to the Board of Supervisors any interested older adult in Washington County.

2. MEETINGS

Meetings of the Office for the Aging Advisory Council are open to any person with an interest in the services provided to older adults in Washington County. Notice of each meeting will be published in a local newspaper, posted on the Office for Aging Website, and/or using the Office for the Aging's Social Media that serve Washington County. The Office for the Aging Senior Clerk or Office for the Aging designee will be responsible to send meeting announcements to each member of the Council at least seven (7) days prior to, but not more than 3 weeks in advance of the meeting. The Office for the Aging Senior Clerk or Office for the Aging designee will be responsible for all meeting minutes and correspondence for the Advisory Council.

Voting shall take place with the presence of a quorum. A quorum is defined as the presence of over half of appointed members. A quorum is necessary to conduct the business of the council; but, a lesser number may adjourn the meeting for a period of not more than two (2) weeks from the date scheduled by these by-laws; the Senior Clerk or designee shall cause a notice of this scheduled meeting to be sent to all members who were not present at the meeting originally called.

A quorum as hereinbefore set forth shall be required at any adjourned meeting.

Regular meetings will be conducted on a quarterly basis, on the first Monday of the month (unless the first Monday of the month is a holiday or if a vote takes place to hold the meeting on a different day), for the following months: March, June, September, and December. Meetings will be facilitated either in-person and/or virtually, as determined by the Director of the Office for Aging prior to the meeting. The in-person meeting locations will be decided upon by the Council at the December meeting. The Director of the Office for Aging and the Council President reserve the right to change a meeting platform/format and location.

The annual meeting shall be the first meeting in December each year.

ORDER OF BUSINESS

1. Roll Call/Sign In
2. Call To Order
3. Approval of the Minutes of the Previous Meeting
4. Reports of Committees (if any)
5. Director's Comments to Committee Reports (if any)
6. Approval of Committee Reports (if any)
7. Program Updates
8. Action Items
9. Recent Activities
10. Upcoming Events
11. Open
12. Adjournment

Special meetings of the general membership of this organization may be called by the AAA/Office for the Aging Director, when he/she deems it necessary for the best interest of the organization. Notices of such meeting, including the agenda, shall be mailed to all members at least three (3) days, but not more than five (5) days, before the scheduled date set for such special meetings. Such notice shall state reasons that such meeting has been called, the business to be transacted at such meeting.

3. VOTING

Each appointed member by Board Resolution will be a voting member of the council.

Each member of the Council shall be entitled to one vote in person at an annual, regular, or special meeting. No proxies shall be allowed at any meeting.

At all meetings, voting shall be a viva voce (aka voice vote), unless requested by a member, except during election of officers when more than one candidate is seeking an office, at which time a

written ballot will be used.

A quorum must be present in order for voting to take place.

ARTICLE IV

4. VACANCIES

Vacancies occurring to the Council will be filled by the Board of Supervisors pursuant to Resolution upon the recommendation of the Health and Human Services Committee. Appointees shall serve the remaining term of the departing member.

ARTICLE V

5. OFFICERS

The officers of the Advisory Council will be as follows:

- President
- Vice President

Only members age 60 and older are eligible to hold office within the Council. The officers for this Council shall be elected annually in March at the first Advisory Council meeting following the December annual meeting. They will be elected for a one-year term.

The president shall preside at all meetings and maintain order therein.

The vice president shall, in the absence or inability of the president, execute his/her office, become acting president of the Council with all the rights, privileges and powers as if he/she had been duly elected president.

ARTICLE VI

6. WORKING OR STUDY GROUPS

From time to time the Director of the AAA/Office for the Aging may wish to request the expertise of the members of the Council to study an issue in depth. Should a request be made by the Director, the Council, upon approval of the members, may designate a working group which shall operate and meet at the discretion of the Director as his or her needs shall require. No such group shall remain beyond the term of appointment of the members so serving.

ARTICLE VII

8. AMENDMENTS

The By-Laws may be altered, amended, repealed, or added to after due notice has been sent to each and every member of the proposed change in the By-Laws. The written notice must include a full statement of the proposed amendment.

Amendments can be adopted only by an affirmative vote of a quorum of the members of the advisory council present and subsequent approval of the Health and Human Services Committee, or its successor committee, as representatives of the Washington County Board of Supervisors.

ARTICLE IX

9. RULE OF ORDER

The most recent edition of Robert's Rules of Order Newly Revised, shall be followed and shall govern meetings of this Council.

WHEREAS, all rules of governance desired by the Council are subject to the approval of the Health and Human Services Committee, representative of the Washington County Board of Supervisors, or its successor committee, and

WHEREAS, the By-Laws as presented in this document have been reviewed and recommended to the Health and Human Services committee for approval, now therefore be it

RESOLVED that the By-Laws contained herein, be duly adopted to allow the Advisory Council of the Washington County Office for the Aging to conduct its business as outlined.

Evera Sue Clary, Chairman

Health and Human Services Committee

Date

Max McDonnell, President

Office for the Aging, Advisory Council

Date

Gina Cantanucci-Mitchell, Director

Washington County Office for the Aging

Date

Home Energy Assistance Program (HEAP) Guidelines 2022-2023 Season

The income eligibility guidelines for the HEAP Program are adjusted annually based on State Median Income and/or OMB Poverty Guideline data. These are the Monthly Income Eligibility Guidelines that apply for the **2022-2023 HEAP Season**. HEAP opens November 1, 2022.

2022-2023 HEAP MONTHLY INCOME ELIGIBILITY GUIDELINES

Household Size	TIER I	TIER II
1	0 - 1,472	1,473 - 2,852
2	0 - 1,983	1,984 - 3,730
3	0 - 2,494	2,495 – 4,608
4	0 - 3,006	3,007 – 5,485
5	0 - 3,517	3,518 - 6,363
6	0 - 4,028	4,029 - 7,241
7	0 - 4,540	4,541 - 7,405
8	0 - 5,051	5,052 - 7,570
9	0 - 5,562	5,563 – 7,734
10	0 - 6,074	6,075 – 7,899
11	0 - 6,585	6,586 - 8,064
Each Additional Household Member:	+ 511	+ 591

Basis for Eligibility

Note: Amounts above are dollar values, i.e. '1,275' equals '\$1,275.00'.

Households with primary heating sources will continue to have their Regular Benefit Amounts determined based on a BASE AMOUNT associated with their household's FUEL TYPE (see the table below) plus a **\$35.00** add on amount for households with **Vulnerable Individual(s)** and a **\$41.00** add on amount for **Tier I** households.

FUEL TYPE	BASE AMOUNT (Plus)
Natural Gas & Public Service Commission Regulated Electric	\$400 Plus possible \$35 to \$76 add on
Oil, Kerosene and Propane	\$900 plus possible \$35 to \$76 add on
Pellets, Coal, Wood and others	\$635 plus possible \$35 to \$76 add on

Grant Amount

Non-Heaters Benefit TIER I - \$50.00 TIER II - \$45.00 Heat and Eat - \$21.00

Emergency HEAP opens January 3rd, 2023. Regular and Emergency HEAP season end March 15, 2023 unless further funding becomes available.

EMERGENCY TYPE	2022-2023 BENEFIT AMOUNT
HEAT RELATED DOMESTIC	\$185
NATURAL GAS –HEAT ONLY	\$400
NATURAL GAS – HEAT AND HEAT RELATED DOMESTIC and PSC ELECTRIC HEAT	\$585
NON UTILITY FUEL: With Fuel Types Oil, Kerosene and Propane With Fuel Types Coal, Wood and Other	\$900 \$635
NON UTILITY FUEL AND HEAT RELATED DOMESTIC: With Fuel Types Oil, Kerosene and Propane With Fuel Types Pellets, Coal, Wood and Other	\$900 + \$185 \$185 + \$185

Emergency Grant Amount

Applicants may apply online at www.mybenefits.ny.gov – or - Applications for HEAP may be picked up at the

Home Energy Assistance Program (HEAP) Guidelines 2022-2023 Season

Washington County DSS or mailed, at your request, by calling (518)746-2300 option #9 followed by option #3.

In addition to the Regular and Emergency HEAP benefits noted on page 1, HEAP offers additional components to assist eligible households as listed below.

Cooling – typically open for applicants May 1 through August 31

The “Cooling” component provides for the purchase and installation of a window unit to create a cooling room.

A medical need for an air conditioner must be documented and the household must also meet other HEAP eligibility requirements including citizenship, residency, and income.

Clean & Tune – typically open for applicants year round

This “Clean & Tune” component provides for a clean and tune service once per year to eligible households.

Applicants must own the home and meet HEAP eligibility requirements including citizenship, residency, and income.

Furnace Repair/Replacement – typically open for applicants year round

The “Furnace Repair/Replacement” component provides for repair or replacement of primary heating equipment to eligible households.

Applicants must own and reside in the home and must have done so for the 12 months prior to application. Applicants must also meet the HEAP eligibility requirements that include citizenship, residency, and income as well as a resource test.