

STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

Wednesday, January 4, 2012

11:00 a.m.

*Legislative Committee Room
Steuben County Office Building
Bath, New York*

****AGENDA****

COMMITTEE: Carol A. Ferratella, Chair Gary Roush, Vice Chair Hilda T. Lando
Randolph J. Weaver

STAFF: Mark R. Alger Jack Wheeler Henry W. Chapman, Psy.D.
Vicki Fuerst Nancy Smith Chris Congdon
Kathryn Muller Teresa Deninger Lise Reynolds
Diane Kiff Bill Caudill David McCarroll
Stacey Lee

LEGISLATORS: Joseph J. Hauryski Lawrence P. Crossett K. Michael Hanna
Aaron Mullen William A. Peoples

ABSENT: Robin K. Lattimer

OTHERS: Mary Perham, *The Leader*

I. CALL TO ORDER

Mrs. Ferratella called the meeting to order at 11:00 a.m. and asked Mr. Ryan to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES FROM THE DECEMBER 7, 2011, MEETING MADE BY MR. WEAVER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Special Children's Services

1. **Contracts** – Ms. Kiff requested authorization to enter into a new contract with Ben Palmer, Speech Language Pathologist for Preschool at a rate of \$65.00 per session and to renew their contract with McGuinness for software to process claims for reimbursement at a rate of \$550.00 per month.

MOTION: AUTHORIZING SPECIAL CHILDREN'S SERVICES TO ENTER INTO A NEW PRESCHOOL CONTRACT WITH BEN PALMER, SPEECH LANGUAGE PATHOLOGIST, AT A RATE OF \$65.00 PER SESSION AND TO RENEW THEIR CONTRACT WITH McGUINNESS FOR SOFTWARE TO PROCESS CLAIMS FOR REIMBURSEMENT AT A RATE OF \$550.00 PER MONTH MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Health Care Facility

1. **Occupancy Report** – Mr. McCarroll noted the occupancy for the month of December was 91.80 percent, bringing the total occupancy for the year to 93.93 percent.

2. **Contracts** – Mr. McCarroll requested authorization to renew their contract with HYDROWORX for therapy pool maintenance and repairs for an annual cost of \$7,900.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO RENEW THEIR CONTRACT WITH HYDROWORK FOR THERAPY POOL MAINTENANCE AND REPAIRS FOR AN ANNUAL COST OF \$7,900.00 MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. McCarroll requested authorization to renew their contract with Jennifer Low for beautician services on a fee based schedule, paid by the residents.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO RENEW THEIR CONTRACT WITH JENNIFER LOWE FOR BEAUTICIAN SERVICES ON A FEE BASED SCHEDULE, PAID BY RESIDENTS MADE BY MRS. LANDO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. McCarroll requested authorization to enter into a new contract with Jasper-Troupsburg Central School District to provide temporary therapy services. There is no cost to the County. We will provide Occupational Therapy at the school and the school will pay us \$65.00 per hour.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO ENTER INTO A NEW CONTRACT WITH JASPER-TROUPSBURG CENTRAL SCHOOL DISTRICT TO PROVIDE OCCUPATIONAL THERAPY AT THE SCHOOL, WITH THE SCHOOL PAYING \$65.00 PER HOUR MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Office of Community Services

1. **Contracts** – Dr. Chapman stated that it had been brought to his attention following last month's meeting that the information he provided regarding the contracts with ProAction and Family Service Society was incorrect. The contract with ProAction is for support staff services for two individuals to provide receptionist and transcription services up to 37.5 hours per week. In addition, we also have three college students that do receptionist work and special projects during the summer break and they are paid \$11.00 per hour. The total contract with ProAction is \$80,000 instead of the \$20,000 that was reported last month. Dr. Chapman stated that he would still recommend continuing this contract as we have lost support staff positions in recent years. He stated that the \$80,000.00 was budgeted for 2012.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO AMEND THEIR 2012 CONTRACT WITH PROACTION FOR SUMMER HELP TO REFLECT A TOTAL COST OF \$80,000 MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Dr. Chapman stated the contract with Family Service Society for two part-time Social Workers should reflect a total cost of \$110,000 rather than the \$73,000 that he reported at last month's meeting. This money has been budgeted for 2012. He explained that one individual is paid \$31.59 per hour and the other is paid \$34.80 per hour. The Medicaid reimbursement rate that we receive for an individual session is \$134.00 per hour.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO AMEND THEIR 2012 CONTRACT WITH FAMILY SERVICE SOCIETY FOR TWO PART-TIME SOCIAL WORKERS TO REFLECT A TOTAL COST OF \$110,000 MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Dr. Chapman stated last year we had a contract with Thomas Landscaping for snow removal at our Corning Office, however, they never responded to our request to renew their contract. We found a new vendor, Dan Carr who will do the snow removal. The cost is \$55.00 per plow and \$55.00 to maintain the sidewalk.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO ENTER INTO A CONTRACT WITH DAN CARR FOR SNOW REMOVAL SERVICES AT THE CORNING OFFICE AT A RATE OF \$55.00 PER PLOW AND \$55.00 TO MAINTAIN THE SIDEWALKS MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Budget Transfer** – Dr. Chapman informed the committee that when Dr. Anderson retired, he was retained as a consultant. He requested authorization to transfer \$20,000 from the salaries and wages line to the contracted labor line item for this. Mr. Roush asked how much longer will we be contracting with him? Dr. Chapman replied his contract ended December 31, 2011.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO TRANSFER \$20,000 FROM THE SALARIES AND WAGES LINE ITEM TO THE CONTRACTED LABOR LINE ITEM TO COVER THE COST OF THE CONTRACT WITH DR. ANDERSON MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

D. Department of Social Services

1. **Caseload Statistics** – Ms. Muller reviewed the caseload statistics with the committee. Through the end of November our caseloads were up.

2. **Contracts** – Ms. Muller presented her 2012 contracts for approval.

MOTION: APPROVING THE FOLLOWING 2012 CONTRACTS FOR THE DEPARTMENT OF SOCIAL SERVICES: FIRE ALARM TECHNOLOGIES – DETENTION CENTER ALARM SERVICES - \$1,280.00; BONADIO GROUP – ELIGIBILITY REVIEWS - \$150.00 PER HOUR; LABCORP – PATERNITY TESTING - \$45.00 PER PERSON; AND SHI INTERNATIONAL – KCHECKS - \$3,500.00 ANNUALLY MADE BY MR. ROUSH. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MRS. LANDO ABSENT FOR VOTE)

MOTION: AUTHORIZING THE DEPARTMENT OF SOCIAL SERVICES TO CONTRACT WITH VIRDEE MEDICAL GROUP FOR DETENTION CENTER PHYSICALS AT A RATE OF \$30.00 PER EXAM MADE BY MR. ROUSH. SECONDED BY MR. HAURYSKI. MOTION CARRIES 3-0. (MRS. LANDO ABSENT FOR VOTE AND MR. WEAVER ABSTAINED FROM VOTING AS HE RENTS BUILDING SPACE TO HIM)

3. **Budget Appropriation** – Ms. Muller informed the committee that they have been awarded \$189,808.00 from the Solutions to End Homelessness Program (STEHP). This grant is for three years and will enable us to provide prevention and re-housing services to individuals and families meeting eligibility standards as homeless or at-risk of homelessness. As part of this grant, we will be contracting with Arbor Development, Southern Tier Legal Services and the Institute of Human Services to help provide these services.

MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO ACCEPT AND APPROPRIATE STEHP (SOLUTIONS TO END HOMELESSNESS PROGRAM) FUNDS IN THE AMOUNT OF \$189,808.00 INTO THEIR 2012 BUDGET MADE BY MR. WEAVER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MRS. LANDO ABSENT FOR VOTE) Resolution Required.

E. County Administrator

1. **Youth Program Coordinator** – Mr. Wheeler introduced Bill Caudill as the new Youth Program Coordinator. He comes to us from the Institute of Human Services and we are very happy to have him here.

F. Public Health & Nursing Services

1. **Contracts** – Ms. Congdon requested authorization to enter into a new contract with Sarah Pragle for Home Care Physical Therapy at a rate of \$65.00 per visit and \$45.00 per hour in-services. She also requested authorization to continue their contract with Human Services Development at an increased rate of \$50.00 per hour for emergency preparedness. Ms. Congdon commented that their contract with Human Services Development is paid for by the grant.

MOTION: AUTHORIZING PUBLIC HEALTH & NURSING SERVICES TO ENTER INTO A NEW CONTRACT WITH SARAH PRAGLE FOR HOME CARE PHYSICAL THERAPY AT A RATE OF \$65.00 PER VISIT AND \$45.00 PER HOUR IN-SERVICES AND CONTINUE THEIR CONTRACT WITH HUMAN SERVICES DEVELOPMENT AT AN INCREASED RATE OF \$50.00 PER HOUR FOR EMERGENCY PREPAREDNESS MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MRS. LANDO ABSENT FOR VOTE)

2. **Grant** – Ms. Congdon requested authorization to accept a Diabetes Today – Appalachia Grant in the amount of \$8,250.00. Diabetes Today is a training program with the primary goal of building health professionals' skills in planning and implementing community-based programs for people with diabetes. The main tenets of the training program are community participation, empowerment, and program development and training. This grant will allow us to send two people to go for training and there is no local match.

MOTION: AUTHORIZING PUBLIC HEALTH & NURSING SERVICES TO ACCEPT A DIABETES TODAY – APPALACHIA GRANT IN THE AMOUNT OF \$8,250.00 MADE BY MR. WEAVER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MRS. LANDO ABSENT FOR VOTE)

3. **Licensed Agency Application** – Mrs. Fuerst stated that with the sale of the Certified Home Health Agency, we will need to apply to be a licensed agency. The cost to do the application is \$2,000.00. She requested authorization to move ahead with that process.

MOTION: AUTHORIZING PUBLIC HEALTH & NURSING SERVICES TO PROCEED WITH THEIR APPLICATION TO BECOME A LICENSED AGENCY MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MRS. LANDO ABSENT FOR VOTE)
Resolution Required.

IV. OTHER BUSINESS

A. **Meeting Date** – Mrs. Ferratella stated that Chairman Hauryski has recommended setting the regular meeting date for the first Wednesday of each month at 10:30 a.m.

MOTION: SETTING THE DATE FOR THE REGULAR MEETING OF THE HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE FOR THE FIRST WEDNESDAY OF EACH MONTH AT 10:30 A.M. MADE BY MR. WEAVER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MRS. LANDO ABSENT FOR VOTE)

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1F. 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 MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MRS. LANDO ABSENT FOR VOTE)

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO EXTEND THEIR CONTRACT WITH CRAIG CHRISTENSEN FOR FORENSIC SERVICES AT THE JAIL FOR 30 DAYS MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MRS. LANDO ABSENT FOR VOTE)

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. WEAVER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MRS. LANDO ABSENT FOR VOTE)

MOTION: TO ADJOURN MADE BY MR. WEAVER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MRS. LANDO ABSENT FOR VOTE)

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

NEXT MEETING SCHEDULED FOR
****PLEASE NOTE CHANGE**Wednesday, February 8, 2012**PLEASE NOTE CHANGE****
10:30 a.m.

Please send agenda items to the
Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, February 1, 2012

STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

*Wednesday, February 8, 2012
10:30 a.m.
Legislative Committee Room
Steuben County Office Building
Bath, New York*

****MINUTES****

COMMITTEE:	Carol A. Ferratella, Chair Robin K. Lattimer	Gary B. Roush, Vice Chair Randolph J. Weaver	Hilda T. Lando
STAFF:	Mark R. Alger Hank Chapman, Psy.D. Stacey Lee	Jack Wheeler Shawn Corey Bill Caudill	Mike Keane David McCarroll Nancy Smith
LEGISLATORS:	Joseph J. Hauryski William A. Peoples, Jr.	Lawrence P. Crossett Thomas J. Ryan	K. Michael Hanna

I. CALL TO ORDER

Mrs. Ferratella called the meeting to order at 10:30 a.m. and asked Mr. Hanna to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JANUARY 4, 2012, MEETING MADE BY MRS. LANDO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Office for the Aging

1. **2012 Contracts** – Mr. Keane presented his 2012 contracts for approval.

MOTION: APPROVING THE FOLLOWING 2012 CONTRACTS FOR THE OFFICE FOR THE AGING: ADULT DAY SERVICES OF ST. JAMES MERCY HOSPITAL – III-E RESPITE - \$2,000.00; CORNING MEALS ON WHEELS – HOME-DELIVERED MEALS - \$4,800.00; FAITH IN ACTION – TRANSPORTATION - \$22,500.00; FIRST TRANSIT – III-B TRANSPORTATION - \$300.00; HOME AND HEALTH CARE – III-E RESPITE - \$5,000.00; INSTITUTE FOR HUMAN SERVICES – MEDICARE/EPIC PROGRAM - \$57,700.00; INSTITUTE FOR HUMAN SERVICES – OMBUDSMAN - \$22,161.00; INSTITUTE FOR HUMAN SERVICES – PROJECT CARE - \$17,564.00; INSTITUTE FOR HUMAN SERVICES – TITLE V TRANSPORTATION - \$86,365.00; INSTITUTE FOR HUMAN SERVICES – TRANSPORTATION MANAGEMENT - \$48,617.00; INSTITUTE FOR HUMAN SERVICES – WRAP - \$13,404.00; JANICE LEATHERSICH – DIETARY CONSULTANT - \$9,192.00; JOHN McCARTHY – LEGAL SERVICES - \$5,250.00; PROACTION – HEAP - \$4,685.00; PROACTION – SNAP (HOME DELIVERED MEALS) - \$155,552.00; PROACTION – TITLE III-C 1 & 2 (CONGREGATE AND HOME DELIVERED MEALS) - \$373,601.00; PROACTION – WELLNESS - \$7,833.00; RAMPS PROGRAM - \$2,400.00; LIFELINE EMERGENCY RESPONSE SERVICES - \$15,500.00; STEUBEN SENIOR SERVICES FUND – EXECUTIVE DIRECTOR - \$52,407.00; AND WILMA STEWART – CONSULTING DIETICIAN - \$11,050.00 MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Office of Community Services

1. **Personnel – Reclassification** – Dr. Chapman requested authorization to reclassify a Grade XIII Alcohol & Substance Abuse Counselor to a Grade XII Registered Professional Nurse. State regulations require that we have a nurse at each of our office locations. Due to a retirement, there will be a vacancy at our Hornell location.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A GRADE XIII ALCOHOL & SUBSTANCE ABUSE COUNSELOR TO A GRADE XII REGISTERED PROFESSIONAL NURSE IN THE OFFICE OF COMMUNITY SERVICES MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Health Care Facility

1. **Budget Transfers** – Ms. Lee requested authorization to transfer \$200,000 from their salary line item for CNA's to their contract labor line item and to transfer \$31,534.00 from their salary line item for physical therapy clerical to their physical therapy contract labor line item.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$200,000.00 FROM THE SNF SALARY CNA LINE ITEM TO THE SNF CONTRACTED LABOR LINE ITEM AND TRANSFERRING \$31,534.00 FROM THE PT CLERICAL PAYROLL LINE ITEM TO THE PT CONTRACT LABOR LINE ITEM MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Contracts** – Mr. McCarroll requested authorization to renew their contract with Bonadio for auditing services. The audit fee is \$17,850.00 and an additional \$1,200.00 for a cost report certification.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO RENEW THEIR CONTRACT WITH BONADIO & CO., LLP FOR AUDITING SERVICES FOR A COST OF \$17,850.00 FOR AUDITING FEES AND AN ADDITIONAL \$1,200.00 FOR A COST REPORT CERTIFICATION MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. McCarroll requested authorization to renew their contract with TRANE for HVAC maintenance and repair. They are in year three of a three-year contract. The annual cost is \$20,464.00 which is paid quarterly.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO RENEW THEIR CONTRACT WITH TRANE FOR HVAC MAINTENANCE AND REPAIR FOR AN ANNUAL COST OF \$20,464.00 WHICH IS PAID QUARTERLY MADE BY MR. WEAVER. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. McCarroll requested authorization to renew their contract with Dr. Andrew Cohen for podiatry services. This is on a fee schedule.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO RENEW THEIR CONTRACT WITH DR. ANDREW COHEN TO PROVIDE PODIATRY SERVICES ON A FEE SCHEDULE BASIS MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. McCarroll requested authorization to renew their contract with MDS Consultants to provide Medicare and Medicaid consultant services. The cost is \$1,000 per consulting day. Currently it is an inactive contract, but if new regulations are put into place we would utilize their services.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO RENEW THEIR CONTRACT WITH MDS CONSULTANTS FOR MEDICARE AND MEDICAID CONSULTING SERVICES ON AN AS NEEDED BASIS WITH A COST OF \$1,000.00 PER CONSULTING DAY MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. McCarroll informed the committee that pharmaceutical services are on State bid. Both Omnicare and Kinney Drug are on State bid. We are trying to maximize the number of residents on generic drugs. Currently 83 percent of prescriptions in the facility are generic, and that saves us between \$20,000 - \$24,000 annually. He recommended contracting with Omnicare as they have a greater discount on their generic drugs.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO CONTRACT WITH OMNICARE PHARMACY OF WESTERN NEW YORK FOR PHARMACEUTICAL SERVICES ON STATE BID MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. McCarroll requested authorization to amend the contract with The Affiliated Group to include an addendum for asset searches for the Health Care Facility at a rate of \$20.00 per account. This will help us with our collections.

MOTION: AUTHORIZING AN AMENDMENT TO THE AFFILIATED GROUP CONTRACT TO INCLUDE AN ADDENDUM FOR ASSET SEARCHES FOR THE HEALTH CARE FACILITY AT A RATE OF \$20.00 PER ACCOUNT MADE BY MS. LATTIMER. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Informational** – Mr. McCarroll stated that he will be putting out an RFP for oxygen services to see if we can get a better price. Also, as discussed at Monday’s Health Services Review Committee meeting, he will put together an RFP for subcontracting their dietary, housekeeping and maintenance operations at the facility.

Mrs. Ferratella asked what caused the occupancy rate to drop to 89 percent during January? Mr. McCarroll replied that is a bad rate. Typically we have a slump in the number of referrals in December. Typically we receive 40 – 45 referrals per month and for January we are down to 20 per month. Additionally, during this period our number of deaths doubled. We will be looking at updating our brochure and going out to the hospitals to market our services more.

MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Wednesday, March 7, 2012
10:30 a.m.**

**Please send agenda items to the
Clerk of the Legislature’s Office
NO LATER THAN NOON
Wednesday, February 29, 2012**

STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

Wednesday, March 7, 2012

10:30 a.m.

Legislative Committee Room
Steuben County Office Building
Bath, New York

****MINUTES****

COMMITTEE: Carol A. Ferratella, Chair Gary B. Roush, Vice Chair Hilda T. Lando
Robin K. Lattimer Randolph J. Weaver

STAFF: Mark R. Alger Jack Wheeler Chris Congdon
Hank Chapman David McCarroll Stacey Lee
Nancy Smith Kathy Muller Lise Reynolds
Shawn Corey

LEGISLATORS: Joseph J. Hauryski

OTHERS: Mary Perham, *The Leader*

I. CALL TO ORDER

Mrs. Ferratella called the meeting to order at 10:30 a.m. and asked Ms. Congdon to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE FEBRUARY 8, 2012, MEETING MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS

A. Public Health Nursing Services

1. **Contracts** – Ms. Congdon requested authorization to enter into a new contract with CGA Staffing, LLC (Care Givers of America) to provide personal care aide, home health aide, licensed practical nurse and registered nurse services.

MOTION: AUTHORIZING PUBLIC HEALTH NURSING SERVICES TO ENTER INTO A NEW CONTRACT WITH CGA STAFFING, LLC (CARE GIVERS OF AMERICA) TO PROVIDE THE FOLLOWING SERVICES: PERSONAL CARE AIDE - \$18.00 PER HOUR; HOME HEALTH AIDE - \$20.00 PER HOUR; LICENSED PRACTICAL NURSE - \$35.00 PER HOUR AND REGISTERED NURSE - \$56.00 PER HOUR MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Special Children's Services

1. **Contracts** – Ms. Congdon requested authorization to contract with Kids First Physical Therapy for preschool services at a rate of \$65.00 per session and with Jessica Stumper for early intervention services at a rate of \$65.00 per session.

MOTION: AUTHORIZING SPECIAL CHILDREN'S SERVICES TO CONTRACT WITH KIDS FIRST PHYSICAL THERAPY FOR PRESCHOOL SERVICES AT A RATE OF \$65.00 PER SESSION AND WITH JESSICA STUMPER FOR EARLY INTERVENTION SERVICES AT A RATE OF \$65.00 PER SESSION MADE BY MS. LATTIMER. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Health Care Facility

1. **Contracts** – Mr. McCarroll requested authorization to enter into contracts with the Alzheimer’s Association, SDS (Casella Waste Systems, Inc.), Sibley Staffing Solutions, Simplex Grinnell and West Fire Systems, Inc.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO ENTER INTO THE FOLLOWING CONTRACTS: ALZHEIMER’S ASSOCIATION – SUPPORT GROUP HOST LOCATION AGREEMENT – NO COST TO FACILITY; SDS – WASTE COLLECTION/DISPOSAL AND RECYCLING SERVICES - \$466.07 PER MONTH; SIBLEY STAFFING SOLUTIONS – TEMPORARY STAFFING – PER RATE SCHEDULE; SIMPLEX GRINNELL – QUARTERLY SPRINKLER INSPECTIONS AND ANNUAL BACKFLOW PREVENTER TESTING - \$535.00 ANNUALLY; AND WEST FIRE SYSTEMS, INC. – FIRE/LIFE SAFETY SYSTEMS TESTING AND MAINTENANCE OF ALARM SYSTEM - \$2,080.00 ANNUALLY MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Room Rates** – Mr. McCarroll informed the committee that New York State decreased the cash assessment by .2 percent. We will be sending a letter to all of our residents informing them of this change. We expect another decrease later this year.

3. **Oxygen Services** – Mr. Weaver asked did you send out an RFP for oxygen services? Mr. McCarroll replied that they did put that together and he expects it to go out any day.

4. **Marketing** – Mr. Weaver asked what is the status of your marketing efforts? Mr. McCarroll replied they have a new program which will help them with the development of their website and brochures.

5. **Occupancy** – Mr. Roush commented occupancy was 93 percent for February. What do you anticipate for March? Mr. McCarroll replied they hope to exceed what they have. They are doing pretty well.

D. Office of Community Services

1. **Contract Amendment** – Dr. Chapman stated that there was an error in their contract with Dr. Khan. The contract stipulates that he can work up to 160 hours per month. That number should read 180 hours. This will not change the total amount of the contract as that is the amount that was budgeted for this year. This error was brought to our attention by the County Auditor.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO AMEND THEIR CONTRACT WITH DR. KHAN TO REFLECT THAT HE WORKS A MAXIMUM OF 180 PER MONTH; WITH NO CHANGE IN DOLLAR AMOUNT MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. Department of Social Services

1. **Impact of Proposed 2012-2013 State Budget** – Ms. Muller distributed a handout showing the proposed Medicaid changes along with a summary of the current State budget proposals and projections. In 2015 Medicaid expenses will be over \$20 million. Mr. Alger explained there has been a change in the methodology. They have proposed changing the base year and that, generally, will have a significant impact on counties. Ms. Muller stated the current base year is 2005. The new base year will be 2012 and there will be a 2 percent increase on the base year in 2013, 1 percent in 2014 and then in 2015 it will go flat at 0 percent. Included in the base year will be our local administration, so we are paying those costs in the cap. She stated there is a proposal to cap, at the 2011 rate, our Medicaid reimbursement for our administrative costs. That will increase our local share in this year’s budget to \$212,000. In 2015 that cost could be \$600,000 based on what the State would reimburse us at. Mr. Alger commented we will continue to have expenses for Medicaid administration until 2018. Our costs will go up every year until that takeover takes place. The State, in the past, has attempted a takeover, but they always gave it back to us. He stated that he is not sure this is a guarantee that you will see them take it over, but you will continue to see increases in costs. Ms. Muller stated that we don’t yet know how they will allocate the Medicaid administration.

Mr. Roush asked how will you cover the short fall? Mr. Alger replied we will have to pay for it. There is very little we can do to cover the costs. That money would have to come out of the General Fund. This is not an area where we can cut staff or programs. We have to do our best to be as efficient as we can. Reducing that number will be a challenge. Mr. Roush asked would lower caseloads reduce that cost? Ms. Muller replied somewhat. Mr. Alger stated given the years we are looking at, and presuming the federal government goes forward with the Federal Healthcare Program, in 2014-2015 the caseloads will increase. They will shift people who currently are ineligible for Medicaid into Medicaid.

Mr. Roush asked do we have any programs to move people off the caseloads? Ms. Muller replied yes, we have several programs. We do assessments for mental health, substance abuse, job readiness and job skills. Mrs. Lando asked how successful are those programs? Ms. Muller replied we get a pretty good turnaround. Mr. Alger stated we all perceive Medicaid being largely for that population of folks on public assistance. In Steuben County, the bulk of our Medicaid costs goes to long term care; homecare, nursing homes and pharmaceuticals. On the surface, the largest cost center for Medicaid continues to be long term care. The public misconception is not true, at least not in Steuben County. This is the cost of society's change in the way we take care of the elderly. There are seminars, conducted by attorneys, to teach people how to protect their assets, which in essence is shifting them to the public welfare system for long term care. Particularly in New York, people that could provide for themselves instead shield or shift their assets so they become Medicaid eligible. As a society, we determined we like that and in New York, we are paying for that through property taxes. The average length of stay in a nursing home is three to four months. By the time an individual gets to a nursing home, they are typically pretty ill. Ms. Lattimer commented there has been talk of extending the look back further than five years. Mr. Alger stated if people would purchase long term care insurance, you would relieve a lot of the Medicaid costs by shifting that to the private sector. Society hasn't gone in that direction.

Mrs. Ferratella asked what is the percentage of elderly versus welfare recipients on Medicaid? Ms. Muller stated that they currently have 18,000 individuals on Medicaid. Our caseloads are currently at 800. The population receiving welfare benefits is small. Mrs. Lando asked is Chemung County different because our money is tied up in long term care? Mr. Alger replied they have a larger welfare population as they have a bigger city. With any of the city areas, the dynamics are different, although long term care is still a portion of that cost. He stated the point that he would propose is that the cap is a good idea, however, getting to the cap is not as clean and straightforward as it appears. It is important they understand the Governor's proposals has negative impacts as well. We need to make sure the details support local governments. The shift in 2012 to the county is \$516,884 and in 2013 is \$596,099. tax

Ms. Muller stated that with regard to Child Support, the State will be taking away the State administrative revenue from the department, but allowing us to keep any revenues that we bring in. We expect to receive approximately \$200,000 less, based on last year's numbers. We will be looking at ways to try and bring in more recoveries. Mrs. Ferratella asked what are some of the tools to recover money? Ms. Muller replied our Child Support Collection Unit has access to many tools such as wage garnishment.

Ms. Muller stated we will be receiving an increase in our FFFS funding. We have estimated that we will receive \$68,787. The State started cost of living increases for Safety Net and TANF grant recipients. The County is now responsible for paying for that grant increase and we will be responsible for 71 percent of the Safety Net costs. With regard to the Detention Program we used to be funded at 100 percent and now that will be reduced to 62 percent. The Foster Care Block Grant continues to operate at the same level for the past ten years and we are not seeing any increase in that.

Mr. Alger stated we are seeing fairly consistent changes from the State. They have backed out of the FS administration, they are reducing their share of the Safety Net Program and they are backing out of Child Support Enforcement. Generally there is a shift to the counties and away from them, yet they are State programs. This is troubling going forward. Mrs. Lando asked have we talked with our State representatives about this? Mr. Alger replied they get a lot of information from us, NYSAC and the State Association of Social Services Commissioners.

2. **HEAP Program** – Ms. Muller informed the committee that HEAP has been extended through April 13, 2012. Each recipient will receive a supplemental payment of \$150.00.

3. **Informational** – Ms. Muller stated April is Child Abuse Prevention Month and May is Foster Parent Month.

MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Wednesday, April 4, 2012
10:30 a.m.**

**Please send agenda items to the
Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, March 28, 2012**

STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

Wednesday, April 4, 2012

10:30 a.m.

*Legislative Committee Room
Steuben County Office Building
Bath, New York*

****MINUTES****

COMMITTEE:	Carol A. Ferratella, Chair Robin K. Lattimer	Gary B. Roush, Vice Chair Randolph J. Weaver	Hilda T. Lando
STAFF:	Mark R. Alger Chris Congdon Nancy Smith Lise Reynolds	Jack Wheeler Jim Gleason Shawn Corey	Diane Kiff David McCarroll Kathy Muller
LEGISLATORS:	Joseph J. Hauryski	K. Michael Hanna	William A. Peoples

I. CALL TO ORDER

Mrs. Ferratella called the meeting to order at 10:30 a.m. and asked Mrs. Lando to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MARCH 7, 2012 MEETING MADE BY MR. WEAVER. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REQUESTS

A. Special Children's Services

1. **Preschool Transportation Bid** – Ms. Kiff requested authorization to bid the preschool transportation for contracts A and B and also to extend the current bid for contracts C and D.

MOTION: AUTHORIZING SPECIAL CHILDREN'S SERVICES TO BID THE PRESCHOOL TRANSPORTATION CONTRACTS A AND B AND TO EXTEND THE CONTRACTS C AND D MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Public Health Nursing Services

1. **Request for Professional Services** – Ms. Congdon requested authorization to do an RFP for the preparation of our Emergency Preparedness and Response Plan. There are three pieces that will need to be integrated into our current plan; Radiological Response Annex, Medical Countermeasures Clinical Operations Plan and Volunteer Management Plan. These are required by the NYS Department of Health and will be paid for by our Office of Homeland Security Grant.

Mr. Roush asked why is Homeland Security involved? Ms. Congdon replied they want us to be prepared for emergencies and we received funding, along with EMO and the Sheriff's Department.

MOTION: AUTHORIZING PUBLIC HEALTH NURSING SERVICES TO ISSUE A RFP FOR THE PREPARATION OF THREE ANNEXES TO STEUBEN COUNTY'S PUBLIC HEALTH EMERGENCY PREPAREDNESS AND RESPONSE PLAN MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Contracts** – Ms. Congdon requested authorization to enter into two new contracts with Jonel Robinson and Tammie Burlew to provide Occupational Therapy services, and to also renew their current contract with Carly Meacham for Occupational Therapy services. The rate is \$65.00 per visit and \$45.00 per hour in-service.

MOTION: AUTHORIZING PUBLIC HEALTH AND NURSING SERVICES TO ENTER INTO NEW CONTRACTS WITH JONEL ROBINSON AND TAMMIE BURLEW FOR OCCUPATIONAL THERAPY SERVICES AND RENEW THEIR EXISTING CONTRACT WITH CARLY MEACHAM FOR OCCUPATIONAL THERAPY SERVICES; ALL AT A RATE OF \$65.00 PER VISIT AND \$45.00 PER HOUR IN-SERVICE MADE BY MS. LATTIMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Department of Social Services

1. **Budget Appropriation** – Ms. Muller requested authorization to accept and appropriate a Child Care Fraud Prevention and Detection Incentive Grant from the New York State Office of Children and Family Services in the amount of \$40,000. We will contract with the Steuben Child Care Project of ProAction of Steuben and Yates, Inc. to conduct home checks on informal providers that we currently use. We also will be able to provide the Sheriff's Department with additional funding to conduct background checks.

Mrs. Lando asked for an explanation. Ms. Muller stated this will allow us to check provider homes to make sure children are getting services. We also will be able to do safety checks. We currently do that for registered providers. This funding allows us to do this with the informal providers. Mrs. Ferratella asked how many informal providers are there? Ms. Muller replied there are between 150 – 200. Mr. Roush asked are they less expensive? Ms. Muller replied they get the same subsidy rate as registered providers. This program is income-based for the parents to be able to request a subsidy.

MOTION: AUTHORIZING THE DEPARTMENT OF SOCIAL SERVICES TO ACCEPT A CHILD CARE FRAUD PREVENTION AND DETECTION INCENTIVE GRANT IN THE AMOUNT OF \$40,000.00 AND APPROPRIATING \$28,773.00 TO THE STEUBEN CHILD CARE PROJECT OF PROACTION OF STEUBEN AND YATES, INC. TO PERFORM HOME CHECKS ON INFORMAL PROVIDERS AND APPROPRIATING \$11,227.00 TO THE SHERIFF'S DEPARTMENT TO CONDUCT BACKGROUND CHECKS MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Foster Parent Banquet** – Ms. Muller requested authorization to spend up to \$2,200.00 on the Foster Parent Banquet. This year the banquet will be held on May 22, 2012 at the Bath Fire Department. We will be using Corning Catering for the food. We do have money in our budget for this.

MOTION: AUTHORIZING THE DEPARTMENT OF SOCIAL SERVICES TO SPEND UP TO \$2,200.00 ON THE FOSTER PARENT BANQUET MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Health Care Facility

1. **Contracts** – Mr. McCarroll requested authorization to enter into a contract with Ardor Health to provide Physical Therapy staff. The rate is \$60.00 per hour and we have a 13-week commitment.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO CONTRACT WITH ARDOR HEALTH FOR 13 WEEKS TO PROVIDE PHYSICAL THERAPY STAFF AT A RATE OF \$60.00 PER HOUR MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. McCarroll requested authorization to renew their contracts with Pest Solutions for exterminating services at an annual cost of \$2,250.00 and with Healthcare Academy to provide online education services at an annual cost of \$1,750.00 per year.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO RENEW THEIR CONTRACTS WITH PEST SOLUTIONS FOR EXTERMINATING SERVICES AT AN ANNUAL COST OF \$2,250.00 AND WITH HEALTHCARE ACADEMY TO PROVIDE ONLINE EDUCATIONAL SERVICES AT AN ANNUAL COST OF \$1,750.00 MADE BY MR. WEAVER. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. McCarroll requested authorization to extend their current contract with Sodexo for dining and nutrition services for 60 days at a cost of \$3,629.92 per week.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO EXTEND THEIR CONTRACT WITH SODEXHO FOR DINING AND NUTRITION SERVICES FOR 60 DAYS AT A RATE OF \$3,629.92 PER WEEK MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Informational** – Mr. McCarroll commented their occupancy rate for March was 90.35 percent and that is attributed to the fact that they had 7 deaths during the month. On average we have 29 deaths per year. He commented that they have developed new brochures and he also will be placing an advertisement in the local paper.

Mr. Weaver asked are the signs around the County having a negative effect? Mr. McCarroll replied yes and they are also affecting our ability to hire.

Mrs. Ferratella asked that in the future, they email the occupancy report directly to the committee if they are unable to send it with their agenda items.

E. Personnel

1. **Reclassification of Physical Therapist to Physical Therapy Assistant** – Ms. Smith requested authorization to reclassify a vacant Grade 18 Physical Therapist position to a Grade 11 Physical Therapy Assistant position. We currently contract with a Physical Therapy Assistant who is an excellent worker and if we can downgrade this position, we can hire that individual as an employee. She commented that a Physical Therapy Assistant can do the same work as a Physical Therapist.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A VACANT GRADE 18 PHYSICAL THERAPIST TO A GRADE 11 PHYSICAL THERAPY ASSISTANT IN THE HEALTH CARE FACILITY MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

IV. OTHER BUSINESS

A. *Tyrle Beach* – Mr. Wheeler announced April is Tyrle Beach month. This program was started 21 years ago and every year someone jumps into Lake Salubria to raise money. This is a great program and last year we raised \$34,000 which funded 78 local programs. We allocate a maximum of \$500 to each group. This year our jumper will be Joe Rumsey, Superintendent of Prattsburgh Central School. The jump date is Friday, April 27th.

B. *Meeting Date* – Mrs. Ferratella asked if there was any opposition to moving the time of the monthly meeting to 10:00 a.m.

MOTION: SETTING THE REGULAR MONTHLY MEETING DAY AND TIME AS THE FIRST WEDNESDAY OF EACH MONTH AT 10:00 A.M. MADE BY MR. WEAVER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MS. LATTIMER. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

NEXT MEETING SCHEDULED FOR

Wednesday, May 2, 2012

****PLEASE NOTE CHANGE**10:00 a.m.**PLEASE NOTE CHANGE****

**Please send agenda items to the
Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, April 25, 2012**

HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

Wednesday, May 2, 2012

10:00 a.m.

**Legislative Committee Conference Room
Bath, New York**

MINUTES

Committee: Carol Ferratella, Chair Randy Weaver, Vice Chair Gary B. Roush
Robin Lattimer

Legislators: Joseph Hauryski K. Michael Hanna

Staff: Mark R. Alger Jack Wheeler Vicky Fuerst James Gleason
Stacey Lee David McCarroll Jessica Drake Lise Reynolds
Mike Keane Nancy Smith

Absent: Hilda Lando

I. CALL TO ORDER

The meeting was called to order by Mrs. Ferratella at 10:00 a.m. She asked Mr. Weaver to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE APRIL 4, 2012, MEETING MADE BY MRS. LATTIMER. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REQUESTS

A. Special Children's Services

1. **Contracts** – Mrs. Fuerst requested authorization to renew the annual contracts for Preschool Education Service Providers.

MOTION: RENEWING THE ANNUAL CONTRACTS FOR PRESCHOOL EDUCATION SERVICE PROVIDERS AS PRESENTED MADE BY MR. ROUSH. SECONDED BY MRS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Office for the Aging

1. **Contracts** – Mr. Keane requested approval of the 2012 - 2013 contracts with Home & Health Care for EISEP, Institute for Human Services for Caregiver Services and ProAction for EISEP Assistant. Discussion followed.

MOTION: APPROVING THE 2012-2013 CONTRACTS WITH HOME & HEALTH CARE FOR EISEP FOR \$225,280 (\$60,000 COUNTY SHARE); INSTITUTE FOR HUMAN SERVICES FOR CAREGIVER SERVICES FOR \$21,230 AND PROACTION FOR \$46,633 MADE BY MR. WEAVER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Health Care Facility

1. **Budget Adjustment** – Mr. McCarroll requested authorization to reduce the appropriation for a \$60,000 van in the major equipment line by \$7,500 and utilize those funds to asphalt the parking lot. Discussion followed.

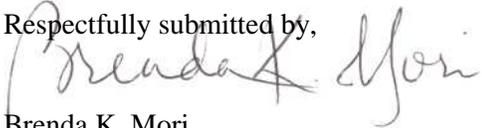
MOTION: REDUCING THE APPROPRIATION OF \$60,000 FOR A VAN IN THE HEALTH CARE FACILITY'S MAJOR EQUIPMENT LINE ITEM BY \$7,500 AND APPROPRIATING THE SAME TO ASPHALTING THE PARKING LOT MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR MOTION CARRIES 4-0.

2. **Contracts** – Mr. McCarroll requested approval of the following contracts: AirGas East, Inc., for Medical Gas Services for \$29,306/year; Medline for Medicare Part B Services; Nazareth College for Clinical training; CHE Psychological Services for psychologist services; and Leigh Peacock for barber services. Discussion followed.

MOTION: APPROVING THE FOLLOWING HEALTH CARE FACILITY CONTRACTS: AIRGAS EAST, INC., FOR MEDICAL GAS SERVICES FOR \$29,306/YEAR; MEDLINE FOR MEDICARE PART B SERVICES; NAZARETH COLLEGE FOR CLINICAL TRAINING; CHE PSYCHOLOGICAL SERVICES FOR PSYCHOLOGIST SERVICES; AND LEIGH PEACOCK FOR BARBER SERVICES MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION TO ADJOURN MADE BY MS. LATTIMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully submitted by,



Brenda K. Mori
Clerk of the Legislature

STEUBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

Wednesday, June 6, 2012

10:00 a.m.

*Legislative Committee Room
Steuben County Office Building
Bath, New York*

****MINUTES****

COMMITTEE: Carol A. Ferratella, Chair Gary B. Roush, Vice Chair Hilda T. Lando
Robin K. Lattimer Randolph J. Weaver

STAFF: Mark R. Alger Jack Wheeler Vicki Fuerst
Chris Congdon Diane Kiff David McCarroll
Stacey Lee Jim Gleason Bill Partridge
Dawn Patton Brenda Campbell Bill Caudill
Sally MacDougal Nancy Smith Alan Reed
Shawn Corey Brenda Mori

LEGISLATORS: Joseph J. Hauryski Lawrence P. Crossett K. Michael Hanna
William A. Peoples, Jr. Thomas J. Ryan

OTHERS: Mary Perham, *The Leader*

I. CALL TO ORDER

Mrs. Ferratella called the meeting to order at 10:00 a.m. and asked Mr. Hauryski to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MAY 2, 2012, MEETING MADE BY MR. WEAVER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MRS. LANDO ABSENT FOR VOTE)

III. DEPARTMENTAL REQUESTS

A. Special Children's Services

1. **Contracts** – Ms. Kiff requested authorization to enter into contracts with Early Intervention and Preschool service providers. Mr. Alger stated that in the interest of disclosure, Katherine Watches is his daughter.

MOTION: AUTHORIZING SPECIAL CHILDREN'S SERVICES TO CONTRACT WITH THE FOLLOWING EARLY INTERVENTION AND PRESCHOOL SERVICE PROVIDERS: KERRY WHALE, SPEECH LANGUAGE PATHOLOGIST; KATHLEEN KRESS, SPEECH LANGUAGE PATHOLOGIST; JESSEN DONLON, SPEECH LANGUAGE PATHOLOGIST; JESSICA STUMPER, PHYSICAL THERAPIST; AND KATHERINE WATCHES, OCCUPATIONAL THERAPIST ALL AT A RATE OF \$65.00 PER SESSION AND CONTRACTING WITH ARC OF STEUBEN COUNTY FOR EARLY INTERVENTION SERVICE COORDINATION AT A RATE OF \$14.00 PER UNIT MADE BY MR. WEAVER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MRS. LANDO ABSENT FOR VOTE)

2. **Preschool Transportation Bid Awards** – Mr. Gleason recommended awarding the Preschool Transportation Bid for Contract A to the lowest bidder, ARC of Livingston-Wyoming for both the 10-month and summer at a rate of \$105.00 per child, per day and awarding Contract B to the lowest bidder, Birnie Bus Service for the 10-month at a rate of \$40.40 per child, per day and for the summer at a rate of \$54.22 per child, per day.

MOTION: AWARDING THE PRESCHOOL TRANSPORTATION BID FOR CONTRACT A TO ARC OF LIVINGSTON-WYOMING FOR THE 10-MONTH AND SUMMER BOTH AT THE RATE OF \$105.00 PER CHILD, PER DAY AND CONTRACT B TO BIRNIE BUS SERVICE FOR THE 10-MONTH AT A RATE OF \$40.40 PER CHILD, PER DAY AND SUMMER AT A RATE OF \$54.22 PER CHILD, PER DAY MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Public Health & Nursing Services

1. **Contract** – Mrs. Fuerst requested authorization to enter into a contract with Visiting Nurse Association, of Western NY to hire our nurses and move forward with that process. We are doing this until the management portion of the services agreement with VNA is approved in Albany.

MOTION: AUTHORIZING PUBLIC HEALTH & NURSING SERVICES TO ENTER INTO A CONTRACT WITH VISITING NURSE ASSOCIATION OF WESTERN NY FOR HOME CARE SERVICES FOR THE FOLLOWING SERVICES: SKILLED NURSING (\$105.00/VISIT), PHYSICAL THERAPY (\$70.00/VISIT), OCCUPATIONAL THERAPY (\$70.00/VISIT), SPEECH THERAPY (\$70.00/VISIT), MEDICAL SOCIAL WORK (\$70.00/VISIT), NUTRITIONIST (\$70.00/VISIT), HOME HEALTH AIDE (\$18.00/HOUR), PERSONAL CARE AIDE (\$18.00/HOUR), HOMEMAKER (\$18.00/HOUR) AND PUBLIC HEALTH NURSING (\$36.00/HOUR) MADE BY MR. WEAVER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MRS. LANDO ABSENT FOR VOTE)

2. **Bid Award – Development of Emergency Plans** – Ms. Congdon informed the committee that they put out an RFP for the development of emergency plans. This will be paid for out of Office of Homeland Security grant. They received two proposals; Human Service Development for \$50.00 per hour and Delta Development Group, Inc. for \$98.74 per hour. She recommended awarding to the low proposal Human Service Development.

MOTION: AWARDING THE PROPOSAL FOR THE DEVELOPMENT OF EMERGENCY PLANS TO HUMAN SERVICE DEVELOPMENT FOR \$50.00 PER HOUR MADE BY MS. LATTIMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MRS. LANDO ABSENT FOR VOTE)

C. Health Care Facility

1. **Craigs List – Sale of Vending Machines** – Mr. McCarroll informed the committee that typically we have purchased refurbished coffee and vending machines. We recently replaced our coffee machine with a K-Cup commercial system that we rent. That is supported by our coffee and vending sales. He stated they would like to dispose of the old coffee machine and could use e-bay, but the shipping costs are very expensive. After talking with Purchasing, they are willing to try Craigs List to see if we could sell it. Mr. Gleason commented if we don't like Craigs List, we always have the surplus auction.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO SELL THE OLD COFFEE VENDING MACHINE ON CRAIGS LIST MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MRS. LANDO ABSENT FOR VOTE)

2. **Contracts** – Mr. McCarroll presented contract renewals for the committee's approval.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO RENEW THE FOLLOWING CONTRACTS: CORNING COMMUNITY COLLEGE (STUDENT FIELD EXPERIENCE), DAEMEN COLLEGE (STUDENT FIELD EXPERIENCE), ELITE STAFFING NURSING, LLC (TEMPORARY STAFFING) AND STAFKINGS HEALTHCARE SYSTEMS, INC. (TEMPORARY STAFFING) MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Budget Transfers** – Ms. Lee informed the committee that they filled a vacant housekeeping position by contracting with Manpower. She requested authorization to transfer \$13,968.22 from the Housekeeping Labor Salary line item to the Housekeeping Contract Labor line item.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$13,968.22 FROM HOUSEKEEPING LABOR SALARY LINE ITEM TO THE HOUSEKEEPING CONTRACT LABOR LINE ITEM MADE BY MS. LATTIMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Ms. Lee stated that they have received help through the Law Department to help with collections. She requested authorization to transfer \$25,000 from their Bad Debt/Uncollectable Revenue Account to the Administration Legal Expense line item to cover future legal expenses. Mr. Reed stated that they are using the firm of Underberg & Kessler, LLP. So far, this has been very profitable to enable to the HCF to collect on debts. The other piece is that at the time of admission, we will make sure the County is in the best legal position to collect payment.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$25,000 FROM BAD DEBT/UNCOLLECTABLE REVENUE ACCOUNT TO THE ADMINISTRATION LEGAL EXPENSE LINE ITEM TO COVER FUTURE LEGAL EXPENSES IN THE COLLECTION OF PAYMENT MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MRS. LANDO ABSENT FOR VOTE)

Mrs. Ferratella stated that the occupancy rate for May was at 93.5 percent. Mr. McCarroll replied our occupancy is getting better and we are hoping to get to 95 percent occupancy.

Mr. Roush asked what is the status on the new marketing campaign? Mr. McCarroll replied we have three new brochures. We also have a committee that is going out to the adult care homes and hospitals. We are also looking to do some sort of story/press release on the care that we give. Mrs. Ferratella asked is there any way to track how people hear about the facility? Mr. McCarroll replied the overwhelming majority of our referrals come from the hospital system.

D. Personnel

1. Ms. Smith informed the committee that they received a tuition aid request from Tina Goodwin, Deputy 911 Director. She is taking three courses; College Composition I, College Composition II and Interpersonal Communication to earn an AAS Degree in EMT-Paramedic from Corning Community College. Ms. Smith recommended approval of this request as this is job related.

MOTION: APPROVING THE TUITION AID REQUEST FOR TINA GOODWIN, DEPUTY 911 DIRECTOR, TO TAKE THREE COURSES ENTITLED COLLEGE COMPOSITION I, COLLEGE COMPOSITION II AND INTERPERSONAL COMMUNICATION MADE BY MR. WEAVER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. Administrator

1. **Cell Phone Request – Department of Social Services** – Mr. Alger requested authorization to issue a cell phone to Edna Kayes, Assistant Director of Services, DSS. This phone will be within the County plan and the cost is reimbursed 60 – 40 by the State.

MOTION: APPROVING THE REQUEST FOR A CELL PHONE FOR EDNA KAYES, ASSISTANT DIRECTOR OF SERVICES IN THE DEPARTMENT OF SOCIAL SERVICES MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Health Care Facility Proposals** – Mr. Alger informed the committee that the Health Services Review Committee is recommending awarding the proposal for contracting out dietary, housekeeping and maintenance services at the Health Care Facility to Morrison. The estimated savings in the first year is \$580,000. There will be costs against that for severance and unemployment. After year one, you would see that savings. This is the first step in the process for evaluating the long-term costs. Mr. Alger stated we are also looking at putting out an RFP for the fiscal department as well as for the general marketing of the facility. At this point the strategy is to follow both tracks; in the interim contract some of those services while pursuing an RFP for the possible conversion to a not-for-profit or sale.

MOTION: AWARDING THE RFP FOR DIETARY, HOUSEKEEPING AND MAINTENANCE AT THE NEW HEALTH CARE FACILITY TO MORRISON FOR AN ANNUAL COST OF \$1,510,865.00 AND FORWARDING TO THE FULL LEGISLATURE FOR THEIR REVIEW MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER FOR DISCUSSION.

Mr. Hanna stated he is concerned about the big picture. His feeling is that we should bring in an outside agency to review the entire facility. Mr. Alger replied the next proposal we have is to assist us in the marketing and conversion of the facility into a not-for-profit, or a direct sale. Mr. Hanna stated that he is concerned with having an outside contractor coming in. They save you money up front, and then start cutting corners and end up coming back to you looking for concessions. Mr. Alger stated that is a concern any time you contract. We will clearly set out our expectations for the contracts. Mr. McCarroll and his staff will have continual supervision of that contract. In the longer term, we anticipate putting out an RFP to bring someone in to assist us with looking at the facility to either convert it to a not-for-profit or doing a sale to another entity. In the end, with both scenarios, the County would no longer run the facility. Mr. Alger commented labor and overhead represents 70 percent of the cost of the facility. Mr. Hanna stated we need to get a handle on that.

Mr. Alger stated that is a key component going forward. Our overhead costs with employees are very high and that is a problem, coupled with the State of New York not reimbursing you for the costs. That reimbursement will get worse as they are going to regional marketing. They will compare you to your peers in the region. We are among the highest in the region and the net result is that we will lose additional reimbursement and our costs would go up. An alternative is the Legislature has the option of raising taxes to pay for this facility. We have estimated a \$3 million annual loss. Later this month, we will be looking at the audit from last year. We did receive \$3.2 million in IGT payments and even with those, the anticipated loss is over \$1 million. Half of that IGT payment should have been for the prior year. Going forward, we expect to see a loss of \$3 million and that is a problem. Mr. Alger noted the IGT is 50% funded with local dollars as well. This is a fiscal issue and nothing more. The State has put public facilities in a position that we cannot raise revenue or cut expenses enough.

Mr. Roush commented the decision point is to cut costs or we would need to raise taxes. If you raise taxes, there will be people that will lose their homes because of the inability to pay their taxes. That is a real issue in this County. To raise taxes 6 percent for the Health Care Facility is unconscionable and we cannot do that. If you raise taxes 6 – 8 percent, it will be very dramatic.

Mr. Weaver stated that he has had a similar conversation with taxpayers in his district. This is an emotional issue and there is angst of the unknown for the employees. He is confident with this proposal that the majority of the employees will still be employed.

Ms. Lattimer stated the emotional side of this gives all of us pause. This is not about the quality of care. From a fiscal point, she cannot ask the taxpayers to carry the burden of a 6+ percent tax increase. She has had people tell her that they hate to see the facility sold, but then they see the figures and think about their tax bills and agree that it is a tough decision.

Mrs. Ferratella stated we are doing everything we can to make sure the employees are interviewed and have the best opportunity to be employed. She has gone online and looked at the Morrison company and there is great information out there. This is one of the better companies we could be working with.

Mr. Hauryski stated that he would like to put this in perspective. A year ago he was elected Chairman and after taking the position and the responsibility, he reflected on his first three years as Legislator and the fiscal issues the County faces. The issues that come up were health care and the health businesses that we are in. He decided to establish the Health Services Review Committee to look at the health business the County was in. We started with the Home Health Agency, Mental Health and the Health Care Facility. We looked at each of these departments on equal footing. We started with the Public Health Nursing and made a choice and now are in the process of looking at Mental Health. This is not an issue of quality. It is the fact that we have our backs up against the wall because of what the State has done to us. He stated that he is a taxpayer and a farmer. This is an

agricultural county. If you raise taxes, more farmers will be out of business and there will be more problems. This is a fiscal responsibility for all of us.

Mr. Hanna stated we need to ride hard on the contractor to make sure they are doing what they need to be doing.

Mrs. Lando stated that she needs some clarity. You have stated that the loss was \$1 million, the \$2 million and now \$3 million. Is that because of the payments we are getting? Mr. Alger replied next week when the Auditors present their findings to the Finance Committee, the loss for last year will be close to \$1.4 million. That will include the double IGT payment of \$3.2 million. When you subtract that from the revenues for 2011, that loss is probably close to \$3 million. That is what you should expect going forward. We haven't been able to get to a \$1 million loss for quite a while. We are not sure how long the IGT payments will last. The IGT allows for municipal homes to get additional federal funds. Absent the IGT, our loss would be more.

Mrs. Lando stated that she is concerned that the employees haven't come forward with ideas to cut costs. She is concerned that there haven't been any meetings, by either side to do that. Mr. Alger replied we have not formally met with the employees. The Health Care Facility Administrator has talked with the employees about the process we are going through. We are open to any suggestion for additional savings within the facility. He stated his concern is the order of magnitude. To come up with \$3 million, that is 18 – 20 percent of the Health Care Facility budget. This is a people business and in order to take care of people, you need people. There is significant cost for the people that are providing these services. To a certain extent, we could shave staff in some areas, but we could not save \$3 million and meet the State requirements for a facility.

Mrs. Ferratella commented Mr. McCarroll has done a great job of trying to reduce costs as much as he can. He is always looking for ways to cut costs. Mr. Hauryski stated that's the important part, that he has been doing that since he came here.

Mr. Weaver stated healthcare is not a good place to be and try to make a living. If you can get out now, you are probably better off doing that.

Mr. Ryan stated that what distresses him the most is the amount of money we spend on people who are capable and healthy, and we are not going to Albany to beat on the drums for the State to take care of the mandates. Mr. Weaver stated 70 percent of Medicaid money is spent on long-term care. Mr. Ryan stated we are not willing to protect these people and the State is taking care of people that need to be out working. Mr. Weaver stated we are saving the Health Care Facility by making these cuts now because otherwise there will be nothing left to save. We are not throwing them out the door. We are trying to keep them employed by giving them the option of working for someone else. Mr. Ryan stated the residents are not going to get the same care they are getting today. We have to have a big effort to go after the State. Discussion followed.

VOTE ON PREVIOUS MOTION. MOTION CARRIES 4-1. (MRS. LANDO OPPOSED)

F. Youth Bureau

1. **Tyrtle Beach** – Mr. Caudill stated last year the event raised \$33,000. This year, we have raised over \$38,000. Thank you for your support. Mr. Alger stated this is a real credit to the radio station, WVIN. They put a lot of effort into this. Ms. Lattimer commented the community really steps up to the plate during this event.

IV. OTHER BUSINESS

A. **Goals** – Mrs. Ferratella stated that with regard to the 2012 goals, she is working with the Department Heads to finalize their goals and to include measurable items. She will include those goals on next month's agenda.

B. **July Meeting** – Mr. Alger stated the next meeting falls on July 4th. The committee agreed to move the July meeting to Monday, July 9th at 10:00 a.m.

MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

NEXT MEETING SCHEDULED FOR

Monday, July 9, 2012

****PLEASE NOTE CHANGE**10:00 a.m.**PLEASE NOTE CHANGE****

**Please send agenda items to the
Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, April 25, 2012**

STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

Monday, July 9, 2012

10:00 a.m.

*Legislative Committee Room
Steuben County Office Building
Bath, New York*

****MINUTES****

COMMITTEE: Joseph J. Hauryski, Chair Robin K. Lattimer Randolph J. Weaver

STAFF: Mark R. Alger Jack Wheeler Hank Chapman, Psy.D.
David McCarroll Stacey Lee Jim Gleason
Shawn Corey Nancy Smith

ABSENT: Carol A. Ferratella, Chair Gary D. Roush, Vice Chair Hilda T. Lando

LEGISLATORS: Thomas J. Ryan

OTHERS: David Hill, Executive Director, ProAction of Steuben and Yates
Marshall Patrick, Director, Head Start Program

I. CALL TO ORDER

Mr. Hauryski called the meeting to order at 10:00 a.m. and asked Mr. Corey to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES FROM THE JUNE 6, 2012, MEETING MADE BY MR. WEAVER. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

III. PRESENTATION

A. ProAction of Steuben & Yates

1. **Early Head Start Program** – Mr. Alger introduced David Hill, Executive Director of ProAction. They are here today to ask for your support of their Early Head Start Program. Mr. Hill stated they have been providing Head Start services for the past 45 years. In October 2010, they had a tri-annual review which was conducted by the Federal Government, and at that time they confirmed that everything with our program was good. We do use the school districts to provide transportation services. There was an incident with the Penn Yan School District where a young child was left on a bus for two hours and that was considered a deficiency by the Federal Government. As a result of this, we are now required to go through the recertification process. We are doing all we can to demonstrate that counties and the school districts are behind us. Our recertification application is due in August.

Ms. Patrick stated in the past ProAction was awarded a grant and that was continued as long as there was funding. All we needed to do was apply for the funds. Now, with the 2007 Head Start Act, there is a competitive grant process. This is an open competition that has seven categories. As we have been marked with a deficiency, we now have to apply through the competitive grant process. Ms. Patrick stated that they believe they can offer the best program in Steuben and Yates counties for Early Head Start. We are the universal pre-kindergarten provider for 11 out of 15 of the school districts. We are making good use of our State, local and Federal dollars to make sure that all children have the same type of programming. We have been involved in the universal pre-kindergarten partnerships since 1998. She stated that her biggest fear is that there are 130 programs competing for the Federal grant. We need the support of the community, school districts and parents.

Mr. Peoples commented that he serves on the Addison School Board and he has heard nothing but good things about this program.

MOTION: SUPPORTING PROACTION'S HEAD START AND EARLY HEAD START PROGRAMS IN STEUBEN COUNTY MADE BY MR. WEAVER. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

IV. DEPARTMENTAL REQUESTS

A. Special Children's Services

1. **Contract** – Mr. Alger requested authorization for Special Children's Services to enter into a contract with Dena Hess, Speech Language Pathologist, to provide Preschool services. The rate is \$65.00 per session.

MOTION: AUTHORIZING SPECIAL CHILDREN'S SERVICES TO CONTRACT WITH DENA HESS, SPEECH LANGUAGE PATHOLOGIST, TO PROVIDE PRESCHOOL SERVICES MADE BY MS. LATTIMER. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

B. Office of Community Services

1. **Contract** – Dr. Chapman requested authorization to enter into a contract with the Bath Police Department to do mental health transports to St. James PCU. We have been paying the Bath Police Department since 2007, but he has discovered that no contract had been place. The rate is a flat rate of \$65.00 per hour for a full-time officer and \$30.00 per hour for a part-time officer, plus mileage. This is a slight increase over what we had paid in the past. We will pay between \$120 - \$300 per month extra depending on the number of transports. This is still a savings to us because if we don't have this contract, then Bath residents will be taken to the nearest ER, which is Ira Davenport. Then they will be transported by ambulance to St. James PCU at a cost of approximately \$2,000 per episode. This contract is much more efficient and expedites treatment services. This contract is solely for the transport of individuals within the village of Bath. Mr. Alger commented that the Sheriff also does some of these transports. Mr. Weaver asked what were we paying before? Dr. Chapman replied we were paying the officers' hourly wage plus mileage.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO ENTER INTO A CONTRACT WITH THE BATH POLICE DEPARTMENT TO PROVIDE MENTAL HEALTH TRANSPORTS FOR VILLAGE RESIDENTS TO ST. JAMES PCU AT A RATE OF \$65.00 PER HOUR FOR A FULL-TIME OFFICER AND \$30.00 PER HOUR FOR A PART-TIME OFFICER, PLUS MILEAGE MADE BY MR. WEAVER. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

C. Health Care Facility

1. **Occupancy Report** – Mr. McCarroll reviewed the Occupancy Report with the committee. Occupancy was at 88.13 percent for the month of June. He stated that he believes that with everything going on, that has brought our numbers down. We continue to make contacts with our referral agencies. Chairman Hauryski asked do you track year to year? He stated that for next month's meeting, he would like to see a chart showing the past five years.

2. **Budget Transfers** – Ms. Lee requested authorization to transfer \$19,279.97 from contracted labor to PT payroll to pay for clerical staff. Previously this position had been filled with a Manpower employee, and now is filled with one of our employees. She also requested authorization to transfer \$10,000 from Fiscal Payroll for clerical staff to Fiscal Contract Labor as they are currently staffing a receptionist position in the Fiscal Department with a Manpower employee.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$19,279.97 FROM PT CONTRACT LABOR TO PT CLERICAL ON PAYROLL AND TO TRANSFER \$10,000.00 FROM FISCAL CLERICAL ON PAYROLL TO FISCAL CONTRACT LABOR TO ACCOMMODATE SUPPORT STAFF NEEDS MADE BY MS. LATTIMER. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

3. **Contracts** – Mr. McCarroll requested authorization to renew their contracts with Emergency Power Systems, Caregivers America, LLC and Sodexo. He explained that with the Sodexo contract there is a 60-day termination clause and they are extending the contract 30 days in order to implement the new contract with Morrison.

MOTION: APPROVING THE FOLLOWING CONTRACT RENEWALS FOR THE HEALTH CARE FACILITY: EMERGENCY POWERS SYSTEMS, LLC – GENERATOR MAINTENANCE INSPECTIONS FOR AN ANNUAL COST OF \$1,950.00; CAREGIVERS AMERICA, LLC FOR TEMPORARY STAFFING AND SODEXO FOR DINING AND NUTRITION SERVICES FOR A TOTAL COST OF \$3,629.92 PER WEEK MADE BY MS. LATTIMER. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

4. **RFP's** – Mr. Alger stated that the RFP's for Marketing and Accounting are due back on July 12th. Once we have gone through those, we will bring them to committee for consideration.

MOTION: TO ADJOURN MADE BY MR. WEAVER. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Wednesday, August 1, 2012
10:00 a.m.**

**Please send agenda items to the
Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, July 25, 2012**

**STEUBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE
STEUBEN COUNTY HEALTH SERVICES REVIEW COMMITTEE**

Joint Special Meeting

Monday, July 23, 2012

9:30 a.m.

*Legislative Committee Room
Steuben County office Building
Bath, New York*

****MINUTES****

COMMITTEE: Carol A. Ferratella, Chair Gary B. Roush, Vice Chair Hilda T. Lando
Robin K. Lattimer Randolph J. Weaver

Joseph J. Hauryski, Vice Chair Lawrence P. Crossett Thomas J. Ryan
Gary D. Swackhamer Scott J. Van Etten

STAFF: Mark R. Alger Jack Wheeler David McCarroll
Stacey Lee Dawn Patton Karen Welch
Sally McDougal

LEGISLATORS: K. Michael Hanna Aaron I. Mullen William A. Peoples
George J. Welch

ABSENT: Patrick F. McAllister, Chair

I. CALL TO ORDER

Mrs. Ferratella called the meeting to order at 9:00 a.m.

II. GENERAL BUSINESS

A. Health Care Facility

1. **Awarding RFP for the Marketing of the New Health Care Facility** – Mr. Alger informed the committee they received two proposals for the marketing of the new Health Care Facility. They are from Health Dimensions and Marcus & Millichap. They both are proposing a marketing scheme for the facility. The difference with the proposals is that Health Dimensions is a fee-based service. They have a schedule of payments for services rendered over a period of six months and those fees total \$212,000. Additionally, there will be a closing fee which is to be determined, whether we sell the facility or not. Mr. Alger stated that the proposal from Marcus & Millichap is a more traditional real estate proposal. If we sell the facility, they will receive a commission of 2.5 percent of the gross purchase price. With Marcus & Millichap there will be no cost to the County until a willing, ready and able buyer is produced and the transaction is closed.

Mr. Alger stated both of these companies have worked in New York State. Health Dimensions assisted with the Founder's project in Corning. He commented that he is not sure of Health Dimensions' experience with municipal facilities. Marcus & Millichap is currently working with Essex, Chautauqua, Orange and Ulster counties in the marketing of their health care facilities. Mr. Alger stated that he would recommend awarding the RFP to Marcus & Millichap.

MOTION: AWARDING THE RFP FOR THE MARKETING OF THE NEW HEALTH CARE FACILITY TO MARCUS & MILLICHAP OF CHICAGO, ILLINOIS, MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. MOTION CARRIES 5-0 (HSH&E) AND 6-0 (HEALTH SERVICES REVIEW).

Mr. Van Etten asked what is the timeline for this process? Mr. Alger replied we would begin as soon as possible. Mr. Van Etten asked if we were to find a buyer within six months, would it be another year for the transition?

Mr. Alger replied yes. The buyer will have to go through the Certificate of Need process with the State and that can take anywhere from one to two years. Mr. Van Etten asked will we have to budget a loss for next year? Mr. Alger replied that he thinks you have to, as well as for 2014.

MOTION: TO ADJOURN MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0 (HSH&E) AND 6-0 (HEALTH SERVICES REVIEW). *Resolution Required.*

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

Wednesday, August 1, 2012

10:00 a.m.

*Legislative Committee Room
Steuben County Office Building
Bath, New York*

****MINUTES****

COMMITTEE: Carol A. Ferratella, Chair
Randolph J. Weaver
Hilda T. Lando
Robin K. Lattimer

STAFF: Mark R. Alger
Chris Congdon
David McCarroll
Jim Gleason
Nancy Smith
Jack Wheeler
Mike Keane
Stacey Lee
Kathy Muller
Brenda Campbell
Vicki Fuerst
Shawn Corey
Bill Caudill
Teresa Deninger

LEGISLATORS: Joseph J. Hauryski
William A. Peoples

ABSENT: Gary D. Roush, Vice Chair

OTHERS: Ristiina Wigg, Director, Southern Tier Library System
Amie Acton, Director, Wimodaughsian Library
Pauline Emery, Director, Southeast Steuben County Library
Carol Barry, Director, Dormann Library

I. CALL TO ORDER

Mrs. Ferratella called the meeting to order at 10:00 a.m. and asked Ms. Congdon to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JULY 9, 2012, MEETING MADE BY MS. LATTIMER. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MRS. LANDO ABSENT FOR VOTE)

III. PRESENTATIONS

A. Steuben County Library Directors' Group

1. **2013 Budget** – Ms. Wigg stated that the Southern Tier Library System works with the libraries to provide shared services. She stated that they are requesting \$110,000.00 for 2013. This funding will allow us to continue our shared library services within the 17 libraries located in Steuben County.

Amie Acton, Director, Wimodaughsian Library, stated that she has one patron who comes to the library each week with her young daughter in order to work on her online degree. Because of the library, she will have her degree and will then be able to provide for her family. This is why we ask for your continued support.

Pauline Emery, Director, Southeast Steuben County Library, stated that we have children who are learning to love reading and we are encouraging them to read through our summer program, free of charge.

Carol Barry, Director, Dormann Library, stated free access to the libraries is critical. Our library has circulated 78,000 items during the last year. We also have sent out 18,000 inter-library loan items. This represents a cost savings to the libraries. Additionally, we added 275 new card holders, which represent 8 different communities. With regard to internet access, we saw 29,000 computer users last year. We have been able to grow our summer

reading program which has benefited 170 children. Our involvement with our children's futures will pay off in the long run. She stated that she would like to encourage the Legislators to visit the public libraries to see the tax dollars at work.

Mrs. Ferratella asked does any part of your budget come from grants? Ms. Barry replied we did receive a State Construction Grant in the amount of \$45,000 which allowed us to expand our parking lot. We have applied for another State Construction Grant in the amount of \$45,000 to replace our sprinkler system in the attic. The State will give us 75 percent of the cost to replace that. We also receive funds from Tyrtle Beach and the Arts Council.

Mr. Hauryski asked do you have any other outside funding sources, or fundraising activities? Ms. Acton replied in Canisteo, we rely on the support of the County as well as from the school district taxpayers. We do try to do two fundraisers per year. The funds we raise from the fundraisers are used for specific programs. Ms. Emery replied that 60 percent of their budget comes from municipal funding. We do submit grant applications.

IV. DEPARTMENTAL REQUESTS

A. OFA/RSVP

1. **RFP for Emergency Response System** – Mr. Keane stated this item will be discussed at the September meeting.

2. **Contract Amendments** – Mr. Keane informed the committee that the Institute for Human Services provides medical transports for individuals 60 and over. They received a 10 percent cut in State funds in 2011. Mr. Alger explained that we are restoring funding to the Institute for Human Services to provide additional transportation services to this client group. Mr. Keane stated that he has \$5,054 in the EISEP contract that he would like to transfer to the Transportation contract.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO TRANSFER \$5,054.00 FROM THE INSTITUTE FOR HUMAN SERVICES CONTRACT FOR EISEP SERVICES TO THE INSTITUTE FOR HUMAN SERVICES CONTRACT FOR MEDICAL TRANSPORTS FOR INDIVIDUALS 60 AND OVER AND AMENDING BOTH CONTRACTS TO REFLECT THIS CHANGE MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Public Health & Nursing Services

1. **Increase in Nursing Rate** – Ms. Congdon informed the committee that their current billing rate for Skilled Nursing is \$165.00. Based on the 2011 review, she requested authorization to increase the billing rate for Skilled Nursing to \$175.00 effective September 1, 2012.

MOTION: AUTHORIZING PUBLIC HEALTH & NURSING SERVICES TO INCREASE THE SKILLED NURSING RATE TO \$175.00, EFFECTIVE SEPTEMBER 1, 2012 MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

2. **Contract Amendment** – Mrs. Fuerst informed the committee that homecare is going to VNA and they will be providing that 24 hours, 7 days a week for public health programs and we have negotiated a rate for that. Ms. Congdon explained we previously didn't have a rate for a Public Health Oncall and this is something new that we are doing. She requested amending their contract with Stafkings to include Public Health Oncall at a rate of \$34.07 per day and \$51.10 per holiday.

MOTION: AUTHORIZING PUBLIC HEALTH & NURSING SERVICES TO AMEND THEIR CONTRACT WITH STAFKINGS TO INCLUDE THE ADDITION OF PUBLIC HEALTH ONCALL AT A RATE OF \$34.07 PER DAY AND \$51.10 PER HOLIDAY MADE MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Youth Bureau

1. **2012 OCFS Youth Development Allocations** – Mr. Caudill informed the committee that we receive State funds for youth development programs and we subcontract those funds out to providers within the

County. This year, the total funding is \$79,000.00 which is down from the \$110,000.00 we received last year. Originally, the State had proposed a 25 percent cut across the State. Youth Development Funds were cut 30 percent and Special Delinquency Funds were cut 20 percent. The cuts were based on the 2012 census. From 2000 to 2010 the County's youth numbers dropped 2,000. We took a little larger hit due to the population change. Mr. Caudill stated the Youth Board approved these allocations at their June 4th meeting.

MOTION: AUTHORIZING THE YOUTH BUREAU TO ENTER INTO CONTRACTS WITH THE FOLLOWING AGENCIES FOR 2012: STEUBEN LITERACY – PROACTION - \$2,947.00; BATH AREA HOPE FOR YOUTH - \$8,280.00; HORNEILL AREA CONCERN FOR YOUTH - \$10,574.00; FAMILY SERVICE SOCIETY - \$6,468.00; CENTER FOR DISPUTE SETTLEMENT – PINS - \$513.00; ADDISON YOUTH CENTER – YOUTH SERVICE - \$3,316.00; ADDISON YOUTH CENTER – YOUTH INITIATIVE - \$1,267.00; BATH POLICE COUNSELING - \$700.00; YOUTH IN GOVERNMENT - \$3,859.00; CENTER FOR DISPUTE SETTLEMENT – YOUTH MEDIATION - \$4,728.00; PROACTION – TASA - \$4,025.00; ADDISON YOUTH CENTER - \$1,366.00; CORNING AREA YOUTH CENTER (JUST US) - \$3,888.00; AND CORNING AREA YOUTH CENTER (CRISIS) - \$3,814.00 MADE BY MR. WEAVER. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

D. Health Care Facility

1. **Occupancy Report** – Mr. McCarroll reported that occupancy for the month of July was at 91.06 percent, bringing the total to date occupancy to 90.59 percent.
2. **Budget Transfer** – Ms. Lee requested authorization to transfer \$40,000.00 from the PT Tech Salary line item to the PT Contract Labor line item in order to pay for staff that are filling vacancies.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$40,000.00 FROM THE PT TECH SALARY LINE ITEM TO THE PT CONTRACT LABOR LINE ITEM TO PAY FOR STAFF THAT ARE FILLING VACANCIES MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **RFP for Billing** – Mr. Alger stated that we have been reviewing the recommendations with the Health Services Review Committee prior to bringing them to this committee for consideration. He asked to hold this item until after the September meeting of the Health Services Review Committee. The committee was in agreement with this.
4. **Contracts** – Mr. McCarroll requested authorization to renew contracts with SUNY Alfred to provide clinical nursing experience and with Holly Davis for beautician services. There are no County costs for either of these contracts.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO RENEW CONTRACTS WITH SUNY ALFRED FOR CLINICAL NURSING EXPERIENCE AT NO COST TO THE COUNTY AND WITH HOLLY DAVIS TO PROVIDE BEAUTICIAN SERVICES AT NO COST TO THE COUNTY MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. Hauryski asked Mr. McCarroll if he and his management team were staying on top of the situation at the facility with the residents? Mr. McCarroll replied that they have been attentive to the residents and have been meeting with them. We also continue to be in close touch with the employees. Additionally, in conjunction with Workforce Development, we have computers in our training area for the employees to use to work on resume building. There will also be a retirement presentation.

E. Department of Social Services

1. **RFP Award** – Ms. Muller stated that she will be presenting the RFP award at the September meeting.

2. **Caseload Statistics** – Ms. Muller reviewed the quarterly statistics with the committee. She stated that the Medicaid cases continue to grow. Our walk-in's have also increased and a lot of those are housing related issues. There is both a lack of housing and sub-standard housing. We use the hotels and boarding homes for temporary housing. She reminded the committee that they received a STEP grant a few months ago which offers security deposits for individuals. Ms. Muller stated they have three crews in the Mobile Work Program and we are talking about adding a fourth crew. The crews have been going to Chemung County to help with the clean-up from the tornado. They also have been helping the Food Bank of the Southern Tier.

Mr. Hauryski commented that he has received numerous compliments for the crews doing pick up on County roads. There is no lack of County roads for that to be done on and it will keep the crews busy. Ms. Muller stated that they have 11 new contacts with agencies requesting placement of individuals.

Ms. Muller stated that the number of caseloads in the Child Protection Unit continue to go up. Open investigations are up and our staff is doing a great job of using relatives to place children. As a result, our placements are down, but we still have a high number of cases. We are also seeing an increase in our Adult Protective cases and are looking to reorganize staff to help out. Ms. Muller stated that Adoption Day will again be held in November, and the date is pending as we are trying to move it so that there are fewer conflicts.

Ms. Muller stated that with regard to the financial reports, they are projecting at year-end that they should be within budget. Currently they have a small surplus.

3. **Budget Appropriation** – Ms. Muller requested authorization to accept and appropriate Enhanced Child Protective Funds into the 2012 budget in the amount of \$30,000.00. This funding will be used to purchase twelve digital Dictaphones to assist Caseworkers in meeting their case note requirements and to support overtime within the unit to complete safety assessments, interviews and record completion.

MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO ACCEPT AND APPROPRIATE ENHANCED CHILD PROTECTIVE FUNDS INTO THE 2012 BUDGET IN THE AMOUNT OF \$30,000.00 FOR PURCHASE OF DICTAPHONES AND OVERTIME MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

4. **Fraud Initiative** – Ms. Muller stated that she has been talking with the Bath Village Police Department about contracting with them to do visits at hotels in Bath on the weekends to check and see who are occupying the rooms and to work with the fraud investigators to identify fraud that may be going on in the hotels. The cost will be \$100.00 per visit. Mr. Weaver asked will you need a search warrant? Ms. Muller replied no. Since we are entering into a contract with them, they become an extension of the Department of Social Services.

MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO ENTER INTO A CONTRACT WITH THE BATH VILLAGE POLICE DEPARTMENT TO CONDUCT VISITS TO HOTELS ON WEEKENDS TO ASSIST FRAUD INVESTIGATORS TO IDENTIFY FRAUD THAT MAY BE OCCURRING AT A RATE OF \$100.00 PER VISIT MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

F. Administrator

1. **Smoking on Grounds of Steuben County Office Building** – Mr. Alger stated we have had, over the last several months and years, many complaints about smoking, particularly around the building. Mrs. Fuerst has gathered various Local Laws that other counties have adopted that apply to limits on smoking. He stated that he would like the committee to consider taking another step. In the past, we have moved folks from the foyer to the outer limits of the campus. There are a couple of different options; you can limit the distance or you can place an outright ban on County property. This is a significant step and something to think about. Honestly, this is something that we consistently hear, from both employees and the public. Out front people have to walk through a haze to get in the building. This is a topic that bears discussion at this point. Mr. Alger stated we can distribute to you the information that Mrs. Fuerst has collected. Some of the counties have adopted Local Laws. This is not

an issue for just employees, but also a general issue for the public. This would be a facility policy, not just here, but at all County facilities.

Mrs. Lando asked if you ban it completely, would it be enforceable? Mr. Alger replied yes. We would do a Local Law. The challenge would be to enforce it at the other locations. Here, that is not a concern. The Corning, Hornell and other locations would be more of a challenge as we don't have the security force that we have here.

Ms. Lattimer stated that she agrees the primary complaint is from the public. What would be the impact on the employees? Mr. Alger replied the employees would be required to comply. We have had some complaints from other staff, as well as from the public. It is probably one of the largest complaints we get from the public. Ms. Lattimer asked are we talking about all properties and parking lots? Mr. Alger replied that is part of the discussion. Some counties have done all properties and others have just banned smoking a specific distance from county property.

Mr. Hauryski asked that all legislators be provided with copies of the Local Laws from other counties. Mr. Weaver asked that they also receive a copy of the current policy.

V. OTHER BUSINESS

A. *Department Goals* – Mrs. Ferratella provided the committee with a summary of the 2012 goals of the County Administrator, as well as Chairman Hauryski's goals for this committee. She also included the goals that the departments under this committee had provided. Mrs. Ferratella stated that she had asked the department heads to consolidate their goals and to provide us with items where we can measure their performance.

MOTION: TO ADJOURN MADE BY MR. WEAVER. SECONDED BY MS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Wednesday, September 5, 2012
10:00 a.m.**

**Please send agenda items to the
Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, August 29, 2012.**

STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

Wednesday, September 5, 2012

10:00 a.m.

*Legislative Committee Room
Steuben County Office Building
Bath, New York*

****MINUTES****

COMMITTEE:	Carol A. Ferratella, Chair Robin K. Lattimer	Gary B. Roush, Vice Chair Randolph J. Weaver	Hilda T. Lando
STAFF:	Mark R. Alger Chris Congdon David McCarroll Pat Donnelly Lise Reynolds	Jack Wheeler Hank Chapman, Psy.D. Shawn Corey Kathryn Muller Nathan Alderman	Vicki Fuerst Jim Gleason Mike Keane Lisa Baker Brenda Campbell
LEGISLATORS:	Joseph J. Hauryski	William A. Peoples	

I. CALL TO ORDER

Mrs. Ferratella called the meeting to order at 10:00 a.m. and asked Ms. Lattimer to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE AUGUST 1, 2012, MEETING MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REQUESTS

A. OFA/RSVP

1. RFP Award: Emergency Response System – Mr. Keane informed the committee that they have 35 clients that currently have personal emergency response buttons. In previous years we had contracted with St. James and for the past couple of years we have contracted with Link to Life. We have had some concerns with Link to Life. We put out an RFP and both St. James and Link to Life responded. St. James came in at \$23.00 per month per unit and Link to Life came in at \$18.00 per month per unit. He recommended awarding the RFP to Link to Life.

Mr. Weaver asked you currently use Link to Life, but you have had concerns. Are they not doing what they are required? Mr. Keane replied they have been doing what the contract has required them to do. We did add some additional items which address previous concerns. Mr. Alger explained we were not pleased with the vendor in the current contract. The RFP was revised to include more specific requirements and they have suggested to us that they can meet those requirements. Mr. Weaver asked what is the term of the contract? Mr. Alger replied one year.

MOTION: AUTHORIZING THE AWARD OF THE RFP FOR EMERGENCY RESPONSE SYSTEM TO LINK TO LIFE FOR A PRICE OF \$18.00 PER UNIT PER MONTH MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER FOR DISCUSSION.

Ms. Lattimer asked is there a provision for recourse if they don't live up to the contract? Mr. Corey replied we do have a cancellation clause. Mr. Keane stated that his office will be monitoring this closely. Mr. Alger stated we will need to make sure that we have written documentation. Mrs. Lando asked you currently have 35 clients. Do you expect to have more than that? Mr. Keane replied we typically have between 30 – 35. That number can fluctuate. The clients have to meet certain criteria to qualify.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Office of Community Services

1. **School-Based Services** – Dr. Chapman requested the committee approve a resolution allowing the department to provide mental health services to local school districts. Currently we provide services to Prattsburgh, Hornell, Hammondsport and Haverling school districts. These agreements have been in place for a number of years, however, the Law Department brought it to our attention that a resolution is required for inter-municipal agreements.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO PROVIDE MENTAL HEALTH SERVICES TO LOCAL SCHOOL DISTRICTS MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

Mr. Alger commented traditionally we have had the committee approve these contracts annually. We are required by General Municipal Law to adopt resolutions authorizing inter-municipal agreements.

2. **RFP for Services** – Dr. Chapman informed the committee that he and Mr. Gleason held a pre-bid conference last week. As a result of that meeting, the parties felt that they needed more time to prepare their proposals. He is recommending extending the deadline for proposals to be submitted to October 26th. That would give them 60 days. Given the magnitude of the project, he feels this is a legitimate request.

MOTION: EXTENDING THE DEADLINE FOR THE SUBMISSION OF PROPOSALS RELATIVE TO THE REQUEST FOR PROPOSAL FOR MENTAL HEALTH AND ALCOHOL AND SUBSTANCE ABUSE SERVICES TO OCTOBER 26, 2012, MADE BY MR. WEAVER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Ms. Lattimer asked how many agencies attended the pre-bid conference? Dr. Chapman replied they had eight agencies, including Family Services, Catholic Charities, St. James, Arbor Development and Allegany Rehab Associates. He commented that his sense is that a couple of these agencies may collaborate and submit a joint proposal.

Dr. Chapman stated one of the requirements in the RFP was a 10 percent bid bond. The agencies felt that was something they would not be able to meet as they are not-for-profit agencies and cannot use State funding for that purpose. His recommendation is to waive the bid bond requirement and lieu of that, have the agencies provide a performance bond or a letter of credit with the dollar amount to be negotiated. He stated that he did check with a couple of surrounding counties and found out that they did not use a bid bond, but they did require, as we have, multiple years CFR that we would look at. Chemung County also used a letter of credit in addition to that.

Mr. Alger stated we had a long discussion about this. The requirement for a bid bond is to make sure the agency follows through. The Law Department feels that in negotiating a contract, they can come up with a surety (bond, letter of credit, etc.) to assure that they will follow through.

MOTION: WAIVING THE REQUIREMENT OF A BID BOND WITH REGARD TO THE REQUEST FOR PROPOSALS FOR MENTAL HEALTH AND ALCOHOL AND SUBSTANCE ABUSE SERVICES MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Alger stated Purchasing will issue an addendum for the agencies and they will also put out a legal notice extending the submission deadline.

C. Department of Social Services

1. **RFP Award** – Ms. Muller requested permission to hold this item for an additional month.
2. **Name Change for Food Stamps** – Ms. Muller informed the committee that the Food Stamp Program will now be referred to as the Supplemental Nutrition Assistance Program – SNAP.

3. **Adoption Day** – Ms. Muller informed the committee that Adoption Day will be held on Friday, November 9, 2012.

4. **Informational** – Ms. Muller informed the committee that Pennsylvania has terminated their State fund assistance program; what we refer to as Safety Net. That was effective August 1, 2012. For the period January – July of this year we have had 17 cases from Pennsylvania. For the month of August we had 10 cases. Mr. Alger asked when they come here, do their federal benefits go directly to Safety Net? Ms. Muller replied yes and they are put on non-cash status. Mr. Alger explained that means they don't get cash. We pay for their rent, food stamps and they get a personal needs allowance. They are not getting a lot of cash. Mrs. Ferratella asked are we obligated to take them? Ms. Muller replied if they present as homeless, yes. Mr. Alger stated typically they are not transient and we anticipate they would become a resident.

Ms. Muller stated the State is planning to do a Medicaid Administration takeover to be completed by 2018. The county was requested to complete a survey expressing if we would remain interested in administering the program. We would be responsible for walk-in's and emergencies. Ms. Muller stated that she met with Mr. Alger and Mr. Hauryski to discuss this. This is a non-binding survey. We don't know what the level of funding will be. She stated they completed the survey and indicated that we would have an interest in administering the program. There are a lot of unanswered questions. They are talking about having performance measures. If we don't respond to the survey or indicated that we would not be interested, we will have no choice. Ms. Muller stated that she thinks it is important that we be included in the conversations. Mrs. Ferratella asked what are the other counties doing? Ms. Muller replied there has been a mix of responses. We will have no choice with regard to transportation or longer-term care services.

D. Health Care Facility

1. **Occupancy Report** – Mr. McCarroll informed the committee that occupancy for the month of August was 88.05 percent, bringing our year-to-date occupancy to 90.27 percent. Some of the families have doubts about the future of the facility. We need to reach out to the general public and explore some public relations opportunities in both *The Shopper* and *The Courier*. He believes this is something that we need to talk about. Mrs. Lando commented that she has many people come to her with their concerns about the future of the facility.

2. **Contracts** – Mr. McCarroll requested authorization to contract with Davis-Ulmer for quarterly sprinkler inspections at a rate of \$780.00 per year. Our previous contractor did not wish to renew their contract.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO ENTER INTO A CONTRACT WITH DAVIS-ULMER FOR QUARTERLY SPRINKLER INSPECTIONS FOR A TOTAL OF \$780.00 PER YEAR MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. McCarroll requested authorization to enter into a contract with Kelly Morales for beautician services. There is no cost as the residents pay this directly.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO ENTER INTO A CONTRACT WITH KELLY MORALES FOR PART-TIME BEAUTICIAN SERVICES MADE BY MR. WEAVER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. McCarroll explained that Medicare and other HMO's have time limits for putting in the bills. We currently are not in a good position to bill Medicare and other insurance in a timely manner. There is a billing service that will come in and work with us. He requested authorization to enter into a temporary contract with I.M. Solutions to submit billing claims to Medicare and other insurances. The amount of the contract will not exceed \$5,000.

Mr. Weaver asked what is the timeframe for using this contract? Mr. McCarroll replied we will use this contract until we award the RFP for billing services. Mrs. Ferratella asked with the old claims, have we missed the opportunity to bill them? Mr. McCarroll replied not as of today.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO ENTER INTO A TEMPORARY CONTRACT WITH I.M. SOLUTIONS TO SUBMIT BILLING CLAIMS FOR MEDICARE AND OTHER INSURANCE, TOTAL COST NOT TO EXCEED \$5,000.00 MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Budget Transfer** – Mr. McCarroll requested authorization to transfer \$17,600 from Plant Operations & Maintenance Laborers line item to Plant Operations & Maintenance Contract Labor to cover expenses for contracted labor.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$17,600.00 FROM ACCT. #453062.5.1100007 TO ACCT. #453062.5.444150 TO COVER EXPENSES FOR CONTRACTED LABOR MADE BY MS. LATTIMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. **RFP Bids for Billing/Accounting** – Mr. McCarroll informed the committee that they have less people working in the billing department. We had five people in the department and now we have two people. He would like to look at issuing a new bid to have a company come in and do our Medicare and other non-Medicaid billing and teach us how to be self-sufficient. Our billing process needs to be improved. He requested authorization to reject the RFP for Billing/Accounting Services.

Mr. Alger explained the scope of the RFP has changed too much to be awarded as is. We need to reject the original bid and authorize a new RFP for partial billing services.

MOTION: REJECTING THE BIDS FOR THE RFP FOR THE BILLING AND ACCOUNTING SERVICES AT THE HEALTH CARE FACILITY AND AUTHORIZING THE ISSUANCE OF A NEW RFP FOR PARTIAL BILLING SERVICES AT THE HEALTH CARE FACILITY MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. Public Health & Nursing Services

1. **Contract Amendments** – Mrs. Fuerst requested authorization to amend their contracts with Excellus to include Medicaid Managed Care Nursing Assessment for PCA Program at a rate of \$200.00 and with VNA of Western NY to include a fee for Not Home/Not Found/Refused Visit in the amount of \$50.00 per visit.

Mrs. Ferratella asked are the clients charged for a Not Home/Not Found/Refused Visit? Mrs. Fuerst replied no. This is something that we monitor pretty close.

MOTION: AUTHORIZING PUBLIC HEALTH & NURSING SERVICES TO AMEND THE FOLLOWING CONTRACTS: EXCELLUS TO INCLUDE MEDICAID MANAGED CARE NURSING ASSESSMENT FOR PCA PROGRAM AT A RATE OF \$200.00 AND VNA OF WESTERN NY TO INCLUDE A \$50.00 PER VISIT FEE FOR NOT HOME/NOT FOUND/REFUSED VISIT MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Preparedness Drill** – Mrs. Fuerst informed the committee this year our Preparedness Drill will allow us to provide free flu vaccines, however, 200 people have to be vaccinated in one day. Based on last year's numbers, we can get enough people to sign up. This event will be held on October 11th at the Bath Fire Department. Individuals will be required to pre-register. We are also considering doing a drive-thru clinic. The event will take place from 2:00 p.m. – 4:00 p.m. She stated that this will not be open to the public, only to County employees.

3. **New Contracts** – Mrs. Fuerst requested authorization to enter into new contracts with SUNY Empire State College for student field experience. She stated that under Article 6 we are obligated to provide STD clinic services. We are supposed to have a Nurse Practitioner on site at these clinics, which we never had. The State is telling us that we can no longer do this. She requested authorization to contract with both Finger Lakes Migrant Health and Planned Parenthood to provide STD clinic services. Under these contracts, we will only pay if we refer the individuals to them.

MOTION: AUTHORIZING PUBLIC HEALTH & NURSING SERVICES TO ENTER INTO NEW CONTRACTS WITH THE FOLLOWING: SUNY EMPIRE STATE COLLEGE FOR STUDENT FIELD EXPERIENCE, AT NO COST; FINGER LAKES MIGRANT HEALTH FOR THE PROVISION OF STD CLINIC SERVICES AT A RATE OF \$70.00 PER VISIT FOR NEW CLIENT STD VISIT/EXAM, \$60.00 PER VISIT ESTABLISHED CLIENT STD VISIT/EXAM, \$26.00 PER VISIT FOLLOW-UP EXAM (2 VISITS), \$15.00 FOR CHLAMYDIA TESTING, \$15.00 FOR GONORRHEA TESTING, \$10.00 FOR SYPHILLIS TESTING AND \$20.00 FOR MEDICATIONS (EACH VISIT); AND WITH PLANNED PARENTHOOD FOR STD CLINIC SERVICES AT A RATE OF \$106.00 PER VISIT FOR NEW CLIENT STD VISIT/EXAM-INCLUDES MEDICATIONS, \$50.00 PER VISIT FOR FOLLOW-UP EXAM – INCLUDES MEDICATIONS, \$10.25 FOR CHLAMYDIA TESTING, \$14.00 FOR GONORRHEA CULTURE, \$11.00 FOR URINE TEST FOR GONORRHEA, \$5.00 FOR SYPHILIS TESTING AND \$20.00 FOR MEDICATIONS (EACH VISIT) MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. **Memorandum of Understanding** – Mrs. Fuerst requested authorization to enter into a Memorandum of Understanding with the Steuben County Health Care Facility to provide outpatient physical, speech or occupational therapy at a rate of \$65.00 per visit. Some of our patients need therapies that we cannot provide at home.

MOTION: AUTHORIZING PUBLIC HEALTH & NURSING SERVICES TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE STEUBEN COUNTY HEALTH CARE FACILITY TO PROVIDE OUTPATIENT PHYSICAL, SPEECH OR OCCUPATIONAL THERAPY AT A RATE OF \$65.00 PER VISIT MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

F. Administrator

1. **Smoking on Grounds of Steuben County Office Building** – Mrs. Fuerst stated that she sent the committee a variety of information on local laws that counties have passed. It is a matter of what steps you want to take next. Mrs. Ferratella commented that she thought all of the local laws were fairly consistent. Mr. Alger commented that he doesn't think enforcement here will be a problem, but it will pose a problem at locations in Hornell and Corning. Mr. Weaver asked would this include all buildings? Mr. Alger replied it would include all county property. The two most popular local laws are a universal ban or to set a distance away from the buildings. Mrs. Fuerst commented that her recommendation would be to ban it. She stated that you may also want to include the e-cigarette issue as well. Mr. Weaver asked would this include smokeless tobacco? Mrs. Fuerst stated that she would recommend that. Mr. Peoples asked how does smokeless tobacco affect others? Mr. Weaver stated that if you are going to ban one form of tobacco, then you should ban it all.

MOTION: PRESENTING A LOCAL LAW BANNING SMOKING ON ALL STEUBEN COUNTY PROPERTY MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

MOTION: TO ADJOURN MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Wednesday, October 3, 2012 @ 10:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON on Wednesday, September 26, 2012.**

STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

Wednesday, October 3, 2012

10:30 a.m.

*Legislative Committee Room
Steuben County Office Building
Bath, New York*

****MINUTES****

COMMITTEE:	Carol A. Ferratella, Chair Robin K. Lattimer	Gary B. Roush, Vice Chair Randolph J. Weaver	Hilda T. Lando
STAFF:	Jack Wheeler Nancy Smith Jim Gleason	Kathy Muller David McCarroll	Lise Reynolds Alan Reed
LEGISLATORS:	Joseph J. Hauryski Thomas J. Ryan	K. Michael Hanna	William A. Peoples

I. CALL TO ORDER

Mrs. Ferratella called the meeting to order at 10:30 a.m. and asked Mr. Weaver to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE SEPTEMBER 6, 2012, MEETING MADE BY MRS. LANDO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REQUESTS

A. Health Care Facility

1. **Occupancy Report** – Mr. McCarroll informed the committee that occupancy went down, and as of the end of September, they were at 85.40 percent. We are investigating why our numbers are going down and one of the reasons is that competition is getting more fierce. He would suggest moving forward with an aggressive marketing plan. Mr. McCarroll stated that they are developing a two-sided insert for both *The Courier* and *The Shopper* which will be included during the third week of October. For a period of four weeks, we will also go back to doing radio spots and we will focus on our outpatient rehabilitation. Additionally, our management staff will be going to various hospitals and handing out brochures and reassuring them about the facility's future. We will also be sending a nurse out to the hospitals once or twice a week to look at their discharge planning and we will also be visiting orthopedists. There will be some expense to doing this, but we have money in our consulting budget that will cover this.

Mrs. Lando stated that she thinks this is a good move. Many people don't know what is going to happen with the facility, and this marketing campaign may help alleviate those concerns. Ms. Lattimer stated the perception is that the facility is going to close. The message needs to be conveyed that the facility will still be there. Mr. Wheeler commented we can't make promises. We are looking at a fine line while trying to convey that the facility is still an asset no matter whose hands it is in.

Mr. McCarroll commented the State looked across all counties and the counties around us do not have enough beds. We are the only county in the State with the exact amount of beds. The State is not in support of closing any beds at our facility. Mrs. Ferratella stated Chemung County is also looking at selling or leasing their facility. Are they seeing a drop in their occupancy? Mr. McCarroll replied everyone is seeing lower occupancy rates. Some facilities are running at 84 percent. Chemung County will probably end up being sold and having fewer beds. People are being very creative about aging in place.

Mr. Roush asked are the cost savings offsetting the deficiencies in occupancy? Mr. McCarroll replied the cost savings are helping a little. We are still working on contracting out dietary, housekeeping and maintenance. There already has been some savings due to attrition.

2. **Budget Transfer** – Mr. McCarroll requested authorization to transfer a total of \$21,183.75 to cover expenses related to unemployment.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER A TOTAL OF \$23,183.75 FROM SPEECH THERAPY TECH AND FISCAL MANAGEMENT LINE ITEMS AND APPROPRIATING \$10,000.00 TO THE NURSING UNEMPLOYMENT LINE ITEM, \$6,783.75 TO FISCAL UNEMPLOYMENT LINE ITEM AND \$6,400.00 TO OCCUPATIONAL THERAPY UNEMPLOYMENT LINE ITEM TO COVER EXPENSES MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **RFP for Resident Billing Services** – Mr. McCarroll informed the committee that last month he had asked the committee to cancel the RFP for the outsourcing of all billing. We reissued the RFP and the scope of service is considerably smaller. Since the initial RFP was sent out, we had two employees leave; a medical biller and the Chief Fiscal Officer. We still need someone to help us with our Medicare and private insurance. The requests came back and he is recommending awarding to IM Solutions out of Buffalo. The cost is \$3,750 per month. The charge for old billing will be 10 percent. The other proposal received was double this. At the end of the contract period, we hope to become independent and we have already begun cross-training everyone in the department. Mr. Weaver asked is this exclusive of physical therapy? Mr. McCarroll replied this includes physical therapy.

MOTION: AWARDED THE REQUEST FOR PROPOSAL FOR RESIDENT BILLING SERVICES TO IM SOLUTIONS OUT OF BUFFALO, NEW YORK, FOR A MONTHLY COST OF \$3,750.00 PER MONTH MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. **Contracts** – Mr. McCarroll requested authorization to renew their contracts with the Department of Veterans Affairs for the payor agreement at the same rate as last year, Rochelle Davis for beautician services, fees to be paid by the residents, and with Ithaca College and Keuka College for clinical fieldwork at no cost to the County.

Mr. Weaver stated that he will abstaining from this vote as his wife works for the VA Medical Center.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO RENEW THE FOLLOWING CONTRACTS: DEPARTMENT OF VETERANS AFFAIRS FOR THE PAYOR AGREEMENT AT THE SAME RATE AS LAST YEAR, ROCHELLE DAVIS FOR BEAUTICIAN SERVICES, FEES TO BE PAID BY THE RESIDENTS, AND WITH ITHACA COLLEGE AND KEUKA COLLEGE FOR CLINICAL FIELDWORK AT NO COST TO THE COUNTY MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. MOTION CARRIES 4-0-1. (MR. WEAVER ABSTAINED)

Mr. McCarroll informed the committee that they contract with BOCES to provide physical therapy services to the school districts. He requested authorization to subcontract with Juventas to provide physical therapy services to the Penn Yan School District. The rate is \$65.00 per hour, door to door.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO SUBCONTRACT WITH JUVENTAS TO PROVIDE PHYSICAL THERAPY SERVICES TO THE PENN YAN SCHOOL DISTRICT, WITH THE COUNTY BEING PAID \$65.00 PER HOUR, DOOR TO DOOR MADE BY MS. LATTIMER. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Personnel

1. **Reclassifications – Health Care Facility** – Ms. Smith requested that the committee rescind their prior approval of a reclassification of a Physical Therapy Assistant, Grade XI to a Physical Therapist, Grade

XVIII as they do not need a full time Physical Therapist. Instead, she requested authorization to reclassify a Physical Therapist, Part-Time, Grade XVIII to a Physical Therapy Assistant, Part-Time, Grade XI.

MOTION: RESCINDING PRIOR APPROVAL TO RECLASSIFY A PHYSICAL THERAPY ASSISTANT, GRADE XI TO A PHYSICAL THERAPIST, GRADE XVIII AT THE HEALTH CARE FACILITY AND AUTHORIZING THE RECLASSIFICATION OF A PHYSICAL THERAPIST, PART-TIME, GRADE XVIII TO A PHYSICAL THERAPY ASSISTANT, PART-TIME, GRADE XI AT THE HEALTH CARE FACILITY MADE BY MR. WEAVER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Ms. Smith informed the committee that the Health Care Facility has a Clerk whose duties are more consistent with those of an Account Clerk-Typist. She requested authorization to reclassify a Clerk, Grade IV to an Account Clerk-Typist, Grade VI.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A CLERK, GRADE IV, TO AN ACCOUNT CLERK-TYPIST, GRADE VI IN THE HEALTH CARE FACILITY MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

C. Department of Social Services

1. **RFP Award: Accounting Firm to Prepare Indirect Cost Allocation** – Mr. Gleason informed the committee that they received four proposals. He recommended awarding to Technical Analysts for Government for an annual cost of \$5,000.00. This will be a three-year contract. He stated they have been doing this for us for many years.

MOTION: AWARDING THE REQUEST FOR PROPOSAL FOR AN ACCOUNTING FIRM TO PREPARE INDIRECT COST ALLOCATIONS FOR THE DEPARTMENT OF SOCIAL SERVICES TO TECHNICAL ANALYSTS FOR GOVERNMENT FOR \$5,000.00 PER YEAR FOR THREE YEARS MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Personnel** – Ms. Muller informed the committee that due to vacancies in their department, they need to reallocate some of their staff. She has a funded Support Cashier-Typist position that she would like to zero-base and instead, fund a zero-based Help Desk Technician. Both positions are a Grade VIII and would result in a lateral transfer.

MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO FUND A ZERO-BASED HELP DESK TECHNICIAN POSITION, GRADE VIII, AND ZERO-BASE A SUPPORT CASHIER-TYPIST POSITION, GRADE VIII MADE BY MRS. LANDO. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **HEAP** – Ms. Muller announced that HEAP for regular benefits opens on November 19, 2012. Emergency benefits will be available in January. We did an early mailing to the disabled and elderly and have already received 1,200 applications. The income eligibility guidelines did increase and are now based on the State median income. Ms. Muller explained HEAP funding is federal money and we contract with ProAction who administers the program, along with our staff.

4. **Contract** – Mr. Hauryski asked last month we authorized a contract with Social Services and the Bath Police Department. Is that program operational yet? Ms. Muller replied no. We anticipate that being up and running this month.

D. Administrator

1. **Smoking Policy** – Mr. Wheeler stated that in speaking with Mrs. Fuerst, with the presentation of the Local Law, some concerns came up regarding the inclusion of the parks in the policy as well as how to handle smoking at the County Office Building. He stated that they would like to have a little more time to study this. Mrs. Fuerst is currently talking with her counterparts in other counties. Mr. Wheeler stated that he would also

like to talk with the Village of Bath as there are concerns that if we prohibit smoking on the grounds, then people will be pushed to the park. The committee was in agreement.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 105.1.F. 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 MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MS. LATTIMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Wednesday, November 7, 2012 @ 10:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON on Wednesday, October 31, 2012.**

STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

10:00 a.m.

Wednesday, November 7, 2012

*Legislative Committee Room
Steuben County Office Building
Bath, New York*

****MINUTES****

COMMITTEE:	Carol A. Ferratella, Chair	Gary B. Roush, Vice Chair	Joseph J. Hauryski
STAFF:	Mark Alger Vicki Fuerst Kathryn Muller	Jack Wheeler Chris Congdon Lise Reynolds	Diane Kiff Nancy Smith Shawn Corey
LEGISLATORS:	Lawrence P. Crossett	William A. Peoples	Thomas J. Ryan
ABSENT:	Hilda T. Lando	Robin K. Lattimer	Randy Weaver

I. CALL TO ORDER

Mrs. Ferratella called the meeting to order at 10:00 a.m. and asked Mr. Roush to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE OCTOBER 3, 2012, MEETING MADE BY MR. ROUSH. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

III. DEPARTMENTAL REQUESTS

A. Special Children's Services

1. **2013 Contract Renewals** – Ms. Kiff presented her 2013 Early Intervention contract renewals for approval. She stated that the rate is \$65.00 per session.

MOTION: AUTHORIZING SPECIAL CHILDREN'S SERVICES TO RENEW THE FOLLOWING EARLY INTERVENTION CONTRACTS FOR 2013: ALL COUNTY EDUCATIONAL SERVICES, LINN AFTUCK, ANNA AMRHEIN, ARNOT OGDEN MEDICAL CENTER, KATHRYN BAILEY, SUSAN BLANCHARD, BUILDING BLOCKS, TAMMIE BURLEW, CEREBRAL PALSY OF CHEMUNG, KIMBERLY CRAMER, GREAT EXPECTATIONS, BARBARA HISLOP, LINDSAY KOZINSKY, JODI MACHUGA, KEVIN MARK, DEANNA McMANNUS, CARLY MEACHAM, MILLER ASSOCIATES, LEE MORAN, SANDRA MURPHY, LISA NICHOLSON, TARA OSBURN, SHEILA PALMITER , ROCHESTER HEARING & SPEECH, HEATHER SACKETT, JESSICA STALICA, STEUBEN ARC, RONILYN SUNZERI, AMY THOMAS, DEBORAH ULBRIGHT, MARLO WOODHOUSE AND YATES COUNTY ARC – KEUKA LAKE SCHOOL MADE BY MR. ROUSH. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Ms. Kiff also requested approval of the contract renewal with James McGuinness & Associates for the preschool software. The rate is \$500.00 per month.

MOTION: AUTHORIZING SPECIAL CHILDREN'S SERVICES TO RENEW THEIR CONTRACT WITH JAMES McGUINNESS & ASSOCIATES FOR THE PRESCHOOL SOFTWARE AT A RATE OF \$500.00 PER MONTH MADE BY MR. ROUSH. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

B. Health Care Facility

1. **Occupancy Report** – Mr. McCarroll reported that occupancy is on the way back up. The month of October, they were at 88.91 percent. We do have an insert that is at the printer and you should start seeing that within the next couple of weeks.

2. **Room Rate Increase** – Mr. McCarroll requested authorization to increase private pay room rates by \$10.00 for both private and semi private rooms. The new rates, including the 6 percent New York State Cash Receipts Assessment would be \$315.06 for a semi-private room and \$325.74 for a private room. When compared to other facilities in the area, we fall right in the middle.

MOTION: INCREASING THE RATES FOR SEMI-PRIVATE AND PRIVATE ROOMS AT THE HEALTH CARE FACILITY FOR PRIVATE PAY PATIENTS BY \$10.00 INCLUDING THE 6 PERCENT NEW YORK STATE CASH RECEIPTS ASSESSMENT MADE BY MR. ROUSH. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

3. **Capital Equipment Change** – Mr. McCarroll informed the committee that when the State came in to do their annual survey, they found a deficiency with the kitchen door as it does not have positive locking. We need to replace the door and the hardware and the cost is \$6,620.00. He stated he has the funds available in his Major Equipment for a van. Mr. Wheeler asked that in order to comply with the timeframe, that the committee authorize the emergency replacement of the door and hardware.

MOTION: AUTHORIZING THE EMERGENCY REPLACEMENT OF THE KITCHEN DOOR AT THE NEW HEALTH CARE FACILITY AS REQUIRED BY THE NEW YORK STATE DEPARTMENT OF HEALTH AND AMENDING THE HEALTH CARE FACILITY'S MAJOR EQUIPMENT LIST TO REFLECT THE DOOR AND MATERIALS FOR A TOTAL COST OF \$6,620.00; SAID FUNDS TO BE UTILIZED FROM THE APPROPRIATION FOR A NEW VAN MADE BY MR. HAURYSKI. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

4. **Contracts** – Mr. McCarroll requested authorization to renew his contracts with Russell Phillips & Associates, Sibley Nursing Personnel Services, ADL Data Systems and CareFirst for 2013. He also requested authorization to enter into a new contract with IVANS, Inc. for the upgrade of the software for billing at a rate of \$121.50 per month. Mrs. Ferratella asked has IT verified the change from the old billing software to the new? Mr. McCarroll replied yes. We have an IT staff member housed in our department and they helped us put the contract together.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO RENEW THE FOLLOWING CONTRACTS FOR 2013: RUSSELL PHILLIPS & ASSOCIATES – FIRE PROCEDURE REVIEW AND STAFF TRAINING - \$2,230.00; RUSSELL PHILLIPS & ASSOCIATES – EMERGENCY OPERATIONS PROCEDURE AND STAFF TRAINING - \$1,683.00; SIBLEY NURSING PERSONNEL – TEMPORARY CNA STAFFING - \$21.50 PER HOUR; ADL DATA SYSTEMS – SOFTWARE MAINTENANCE & SUPPORT - \$899.65 AND CAREFIRST – PROVISION OF PALLIATIVE AND SUPPORTIVE CARE – NO COST TO COUNTY; AND AUTHORIZING THE HEALTH CARE FACILITY TO ENTER INTO A NEW CONTRACT WITH IVANS, INC. FOR THE UPGRADE OF SOFTWARE FOR BILLING AT A RATE OF \$121.50 PER MONTH MADE BY MR. ROUSH. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Mrs. Ferratella asked how is the atmosphere at the facility? Mr. McCarroll replied there has been staff turnover. We did have eight potential buyers tour the facility and since the contract attempt with Morrison, resistance is wearing down. Mr. Wheeler commented that it is a credit to the staff and Mr. McCarroll that when we took the buyers through, the staff was very respectful and courteous.

C. Department of Social Services

1. **Budget Transfer/Equipment Change** – Ms. Muller requested authorization to transfer \$48,400.00 from State Training Funds to the Administration account to purchase 46 computers and 1 server. She explained that Microsoft will no longer support Windows XP and in 2014, the State will no longer allow

computers with Windows XP on their network. We have the ability to draw down additional Medicaid revenue. This change will affect 91 computers in our budget. Funds have been budgeted for 2013 for the remaining 45 computers. She stated that with regard to the server, they have two servers; one 2003 and one 2008. They will be upgrading the 2003 server.

MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO TRANSFER \$48,400.00 FROM STATE TRAINING FUNDS TO THE ADMINISTRATION ACCOUNT FOR THE PURCHASE OF 46 COMPUTERS FOR A TOTAL COST OF \$41,400.00 AND 1 SERVER FOR A TOTAL COST OF \$7,000.00 MADE BY MR. ROUSH. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

2. **Budget Transfer** – Ms. Muller requested authorization to transfer \$25,000.00 from State Training Funds to the JD/PINS account to balance out the remainder of the year. This is based on the caseload mix.

MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO TRANSFER \$25,000.00 FROM STATE TRAINING FUNDS TO THE JD/PINS ACCOUNT TO COVER COSTS THROUGH THE REMAINDER OF THE YEAR MADE BY MR. HAURYSKI. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

3. **Informational** – Ms. Muller stated that she would like to compliment her staff as their Foster Care numbers are down and that is why we have additional funding available. Mr. Wheeler stated the DSS staff is doing a fantastic job. They have managed their budget well and that has helped soften the other increases we have had.

Mr. Hauryski asked Ms. Muller to comment on the situation in Schuyler County. Ms. Muller stated they have a new part-time judge who is very aggressive in ordering kids to detention and that has driven Schuyler County's costs up. Those kids end up coming to our detention facility. In our facility, we have the capacity for 12, but we are operating with 8. We do contract with other counties and they pay the additional cost for staffing if we go over the allocated number of beds.

Ms. Muller reminded the committee that Adoption Day will be Friday, November 9, 2012.

D. Public Health & Nursing Services

1. **2013 Contracts** – Mrs. Fuerst presented her 2013 contract renewals for approval.

MOTION: APPROVING THE 2013 CONTRACT RENEWALS FOR PUBLIC HEALTH & NURSING SERVICES AS PRESENTED MADE BY MR. ROUSH. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

2. **CHHA Management Agreement** – Mr. Hauryski asked have you heard anything regarding the status? Mrs. Fuerst replied no. Ms. Congdon commented that they should know next week if we are on the agenda for the December meeting. Mrs. Fuerst stated at this point, we probably will not have any word until the spring.

E. Administrator

1. **Smoking Policy** – Mr. Wheeler stated that he has been working with Public Health Nursing and the Law Department on a new draft of the local law smoking policy. We took the comments of the committee and incorporated them into the new draft. Essentially we focused on banning tobacco use on the grounds of the County Office Building, Jail, Health Care Facility, 911 and the Old Hospital Building that we lease. Mr. Roush asked would it be best to check the impact of this with the Village of Bath? Mr. Wheeler replied that in his view, the Village will need to pass their own ordinance. He would anticipate that our folks are not all congregating at the park. The County Parks are not included and neither are the highway shops.

Mr. Roush asked what about signage? Mrs. Fuerst replied the Southern Tier Tobacco Awareness Coalition will provide for free, all signage and cards to hand out to individuals who are smoking. Mr. Roush asked what about enforcement? Mr. Wheeler stated that this committee, in conjunction with our office and Public Health will be handling enforcement. We have more control over the enforcement of this policy with staff. For the public, we will have cards that we can hand out to them. If they continue to violate the policy, then we would write them a formal notice or ticket. Mr. Roush stated the tickets could be issued by the Sheriff. Mr. Corey stated they could be, however, they are not the same type of ticket in the sense of a ticket you would get for a traffic violation. It would be more like an appearance ticket. Mr. Wheeler stated that in practice, word will spread quickly. Mrs. Fuerst stated that she has spoken to some of the other counties and they really don't have difficulty with enforcement. The enforcement piece will take care of itself. Mr. Corey asked just to be clear, if it involves disciplining employees, it will need to be negotiated? Mr. Alger replied this is not negotiable as it is a Local Law.

MOTION: PRESENTING LOCAL LAW TENTATIVELY NO. FOUR FOR THE YEAR 2012, PROHIBITING THE USE OF TOBACCO PRODUCTS ON ANY STEUBEN COUNTY OWNED OR LEASED OFFICE PROPERTIES MADE BY MR. ROUSH. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 105.1.F. 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 MADE BY MR. HAURYSKI. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. ROUSH. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Wednesday, December 5, 2012 @ 10:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON on Wednesday, November 28, 2012.**

STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

Wednesday, December 5, 2012

10:00 a.m.

*Legislative Committee Room
Steuben County Office Building
Bath, New York*

****MINUTES****

COMMITTEE:	Carol A. Ferratella, Chair Robin K. Lattimer	Gary B. Roush, Vice Chair Randolph J. Weaver	Hilda T. Lando
STAFF:	Mark R. Alger Kathy Muller Mike Keane	Jack Wheeler Lise Reynolds Shawn Corey	Hank Chapman, Psy.D. David McCarroll Nancy Smith
LEGISLATORS:	Joseph J. Hauryski	K. Michael Hanna	William A. Peoples

I. CALL TO ORDER

Mrs. Ferratella called the meeting to order at 10:00 a.m. and asked Ms. Lattimer to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE NOVEMBER 7, 2012, MEETING MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REQUESTS

A. OFA/RSVP

1. **Budget Transfer** – Mr. Keane informed the committee that each year they receive pass-through reimbursement funding from the USDA for each meal that Corning Meals on Wheels and ProAction serve. This year we will be receiving \$0.67 per meal for a total of \$18,858.00.

MOTION: AUTHORIZING THE OFFICE FOR THE AGING TO ACCEPT AND APPROPRIATE USDA REIMBURSEMENT FUNDING IN THE AMOUNT OF \$18,858.00 MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Department of Social Services

1. **2013 Contracts** – Ms. Muller presented her 2013 contracts for approval. She stated the only change is with their contract with Dr. Virdee who requested a \$5.00 per hour increase to perform Detention Center physicals. Mr. Weaver stated that he will need to abstain from the vote for Virdee Medical Group as he has business dealings with him.

MOTION: APPROVING THE FOLLOWING 2013 CONTRACTS FOR THE DEPARTMENT OF SOCIAL SERVICES: FIRE ALARM SERVICE TECHNOLOGIES – DETENTION CENTER ALARM SERVICES (\$1,280.00), BONADIO GROUP – ELIGIBILITY REVIEWS (\$150.00 PER HOUR), LABCORP – PATERNITY TESTING (\$45.00 PER PERSON) AND SHI INTERNATIONAL – KCHECKS (\$3,500.00) MADE BY MRS. LANDO. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING THE 2013 CONTRACT WITH VIRDEE MEDICAL GROUP FOR DETENTION CENTER PHYSICALS FOR A TOTAL COST OF \$35.00 PER EXAM MADE BY MS. LATTIMER. SECONDED BY MR. ROUSH. MOTION CARRIES 4-0-1. (MR. WEAVER ABSTAINED)

2. **Daycare Allocation** – Ms. Muller informed the committee that WETM did a news story last evening regarding the daycare allocation. We have received an allocation for this year which is a little less than what we received last year. A couple of years ago we had received a \$500,000 increase in June. We had operated with an overage. Now that rollover has been spent down and we need to close cases again. Ms. Lattimer asked is this a trickle down from the Feds? Ms. Muller replied this year the issue is the State changed the allocation. The allocation was supposed to be based on what you were spending. Our allocation remained the same as last year and we have spent the rollover and now we have to close cases. We are not getting the allocation based on our spending. As a result, we are closing 99 cases. Ms. Lattimer stated the news had reported 137 cases. Ms. Muller stated we are closing 99 cases, which affect 178 children.

Ms. Muller stated in the past we had been able to serve up to 200 percent of the poverty level, but now, due to the reduction of funds, we are only able to serve up to 125 percent of the poverty level. Mr. Alger stated this is entirely something done by the State and those decisions were made by them, not us. Ms. Lattimer asked when will we get the next allocation? Mr. Alger stated they receive an annual allocation. Ms. Muller explained they have a six-month allocation that we can anticipate doubling to get the annual allocation. Mr. Alger stated this is a State issue and is due to the way the State does the actual allocation.

Mr. Roush asked what is the benefit to the State? Mr. Alger replied the State's concern has been that some counties may sit on the money and not spend it. In an effort to avoid large rollovers, they penalize you for not spending the money. The problem is that in attempting to spend the money, you boost the rolls. When the money is gone, you have to cut the rolls back. This is not a problem unique to us. The State makes the counties the bad guy. Mr. Roush stated so we recruit new recipients and then have to cut them off because there is no money. Mr. Alger replied that is correct. Mr. Roush asked what happens if we don't accept the funding? Mr. Alger replied the State will cut your allocation. They are trying to get you to spend the money.

3. **Budget Transfer** – Ms. Muller requested authorization to transfer \$27,000.00 from the Salaries Medicaid line item to various line items within the DSS Administration budget to cover overtime costs through the end of the year.

MOTION: AUTHORIZING THE DEPARTMENT OF SOCIAL SERVICES TO TRANSFER \$27,000.00 FROM THE SALARIES MEDICAID LINE ITEM TO VARIOUS ITEMS WITHIN THE DSS ADMINISTRATION BUDGET TO COVER OVERTIME COSTS THROUGH THE END OF THE YEAR MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Office of Community Services

1. **Budget Transfer** – Dr. Chapman informed the committee that Dr. Nobilski is the Medical Director for the Substance Abuse Program and also provides services to the **Children & Youth Clinic**. He requested authorization to transfer a total of \$69,425.00 from the Substance Abuse Program cost centers for salary and employee benefits to the **Children & Youth Clinic** cost centers for salary and employee benefits to reflect Dr. Nobilski's time spent in each cost center.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO TRANSFER A TOTAL OF \$69,425.00 FROM THE SUBSTANCE ABUSE PROGRAM COST CENTERS FOR SALARY AND EMPLOYEE BENEFITS TO THE CHILDREN & YOUTH CLINIC COST CENTERS FOR SALARY AND EMPLOYEE BENEFITS MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **OMH Technical Assistance Funding** – Dr. Chapman informed the committee that they have received a one-time award in the amount of \$28,353.00 from State OMH for IT equipment. This funding will be used to purchase a new server and Doctors Homepage software and license. The State is making this funding available to ensure we have more comprehensive electronic health records. Mr. Weaver asked will this replace your current Anasazi software? Dr. Chapman replied no. This funding will allow us to purchase an additional module. Mr. Roush asked is there a local match? Dr. Chapman replied no.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO ACCEPT NYS OMH FUNDING IN THE AMOUNT OF \$28,353.00 FOR THE PURCHASE OF A NEW SERVER, DOCTORS HOMEPAGE SOFTWARE AND LICENSE AND AMENDING THEIR MAJOR EQUIPMENT LIST TO INCLUDE THESE ITEMS MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **2013 Contracts** – Dr. Chapman presented his 2013 contracts for approval. He commented that in comparison to last year, the State reduced funding \$1,071.00 for our pass-through contracts, however, there was no impact on the County share. Dr. Chapman did note that they have a new contract with Pathways for one full-time Social Worker. We did this to replace a position that had been vacated. The amount of the contract is \$69,000 annually. By contracting for this position, we are saving \$12,000 per year. He stated that they increased their contract with Catholic Charities by \$127,000 for three full-time and three part-time Social Workers, however, this still represents a significant savings to the County. We also increased our contract with Family Services by \$75,000. Last year we had a contract for 2 part-time Social Work positions, and this year we increased them to full-time.

Mr. Roush asked is Dr. Khan a County or contract employee? Dr. Chapman replied he is a contract employee. Mr. Roush commented we pay him a huge amount of money. Dr. Chapman explained Dr. Khan provides services for both the Mental Health Clinic and Continuing Day Treatment Program. Additionally, he provides forensic services to the Jail, as well as services to the Health Care Facility when needed. We pay him \$303,000 to provide those services and there is no increase from last year. Keep in mind that the services he provides are all billable. The revenue we collect from Medicaid and private insurance covers that amount and we almost break even. Discussion followed.

MOTION: APPROVING THE FOLLOWING 2013 CONTRACTS FOR THE OFFICE OF COMMUNITY SERVICES: ARBOR DEVELOPMENT – OMH - \$199,725.00; CATHOLIC CHARITIES – OMH - \$13,975.00; FINGER LAKE PARENTS NETWORK – OMH - \$476,070.00; STEUBEN ARC – OMH - \$143,848.00; CATHOLIC CHARITIES – OASAS - \$237,759.00; FAMILY SERVICE SOCIETY – OASAS - \$74,012.00; HORNELL CONCERN FOR YOUTH – OASAS - \$109,420.00; KINSHIP FAMILY & YOUTH SERVICES – OASAS - \$304,176.00; STEUBEN ARC – SHELTERED WORKSHOP – OPWDD - \$122,483.00; ARBOR DEVELOPMENT – HUD - \$413,448.00; BATH POLICE DEPARTMENT – TRANSPORT TO ST. JAMES - \$65.00/HOUR; MACHUGA’S CONTRACTING – SNOW REMOVAL – BATH OFFICE - \$150.00/PLOW; DAVID PARKS – SNOW REMOVAL – HORNELL OFFICE - \$75.00/PLOW; GUS CARR BUILDING – SNOW REMOVAL – CORNING OFFICE - \$55.00/PLOW; GLOBAL INDUSTRIES – CLEANING OFFICE LOCATIONS - \$1,990.00/MONTH; FIRE ALARM SERVICE TECHNOLOGY, INC. – FIRE ALARM MAINTENANCE - \$1,927.00 ANNUALLY; CATHOLIC CHARITIES – 3FT/3PT EMPLOYEES - \$215,000.00 ANNUALLY; CORNELL COOPERATIVE EXTENSION – 1 PT EMPLOYEE - \$20,000.00 ANNUALLY; MEDLAB, INC. – DRUG SCREEN - \$15.00/6-PANEL SCREEN; INSTITUTE FOR HUMAN SERVICES – 1 FT CASE MANAGER - \$62,500.00 ANNUALLY; FAMILY SERVICES – 2 FT SOCIAL WORKERS - \$148,000.00 ANNUALLY; PATHWAYS – 1 FT SOCIAL WORKER - \$69,000.00 ANNUALLY; PRATTSBURGH SCHOOL – PROVIDE SOCIAL WORKER - \$37,500.00 REVENUE; PROACTION – ADMINISTRATIVE HELP - \$85,000.00 ANNUALLY; DR. KHAN – PSYCHIATRIST - \$303,000.00 ANNUALLY; YOUTH BUREAU – RENTAL CONTRACT - \$6,700.00 ANNUALLY; SIGN LANGUAGE SOLUTIONS – SIGN LANGUAGE SUPPORT - \$50.00 PER SERVICE; SCHINDLER ELEVATOR – CONTRACTED THROUGH PURCHASING - \$195.96 PER MONTH MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER FOR DISCUSSION.

Mr. Hauryski stated that you say that Dr. Khan is billable, however, on the other hand you have reported to the Health Services Review Committee that you have had problems with getting reimbursement for Medicaid. Are you still waiting for reimbursement from the two-year lag? Dr. Chapman replied we do have a couple of years of rebilling to do, specifically for Medicaid. The rebilling issues do not include the psychiatric services that Dr. Khan provides. It is more of an issue with the Social Work services, as we only receive partial payments for some and no payments for others. The revenue Dr. Khan generates exceeds the cost to us and represents cash in hand. We have continued our efforts to go after denials.

Mrs. Ferratella asked have collections improved? Dr. Chapman replied yes. There is still room for improvement. His opinion is that it simply comes down to having enough people to put the time in to go after denials. With Medicaid Managed Care, you have to get all of the services pre-authorized. With that we are facing more time up front trying to get the pre-authorizations. Once we get those and bill, we typically get denials. Then we have to go back and forth to get that resolved. Over this past year we have changed the responsibilities and focus of our staff to make denials and authorizations more of a priority. We are improving.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Dr. Chapman stated that they are still in the process of finding a replacement for Dr. Alves who prescribes Suboxone for clients in the Substance Abuse Program. Mr. Weaver asked isn't the pool of those physicians limited because they have to have a different DEA number? Dr. Chapman replied yes. We have been able to contact a few physicians. We currently have 30 clients who are undergoing Suboxone treatment and we are looking for someone to provide service 1 day per week. Mrs. Lando asked what is happening now? Dr. Chapman replied Dr. Nobilski does have the credentials that are needed to prescribe this and she is getting us through by meeting with these clients. We are still searching for someone as this is taking Dr. Nobilski away from the Mental Health Clinic.

D. Health Care Facility

1. **Occupancy Report** – Mr. McCarroll stated our occupancy through the end of November was 86.48 percent. One of the contributing factors is the large number of deaths. We have put on a public relations push and a flyer was included in the *Steuben Courier Advocate* as well as *The Shopper*. We also have done some radio spots. The visits we have been making to the area hospitals are also starting to show some success. As a result of meeting with some of the hospitals, we are going to look at speeding up our turnaround process. Mr. McCarroll stated that the Union has also been putting on radio spots that are leading people to believe that we are going out of business. They also have a website and link on Facebook to "Save the Health Care Facility".

2. **Contracts** – Mr. McCarroll requested approval of contract renewals. He did note that there is a slight increase in their contract with Time Warner to provide cable television services for residents. The cost is covered by the residents.

Mr. Weaver asked for clarification on the Freed Maxick contract. The price is the same except for a Director Fee which has increased \$10.00. Mr. McCarroll explained if they decided to put together a rate appeal, then the charge for the Director will increase \$10.00 and will be per case.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO RENEW THE FOLLOWING CONTRACTS: ALZHEIMER'S ASSOCIATION, REV. HOWARD ARMSTRONG, BATH AMBULANCE, DR. BRUCE BAXTER, CARE2LEARN, COMPANION RADIO, FREED MAXICK CPA'S, PC; HEALTH TRAC (MDTS), NCS HEALTHCARE (DIVISION OF OMNICARE), RURAL METRO, SOUTHERN TIER FIRE EXTINGUISHER, TIME WARNER CABLE AND WEST FIRE SYSTEMS MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.F. 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 MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. ROUSH. SECONDED BY MS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

**MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR.
MOTION CARRIES 5-0.**

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Wednesday, January 2, 2013 @ 10:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON on Wednesday, December 26, 2012.**

**STEUBEN COUNTY FINANCE COMMITTEE
STEUBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE
Special Joint Meeting
Monday, December 17, 2012
9:05 a.m.
Legislative Committee Room
Steuben County Office Building
Bath, New York**

****MINUTES****

COMMITTEE: Gary D. Swackhamer, Vice Chair K. Michael Hanna Gary B. Roush
Scott J. Van Etten

Gary B. Roush, Vice Chair Hilda T. Lando Robin K. Lattimer
Randolph J. Weaver

STAFF: Mark R. Alger Jack Wheeler Pat Donnelly
Tammy Hurd-Harvey Dave Hopkins Dave McCarroll
Alan Reed Shawn Corey Sally MacDougal

LEGISLATORS: Joseph J. Hauryski Dan C. Farrand Patrick F. McAllister
Aaron I. Mullen William A. Peoples Thomas J. Ryan
Brian C. Schu George J. Welch

ABSENT: Lawrence P. Crossett, Chair (Finance)
Carol A. Ferratella, Chair (HSH&E)

I. CALL TO ORDER

Mr. Swackhamer called the meeting to order at 9:05 a.m.

II. GENERAL BUSINESS

A. Relative to the Health Care Facility

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 105.1.F. 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 MADE BY MR. VAN ETTEN. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. VOTE – FINANCE 4-0; HUMAN SERVICES, HEALTH & EDUCATION 4-0.

MOTION: RECOMMENDING AWARDING THE BID FOR THE SALE OF THE STEUBEN COUNTY HEALTH CARE FACILITY TO THE CENTER FOR SPECIALTY CARE GROUP, LLC AND FORWARDING TO THE FULL LEGISLATURE FOR CONSIDERATION MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. VOTE – FINANCE 4-0; HUMAN SERVICES, HEALTH & EDUCATION 4-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. VOTE – FINANCE 4-0; HUMAN SERVICES, HEALTH & EDUCATION 4-0.

MOTION: TO ADJOURN MADE BY MR. WEAVER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. VOTE – FINANCE 4-0; HUMAN SERVICES, HEALTH & EDUCATION 4-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature