

STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

*Wednesday, January 6, 2010
9:00 a.m.
Legislative Conference Room
Steuben County Office Building
Bath, New York*

****MINUTES****

COMMITTEE: Thomas J. Ryan, Chair John S. Walsh, Vice Chair Robert V. Nichols
 Randolph J. Weaver

STAFF: Mark R. Alger Gregory P. Heffner Jack Wheeler
 Patty Barody David McCarroll Vicki Fuerst
 Diane Kiff Robert Anderson, Ph.D. Kathryn Muller
 Teresa Deninger Lise Reynolds David English
 Gary Pruyn

LEGISLATORS: Patrick F. Donnelly Lawrence P. Crossett Carol A. Ferratella
 Michael Hanna Gary B. Roush

OTHERS: Kevin Williams, Institute for Human Services
 Mary Perham, *The Leader*

I. CALL TO ORDER

Mr. Ryan called the meeting to order at 9:00 a.m. and led the group in the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE DECEMBER 2, 2009 MEETING MADE BY MR. WALSH. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MR. NICHOLS AND MR. WEAVER ABSENT FOR VOTE)

III. DEPARTMENTAL REPORTS/REQUESTS

A. OFA/RSVP

1. **2010 Contracts/Space Agreements** – Ms. Barody presented their 2010 contracts and space agreements for approval.

MOTION: APPROVING THE FOLLOWING 2010 CONTRACTS AND SPACE AGREEMENTS FOR THE OFFICE FOR THE AGING: ADULT DAY SERVICE OF ST. JAMES MERCY HOSPITAL (III-E RESPITE) \$3,000.00; CORNING MEALS ON WHEELS (HOME DELIVERED MEALS) \$3,800.00; FAITH IN ACTION (TRANSPORTATION) \$22,500.00; FIRST TRANSIT (III-B TRANSPORTATION) \$500.00; HOME AND HEALTH CARE (III-E RESPITE) \$27,936.00; INSTITUTE FOR HUMAN SERVICES (IMPACT PROGRAMMING AND TRUST IN THE LIVES OF OLDER WOMEN) \$39,352.00; INSTITUTE FOR HUMAN SERVICES (MEDICARE/EPIC PROGAM) \$54,716.00; INSTITUTE FOR HUMAN SERVICES (OMBUDSMAN) \$21,309.00; INSTITUTE FOR HUMAN SERVICES (PROJECT CARE) \$16,888.00; INSTITUTE FOR HUMAN SERVICES (TITLE V TRANSITION) \$75,012.00; INSTITUTE FOR HUMAN SERVICES (TRANSPORTATION MANAGEMENT) \$54,602.00; INSTITUTE FOR HUMAN SERVICES (VOLUNTEER COORDINATOR) \$39,268.00; INSTITUTE FOR HUMAN SERVICES (WRAP) \$12,888.00; JANICE LEATHERSICH (DIETARY CONSULTANT) \$8,923.00; JOHN K. McCARTHY (LEGAL SERVICES) \$5,250.00; PROACTION (HEAP) \$4,685.00; PROACTION (SNAP – HOME DELIVERED MEALS) \$171,439.00; PROACTION (TITLE III-C 1 & 2 CONGREGATE & HOME DELIVERED MEALS) \$392,024.00; PROACTION (WELLNESS) \$12,682.00; ST. JAMES MERCY HOSPITAL (LIFELINE EMERGENCY RESPONSE

SERVICES) \$15,500.00; SSSF EXECUTIVE DIRECTOR \$27,600.00; WILMA STEWART (CONSULTING DIETICIAN) \$10,790.00; CITY OF CORNING (OFFICE SPACE) \$4,800.00; CITY OF HORSELL (OFFICE SPACE) \$18,000.00; PROACTION (ADDISON PLACE) \$3,600.00; PROACTION (CORNING SENIOR CENTER) \$1,200.00; PROACTION (HORSELL HOUSING) \$2,400.00; PROACTION (LAKEVIEW) \$8,400.00; PROACTION (PARKWAY – DAYSRPING) \$2,400.00; PROACTION (WAYLAND LITTLE HOUSE) \$3,000.00 MADE BY MR. NICHOLS. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Health Care Facility

1. **Occupancy** – Mr. McCarroll distributed the occupancy report for the committee’s review. At the end of December they were at 96.84 percent which brought the year-end average to just under the 95 percent that we are looking for. Mr. Weaver asked was the increase in December seasonal? Mr. McCarroll replied typically not, they just had more referrals.

2. **Contract** – Mr. McCarroll informed the committee that one of their two beauticians left and he requested authorization to contract with Colleen Grillo for beautician services.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO CONTRACT WITH COLLEEN GRILLO FOR BEAUTICIAN SERVICES MADE BY MR. NICHOLS. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Special Children’s Services

1. **Contracts** – Ms. Kiff requested authorization to enter into a contract with Clinical Associates of the Finger Lakes to provide evaluations for preschool students. The rate is set by the State.

MOTION: AUTHORIZING SPECIAL CHILDREN’S SERVICES TO ENTER INTO A CONTRACT WITH WESTERN NEW YORK SPEECH LANGUAGE PATHOLOGY, OT, PT & PSYCHOLOGY CONSULTANTS, PLLC D/B/A CLINICAL ASSOCIATES OF THE FINGER LAKES TO PROVIDE EVALUATIONS FOR PRESCHOOL STUDENTS AT A RATE SET BY THE STATE MADE BY MR. NICHOLS. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

D. Public Health & Nursing Services

1. **Contracts** – Mrs. Fuerst requested authorization to subcontract with Human Service Development for the implementation of the Healthy Communities Grant. Our office has been very busy doing flu clinics and they would be helping us out by attending the planning meetings at the local hospitals. The amount of the contract is \$28,128.00. The original grant was approximately \$34,000.00.

MOTION: AUTHORIZING PUBLIC HEALTH & NURSING SERVICES TO SUBCONTRACT WITH HUMAN SERVICE DEVELOPMENT IN THE AMOUNT OF \$28,128.00 FOR THE IMPLEMENTATION OF THE HEALTHY COMMUNITIES GRANT MADE BY MR. WEAVER. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mrs. Fuerst informed the committee that Mr. Alger had approved them entering into a contract with Charlene Oyer, speech therapist as we did not have one. The rate is \$75.00 per visit and \$50.00 per hour in-services.

MOTION: RATIFYING THE APPROVAL OF THE COUNTY ADMINISTRATOR AUTHORIZING PUBLIC HEALTH & NURSING SERVICES TO ENTER INTO A CONTRACT WITH CHARLENE OYER, SPEECH THERAPIST AT A RATE OF \$75.00 PER VISIT AND \$50.00 PER HOUR IN-SERVICES MADE BY MR. NICHOLS. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Flu Clinic Update** – Mrs. Fuerst informed the committee that they have completed the first round of immunizations at the schools and Corning Community College. We went to 40 different buildings to administer vaccines to students and staff. Our staff will now begin the second round of vaccines for those students age 10 and under. By the time we are done with that, we will have done 12,000 doses.

Mrs. Fuerst stated they will hold one more public clinic. They held one last night in Hornell and had 150 individuals. Tonight we will be holding clinics in Bath and Corning. The Bath clinic will be held at the County Office Building from 5:30 p.m. – 7:30 p.m. and the Corning clinic will be held at the Corning Fire Hall from 5:00 p.m. – 7:00 p.m. She commented that they have received an additional 1,000 doses and we are now again seeing an increase in flu activity.

Mr. Ryan commented you have done a good job getting the word out about the clinics. Mr. Donnelly stated that he has spoken with a couple of school superintendents and they were very complimentary on how the clinics were executed.

E. Office of Community Services

1. **Budget Transfer** – Dr. Anderson requested authorization to transfer \$50,000.00 from payroll accounts to cover costs for contracted services in 2009 as well as to pay for the consultant who prepared our projected business plan.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO TRANSFER \$50,000.00 FROM PAYROLL ACCOUNTS AND APPROPRIATING THAT TO PAY FOR CONTRACTED SERVICES PERFORMED IN 2009 AS WELL AS TO PAY THE CONSULTANT WHO PREPARED THEIR PROJECTED BUSINESS PLAN MADE BY MR. NICHOLS. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **2010 Contracts** – Dr. Anderson presented his 2010 contracts for approval. Mr. Donnelly asked is the collection agency still at 15 percent? Dr. Anderson replied yes.

MOTION: APPROVING THE FOLLOWING 2010 CONTRACTS FOR THE OFFICE OF COMMUNITY SERVICES: HORNELL CONCERN - \$109,420.00; FAMILY SERVICE SOCIETY - \$74,012.00; SCAP – HOSPITAL DIVERSION - \$32,536.00; SCAP – FORENSIC SUPPORTED HOUSING - \$136,308.00; CATHOLIC CHARITIES COUNCIL - \$237,759.00; CATHOLIC CHARITIES HOMELESS - \$14,656.00; KINSHIP FAMILY & YOUTH SERVICES - \$304,176.00; PATHWAYS - \$23,954.00; STEUBEN ARC SHELTERED WORKSHOP - \$213,117.00; STEUBEN ARC PSYCH REHAB - \$155,428.00; FINGER LAKES PARENT NETWORK - \$488,160.00; MACHUGA’S CONTRACTING – SNOW REMOVAL BATH OFFICE - \$150.00 PER PLOW; GOLD START CONSTRUCTION, LLC – SNOW REMOVAL HORNELL OFFICE - \$65.00 PER PLOW; THOMAS LANDSCAPING – SNOW REMOVAL CORNING OFFICE - \$40.00 PER PLOW; GLOBAL INDUSTRIES – CLEANING OFFICE LOCATIONS - \$502.50 PER WEEK; FIRE ALARM SERVICE TECHNOLOGY, INC. – FIRE ALARM MAINTENANCE - \$2,801.00 ANNUALLY; CATHOLIC CHARITIES – PART-TIME EMPLOYEES - \$58,109.00 ANNUALLY; CORNELL COOPERATIVE EXTENSION – PART-TIME EMPLOYEES - \$83,704.00 ANNUALLY; MEDLAB, INC. – DRUG SCREENS - \$15.00/6 PANEL SCREEN; INSTITUTE FOR HUMAN SERVICES – CASE MANAGER - \$45,994.00 ANNUALLY; FAMILY SERVICES – SOCIAL WORKER PART-TIME - \$30,000.00 ANNUALLY; PROACTION – PART-TIME SUPPORT STAFF - \$10,000.00 ANNUALLY; LOYOLA – DR. RESNICK - \$41,200.00 ANNUALLY; DR. KHAN – PSYCHIATRIST - \$286,860.00 ANNUALLY; DR. AKINLOWAN – PSYCHIATRIST - \$30,900.00 ANNUALLY; DR. CHRISTENSON – PSYCHOLOGIST - \$41,200.00 ANNUALLY; AFFILIATED GROUP – COLLECTION AGENCY MADE BY MR. NICHOLS. SECONDED BY MR. WALSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

F. Department of Social Services

1. **Caseload Statistics** – Ms. Muller informed the committee that Temporary Assistance caseloads at the end of December were 762 cases which is up over 100 cases from December 2008. Our Medicaid and Food Stamp caseloads are up almost 1,100 from last year. The State did a new initiative with food stamps and also alleviated the eligibility restrictions for Medicaid and Family Health Plus and that is one of the reasons for the increase in those cases. We also had an additional 129 walk-in’s from December 2008. Ms. Muller informed the committee that once individuals reach the 60-month TANF limit they then rollover into the Safety Net Program and when they do that, it impacts our local share as it then becomes a 50 – 50 share. Since December 2008 we have also seen an increase in HEAP applications of a couple of hundred.

Mr. Donnelly asked when individuals are on TANF that costs the County 25 percent and then when they rollover to the Safety Net it becomes 50 percent? Ms. Muller replied that is correct.

Ms. Muller reviewed the Mobile Work Program statistics with the committee. This is a program that we do in conjunction with the Public Works Department. Anyone on assistance has to be engaged in employment activities. Our numbers are pretty comparable to last year. Mr. Donnelly asked are there any federal requirements for this program? Ms. Muller replied yes and we are currently in compliance. It is difficult to stay in compliance, one because there are no jobs and two there are limited educational opportunities. Mr. Ryan asked is the Mobile Work Program limited in the types of work they do? Ms. Muller replied they do all types of work as we send them to work for other municipalities, etc.

Mr. Weaver asked how do they get sanctioned? Ms. Muller replied when an individual is not in compliance with the employment requirements, then their case is sanctioned. They can come back and reapply, it depends upon the nature of the sanction. Ultimately, they are eligible at some point to come back in for services.

Ms. Muller reviewed the Services Report. She stated that in 2009 they saw a slight increase in child protective reports. Two years ago there had been a 35 percent increase. Currently we have 108 children in care. Our preventative services are very beneficial. Over the last five years we have reduced the number of children in care by 100. We are starting to see more referrals to adult protective. Mr. Donnelly asked what is the nature of those referrals? Ms. Muller replied usually it is adult supervision issues and we also have had some pretty sad home situations with regard to the condition of homes. Mr. Nichols asked does adult services deal with abuse cases? Ms. Muller replied yes, it can be adult abuse or children abusing their parents. We also get reports regarding financial issues, home condition, etc.

Mr. Ryan asked is Glove House under your department? Ms. Muller replied we oversee the detention center and we contract with Glove House to administer that program. In addition, we also contract with other counties who use our facility for placement.

Ms. Muller reviewed the projected financial summary for year-end. We anticipate having a \$4 million surplus due to the federal stimulus funding we received for Medicaid (FMAP). In our 6010 account, there was a reduction in State revenue for administration and we will see that impacting the local share at year-end. In the Medicaid budget, account 6100, we see the stimulus funding. We pay a weekly share and they reduced the amount we pay for the weekly share with the other portion of the stimulus. The local cost that we are projecting for year-end is \$15 million. This year we budgeted \$19 million for Medicaid with \$16 million for the local share. That stimulus funding will be gone at the end of this year. Account 6123 is the JD/PINS and that is where the detention center is budgeted.

G. Youth Bureau

1. **Annual Meeting** – Mr. Pruyn informed the committee that the Annual Youth Board Meeting will be held on Thursday, January 7th starting at 6:30 p.m. at the Bath Country Club. At this time we will be giving out the award for Youth Services Worker of the Year.

2. **NYSOCFS 2010 Application Status** – Mr. Pruyn stated that he has gotten an official to unofficially say something about the status of 2010 funding. The 12.5 percent cut will not affect our 2009 allocations; however, it will be in effect for 2010. This official also indicated that he did not feel that the 19 percent hold back would be held against the Youth Bureau. The State has changed the application process and it is now computerized and known as QYDS. We have all of our applications in-hand; however, we cannot submit them as the Office for Child & Family Services has not completed their testing of this program. It is possible that it will be the middle of January before we can process the applications and know what 2010 funding will be available to us. Eventually they will have the system so that the agencies that apply to us for their funding can submit their requests electronically; right now, we have to input 60-70 of those applications into the system.

3. **Christmas Stocking Project** – Mr. Pruyn informed the committee that they had a very successful Christmas Stocking Project this year. Crafters donated 1,000 stockings of which 98 percent were hand-crafted. We stuffed and distributed them to over 800 children. We plan on doing this program again next year.

MOTION: TO ADJOURN MADE BY MR. WALSH. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

**NEXT MEETING OF THE HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE
SCHEDULED FOR
Wednesday, February 3, 2010 @ 9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON on Wednesday, January 27, 2010.**

STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

Monday, February 1, 2010

1:30 p.m.

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

MINUTES

Committee: Thomas J. Ryan, Chair Carol Ferratella Philip Palmesano

Legislators: Patrick F. Donnelly Gary B. Roush Michael Hanna

Staff: Gregory P. Heffner Jack Wheeler James Gleason David McCarroll
Robert Anderson Frederick Ahrens Daniel McRae Stacey Lee
Kenneth Peaslee Nan Hammes David English Mark R. Alger

Absent: Randy Weaver, Vice Chair Gary D. Swackhamer

I. CALL TO ORDER

The meeting was called to order by Mr. Ryan at 1:30 p.m.

Mr. Ryan welcomed everybody to the meeting. Unless you have been living in a cave, you know we are going to have some issues in the future months. I've handed out my business card to everybody and there is a statement on the back that I took from the County Administrator, Mark Alger, which is fitting for our times: "We must stand ready to make reductions in non-mandated programs, when the time comes. These will not be easy decisions; cuts will impact various interest groups and hurt constituents. But we must reduce programs that are not mandated to maintain a stable tax rate." He asked Department Heads to be vigilant in looking for possible revenues sources and to watch their discretionary spending; we will get through this.

Mr. Ryan stated that because we are such a large group, I'm asking each Committee member to focus on different departments. Mr. Palmesano will work directly with Community Services. Mrs. Ferratella will work directly with Special Children's Services and the Youth Bureau. Mr. Weaver will have the Health Care Facility and the Office for the Aging/RSVP and Mr. Swackhamer will have the Department of Social Services. I will work with Public Health Nursing Services and Veterans' Service Agency. Hopefully this way we can get focused on the issues in each department.

II. APPROVAL OF MINUTES

MOTION APPROVING THE MINUTES OF THE JANUARY 6, 2010, MEETING MADE BY MRS. FERRATELLA. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Office of Community Services

1. **Budget Transfers** – Dr. Anderson requested authorization to reallocate \$23,954 in reinvestment funding by reducing the contract with Pathways by \$23,954 and reappropriating it to client expense line items within the department.

Dr. Anderson stated he would also like authorization to transfer a total of \$86,261.95 from salaries, retirement, social security, workers' compensation and medical insurance to the contracts for services line item. He noted that Dr. Rougeux has resigned and rather than hiring a new physician, they will contract for it. Mr. Ryan asked will this save us money? Dr. Anderson stated he hopes so; it depends on how fast we run out of funding for the contract.

MOTION: AUTHORIZING THE REALLOCATION OF \$23,954 IN REINVESTMENT FUNDING FROM NYS OMH CONTRACTS REVENUE (#432200.4.3490100) TO NYS OMH INTENSIVE CASE MANAGEMENT REVENUE (\$23,347 - #434000.4.3490100 AND \$607 - #433600.4.3490100); REDUCING THE PATHWAYS CONTRACT LINE ITEM (#432200.5.440500) BY \$23,954 AND REAPPROPRIATING \$5,922 TO THE BATH/HORNELL ALCOHOL CLINIC CONTRACTS FOR SERVICES LINE ITEM (#425000.5.444000), \$5,982 TO SUPPORTIVE CASE MANAGEMENT CLIENT EXPENSES LINE ITEM (#433900.5.438200) AND \$12,047 TO INTENSIVE CASE MANAGEMENT SERVICES CLIENT EXPENSES LINE ITEM (#434000.5.438200); AND AUTHORIZING THE TRANSFER OF \$55,838 FROM SALARIES (#425000.5.110000), \$6,253.86 FROM RETIREMENT (#425000.5.810000), \$4,271.60 FROM SOCIAL SECURITY (#425000.5.830000), \$1,898.49 FROM WORKERS' COMPENSATION (#425000.5.840000), AND \$15,000 FROM MEDICAL INSURANCE (#425000.5.860000) FOR A TOTAL OF \$86,261.95 TO CONTRACTS FOR SERVICES (#425000.5.444000) MADE BY MR. PALMESANO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR MOTION CARRIES 3-0.

B. Office for Aging

1. **Contract Amendment** – Ms. Hammes requested authorization to increase the contract with the Institute for Human Services for the Medicare and Epic Programs. She stated the calculation was off by \$1,311 but they have funding available to cover the increase.

MOTION: AMENDING THE CONTRACT WITH THE INSTITUTE FOR HUMAN SERVICES BY INCREASING THE FUNDING FOR THE MEDICARE AND EPIC PROGRAMS BY \$1,311 MADE BY MRS. FERRATELLA. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

2. **Emergency Response System Bid** – Mr. Gleason stated this service needed to be put out to bid due to the expense involved. They received two bids and he recommended awarding the bid to Link to Life for \$22/month. Discussion followed.

MOTION: AWARDING THE EMERGENCY RESPONSE SYSTEM BID TO LINK TO LIFE FOR \$22/MONTH MADE BY MR. PALMESANO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

C. Health Care Facility

1. **Occupancy** – Mr. McCarroll stated our benchmark for each month is 95 percent occupancy and we are at 94.59 percent. Ms. Lee stated if our facility is at 95 percent occupancy, we receive 100 percent reimbursement of the Medicaid rate. She noted that they've received word that at some point that occupancy rate may be increased to 97 percent and the reimbursement rate will be reduced to 75 percent. Discussion followed.

2. **Contracts**

a. *Prescriptions and Pharmaceutical Supplies* – Mr. McCarroll stated we have a multi-year contract with Omnicare for prescription and pharmaceutical supplies. It is a variable fee depending on the type of drugs. He requested authorization to renew their contract for another year.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO RENEW THEIR CONTRACT WITH OMNICARE FOR PRESCRIPTIONS AND PHARMACEUTICAL SUPPLIES FOR ONE YEAR MADE BY MR. PALMESANO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

b. *Securitas* – Mr. McCarroll stated we briefly contracted with Securitas for them to provide security one weekend as it was an emergency. The rate was the same as what the County pays them for security at the County Office Building. He stated it isn't a continuing need, but he would like to have a contract in place with them in case it is required in the future.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO CONTRACT WITH SECURITAS FOR SECURITY SERVICES ON AN AS-NEEDED BASIS FOR ONE YEAR MADE BY MRS. FERRATELLA. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

c. *Beautician Services* – Mr. McCarroll requested authorization to contract with Allison Craig for beautician services. The fees are paid by the residents.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO CONTRACT WITH ALLISON CRAIG FOR BEAUTICIAN SERVICES FOR ONE YEAR MADE BY MR. PALMESANO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

d. *HVAC Services* – Mr. McCarroll stated they have been in the new facility for a year now so the warranty on the HVAC system has expired. He requested authorization to contract with Trane for HVAC services in the amount of \$19,196.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO CONTRACT WITH TRANE FOR HVAC SERVICES FOR ONE YEAR IN THE AMOUNT OF \$19,196 MADE BY MRS. FERRATELLA. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

e. *PT Pool Maintenance* – Mr. McCarroll stated the physical therapy pool was purchased from Hydroworks. Due to the mechanical parts that are in the pool, maintenance needs to be handled by Hydroworks. He requested authorization to waive the Procurement Policy so they can contract with Hydroworks to handle the preventative and regular maintenance on the pool. The contract amount is \$7,900 per year. Discussion followed.

MOTION: WAIVING THE COUNTY'S PROCUREMENT POLICY TO ALLOW THE HEALTH CARE FACILITY TO CONTRACT WITH HYDROWORKS FOR PREVENTATIVE AND REGULAR MAINTENANCE OF THE PHYSICAL THERAPY POOL FOR \$7,900 PER ANNUM MADE BY MRS. FERRATELLA. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

3. **Budget Transfer** – Ms. Lee requested authorization to increase the outpatient revenue by \$29,537 and appropriate \$10,000 to temporary service and \$19,537 to clerical. They are currently using a Manpower employee to handle the clerical duties in the physical therapy department. The \$10,000 would pay the cost of that through the end of March. The balance would be used to fund the zero-based clerical 16B position they have in their budget for the remainder of the year. Discussion followed.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO INCREASE THE OUTPATIENT REVENUES LINE ITEM (#453099.4.4165350) BY \$29,537 AND APPROPRIATING \$10,000 TO THE TEMPORARY SERVICE LINE ITEM (#453016.5.444150) AND \$19,537 TO THE CLERICAL LINE ITEM (#453016.5.1100006) AND APPROVING THE FUNDING OF A VACANT ZERO-BASED CLERICAL POSITION IN THE PHYSICAL THERAPY DEPARTMENT MADE BY MRS. FERRATELLA. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

D. Veterans' Service Agency

1. **Digitizing Records Project** – Mr. McRae stated he applied for and received funding from Senator Winner and Assemblyman Bacalles in the amount of \$12,850 to convert our old records into digitized records. We have until September 2011 to use that grant money. They solicited bids and the lowest bid was from AM CAD in the amount of \$4,021.60 to convert 50,000 records. This will cover records from 1968 and convert them from microfiche and microfilm to digitized records. Discussion followed.

MOTION: AWARDING THE DIGITIZING RECORDS PROJECT BID FOR THE VETERANS' SERVICE AGENCY TO AM CAD IN THE AMOUNT OF \$4,021.60 MADE BY MRS. FERRATELLA. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

IV. OTHER BUSINESS

A. Meeting Date – The Committee agreed to set their meeting date and time for the first Monday of every month at 1:30 p.m.

MOTION TO ADJOURN MADE BY MR. PALMESANO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Respectfully submitted by,

Brenda K. Mori
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Monday, March 1, 2010
1:30 p.m.**

**Please send agenda items to the
Clerk of the Legislature's Office**

**NO LATER THAN NOON
Monday, February 22, 2010**

STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

Monday, March 1, 2010

1:30 p.m.

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

****AMENDED MINUTES****

COMMITTEE: Thomas J. Ryan, Chair Randolph J. Weaver, Vice Chair Carol A. Ferratella
Philip A. Palmesano Gary D. Swackhamer

STAFF: Mark R. Alger Jack Wheeler Vicki Fuerst
Henry Chapman, Psy.D. Linda Tetor David McCarroll
Stacey Lee Frederick H. Ahrens, Jr. Jim Gleason
Kathryn Muller Lise Reynolds Lisa Baker
John Leyden David English

LEGISLATORS: Patrick F. Donnelly Gary B. Roush John S. Walsh

OTHERS: John Kropski, Freed, Maxick & Battaglia
Mary Perham, *The Leader*

I. CALL TO ORDER

Mr. Ryan called the meeting to order at 1:30 p.m. He asked Mr. Palmesano to lead the Pledge of Allegiance.

Mr. Ryan stated that he would like to clarify comments made at last month's meeting. He had asked different members of the committee to become more familiar with certain departments, mainly because this is a large group. He stated that it was not his intention that as a committee we would get between you and Mr. Alger. Mr. Alger is still your go-to person. This was done just for informational purposes for the members of the committee. Each member can get familiar with their particular department and that was the idea behind it.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE FEBRUARY 3, 2010 MEETING MADE BY MRS. FERRATELLA. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Youth Bureau

1. **Contracts** – Mr. Alger presented contracts for approval. Since we do not know what the allocation process requirements are, we have done these as six-month contracts pending the outcome of the State budget. If the budget changes, then we will be able to modify these contracts when they come due at the end of six months.

MOTION: APPROVING THE FOLLOWING CONTRACTS FOR THE YOUTH BUREAU FOR A PERIOD OF SIX MONTHS, PENDING THE OUTCOME OF THE NEW YORK STATE BUDGET: CENTER FOR DISPUTE SETTLEMENT – JUVENILE DIVERSION (\$15,550.00), FAMILY SERVICE SOCIETY – YOUTH SERVICE (\$6,750.00), FAMILY SERVICE SOCIETY – CAYC – TEEN NIGHT (\$17,500.00), FAMILY SERVICE SOCIETY – CAYC – PROGRAM MAINTENANCE (\$20,000.00) AND YOUTH IN GOVERNMENT – CONSULTANT (\$6,500.00) MADE BY MR. SWACKHAMER. SECONDED BY MR. PALMESANO FOR DISCUSSION.

Mr. Ryan commented that he thinks this is a good idea. Mr. Alger stated these contracts are in areas that the State has reduced each year. By doing these for six months we will be able to adjust the amount of the contracts going forward from that period of time on.

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

B. Office of Community Services

1. **Budget Adjustment** – Dr. Chapman informed the committee that they received \$4,200.00 in additional funding from the State Office of Alcohol and Substance Abuse Services (OASAS). He requested authorization to accept and appropriate \$3,000.00 to their contract line item for Hornell Concern for Youth and \$1,200.00 for their contract line item for the Family Service Society and this will be used to pay for prevention services in the 2009 budget.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO ACCEPT \$4,200.00 IN ADDITIONAL FUNDING FROM THE NEW YORK STATE OFFICE OF ALCOHOL AND SUBSTANCE ABUSE SERVICES AND TO APPROPRIATE \$3,000.00 TO THEIR CONTRACT LINE ITEM FOR HORNELL CONCERN FOR YOUTH AND APPROPRIATING \$1,200.00 TO THEIR CONTRACT LINE ITEM FOR THE FAMILY SERVICE SOCIETY FOR PREVENTION SERVICES IN 2009 MADE BY MR. WEAVER. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Public Health & Nursing Services

1. **Contracts** – Mrs. Fuerst requested authorization to enter into a new contract with Vicki Dornberger, Speech Therapist at a rate of \$75.00 per visit and \$50.00 per hour in-service. She stated that Mr. Alger approved a new contract with Shawna Steele, Physical Therapist, at a rate of \$65.00 per visit and \$45.00 per hour in-service. Mrs. Fuerst also requested entering into a contract with Noyes Hospital for a Physical Therapist at a rate of \$64.50 per visit and \$55.00 per hour in-service. This rate is higher than when this contract was first approved in November and we hadn't used them for a few years. However, their rate is lower than what we pay some of the others.

MOTION: AUTHORIZING PUBLIC HEALTH & NURSING SERVICES TO CONTRACT WITH VICKI DORNBERGER, SPEECH THERAPIST AT A RATE OF \$75.00 PER VISIT AND \$50.00 PER HOUR IN-SERVICE; RATIFYING THE APPROVAL OF THE CONTRACT WITH SHAWNA STEELE, PHYSICAL THERAPIST AT A RATE OF \$65.00 PER VISIT AND \$45.00 PER HOUR IN-SERVICE AND APPROVING THE INCREASE IN THE CONTRACT WITH NOYES HOSPITAL FOR A PHYSICAL THERAPIST AT A RATE OF \$64.50 PER VISIT AND \$55.00 PER HOUR IN-SERVICE MADE BY MR. WEAVER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Meeting Approval** – Mrs. Fuerst informed the committee that we are at the end of our H1N1 flu clinic vaccination campaign. We administered 16,000 vaccinations and did every school district in the County with the exception of one private school. We are now obligated to do an after action report which needs to be very detailed and requires special training. We do have someone trained and the State wants us to reach out to every person that was involved in the clinics, which is approximately 250 people. We would like to invite all of the volunteers, but we don't have a date set yet. She stated that the grant will pay for us to bring everyone together and we have \$3,000.00 to use for that. The State requires that we do this and we do not have a choice.

Mrs. Ferratella asked do you have to make contact with them if they didn't participate? Mrs. Fuerst replied we probably should. Mr. Alger stated that would depend upon the nature of their involvement. We had a large number of volunteers for crowd control when we had the clinic at the County Office Building. He believes they are talking more about the professionals doing the clinics. We will try to get as many as possible.

Mr. Swackhamer asked what do you anticipate for next year? Mrs. Fuerst replied it should not be as crazy. They will be including the H1N1 vaccine with the regular flu vaccine. The question now is whether we have ordered enough. We are not getting any predictions with regard to number of illnesses. Mr. Weaver commented that now they are recommending that everyone get the vaccine.

Mr. Alger asked do you anticipate having to go back and do the schools again? Mrs. Fuerst replied that she hasn't heard that they would have to. If the providers get the vaccines, then hopefully people will just go to their physician. Mr. Weaver asked is the H1N1 virus a changing virus like the seasonal flu? Mrs. Fuerst replied they are saying that it could mutate at any point. That is the difficult part of it.

MOTION: AUTHORIZING PUBLIC HEALTH & NURSING SERVICES TO HOLD AN AFTER ACTION MEETING WITH ALL VOLUNTEERS INVOLVED WITH THE H1N1 VACCINATION CLINICS, SAID MEETING TO BE PAID FOR WITH GRANT FUNDING IN THE AMOUNT OF \$3,000.00 MADE BY MR. SWACKHAMER. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Alger stated that as an observation, this was a very good exercise which really points out the difficulty in doing a mass inoculation. It takes a lot of planning and a lot of time. It is very difficult to know the kind of turnout you will have with something like this. Mrs. Fuerst commented you could get a Hepatitis outbreak, so this was a good exercise. Mr. Ryan stated that he heard nothing but good things about the clinics. Mrs. Fuerst stated the staff did a good job.

Mr. Weaver asked do you have a CPR instructor on staff? Mrs. Fuerst replied we have our own instructor and we have reached out to other departments to offer training.

D. Department of Social Services

1. **Caseload Statistics** – Ms. Muller reviewed caseload statistics with the committee. Our caseloads are up, although we have seen less walk-in's. With our HEAP program, we have 1,300 new households this season.

Mr. Ryan asked what happens when they time-out? Ms. Muller explained the case rolls into the safety net category which changes the funding to a 50 percent state and 50 percent local split. When an individual is on a case, they have a 60-month timeframe to receive benefits. At the end of that, they roll over to the Safety Net Program which is under the State and local share and they no longer receive the Federal share. Mr. Donnelly asked do any of the states around us have this? Ms. Muller replied yes, but they time-out. Mr. Donnelly commented that doubles our cost. Ms. Muller explained if an individual receives benefits and stops and then starts again, their time is cumulative. Then they roll over to the higher percentage of the local share and that is open-ended. There is a two year time limit on receiving the cash benefit. When they roll over from TANF to the Safety Net Program, we pay rent, utilities and they receive Food Stamps. In addition we cover what they need if there is an emergency.

Ms. Muller informed the committee that in the Mobile Work Program they have 765 cases with 1,502 individuals and 1,100 are exempt from participating. Mr. Ryan asked what would be an example of an exemption? Ms. Muller replied medical reasons, alcohol related dependency, psychiatric illness, etc. Our participation rates in the Mobile Work Program during December were 26 percent and we are supposed to be at 30 percent. We are 2nd in our region and 14th in the State. It is very difficult to meet that participation percentage. Mr. Swackhamer asked are we penalized if we do not meet the participation rate? Ms. Muller replied right now we are not because New York City is carrying the State. Ms. Muller explained if an individual does not participate and refuses, they are sanctioned. Individuals will not get their benefits, however, if they have children, they will continue to receive the benefits for the children. Mr. Alger commented we do not have full family sanctions in this State.

Ms. Muller commented that with regard to the Services Division, child protective reports were down a little in February. However, our open investigations are significantly higher and we attribute that to the fact that the severity of the reports are more serious. We also are imposing some quality assurance standards and that is causing delays in getting our investigations closed. We currently have 114 children in care. Ms. Muller stated that we are also seeing an increase in adult services and seeing more cases of financial abuse; such as powers of attorney taking advantage of their parents.

Ms. Swackhamer asked do you have a good pool of people for Foster Care? Ms. Muller replied we typically have 25 – 30 people that start in the training group. Our advertising has been a real draw.

2. **Closing Capital Project Resolution** – Ms. Muller requested authorization to close the Capital Project entitled DSS Reception Area Renovations and transferring the balance of \$230.39 into the Capital Project entitled Document Imaging Demo Project.

MOTION: AUTHORIZING THE CLOSING THE CAPITAL PROJECT ENTITLED DSS RECEPTION AREA RENOVATIONS AND TRANSFERRING THE BALANCE TO THE CAPITAL PROJECT ENTITLED DOCUMENT IMAGING DEMO PROJECT MADE BY MRS. FERRATELLA. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **Bonadio Group** – Ms. Muller informed the committee that they contract with the Bonadio Group to review individuals that have applied for or are currently receiving Medicaid and are also self-employed. This is paid for 100 percent by the State and they do reviews two times per month. They review the applications and also interview the applicants. Over the course of the past 7 months they have reviewed 66 cases and 4 are still in process. Of those, 29 (47%) resulted in a cost avoidance which means they found discrepancies or the individual did not show for their interview and therefore their case was closed. She commented that the 29 cases represent 89 individuals. Bonadio takes the average case cost to come up with the \$267,000 which is the annualized savings.

Mr. Donnelly asked if an individual is eligible for Medicaid, are they eligible for all of the services under Medicaid? Ms. Muller replied yes. As a result of the Medicaid cap, costs go up \$500,000 every year, but if we do not spend the cap, we will get a refund. Bonadio is helping to prevent costs down the road.

4. **Records** – Ms. Muller informed the committee that they have 150 boxes that cannot go to the Records Center because they have no space. Currently we have 400 boxes of Form 3209 and also another 400 boxes of Temporary Assistance Files that all need to be scanned and imaged. We have a Capital Project and funds that we have rolled forward because we are no longer microfilming as we are going forward with an imaging project with the State. However, that project has not begun yet. In the interim, we have no storage.

Ms. Muller requested authorization to purchase two scanners and the use temporary hire staff to scan the Form 3209's and then we can evaluate how to go forward with the Temporary Assistance boxes. The scanned records become permanent and we could dispose of the hard copies. This system would merge into the State imaging system.

Mr. Swackhamer asked what is the cost? Ms. Muller replied we hired two full time temporary hires for two months the cost would be \$6,000 for staffing. The scanner software equipment would be \$28,000 with an additional \$1,200 for license fees. She stated that she is working with Mr. Gleason to see if the scanners are available on State contract. If not, we would have to go to bid for them.

Mrs. Ferratella asked what feedback have you gotten from the State on the imaging project? Ms. Muller replied they have not indicated when the project will move forward. Mr. Ryan asked how technical is the work? Is this something that could be done by the mobile work crew? Ms. Muller replied there might be an issue with regard to supervision, but she will evaluate that. Mr. Ryan commented the other option would be to look for an intern from BOCES.

Mrs. Ferratella asked would it be feasible to rent the scanners rather than purchase them? Ms. Muller replied we could certainly pay for the scanning to go out. The advantage of having the scanners is we could scan going forward as we will still need scanners for the State imaging project.

Mr. Alger asked what is the anticipated reimbursement? Ms. Muller replied 60 – 65 percent overhead. We do have \$60,000 rolled over in encumbrances. Mr. Ryan asked what is the timeframe for this? Ms. Muller replied it might take three months to complete.

MOTION: AUTHORIZING THE DEPARTMENT OF SOCIAL SERVICES TO PURCHASE TWO SCANNERS AT A COST NOT TO EXCEED \$30,000.00 MADE BY MR. SWACKHAMER. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. Health Care Facility

1. **Base Year Audit Presentation** – Mr. McCarroll introduced John Kropski from Freed, Maxick & Battaglia.

Mr. Kropski stated that there has been a lot of change with regard to the way nursing homes get reimbursed. In the past, when a facility built a replacement facility, they effectively fell into an opportunity. The Medicaid system paid them based on the 1983 cost and then that has been tweaked. The formula then got out of whack and in 2006, the Department of Health came up with a new system and updated the cost from a 1983 base year to a 2002 base year. That system is just starting to take hold. With regard to your facility, when you had filed the Certificate of Need to build a replacement facility, the concept of rebasing was based upon the updated base year. The State at that time said you could sell, do a mass reorganization or build a replacement facility and you opted to build a replacement facility.

As the facility was completed, the first hurdle was to take the new construction cost and work that into the Medicaid rate. That was a very involved process. Some of the money retroactively was coming to the facility for 2008 and 2009, and then there is the new rate for 2010. A rough estimate is that there will be approximately \$1.2 million in back money that will be coming in sometime during 2010. With regard to the new money for 2010, the new facility has a much higher depreciation cost and the Medicaid system is paying you for the cost to a certain amount.

With regard to the operating costs, the facility had the opportunity to rebase and, as such, they picked a point in time. It is based upon the first year's operating costs and then you do an audit and file a cost report with the Department of Health. Your base year is June 1, 2008 through May 2009. We have not yet completed the audit for that as the system is continually changing. In the meantime, the State has implemented the 2002 base year. The rates will be going up and that could mean over \$600,000 per year in revenue because the rate system has changed. There will be further opportunities following through on the base year audit.

Mr. Kropski informed the committee that this new 2002 base year methodology could yield you, over two years, between \$250,000 - \$450,000. That is offset by the \$30,000 cost expenditure to get there. County nursing homes have been a little different and are getting the advantage of continuing IGT money. There is a rate ceiling which means that if your costs exceed the amount that they have set as the ceiling, you will not be reimbursed for costs above that. It would be a worthwhile venture to continue on and finish that process and maximize revenue to the county facility.

The cost estimate of \$30,000 to do this is for two years because the State legislated another new system whereby they want to reimburse nursing homes for the majority of their operating costs on a regional basis. Ms. Lee commented that we would be in the Elmira region.

Mr. Ryan asked what is the gap between public and private? Mr. Kropski stated that the estimates have been put out and the county reimbursement would come down. The question, on the other hand, is will the IGT go up and theoretically, it should. At this point in time the county is a little better off than what he would have previously thought.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO EXTEND THEIR CONTRACT WITH FREED, MAXICK & BATTAGLIA FOR TWO YEARS AT AN ADDITIONAL \$30,000.00 TO FACILITATE MOVING FORWARD AND CONTINUING WORK TOWARD GETTING THE HEALTH FACILITY UNDER THE NEW REBASING RATES MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Swackhamer stated that he would like to thank Mr. Kropski as he has worked with the county for many years. His predictions and our decisions have pretty much been on the mark. Thank you for your time.

2. **Occupancy** – Mr. McCarroll reported that occupancy for the month of February was 95.92 percent and year-to-date is at 95.22 percent. He reminded the committee that the benchmark that we want to be at is a minimum of 95 percent.

3. **Contracts** – Mr. McCarroll requested authorization to renew their contract with Simplex Grinnell for sprinkler testing at a rate of \$431.00 per year.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO RENEW THEIR CONTRACT WITH SIMPLEX GRINNELL FOR SPRINKLER TESTING AT A RATE OF \$431.00 PER YEAR MADE BY MRS. FERRATELLA. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. McCarroll requested authorization to renew their contract with West Fire Systems for testing the system and alarms at a rate of \$2,080.00 per year.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO RENEW THEIR CONTRACT WITH WEST FIRE SYSTEM FOR SYSTEMS AND ALARM TESTING AT A RATE OF \$2,080.00 PER YEAR MADE BY MR. WEAVER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. McCarroll requested authorization to contract with the Stafkings and Sibley for temporary CNA services. The rate for Stafkings is \$25.75 per hour and Sibley is \$21.50 per hour.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO CONTRACT FOR TEMPORARY CNA SERVICES WITH STAFKINGS AT A RATE OF \$25.75 PER HOUR AND SIBLEY AT A RATE OF \$21.50 PER HOUR MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. **Budget Adjustment** – Mr. McCarroll informed the committee that due to the IRS audit, he is requesting authorization to transfer \$23,000 from the contract line item for dental services to the salary line items for the Dental Technician.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$23,000.00 FROM ACCT. #453015.5.420300 DENTAL PHYSICIAN FEES AND APPROPRIATING \$21,366.00 TO ACCT. #453015.5.110002 DENTAL TECHNICIAN AND ACCT. #453015.5.830000 SOCIAL SECURITY TO BE COMPLIANT WITH THE IRS AUDIT MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. McCarroll informed the committee they also have a speech therapist who was contracted, but is now an employee. Ms. Lee stated that the \$10,000.00 for this was not included in the budget and she is requesting an appropriation of \$10,000.00 into the salary line item. Mr. McCarroll commented that in reality, this would be paid for from revenue.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO APPROPRIATE \$10,000.00 TO ACCT. #453018.5.110002 FROM REVENUE MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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. WEAVER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

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

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Monday, April 5, 2010
1:30 p.m.**

**Please send agenda items to the
Clerk of the Legislature's Office
NO LATER THAN NOON
Monday, March 29, 2010**

STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

Monday, April 5, 2010

1:30 p.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE: Randolph J. Weaver, Vice Chair Carol A. Ferratella Philip A. Palmesano
Gary D. Swackhamer

STAFF: Mark R. Alger Gregory P. Heffner Jack Wheeler
Linda Tetor Gary Pruyn Chris Congdon
Diane Kiff Kathryn Muller Lise Reynolds
Teresa Deninger David McCarroll Stacy Lee
Robert W. Anderson, Ph.D. Frederick H. Ahrens, Jr. David English
James Gleason Kenneth E. Isaman

LEGISLATORS: Patrick F. Donnelly

ABSENT: Thomas J. Ryan, Chair

I. CALL TO ORDER

Mr. Weaver called the meeting to order at 1:30 p.m. and asked Mr. Pruyn to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MARCH 1, 2010 MEETING MADE BY MR. SWACKHAMER. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Office for the Aging

1. **Contracts** – Mrs. Tetor presented her 2010 subcontracts for approval. She commented that they no longer have a contract with the Institute for Human Services for the LTCIEOP.

MOTION: APPROVING THE FOLLOWING 2010 CONTRACTS FOR THE OFFICE FOR THE AGING: HOME & HEALTH CARE – EISEP (\$232,777.00); INSTITUTE FOR HUMAN SERVICES – CAREGIVER (\$20,620.00); AND PROACTION – EISEP ASSISTANT (\$45,166.00) MADE BY MRS. FERRATELLA. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Youth Bureau

1. **Contracts** – Mr. Pruyn presented his 2010 contracts for approval.

MOTION: APPROVING THE FOLLOWING 2010 CONTRACTS FOR THE YOUTH BUREAU: PROACTION – LITERACY VOLUNTEERS (\$4,360.00); BATH AREA HOPE FOR YOUTH (\$19,067.00); HORNELL AREA CONCERN FOR YOUTH (\$25,967.00); FAMILY SERVICE SOCIETY (\$17,759.00); CENTER FOR DISPUTE SETTLEMENT – PINS (\$2,262.00); ADDISON YOUTH CENTER – YOUTH SERVICE (\$11,113.00); ADDISON YOUTH CENTER – YOUTH INITIATIVE (\$2,667.00); BATH POLICE COUNSELING (\$1,928.00); CENTER FOR DISPUTE SETTLEMENT – YOUTH MEDIATION (\$8,835.00); PROACTION – TASA (\$8,305.00); ADDISON YOUTH CENTER (\$1,705.00); FAMILY SERVICE SOCIETY – CORNING AREA YOUTH CENTER – JUST US (\$7,269.00); FAMILY SERVICE SOCIETY – CORNING AREA YOUTH CENTER –

CRISIS (\$6,810.00; AND YOUTH IN GOVERNMENT – COORDINATOR – JULY – DECEMBER (\$6,500.00) MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Compeer Consultant** – Mr. Pruyn informed the committee that they budgeted \$10,000.00 for a consultant position. We previously had a paid position for Compeer, but that is zero-based right now. The consultant would be responsible for aspects related to the coordination and management of the Compeer Program. They would work 10 – 15 hours per week and would cover all of Steuben County. We did put the Mentoring Program on hold, but the Compeer Program is continuing.

Mr. Swackhamer asked what will the money be used for? Mr. Pruyn replied it will be used as compensation for the consultant. This will be a yearly contract.

MOTION: AUTHORIZING THE YOUTH BUREAU TO CONTRACT WITH A CONSULTANT FOR THE COMPEER PROGRAM AT A RATE OF \$10,000.00 PER YEAR MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Jack Lisi Youth Award** – Mr. Pruyn distributed invitations to all Legislators. He announced that Carol Ferratella will be one of the presenters at this year's banquet which will be at the Hornell Golf Club starting at 6:30 p.m.

4. **Tyrtle Beach** – Mr. Pruyn stated their Tyrtle Beach fundraiser kicked off on April 1, 2010. This year's jumper will be Brad Ordway.

C. **Public Health Nursing Services**

1. **Contracts** – Ms. Congdon requested authorization to enter into a new contract with Jack Venesky to do auditing and preparation of the Diagnostic and Treatment Center Cost Report for Medicaid. This would be a three-year contract for \$7,500.00 per year.

MOTION: AUTHORIZING PUBLIC HEALTH & NURSING SERVICES TO ENTER INTO A NEW THREE-YEAR CONTRACT WITH JACK VENESKY, CPA & ASSOCIATES TO DO AUDITING AND PREPARATION OF THE DIAGNOSTIC AND TREATMENT CENTER COST REPORT FOR MEDICAID AT A RATE OF \$7,500.00 PER YEAR MADE BY MR. PALMESANO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Ms. Congdon requested authorization to enter into a contract with McBee Associates to do a Medicare Billing Review for the period 10/1/08 – 12/31/09. What they will be doing is reviewing billing that we have already submitted to Medicare. There is no cost if they do not find anything, however, if they do find errors, then the charge is 27.3 percent of revenue recovered.

MOTION: AUTHORIZING PUBLIC HEALTH & NURSING SERVICES TO ENTER INTO A CONTRACT WITH MCBEE ASSOCIATES TO DO A MEDICARE BILLING REVIEW FOR THE PERIOD 10/01/08 – 12/31/09 AT NO COST UNLESS THEY FIND ERRORS IN WHICH CASE THE COST WILL BE 27.3 PERCENT OF THE REVENUE RECOVERED MADE BY MR. SWACKHAMER. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Ms. Congdon requested authorization to renew an intergovernmental cooperation agreement between Chemung, Monroe, Livingston, Ontario, Schuyler, Steuben, Wayne and Yates counties to provide mutual aid during a Public Health emergency.

MOTION: AUTHORIZING PUBLIC HEALTH & NURSING SERVICES TO RENEW THE INTERGOVERNMENTAL COOPERATION AGREEMENT BETWEEN CHEMUNG, MONROE, LIVINGSTON, ONTARIO, SCHUYLER, STEUBEN, WAYNE AND YATES COUNTIES TO PROVIDE MUTUAL AID DURING A PUBLIC HEALTH EMERGENCY MADE BY MRS. FERRATELLA. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

D. Special Children's Services

1. **Contracts** – Ms. Kiff requested authorization to enter into a new contract with Meri L. Terwilliger, Speech Language Pathologist for preschool at a rate of \$65.00 per half hour session. She also requested authorization to extend their contract with A & E Transport Services, Inc. for preschool transportation at a rate of \$117.09 per day for 10-months and \$131.73 per day for the summer. In addition, she requested authorization to renew all current preschool provider/agency contracts at no increase.

MOTION: AUTHORIZING SPECIAL CHILDREN'S SERVICES TO ENTER INTO A NEW CONTRACT WITH MERI L. TERWILLIGER, SPEECH LANGUAGE PATHOLOGIST FOR PRESCHOOL AT A RATE OF \$65.00 PER HALF HOUR SESSION; EXTEND THEIR CONTRACT WITH A & E TRANSPORTATION SERVICES, INC. FOR PRESCHOOL TRANSPORTATION AT A RATE OF \$117.09 PER DAY FOR 10-MONTHS AND \$131.73 PER DAY FOR THE SUMMER; AND TO RENEW ALL CURRENT PRESCHOOL PROVIDER/AGENCY CONTRACTS MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

E. Office of Community Services

1. **Update on Collaborative Project with Department of Social Services** – Dr. Anderson informed the committee that this year with the budgeting situation, he was able to sit down with the Department of Social Services and look at ways to increase revenue for the services we provide. In the past, we have failed at times to get reimbursed. The Department of Social Services currently has a need for an individual to provide assessment and treatment for adolescents who have been identified through the JD/PINS Program as needing services relating to substance abuse. The Department of Social Services has set aside money in their budget to make sure we will get reimbursed for this service.

Dr. Anderson stated that he currently has a zero-based position in the addictions program and he would like to activate that position and fund it with two vacant positions. The cost for the zero-based position will be \$58,000.00 and next year this will be a much more lucrative proposal. Ms. Muller clarified he will be funding the zero-based position with unused personal services money. We will use preventive services money to pay for the services we will be getting. This is a good service for us and a good reimbursement source for the Office of Community Services.

Mr. Weaver asked are you using an individual already in-house or will this be a new hire? Dr. Anderson replied there will be a new hire somewhere along the line. The vacant position will remain vacant at least through the end of this year. There is someone on staff interested in working with the adolescents in the Department of Social Services and if they take the position, then we would have to rehire for the position they would be vacating.

Mr. Swackhamer asked what is the advantage to doing this? Ms. Muller replied it is a revenue source and we can draw down state preventive funding for this service. Mr. Swackhamer asked what is the reimbursement percentage? Ms. Muller replied it will be 65 percent and we will do an interdepartment chargeback.

MOTION: ACTIVATING THE ZERO-BASED POSITION IN THE ADDICTIONS PROGRAM IN THE OFFICE OF COMMUNITY SERVICES TO PROVIDE ADOLESCENT SUBSTANCE ABUSE SERVICES FOR THE DEPARTMENT OF SOCIAL SERVICES; SAID POSITION TO BE FUNDED BY UNUSED PERSONAL SERVICES MONEY IN THE OFFICE OF COMMUNITY SERVICES BUDGET MADE BY MRS. FERRATELLA. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

Mr. Swackhamer asked how are your collections coming? Dr. Anderson replied very well. There is always a 30-60 day lag, but we are within that. The collection agency is still collecting for unpaid balances from two years ago.

E. Department of Social Services

1. **Caseload Statistics** – Ms. Muller provided her caseload statistics for review. Our caseloads are going up and are pretty significant over the same quarter last year. At the end of March we had 141 individuals who had exhausted their unemployment benefits. We have seen an increase in Food Stamps and Medicaid. We also had 666 walk-in's which is very high.

Ms. Muller stated that we have had 9,000 HEAP applications this year which is less than the 11,000 applications we had last year. HEAP will end in mid-May and any household that received HEAP benefits will be getting an additional \$100 or \$200 supplement.

Ms. Muller reviewed the Mobile Work Program report. We continue to schedule 35 – 55 individuals per crew and typically about half of those show up. Mrs. Ferratella asked is it beneficial to encourage the municipalities to use the mobile work crews? Ms. Muller replied yes. Typically we have more contact from the municipalities during the summer months.

Ms. Muller stated in the Services Division child protective reports have continued to go up and we had 215 during the month of March. We also took in 17 children this quarter which brings total children in care up to 126. Mr. Weaver asked is there a correlation between child protective reports going up with the assistance caseloads increasing? Ms. Muller replied yes.

Ms. Muller reviewed the fiscal report. If things continue the way they are now, we are projecting the TANF year-end to be \$3.1 million which is still above last year. However, last year the figures included the back-to-school checks that households with children aged 3 – 17 received and that equated to approximately \$700,000.00. If increases continue in the Foster Care and Adoption, she is concerned about what will happen with that budget. We had 22 children in care in the first quarter of the year, and if that trend continues it will affect this budget. The cost will depend on each child. Some we will get 50 percent reimbursement and then the State and local share. It depends on their family's income. Our Safety Net Program is under the public assistance budget for single adults. These are difficult economic times and we are seeing more people as a result of that.

2. **Foster Care Month** – Ms. Muller informed the committee that May is that month that we recognize our Foster Care Parents and we have an annual recognition dinner. She requested authorization to spend up to \$2,000.00 for this event.

MOTION: AUTHORIZING THE DEPARTMENT OF SOCIAL SERVICES TO SPEND UP TO \$2,000.00 ON THE ANNUAL FOSTER CARE PARENT RECOGNITION BANQUET MADE BY MR. SWACKHAMER. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Training** – Ms. Muller requested authorization to spend up to \$150.00 on four training sessions for the Services Division.

MOTION: AUTHORIZING THE DEPARTMENT OF SOCIAL SERVICES TO SPEND NOT MORE THAN \$150.00 FOR THE YEAR FOR REFRESHMENTS FOR FOUR TRAINING SESSIONS FOR THE SERVICES DIVISION MADE BY MRS. FERRATELLA. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

F. Health Care Facility

1. **Occupancy** – Mr. McCarroll distributed the occupancy report for review. He commented that during March they had five deaths and that brought their rate down to 92.23 percent. Our census did come back up, we maintained our Medicaid bed reservations and our population today is back at 95 percent.

2. **Contract** – Mr. McCarroll requested authorization to contract with Alzheimer’s Association to provide meeting space at the Health Care Facility. There is no cost to the County.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO CONTRACT WITH THE ALZHEIMER’S ASSOCIATION TO PROVIDE MEETING SPACE AT NO COST TO THE COUNTY MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. McCarroll requested authorization to contract with Pest Solutions at a cost of \$2,250.00 per year.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO CONTRACT WITH PEST SOLUTIONS AT A COST OF \$2,250.00 PER YEAR MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

4. **Copier** – Mr. McCarroll informed the committee that their current copier was purchased in 2000 and the normal lifespan is 5 – 7 years. They looked at both a black and white copier and a color copier. The black and white copier was priced at \$14,507.00 and the color copier is priced at \$13,819.00. The color copier is also capable of faxing and scanning. He requested authorization to purchase the color copier for \$13,819.00. Mr. Donnelly asked is there a cost for maintenance? Mr. McCarroll replied the maintenance is included and toner will cost \$150.00 per month. We purchase the paper separately.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO PURCHASE A COLOR COPIER AT A COST OF \$13,819.00 OUT OF THE HEALTH CARE FACILITY ADMINISTRATION MAJOR EQUIPMENT LINE ITEM AND AMENDING THEIR MAJOR EQUIPMENT LIST TO INCLUDE SAID PURCHASE MADE BY MRS. FERRATELLA. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

5. **Budget Transfer** – Ms. Lee stated they had budgeted \$10,000 for a new copier, however, the copier cost \$13,819.00. She requested authorization to transfer \$3,819.00 from the Health Care Facility Fiscal Major Equipment to the Health Care Facility Administration Major Equipment to cover the additional cost of the copier.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$3,819.00 FROM THE HEALTH CARE FACILITY FISCAL MAJOR EQUIPMENT LINE ITEM TO THE HEALTH CARE FACILITY ADMINISTRATION MAJOR EQUIPMENT LINE ITEM TO PURCHASE A COLOR COPIER MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: TO ADJOURN MADE BY MRS. FERRATELLA. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

STEBEN COUNTY HUMAN SERVICES HEALTH & EDUCATION COMMITTEE

Monday, May 3, 2010

1:30 p.m.

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

****AMENDED MINUTES****

COMMITTEE: Thomas J. Ryan, Chair Randolph J. Weaver, Vice Chair Carol A. Ferratella
Philip A. Palmesano Gary D. Swackhamer

STAFF: Mark R. Alger Jack Wheeler Kathryn Muller
Lisa Baker Vicki Fuerst Chris Congdon
Diane Kiff Dave McCarroll Stacey Lee
James Gleason Patty Barood Nancy Smith
Robert W. Anderson, Ph.D. Henry Chapman, Psy.D. Tammy Hurd-Harvey
David English Frederick H. Ahrens, Jr.

LEGISLATORS: Patrick F. Donnelly Gary B. Roush

OTHERS: Janine Mangione, The Bonadio Group
Mary Perham, *The Leader*

I. CALL TO ORDER

Mr. Ryan called the meeting to order at 1:30 p.m. and led the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE APRIL 5, 2010 MEETING MADE BY MR. WEAVER. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Department of Social Services

1. **Local Law – Background Checks** – Ms. Muller stated **the Department is responsible for administering subsidized day care funds to eligible individuals. This is provided through a contract with Pro Action. Background checks and Child protective background checks are completed on individuals who apply to become a day care provider.** The Sheriff does the criminal background checks, and this proposed local law would permit the Sheriff’s Department to provide those results to our department. Mr. Ahrens commented that access to NYSPIN is highly regulated. Mr. Donnelly asked will we need a Public Hearing? Mr. Alger replied yes. Mr. Ahrens stated the local law will be presented this month and adopted the following month.

MOTION: PRESENTING A LOCAL LAW PROVIDING FOR BACKGROUND INVESTIGATIONS FOR DAY CARE PROVIDERS PURSUANT TO LAW BY THE DEPARTMENT OF SOCIAL SERVICES RELATIVE TO CHILDREN IN NEED OF SERVICES MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

B. Special Children’s Services

1. **Transportation Bids** – Mr. Gleason informed the committee that they put out bids for preschool transportation and received four responses. The bid is based on three contracts; Contract A for the northern part of the County, Contract B for the Bath area and Contract C for the Corning area. The cost is per child per day and

is all inclusive. He recommended awarding Contract A to Livingston Wyoming ARC, Contract B to Terps Enterprises and Contract C to Birnie Transportation.

MOTION: AWARDING THE PRESCHOOL TRANSPORTATION BID AS FOLLOWS: CONTRACT A TO LIVINGSTON-WYOMING ARC AT A RATE OF \$128.00 PER CHILD PER DAY FOR 10-MONTH AND SUMMER PROGRAM; CONTRACT B TO TERPS ENTERPRISES AT A RATE OF \$39.85 PER CHILD PER DAY FOR 10-MONTH AND SUMMER PROGRAM AND CONTRACT C TO BIRNIE TRANSPORTATION AT A RATE OF \$85.00 PER CHILD PER DAY FOR 10-MONTH PROGRAM AND \$87.00 PER CHILD PER DAY FOR THE SUMMER PROGRAM MADE BY MR. WEAVER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Health Care Facility

1. **Occupancy** – Mr. McCarroll distributed the occupancy report for review. Occupancy for April was at 94.35 percent.

2. **Contracts** – Mr. McCarroll requested authorization to renew their contract with Argentieri Brothers for laundry and linen services at the same rate as last year.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO RENEW THEIR CONTRACT WITH ARGENTIERI BROTHERS AT THE SAME RATE FOR LAUNDRY AND LINEN SERVICES MADE BY MR. SWACKHAMER. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Budget Transfers** – Ms. Lee informed the committee that we contract for clerical services through a temp agency. There is \$19,537.00 remaining in the clerical salary line item and she requested authorization to transfer that to the temporary services line item.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$19,537.00 FROM THE CLERICAL SALARY LINE ITEM TO THE TEMPORARY SERVICES LINE ITEM FOR TEMPORARY CLERICAL SERVICES MADE BY MRS. FERRATELLA. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Ms. Lee requested authorization to transfer \$75,000.00 from the salary line item for Aides/Assistants to Contract Labor for the contract with Sibley Nursing Employment Agency to hire nursing staff.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$75,000.00 FROM THE SALARY LINE ITEM FOR AIDES/ASSISTANTS TO THE LINE ITEM FOR CONTRACT LABOR FOR SIBLEY NURSING EMPLOYMENT AGENCY TO HIRE NURSING STAFF MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

4. **Outpatient Billing Software** – Mr. McCarroll informed the committee that they currently have been doing the outpatient billing manually and have been looking into a software program. ADL is our current provider, however they do not meet our needs for outpatient billing. They did find another vendor, Eon Systems, Inc. who could provide the software at a cost of \$3,790.00. Ms. Lee stated this would be a one-time purchase. The Eon System runs fairly independently and we would have to look at maintenance and a small amount of updates.

Mr. Swackhamer asked are other counties using this system? Ms. Lee replied that Chenango County has a very large independent physical therapy department that has used this system for eight years. Long Island also has used the system for ten years and is very happy with it. We are looking to see if this could be used on a stand-alone computer rather than on a server as it will be networked.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO PURCHASE OUTPATIENT BILLING SOFTWARE FROM EON SYSTEMS, INC. AT A COST OF \$3,790.00 MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

5. **Carbon Monoxide Sensors** – Mr. McCarroll informed the committee that with the passage of Amanda’s Law, it is now mandatory to have carbon monoxide sensors. He requested authorization to contract with West Fire Systems for \$7,785.00 to install carbon monoxide sensors throughout the facility. The price includes installation and the funding will come out of internal projects.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO CONTRACT WITH WEST FIRE SYSTEMS FOR \$7,785.00 TO INSTALL CARBON MONOXIDE SENSORS THROUGHOUT THE HEALTH CARE FACILITY PURSUANT TO AMANDA’S LAW MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

6. **Vending Machine** – Mr. McCarroll informed the committee that we **allow our employees to purchase** a noontime meal five days a week and the remainder of the time we have our vending machines. In the past we used Loose Ends Vending and we got a rebate of 40 – 50 percent. A number of years ago we purchased a machine and have been running our own vending service. We also have a soda machine. This program brings in approximately \$40,000 per year and the profit ranges around \$20,000. The vending machines require a limited amount of time and are overseen by the Head of Maintenance. He requested authorization to purchase a refurbished carousel vending machine for \$3,755.00 including freight. This will be paid for out of our capital expenditures.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO PURCHASE A REFURBISHED CAROUSEL VENDING MACHINE FROM VANDWEB.COM AT A PRICE OF \$3,755.00 INCLUDING FREIGHT MADE BY MR. WEAVER. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

7. **Audit Presentation** – Janine Mangione of The Bonadio Group presented the 2009 Health Care Facility Audit to the committee. Total facility assets decreased \$2.8 million and total liabilities decreased \$870,000. The net loss is an increase of \$1.9 million. Mr. Donnelly commented that the post-employment benefits are snowballing. Ms. Mangione commented that will increase every year and you do an estimate every two years. Mr. Swackhamer asked with the loss, does that number include what is due to us? Ms. Mangione replied yes.

Ms. Mangione stated county facilities are no longer eligible for disadvantaged facility funding, however, you are still eligible for the IGT payment. Your total revenue decreased \$3.2 million. Salaries increased \$315,000 due to the reclassification of certain employees as a result of the IRS audit. The net change in assets is a loss of \$1.9 million. This is pretty typical of what we are seeing across the board. You still have growth in occupancy. You have a strong current ration and also have the ability to pay your bills before they come due.

Days in Accounts Receivable have slightly increased year over year. You only need one bad person or a lost check to have that number go up and you had both. Most facilities are turning their accounts receivable over in 55 days. Your occupancy went up 1 percent over last year and you actually are ahead of others in your region. With regard to payer mix you are 76 percent Medicaid, 10 percent Medicare and 11 percent Private Pay. Your private pay is going down and you will lose revenue. You did, however, see an increase in Medicare and that is probably due to your outpatient program.

Mr. Donnelly asked do you have any recommendations regarding collections? Ms. Mangione replied you have one delinquent account and management is doing what they can. That one account is \$200,000 and is increasing every day and she doesn’t believe they are eligible for Medicaid. Under your current budget the rebasing will

continue until either March or July 2011. We do not know the status of regional pricing, but the counties will be worse off with that and better with rebasing. That has been capped at \$210 million.

Ms. Mangione reviewed the Management Letter and stated that the facility has issues with compliance with laws and regulations. We reviewed your compliance plan which is a countywide plan. Due to the fact that you receive more than \$500,000 of Medicaid revenue, you are required to have an effective compliance plan. During our audit we found that your Compliance Officer was not aware of the Countywide Compliance Plan. They also did not know if specific compliance related policies and procedures exist for Return of Overpayments, Internal Auditing and Monitoring and Exclusion Screening. In addition the Compliance Officer was unaware if compliance training is being given to the Legislature.

Our overall recommendation is for the Compliance Officer to become familiar with the Countywide Compliance Plan and that the County establish a Compliance Committee. The Office of Medicaid Inspector General is going in and looking for things that are part of your Compliance Plan. She commented that management did address all of our concerns from last year's audit.

MOTION: ACCEPTING THE 2009 HEALTH CARE FACILITY AUDIT REPORT AS PRESENTED BY THE BONADIO GROUP MADE BY MR. SWACKHAMER. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. McCarroll stated with regard to corporate compliance we would like to put out a proposal for inspection of our corporate compliance program. Mr. Alger stated in addition to the obvious thing of getting the audit, the best example is the OMIG audit of Mental Health and we did very well and had a two to three percent error rate in billing. They take a sampling and calculate the rate of error and use that and apply it against the total billing. That extends across all the billing and Mental Health paid back \$68,000. Dr. Chapman stated we had received \$6 million from Medicaid over a two-year period. Dr. Anderson stated they also took into account that we did not dispute that with them. Mr. Alger stated we did not challenge the audit. We had what he would consider to be a favorable audit. We still ended up with a \$68,000 payback. Envision a five, eight or ten percent rate and look at the \$7 - \$8 million that the Health Care Facility receives and extrapolate that and then you are looking at a payback of \$1 million or more. By way of extension, remember that the purpose of the Office of the Medicaid Inspector General is to find those types of dollars and one of the ways to fund health care reform is to take money from you. They will bill for your error. There are a lot of options, but it is very important up front to fall into the proper procedural system. They also can fine you for every day that you are out of compliance. This affects the Health Care Facility, Mental Health, Public Health Nursing, Special Children's Services and any place that we actually bill Medicaid. Mr. Alger explained the proposal that we are talking about is not just for the Health Care Facility, but to take a look at the entire system and look at the plan that we implemented last year and do what we need to do to make sure that everyone is up to speed with the process.

Mr. McCarroll commented it is very possible that in the county audit, this issue may come up again. Mr. Alger stated in view of the potential loss, we really need to do this. If they find an error of less than 1 percent, that in and of itself will cost you \$17,000 which is the anticipated cost of the proposal. He recommends pursuing proposals to get consultant services with regard to our corporate compliance plan. We would like to do this county wide and once it is funded and approved, we will spread the cost among the affected agencies.

MOTION: AUTHORIZING THE PURCHASING DIRECTOR TO SOLICIT PROPOSALS FOR CONSULTANT SERVICES TO REVIEW THE COUNTY WIDE CORPORATE COMPLIANCE PLAN, NOT TO EXCEED \$20,000.00 MADE BY MR. WEAVER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Swackhamer asked how will the training for Legislators be done? Mr. Alger replied the consultants will look at the plan and meet with the agencies and make recommendations.

8. **KChecks** – Mr. Alger stated that as part of the Federal health care change over, we are now required to do a monthly check of all employees and vendors to assure that they are not on the exclusion list for Medicaid. We will need to run a cross check against this exclusion list. The New York State Association of Counties has put together a package through a vendor, KChecks which is Kinney Drug associated. If we sign up with this vendor in the month of May, then the cost will be \$3,600 per year. The bigger issue is how do we do this. KChecks will give a 10 percent discount which will bring the cost down to \$3,280.00.

Mr. Alger stated the process is what bothers him. Somebody has to run this every month on ourselves and employees, but also on our vendors. Then we will have to add language to our contracts to require our vendors to check their employees. If an employee shows up on the exclusion list, then we will have to figure out what to do about that. For example, there could be a laborer in the landfill that is on the exclusion list. Since they are under the County umbrella, we have to deal with that individual. When we identify someone as being on this list, we don't know what will happen with Civil Service. He wouldn't think that we could just fire them.

Mr. Donnelly asked are accounts payable paid through the central processing system? Mr. Alger replied predominantly. Even if it is a manual payment, they have to be an approved vendor and have to be within our system. A manual payment means that we are going through a process other than the normal process. It still goes through the appropriate steps to be paid. The vendors will become a challenge as we have to make sure that they are checking their own employees.

Mr. Wheeler commented there are a wide range of things that put you on the exclusion list such as fraud, a misdemeanor conviction, substance abuse or not paying a student loan. Dr. Anderson asked is there a time limit? Mr. Wheeler replied if you are convicted of a misdemeanor you will be on the list 3 – 5 years. If it is a felony conviction, you will be on the list for 10 years.

Mr. Alger stated our policy will be that our vendors will not employ someone on the exclusion list. An interesting piece for consideration may be that you have three names that are the same and you will have to have enough information to narrow that list down. However, all of that information is public information. You will have to be very careful that you don't put information in that violates HIPAA or that would allow for identity theft. This law will be aggressively enforced and we will be hit with significant fines if we are not compliant. Mr. Alger stated as an example, if we had an individual in our employ who was on the exclusion list, the Health Care Facility could be banned from obtaining their reimbursement until that person was released from employment.

Mr. Alger stated that he will pursue the implementation of the KChecks program. This is difficult because I don't know who is going to do this. We need a central contact to do this and this individual will need to pull information off the KChecks website and run a cross check. Mr. Weaver suggested this could be done through the Treasurer's Office.

MOTION: AUTHORIZING THE COUNTY ADMINISTRATOR TO PURSUE A CONTRACT WITH KCHECKS TO ENABLE THE COUNTY TO RUN A MONTHLY CROSS CHECK OF ALL EMPLOYEES AGAINST THE MEDICAID EXCLUSION LIST FOR A COST OF \$3,600.00 MADE BY MR. SWACKHAMER. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Dr. Anderson commented KChecks does not cover the State Department of Education. This means that if we have any employees whose licenses have lapsed or been suspended, this system would not catch those. Dr. Chapman commented that he doesn't know if KChecks could add that to their program.

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

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Monday, June 7, 2010
1:30 p.m.**

**Please send agenda items to the
Clerk of the Legislature's Office
NO LATER THAN NOON
Tuesday, June 1, 2010.**

STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

Monday, June 7, 2010

1:30 p.m.

Legislative Conference Room
Steuben County Office Building
Bath, New York

****MINUTES****

COMMITTEE: Thomas J. Ryan, Chair Carol A. Ferratella Gary D. Swackhamer

STAFF: Mark R. Alger Gregory P. Heffner Jack Wheeler
Diane Kiff Robert Anderson, Ph.D. David McCarroll
Stacy Lee Vicki Fuerst Chris Congdon
Kathryn Muller Lise Reynolds Patty Baroody
Nancy Smith Frederick H. Ahrens, Jr. David English

LEGISLATORS: Gary Roush

ABSENT: Philip A. Palmesano Randolph J. Weaver

OTHERS: Mary Perham, *The Leader*

I. CALL TO ORDER

Mr. Ryan called the meeting to order at 1:30 p.m. and asked Mr. Swackhamer to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

Mrs. Ferratella stated that last month's meeting, page 2, #6 regarding vending machines states that we provide noontime meals to employees. She asked that this be changed to state that we allow employees to purchase noontime meals.

MOTION: APPROVING THE MINUTES OF THE MAY 3, 2010 MEETING AS AMENDED MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Special Children's Services

1. **Contracts** – Ms. Kiff requested approval to enter into contracts with Lisa Nicholson – Occupational Therapist for Early Intervention and Preschool, Margaret Wilson – Physical Therapist for Preschool and Melissa Houseknecht – Speech Language Pathology for Early Intervention and Preschool.

MOTION: AUTHORIZING SPECIAL CHILDREN'S SERVICES TO ENTER INTO CONTRACTS WITH LISA NICHOLSON – OCCUPATIONAL THERAPIST FOR EARLY INTERVENTION AND PRESCHOOL, MARGARET WILSON – PHYSICAL THERAPIST FOR PRESCHOOL AND MELISSA HOUSEKNECHT – SPEECH LANGUAGE PATHOLOGY FOR EARLY INTERVENTION AND PRESCHOOL MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

B. Office of Community Services

1. **NAMI Request** – Dr. Anderson informed the committee that they have budgeted \$750.00 for NAMI and he is requesting authorization to allocate \$500.00 now. He will come back in October to allocate the remaining \$250.00. Mr. Ryan asked what do we get from this? Dr. Anderson explained NAMI is the National Alliance for the Mentally Ill. This is an organization that works for individuals who are seriously, persistently

mentally ill. We provide them with a yearly allocation of \$750.00 which they use for postage, education and occasional workshops. The organization consists of 30 – 70 members who are or who have family members with serious mental illness. There is one individual who volunteers her time, sends out a monthly mailer and attends meetings in Albany. Mrs. Ferratella asked do they receive funding from other sources? Dr. Anderson replied no.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO ALLOCATE \$500.00 TO THE NATIONAL ALLIANCE FOR THE MENTALLY ILL MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

C. Health Care Facility

1. **Occupancy** – Mr. McCarroll distributed the occupancy report. The occupancy during the month of May was at 92.87 percent which reflects a decrease in the number of referrals. Total occupancy year-to-date is 93.95 percent. Mr. Swackhamer asked how many beds are vacant? Mr. McCarroll replied we have five beds vacant.

2. **Contracts** – Mr. McCarroll requested authorization to enter into the following contracts at no cost to the County:

The first contract is with CHE Senior Psychological Services, P.C. to provide testing and treatment services to residents. This is funded by Medicare revenue and several other health care facilities are using them. We do use Mental Health and Dr. Khan comes for a half day each month to manage our psychotropic medications. With this contract, we will be able to bill directly to Medicare.

The second contract is with Leigh Peacock to provider barber services to residents. There is no cost to the facility as the residents pay for this service out of their personal accounts.

The final two contracts are with Daemen College and Corning Community College to provide field experience to physical therapy students and nursing students respectively. There is no cost to the facility. Mr. Ryan asked are background checks conducted? Mr. English replied the students that participate are nominated by their school and we supervise them when they are in clinical experience, but the faculty representative is the point of contact is there are any disciplinary issues. We don't require a background check for the students.

MOTION: APPROVING THE FOLLOWING CONTRACTS AT NO COST TO THE HEALTH CARE FACILITY: CHE SENIOR PSYCHOLOGICAL SERVICES, P.C. FOR TESTING AND TREATMENT SERVICES; LEIGH PEACOCK FOR BARBER SERVICES, DAEMEN COLLEGE FOR FIELD EXPERIENCE FOR PHYSICAL THERAPY STUDENTS AND CORNING COMMUNITY COLLEGE FOR NURSING STUDENTS MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

3. **Job Reclassification** – Mr. McCarroll requested authorization to reclassify a Grade V Housekeeper to a Grade 8 Supervisor for Housekeeping. He commented this position also spends about one-third of their time acting as purchasing agent for all departments in the facility with the exception of Dietary. Mrs. Smith commented that they did a desk audit and found the duties appropriate for a Supervisor. Mrs. Ferratella asked what is the annual salary? Mrs. Smith replied the salary will go from \$35,189.00 to \$35,879.00. Mr. McCarroll replied they do have the \$690.00 difference in their housekeeping budget.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A GRADE V HOUSEKEEPER TO A GRADE VIII SUPERVISOR OF HOUSEKEEPING IN THE HEALTH CARE FACILITY MADE BY MRS. FERRATELLA. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

4. **Computer Capital Purchase** – Mr. McCarroll commented they replace a certain number of computers each year and this year they would like to replace 6 computers. Ms. Lee requested authorization to

transfer \$5,542.00 from the Fiscal Department Major Equipment account to the Administration Computer Equipment account. She stated that will be deleting the fiscal time clock and the remaining software balance in their major equipment to help pay for the six computers. The cost per computer is \$855.26.00 and they are on State contract. Mrs. Ferratella asked how many computers do you have total in the facility? Ms. Lee replied 30. Mr. Swackhamer asked has this been approved by Mr. Peaslee? Ms. Lee replied yes.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$5,542.00 FROM THE FISCAL DEPARTMENT MAJOR EQUIPMENT LINE ITEM TO THE ADMINISTRATION COMPUTER EQUIPMENT LINE ITEM AND AMENDING THE MAJOR EQUIPMENT LIST TO REFLECT THE PURCHASE OF SIX DELL OPTIPLEX 580 COMPUTERS AT A COST OF \$855.26 EACH AND REMOVING THE FISCAL TIME CLOCK AND SOFTWARE MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Mr. Swackhamer asked how is the physical therapy department doing? Mr. McCarroll replied it is growing steadily.

D. Department of Social Services

1. **Impact of 2010 – 2011 Budget Proposal** – Ms. Muller stated that she is here to answer any questions the committee may have regarding the memo she sent out regarding the Flexible Fund for Family Services (FSSS). Mr. Ryan asked if she would be available to meet with him and Mrs. Ferratella on Monday, June 14th at 9:30 a.m.? She replied that would be fine. She stated that we are looking at a loss of \$600,000.00 from the flex fund and the Foster Care Block Grant is staying flat. Mr. Swackhamer asked what have you heard from other counties? Ms. Muller replied everyone is in the same boat. We are just trying to lobby to keep the money in. The State has drastically reduced our allocation.

E. Public Health Nursing Services

1. **Contracts** – Mrs. Fuerst informed the committee that Mr. Alger had approved contracts with Lee Moran and Ellen Langendorfer to provide Speech Pathology visits to our Home Care patients at a rate of \$75.00 per visit as well as a contract with Kelly Wojtkowiak to provide Physical Therapy visits at a rate of \$65.00 per visit. This was necessary as we had a list of patients waiting to receive those services.

F. Personnel

1. **Tuition Aid Request** – Mrs. Smith informed the committee that she received a request from Shelley Pierce, a Computer Systems Analyst in the Information Technology Department. She is taking two courses entitled “Leadership” and “Marketing for Managers” which will be applied toward her Master’s Degree in Management. Mrs. Smith recommended approving the reimbursement for the course entitled “Leadership” as that is relevant to her current job. She recommends disapproving the reimbursement for the course entitled “Marketing for Managers” as that is not job related.

MOTION: APPROVING THE TUITION AID REQUEST FOR SHELLEY PIERCE, COMPUTER SYSTEMS ANALYST IN THE INFORMATION TECHNOLOGY DEPARTMENT TO TAKE ONE COURSE ENTITLED “LEADERSHIP” AND DENYING THE REIMBURSEMENT REQUEST FOR THE COURSE ENTITLED “MARKETING FOR MANAGERS” MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

IV. OTHER BUSINESS

1. **Setting the Date of the July Meeting** – Mr. Alger stated that due to the 4th of July Holiday, he is recommending setting the date of July meeting for Monday, July 12, 2010 at 1:30 p.m.

MOTION: SETTING THE DATE OF THE JULY MEETING FOR MONDAY, JULY 12, 2010 AT 1:30 P.M. MADE BY MRS. FERRATELLA. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

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 MRS. FERRATELLA. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

****PLEASE NOTE CHANGE** NEXT MEETING SCHEDULED FOR **PLEASE NOTE CHANGE**
Monday, July 12, 2010
1:30 p.m.**

**Please send agenda items to the
Clerk of the Legislature's Office
NO LATER THAN NOON
Monday, July 5, 2010.**

STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

Monday, July 12, 2010

1:30 p.m.

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

****MINUTES****

COMMITTEE:	Thomas J. Ryan, Chair Philip A. Palmesano	Randolph J. Weaver, Vice Chair Gary D. Swackhamer	Carol A. Ferratella
STAFF:	Mark R. Alger Gary Pruyne Lise Reynolds Diane Kiff Frederick H. Ahrens, Jr. Dan McRae	Jack Wheeler Teresa Deninger Kathryn Muller Robert W. Anderson, Ph.D. David English	Linda Tetor Lisa Baker Chris Congdon James Gleason David McCarroll
LEGISLATORS:	Patrick F. Donnelly	Gary B. Roush	

I. CALL TO ORDER

Mr. Ryan called the meeting to order at 1:30 p.m. and asked Mr. Palmesano to lead the Pledge of Allegiance.

Mr. Ryan commented that the Legislature received a memo from Mr. Alger stating the State has made reductions in funding to the Department of Social Services, Early Intervention, Special Children's Services and Public Health & Nursing Services.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JUNE 7, 2010 MEETING MADE BY MR. WEAVER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. OFA/RSVP

1. **State Budget** – Mrs. Tetor informed the committee that their in-home care services program funding was cut, but they had anticipated that. The Home-Delivered Meals Program and SNAP have been reduced and they are working with ProAction to come up with a plan. Transportation is funded by both State and Federal and we will be seeing a reduction in State funding. We are working with Faith-In-Action and Steuben Coordinated Transportation. Mrs. Tetor distributed an overview of their programs and services.

Mr. Swackhamer asked are you working on a "Plan B" for when your programs get cut? Mrs. Tetor replied yes. We did lose our member items. The Advisory Council has a savings account for Project CARE which should last approximately three years. The Trust In The Lives of Older Women Program will be funded through October and we have to see if we can get grants. If not, then that program will end. The Steuben Senior Services Fund will provide funding for the EISEP Program. We do have a waiting list for that program and we are working to find additional funding.

Mrs. Ferratella asked Mrs. Tetor to explain the software demonstrations. Mrs. Tetor explained many of the agencies that we subcontract with do not have computer systems. We do the data entry for the number of miles and hours that are served. What we are hoping with this software system is that ProAction would be able to have

this system and do the data entry and look at a way for them to send that data to us. With our Corning Meals on Wheels Program we have been trying to go to an internet-based program.

B. Special Children's Services

1. **Contracts** – Ms. Kiff requested authorization to enter into contracts with Family Service Society to provide social work services for Early Intervention and Dyan L. Preston, Special Instructor, for Early Intervention.

MOTION: AUTHORIZING SPECIAL CHILDREN'S SERVICES TO ENTER INTO CONTRACTS WITH FAMILY SERVICE SOCIETY FOR SOCIAL WORK SERVICES FOR PRESCHOOL AND DYAN L. PRESTON, SPECIAL INSTRUCTOR, FOR EARLY INTERVENTION MADE BY MR. SWACKHAMER. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Public Health & Nursing Services

1. **Contract** – Ms. Congdon informed the committee that there is now a requirement by the Centers for Medicare and Medicaid Services to do patient satisfaction surveys and to have the results of those posted on the federal web site. She requested authorization to enter into a contract with Deyta to send out patient satisfaction surveys and post the results on the federal web site. The cost per year is \$4,100.00.

MOTION: AUTHORIZING PUBLIC HEALTH & NURSING SERVICES TO ENTER INTO A CONTRACT WITH DEYTA TO SEND OUT PATIENT SATISFACTION SURVEYS AND POST THE RESULTS ON THE FEDERAL WEB SITE FOR \$4,100.00 ANNUALLY MADE MRS. FERRATELLA. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Youth Bureau

1. **Contract** – Mr. Pruyne requested authorization to enter into a six-month agreement with Jim Gallagher of Bath to be the Compeer Consultant. The contract will run from August 1, 2010 – December 31, 2010 and the amount will be \$8,000.00. Discussion followed.

Dr. Anderson commented the Compeer mission is to provide appropriate social interactions for individuals diagnosed with mental illness.

MOTION: AUTHORIZING THE YOUTH BUREAU TO CONTRACT WITH JIM GALLAGHER OF BATH AS THE STEUBEN COUNTY COMPEER CONSULTANT FROM AUGUST 1, 2010 THROUGH DECEMBER 31, 2010 FOR A COST OF \$8,000.00 MADE BY MR. PALMESANO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Insurance Waiver** – Mr. Pruyne requested authorization to waive the insurance requirements for the Compeer Consultant, Jim Gallagher.

MOTION: WAIVING THE INSURANCE REQUIREMENT FOR JIM GALLAGHER AS COMPEER CONSULTANT MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Tyrtle Beach Fundraiser** – Mr. Pruyne distributed a handout depicting the donation history as well as a list of the agencies who receive the funding. In 2010 they raised \$30,644.00.

4. **Retirement** – Mr. Pruyne announced that he will be retiring September 14, 2010. It has been a pleasure serving the people of the County.

E. Health Care Facility

1. **Occupancy** – Mr. McCarroll distributed the occupancy report for review. Occupancy was at 95.05 percent for June.

2. **Contracts** – Mr. McCarroll requested authorization to renew their contract with Emergency Power Systems for the annual maintenance of the two generators. The cost is \$1,950.00 annually.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO RENEW THEIR CONTRACT WITH EMERGENCY POWER SYSTEMS FOR THE ANNUAL MAINTENANCE OF THE TWO GENERATORS AT A COST OF \$1,950.00 ANNUALLY MADE BY MR. WEAVER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. McCarroll stated that they have been contracting with BOCES to provide temporary therapists. Previously the cost was \$55.00 per hour including travel time and now that rate has increased to \$65.00. He requested authorization to contract with BOCES. This is another source of revenue for the facility. Mr. Swackhamer asked how much revenue does this generate annually? Mr. McCarroll replied between \$7,000.00 - \$10,000.00.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO CONTINUE THEIR CONTRACT WITH BOCES TO PROVIDE TEMPORARY THERAPISTS AT A RATE OF \$65.00 PER HOUR INCLUDING TRAVEL TIME TO AND FROM MADE BY MR. SWACKHAMER. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **NYS Cash Receipt Assessment** – Mr. McCarroll informed the committee that for now, this has been put on the back burner. This means that the proposed 1 percent increase has temporarily gone away.

F. Department of Social Services

1. **Caseload Statistics** – Ms. Baker reviewed the caseload statistics with the committee. She stated that they have seen an increase in the cash assistance caseloads as well as Food Stamps. Medicaid caseloads have increased due to the change in regulations and ease of applying. We also are seeing increases in Family Health Plus. As of April 1, 2010 individuals are allowed to mail in their applications. As a result we are seeing more incomplete applications. Our staff are processing 25 – 30 applications per day. Mr. Ryan asked is there something we could do to make that number smaller? Ms. Baker replied we have a facilitator that reviews and completes the applications. There is no longer a requirement to meet with people, but we will meet with the facilitator to see if they could review this. Mrs. Ferratella asked where do individuals get the applications? Ms. Baker replied they can do them online, have them mailed to them or they can come in person and pick one up. They have to mail in the applications once they are completed.

Mr. Ryan asked with regard to the benefit cards, are there checks and balances? Do you tell them what the card is used for? Ms. Baker replied yes. Mr. Ryan asked can they use the card for purchases other than food? Mr. Weaver replied they can use the card to purchase food and to access medical care. Ms. Baker explained we front load the cards for cash and food stamps assistance. For Medicaid, we have a lot of checks and balances and we check to see if there is abuse of the card. Ms. Muller stated when we get reports that vendors are allowing liquor or cigarettes to be rung up, then we do an investigation.

Mr. Ryan asked with your caseloads going up and being shorthanded, do you have enough people in the Fraud Unit to do investigations? Ms. Muller replied we will have two vacancies, but we are still maintaining our workload at this point. We contract with the Sheriff's Department to do criminal investigations.

Ms. Baker stated with regard to the Employment Unit, one of our crew leaders left in June. We have seen an increase in jobs, however, we are also seeing more people who are not complying.

Ms. Deninger reviewed the Services Division report. For the month of June in the Child Protective Unit we had 191 investigations and typically we average 150 per month. We had 125 children in care at the end of the second quarter. We had one adoption finalized in June with four others being freed for adoption.

Mr. Swackhamer asked what is your projection for the budget? Ms. Reynolds replied it looks like we will be in the black. Our biggest concern is the number of children in care and their level of need, as that is primarily the

local share. She reminded the committee that while the adoption number is wonderful, we still continue to pay. Safety Net has increased and our projection is \$3 million. Mr. Swackhamer asked do you have the number of cases? Ms. Muller replied we have 85 cases that have timed out and our total potential cases is 301.

2. **State Budget** – Ms. Reynolds stated that we are looking at a \$400,000.00 cut in our FFFS. The Foster Care Block Grant remains relatively flat. We did see a loss of \$90,000 in the Detention Prevention Program. Our Food Stamps Employment/Training program is based on the caseload we currently have and that was cut \$45,000.00. We are asking for that funding to be restored. The Child Welfare Fund saw a \$60,000.00 cut and the reimbursement is now at 62 percent. We are hoping that the Child Care Block Grant stays flat. Ms. Muller commented that we have not received our child care allocation.

Ms. Muller stated that last week they received a letter regarding the Child Care Block Grant and were informed that we would be awarded \$200,000. There are also new reporting requirements and that will create a rollover and not fix the problem. This allocation should have been given last September. We need to talk about this and plan, as she does not believe that this would be to our benefit to accept the grant.

Mr. Alger explained the shift we are seeing in the Department of Social Services is the result of pushing the property tax cap and that shift will be more than the property tax cap allows. It allows for 4 percent or 120 percent of the CPI, so we would be at 1 percent. This shift is more than that. They are telling you to eliminate all of your other programs if they put this cap in place. This is a ridiculous approach by the State.

Ms. Muller commented the State is proposing to take over the Medicaid Administration on a five-year plan. That will be a \$250,0000 personal services cost. There will be \$2 - \$2.5 million for other administrative costs that we spread countywide. We stand to lose those revenues. This will be five years down the road, but we need to think about how that will impact us. Mr. Alger stated the problem is that virtually all of the intakes we do are for Medicaid and that will continue but the State will not reimburse us for that. If we stopped, the residents would have to go to a regional center.

Ms. Muller stated we have been very aggressive to pay attention to how to reduce costs. Discussion followed.

G. Veterans' Service Agency

1. **Record Conversion Project** – Mr. McRae informed the committee that they had received a member item grant for \$12,850.00 to do our records conversion and we have until September 2011 to spend that money. The cost is more than the amount of the contract because during the course of the conversion, there were more records than had initially been estimated. He requested approval to amend their contract with AMCAD to reflect an increase in price to \$5,427.39.

MOTION: AUTHORIZING THE VETERAN'S SERVICE AGENCY TO AMEND THEIR CONTRACT WITH AMCAD FOR THE RECORDS CONVERSION PROJECT TO REFLECT AN INCREASE IN PRICE TO \$5,427.39 DUE TO AN INCREASE IN THE ACTUAL NUMBER OF RECORDS CONVERTED MADE BY MR. WEAVER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

Respectfully Submitted by: Amanda L. Chapman, Senior Stenographer, Steuben County Legislature

NEXT MEETING SCHEDULED FOR

Monday, August 2, 2010

1:30 p.m.

**Please send agenda items to the
Clerk of the Legislature's Office**

NO LATER THAN NOON

Monday, July 26, 2010.

STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

Monday, August 2, 2010

1:30 p.m.

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

****MINUTES****

COMMITTEE: Thomas J. Ryan, Chair Randolph J. Weaver, Vice Chair Carol A. Ferratella
Philip A. Palmesano Gary D. Swackhamer

STAFF: Mark R. Alger Jack Wheeler Vicki Fuerst
Chris Congdon Linda Tetor David McCarroll
Stacey Lee Henry Chapman, Psy.D. David English

LEGISLATORS: Patrick F. Donnelly Gary Roush

OTHERS: Mary Perham, *The Leader*

I. CALL TO ORDER

Mr. Ryan called the meeting to order and asked Mr. Roush to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JULY 12, 2010 MEETING MADE BY MRS. FERRATELLA. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. OFA/RSVP

1. **EISEP Program** – Mrs. Tetor distributed a fact sheet regarding the EISEP Program. Older people want to stay home as long as they can and this program allows them to do that. This program provides Non-Medical In-Home Services, Case Management, Respite and Ancillary Services. The largest group and fastest growing group are those individuals 85 years and older.

B. Health Care Facility

1. **Occupancy** – Mr. McCarroll reported occupancy for the month of July was at 93.55 percent bringing the total occupancy year-to-date to 94.05 percent.

Mr. Ryan asked did the new Medicaid reimbursement rule have an effect on the occupancy? Ms. Lee replied it did not affect anyone this month. We are trying to determine what month this will roll back to. This new rule refers to the available days someone has when they leave the building. We are now required to hold their bed for 14 days per year. What this means is that we are required to hold their bed; however, Medicaid will only pay for a total of 14 days. Discussion followed.

2. **Contract Renewals** – Mr. McCarroll requested authorization to renew their contract with Southern Tier Hospice which is at no cost to the County. He also requested authorization to renew their contract with SUNY Alfred for clinical field work for nursing students at no cost to the County. Mr. Swackhamer asked how many students are there? Mr. McCarroll replied they typically have 15 students.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO RENEW THEIR CONTRACTS WITH SOUTHERN TIER HOSPICE, WITH NO COUNTY COST, AND WITH SUNY ALFRED FOR CLINICAL FIELD WORK FOR NURSING STUDENTS AT NO COST TO THE COUNTY MADE BY MR. WEAVER. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **New Contract** – Mr. McCarroll requested authorization to enter into a contract with a clearinghouse to help make our billing happen more quickly. The name of the clearinghouse is Gateway EDI. We will be able to submit our claims electronically so we will see a savings in labor and that will more than pay for the \$36.00 per month fee.

Mr. Weaver asked do they have a reconciliation package? Ms. Lee replied yes. They will show us what the allowance is, etc. If a bill is rejected, a note will pop up on the screen. The \$36.00 per month fee will allow us to submit up to 100 claims per month. In April we submitted 56 claims and in June we had 41 claims.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO ENTER INTO A NEW CONTRACT WITH GATEWAY EDI FOR CLEARINGHOUSE BILLING SERVICES AT A RATE OF \$36.00 PER MONTH MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Office of Community Services

1. **Budget Adjustment** – Dr. Chapman requested authorization to transfer \$1,500.00 received from the Department of Social Services to the Small Equipment line item to purchase a PowerPoint Projector. This project will be used primarily for staff training.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO ACCEPT \$1,500.00 FROM THE DEPARTMENT OF SOCIAL SERVICES AND TRANSFER THAT AMOUNT TO THEIR SMALL EQUIPMENT LINE ITEM TO PURCHASE A POWERPOINT PROJECTOR AND ADDING THE POWERPOINT PROJECTOR TO THEIR SMALL EQUIPMENT LIST MADE BY MRS. FERRATELLA. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Public Health & Nursing Services

1. **New Contract** – Mrs. Fuerst requested authorization to enter into a new contract with Chris Donegan to provide Physical Therapy Services. The rate is \$65.00 per visit and \$45.00 per hour in-services.

MOTION: AUTHORIZING PUBLIC HEALTH & NURSING SERVICES TO ENTER INTO A CONTRACT WITH CHRIS DONEGAN TO PROVIDE PHYSICAL THERAPY SERVICES AT A RATE OF \$65.00 PER VISIT AND \$45.00 PER HOUR IN-SERVICES MADE BY MR. WEAVER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

IV. OTHER BUSINESS

A. September Meeting Date – Due to the Labor Day Holiday, the committee agreed to move the September meeting to Monday, September 13, 2010 and changed the time of the meeting to 1:00 p.m.

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. SWACKHAMER. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

MOTION: AUTHORIZING THE COUNTY ADMINISTRATOR TO ENTER INTO A CONTRACT WITH JAN & BEV'S FOR DIRECTOR SERVICES FOR PUBLIC HEALTH & NURSING SERVICES MADE BY MR. SWACKHAMER. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MR. PALMESANO. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by:

Amanda L. Chapman
Senior Stenographer
Steuben County Legislature

NEXT MEETING SCHEDULED FOR
****PLEASE NOTE CHANGE**Monday, October 4, 2010**PLEASE NOTE CHANGE****
1:00 p.m.

**Please send agenda items to the
Clerk of the Legislature's Office
NO LATER THAN NOON
Monday, September 27, 2010.**

STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

Monday, September 13, 2010

1:00 p.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE: Thomas J. Ryan, Chair Randolph J. Weaver, Vice Chair Carol A. Ferratella
Philip A. Palmesano Gary D. Swackhamer

STAFF: Mark R. Alger Diane Kiff Victoria Fuerst
Chris Congdon Henry Chapman, Psy.D. David McCarroll
Kathryn Muller Teresa Deninger Lise Reynolds
Nancy Smith Linda Tetor David English

LEGISLATORS: Patrick F. Donnelly Michael Hanna Gary B. Roush

OTHERS: Ristiina Wigg, Executive Director, Southern Tier Library System
Jenny Peer, Savona Free Library
Molly Tweddell, Wayland Free Library
Bob Scott, Wayland Free Library
Canisteo Library Trustee
Southern Tier Library System Trustee
Robin Foster, Executive Director, Family Service Society
Tricia Shirey, Corning Area Youth Center
Michele Mayer, Corning Area Youth Center
Mary Perham, *The Leader*

I. CALL TO ORDER

Mr. Ryan called the meeting to order at 1:00 p.m. and asked Mr. Swackhamer to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE AUGUST 2, 2010, AND AUGUST 23, 2010, MEETINGS MADE BY MR. WEAVER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. PRESENTATIONS

A. Southern Tier Library System

1. **2011 Funding Request** – Ristiina Wigg, Executive Director of the Southern Tier Library System, thanked the committee for their time. On behalf of all of the libraries, she thanked the Legislature for the 2010 funding in the amount of \$110,000. This year, in light of the fact that we recognize next year’s budget will be difficult, we are reducing our request to \$99,500. Libraries are important to the life of the community. We have 150 public access computers available throughout our library system and they are used heavily.

Jenny Peer, Savona Free Library, stated that the population in the Village of Savona is 800 residents and we are an economically disadvantaged community. During 2010, we have circulated 15,000 items, which is an increase of 20 percent over the last three years. We have a \$30,000 annual operating budget. Thank you for what you have done. Molly Tweddell, Wayland Free Library, stated the computer use at our library is amazing. We need to keep our libraries going and we hope you help us out again next year. Trustee, Canisteo Library, stated that the

libraries are more important than ever. We appreciate your help. Trustee, Southern Tier Library System, stated that she is a retired English teacher. There is a large gap between the students that have computers at home and those that do not. Your continued support can help to change that. Ms. Wigg stated thank you, we appreciate your consideration.

Mr. Weaver asked do most of the libraries have Wi-Fi capabilities? Ms. Wigg replied yes, it is a big hit with the tourists that come into the area.

Mrs. Ferratella stated that she would like to commend the Southern Tier Library System for reducing their request to the County and towns. It is very much appreciated this year.

Mr. Ryan commented that he is in favor of supporting the libraries. There are a certain core of things we need to do as Legislators with regard to education and healthcare.

Mr. Swackhamer asked what was the fuss about in Arkport? He heard that the Southern Tier Library System was going in the back door and putting something on their school budget vote. Ms. Wigg replied there was a failure of communication and she takes full responsibility for that. Mr. Swackhamer commented that he thinks what happened is terrible.

Ms. Wigg stated we have a Reading Center in Arkport and that is one of five in the region. The other four Reading Centers get support from the local school districts. Mr. Swackhamer asked what was your reasoning for not talking directly with the school district? Ms. Wigg replied she did speak with the school district and also spoke to the Village Mayor. There was a time limit to put an item on the budget ballot and that timeframe is set by the District. The City of Hornell put a proposition on the Arkport ballot. The Village of Arkport would have benefited from funding going to the Reading Center, as well as Hornell. There was a separate vote in North Hornell.

Mr. Swackhamer asked how we, as Legislators who represent the public, can go against them. Our constituents are telling us no more taxes. They voted the proposition down. How can I vote for this library system when the people in the City of Hornell voted no? That is what we are up against. Keeping people in their homes is the most important thing. There are 50 – 100 people who lost their homes because they were unable to pay their property taxes. We have to look everything over very carefully and if we lose the libraries, it is not life and death. This is what it is coming down to. Mr. Swackhamer stated that he is not in favor at this point.

Ms. Wigg stated that she agrees that these are tough times. In the last five years, every public vote has passed, except for Arkport and Hornell, including this year. People are streaming into the libraries to look for jobs and more and more they are being required to fill out on-line applications. Mr. Swackhamer asked how many people who don't pay taxes in the County are using the libraries? Ms. Wigg replied they don't keep track of those numbers. Mr. Swackhamer stated in the City of Hornell, residents are paying taxes three times; school, city and County taxes. Discussion followed.

B. Corning Area Youth Center

1. **Overview of Program** – Robin Foster, Executive Director of Family Service Society, introduced Tricia Shirey of the Corning Area Youth Center and Michele Mayer, Program Director for the Corning Area Youth Center. Ms. Foster stated that the Family Service Society is the oldest not-for-profit, human service organization in Steuben County. Ms. Shirey gave a brief overview of the services the Corning Area Youth Center provides. These include homework help, meals and other activities.

Mr. Hanna asked how are you funded? Ms. Foster replied the Department of Social Services has been very kind with their 65/35 funding and we also receive \$15,000 from the Office of Children and Family Services, which is passed through the Youth Bureau. We receive 31 percent of our funding from the United Way of the Southern Tier and the remainder comes in the form of small grants and donations. She stated they also do six fundraising events each year. Our annual budget is \$200,000.

Ms. Mayer stated that in 2009 we served 16,871 meals and snacks. As of August 31, 2010 we have served 9,605 meals and snacks. We hear from the parents that the meals program is a major help to them. Our meals program has to meet the nutritional guidelines of the New York State Department of Health. We also check with our families to make sure they know where the food pantries are and to see if they need help in other areas. Discussion followed.

IV. DEPARTMENTAL REPORTS/REQUESTS

A. OFA/RSVP

1. **Home-Delivered Meals Program** – Mrs. Tetor distributed an information sheet regarding the Home-Delivered Meals program. We contract with ProAction and Corning Meals on Wheels. The budget for this program is \$697,362 which includes funding from the Corning Meals on Wheels Program. The County portion is \$80,036 this year. Approximately 50 percent of the individuals using this program fall below 150 percent of the poverty level. Individuals do not need to be home-bound, but they have to be unable to prepare or purchase food in order to cook.

Mr. Swackhamer asked do you receive donations from families? Mrs. Tetor replied individuals make donations, as well as the families. We suggest a donation of \$2.50 per meal. In many cases we do send letters to the families asking for a donation. Approximately \$200,000 is received from client donations.

Mr. Donnelly commented that a lot of these individuals would not be able to stay at home and would have to be in the Health Care Facility at a much greater expense to the County.

B. Special Children's Services

1. **Contracts** – Ms. Kiff presented contracts for approval for Preschool and Early Intervention. She stated that we are only responsible for children living in Steuben County. The school districts have a list of all of the providers and they contact the providers as needed.

MOTION: APPROVING THE FOLLOWING CONTRACTS FOR SPECIAL CHILDREN'S SERVICES: GREAT EXPECTATIONS PHYSICAL, OCCUPATIONAL AND SPEECH THERAPY, PLLC, AT A RATE OF \$63.00 PER SESSION FOR EARLY INTERVENTION AND \$65.00 PER SESSION FOR PRESCHOOL; CLINICAL ASSOCIATES OF THE FINGER LAKES FOR PRESCHOOL EVALUATIONS AT A RATE OF \$242.00 (PSYCHOLOGICAL EVALUATION), \$144.00 (SOCIAL EVALUATION), AND \$165.00 (NON-PHYSICIAN EVALUATION); PAMELA SONNEFELD, SPECIAL INSTRUCTOR, EARLY INTERVENTION AT A RATE OF \$63.00 PER SESSION AND LAURA KORALEWSKI, OCCUPATIONAL THERAPY, PRESCHOOL AT A RATE OF \$65.00 PER SESSION MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Public Health & Nursing Services

1. **Contracts** – Mrs. Fuerst presented contractors for approval for physical, occupational and speech therapy, as well as for a Director of Public Health Nursing.

MOTION: APPROVING THE FOLLOWING CONTRACTS FOR PUBLIC HEALTH & NURSING SERVICES: SANDRA SKOLNY, PHYSICAL THERAPIST AT A RATE OF \$67.50 PER VISIT AND \$45.00 PER HOUR INSERVICE; GREAT EXPECTATIONS, PHYSICAL THERAPY AT A RATE OF \$65.00 PER VISIT AND \$45.00 PER HOUR INSERVICE; SPEECH THERAPY AT A RATE OF \$75.00 PER VISIT AND \$60.00 PER HOUR INSERVICE AND OCCUPATIONAL THERAPY AT A RATE OF \$63.00 PER VISIT, AND \$45.00 PER HOUR INSERVICE; AND JAN & BEV'S HOME CARE FOR DIRECTOR OF NURSING AT A RATE OF \$49.50 PER HOUR, \$3.50 PER HOUR ONCALL AND \$.45 PER MILE MADE BY MR. WEAVER. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Office of Community Services

1. **Budget Transfers** – Dr. Chapman requested authorization to transfer a total of \$72,500 between various contracted labor line items due to program shifts.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO TRANSFER \$37,500.00 FROM ACCT. #425000.5.444000 AND \$35,000.00.00 FROM ACCT. #431000.5.444000 AND APPROPRIATING \$35,000.00 TO ACCT. #432000.5.444000, \$35,000.00 TO ACCT. #433100.5.444000 AND \$2,500.00 TO ACCT. #425700.5.444000 MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Dr. Chapman explained one of their employees resigned and he would like authorization to transfer the salary and fringe for that position into the Contracted Labor line item.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO TRANSFER \$60,000.00 FROM THE SALARY AND FRINGE BENEFITS LINE ITEMS AND APPROPRIATE TO THE CONTRACTED LABOR LINE ITEM MADE BY MRS. FERRATELLA. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Dr. Chapman informed the committee that their Fiscal Officer has made some changes with regard to how the money for rent is allocated. He requested authorization to transfer a total of \$49,000.00 within the rental line items.

MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO TRANSFER AND APPROPRIATE \$49,000.00 WITHIN THE RENTAL EXPENSES LINE ITEMS MADE BY MR. WEAVER. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. SWACKHAMER ABSENT FOR VOTE)

E. Department of Social Services

1. **Caseload Statistics** – Ms. Muller distributed and reviewed the caseload statistics with the committee. She stated that for the period August 2009 – August 2010 the assistance caseloads have increased by 64 cases. During July and August we did see a decrease in the Safety Net Caseload, which could be due to cases being sanctioned for non-compliance. Food Stamps and Medicaid cases are up 1,500 cases over the same time period last year. Mr. Weaver asked is that due to the layoffs at Alstom? Ms. Muller replied mostly it is the result of the State opening up the eligibility requirements. Ms. Muller stated that they are average 30 – 35 walk in's per day. Mr. Ryan asked are those individuals from outside the County? Ms. Muller replied we have a number of people who came from different counties and states. If they present as homeless, we have to help them. We do track them so that individuals cannot apply for benefits from two places.

Ms. Muller stated that the four Mobile Work crews are operational. In June we had 1,500 individuals eligible to participate and of those, 1,100 were exempt. Mr. Weaver commented we always hear about the individuals who are sanctioned for not showing, but he wanted to point out that there are people who are very excited for this opportunity. Mrs. Ferratella stated that there has been some great work from the mobile work crews.

Ms. Muller reviewed the Services Division report. The Child Protective Unit has seen an increase in abuse reports over the last year. We saw an increase of 23 reports and 56 open investigations for the period August 2009 – August 2010. We currently have 122 children in care. The children we are seeing are requiring more care and our costs are higher. This year we have done three adoptions.

Ms. Muller reviewed the Adult Services Division. They are up 48 cases. We are seeing some pretty unsettling cases of abuse of the elderly.

Ms. Muller reviewed the fiscal report. At year end we will be in the black. With regard to Daycare, we did get our allocation a couple of weeks ago and received an additional \$700,000. The difficulty in daycare is it takes quite a bit to ramp up expenses after you have cut them back. Now we have to ramp up in order to utilize this funding. We need to submit a plan to the State to change the eligibility requirements, which we have done. Then we need to get information out to the press and wait for public comment. That process will take more than the six

weeks that we have available to utilize this funding. Our concern is that next year they will cut us because we will have rolled-over the funding and then we will have to close cases again.

Ms. Muller stated their Medicaid budget will increase next year to \$18 million. In the TANF program we are projecting \$2.6 million in expenses, which is about the same as last year. Last year included \$700,000 that we received for the back to school benefit. The Foster Care/Adoption budget is seeing an increase in cost as we have a number of children in care. We are also seeing a decline in the number of children eligible to receive 4E Federal funding. We will most likely go over budget and will need to transfer money from our JD/PINS budget. Right now we are predicting that we will go over by \$300,000. We have a budget line for OCFS Child Placements and currently have one child in care.

Ms. Muller stated with regard to the Safety Net budget we are projecting costs at \$3 million for this year. Last year the cost was \$2.7 million.

Mr. Swackhamer asked will you have enough money in the JD/PINS budget to move over to Foster Care? Ms. Muller replied yes. Mr. Hanna asked with regard to Child Protective, what kinds of services are involved? Ms. Muller explained we try to keep families together and if there is imminent danger to the child, we will remove the child and place them into foster care if we cannot find family placement. We put services in the home with the family to help them work towards reunification and they have a period of 18 months to do this, otherwise we terminate parental rights and search for a permanent home for the child. Mr. Hanna asked how costly is foster care? Ms. Muller replied it depends upon the level of the case. Straight placements are less expensive. If a child needs to be placed in a residential treatment facility it could be anywhere between \$30,000 - \$100,000.

Ms. Muller stated that their year-end projection is that they will be \$500,000 in the black. Discussion followed.

F. Health Care Facility

1. **Occupancy** – Mr. McCarroll informed the committee that they were at 93.18 percent occupancy for the month of August, which brings their average total to 93.94 percent. Our goal is 95 percent occupancy.

2. **Contracts** – Mr. McCarroll requested authorization to enter into a contract with Genesee Community College for Physical Therapy Assistants. There is no cost to the County.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO CONTRACT WITH GENESEE COMMUNITY COLLEGE FOR PHYSICAL THERAPY ASSISTANTS AT NO COST TO THE COUNTY MADE BY MR. SWACKHAMER. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. PALMESANO ABSENT FOR VOTE)

Mr. McCarroll requested authorization to enter into a contract with Holly Davis, beautician. There is no cost to the County as the residents pay for this service.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO CONTRACT WITH HOLLY DAVIS FOR BEAUTICIAN SERVICES ON A FEE SCHEDULE BASIS, FEES TO BE PAID BY THE RESIDENTS, MADE BY MR. SWACKHAMER. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. PALMESANO ABSENT FOR VOTE)

Mr. McCarroll requested authorization to enter into a contract with Mark Smith, d/b/a Climate Engineering to provide diagnostic services for the HVAC system on an as needed basis at a rate of \$68.50 per hour.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO CONTRACT WITH MARK SMITH, D/B/A CLIMATE ENGINEERING FOR DIAGNOSTIC WORK FOR THE HVAC SYSTEM AT A RATE OF \$68.50 PER HOUR MADE BY MR. WEAVER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. PALMESANO ABSENT FOR VOTE)

Mr. McCarroll requested authorization to enter into a contract with American Health Care, Inc. for IV supplies for Medicare Part A and Medicare Part B. Part A is paid by the county and Part B is paid by the resident.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO CONTRACT WITH AMERICAN HEALTH CARE, INC. FOR IV SUPPLIES FOR MEDICARE PART A AND MEDICARE PART B MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. PALMESANO ABSENT FOR VOTE)

3. **Coffee Machine** – Mr. McCarroll informed the committee that their coffee vending machine is part of their vending service and has undergone multiple repairs. He requested authorization to purchase a refurbished coffee vending machine at a cost of \$3,965.00. On their major equipment list, this will be in lieu of purchasing additional dental equipment.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO PURCHASE A REFURBISHED COFFEE VENDING MACHINE AT A COST OF \$3,965.00 AND AMENDING THE MAJOR EQUIPMENT LIST TO REMOVE DENTAL EQUIPMENT AND ADD A COFFEE VENDING MACHINE MADE BY MR. WEAVER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. PALMESANO ABSENT FOR VOTE)

4. **Personnel** – Mr. McCarroll informed the committee that their maintenance person, who was a Grade VII, has retired. Mrs. Smith stated that they are looking to reclassify this position to a Delivery Person, which is a Grade V. The job duties are such that neither the Grade VII or Grade V is a perfect fit, but the position is doing more and more delivery. They will still be able to do some of the maintenance activities. She recommended reclassifying the Maintenance Position, Grade VII, to a Delivery Person Position, Grade V. There will be a savings of \$2,000 per year by reclassifying it to a Grade V.

MOTION: RECLASSIFYING A VACANT MAINTENANCE POSITION, GRADE VII, TO A DELIVERY PERSON, GRADE V, IN THE HEALTH CARE FACILITY MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. PALMESANO ABSENT FOR VOTE)

Mrs. Smith stated that the Health Care Facility currently has three Head Nurse positions and one Supervising Nurse position. Both titles are in the same grade and for the ease of moving positions; she would like to reclassify the Supervising Nurse position to a Head Nurse position.

Mr. Swackhamer stated there was a reason why we did that originally. Mrs. Smith stated that it was supposed to allow them to act more independently from the Director of Nursing. Having them all be the same title will allow us to give one less exam. Mr. McCarroll commented that they will still have the flexibility they need.

MOTION: AUTHORIZING THE RECLASSIFICATION OF ONE SUPERVISING HEAD NURSE POSITION, GRADE K TO A HEAD NURSE POSITION, GRADE K AT THE HEALTH CARE FACILITY MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. PALMESANO ABSENT FOR VOTE)

5. **Informational** – Mr. McCarroll informed the committee that they have been working with the Office of the Medicaid Inspector General with regard to duplicate Medicaid payments and that so far everything is working out fine.

V. OTHER BUSINESS

A. **Setting Regular Meeting Date/Time** – Mr. Ryan asked if there were any objections to continuing to hold the Human Services, Health & Education Committee meeting at 1:00 p.m. the first Monday of the month? The committee was in agreement.

MOTION: SETTING THE REGULAR MEETING DATE AND TIME FOR THE HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE FOR THE FIRST MONDAY OF EACH MONTH AT 1:00 P.M. MADE BY MR. WEAVER. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. PALMESANO ABSENT FOR VOTE)

MOTION: TO ADJOURN MADE BY MR. WEAVER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. PALMESANO ABSENT FOR VOTE)

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

NEXT MEETING SCHEDULED FOR

****PLEASE NOTE CHANGE**Monday, October 4, 2010**PLEASE NOTE CHANGE**
1:00 p.m.**

**Please send agenda items to the
Clerk of the Legislature's Office
NO LATER THAN NOON
Monday, September 27, 2010.**

STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

Monday, October 4, 2010

1:00 p.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE: Thomas J. Ryan, Chair Randolph J. Weaver, Vice Chair Carol A. Ferratella
Philip A. Palmesano Gary D. Swackhamer

STAFF: Mark R. Alger Jack Wheeler David McCarroll
Stacey Lee Kathryn Muller Teresa Deninger
Lisa Baker Lise Reynolds Nancy Smith
Robert Anderson, Ph.D.

LEGISLATORS: Patrick F. Donnelly Michael Hanna Joseph J. Hauryski
John S. Walsh

OTHERS: Mary Perham, *The Leader*

I. CALL TO ORDER

Mr. Ryan called the meeting to order at 1:00 p.m. and asked Ms. Perham to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE SEPTEMBER 13, 2010, MEETING MADE BY MR. WEAVER. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REPORTS/REQUESTS

A. Health Care Facility

1. **Occupancy** – Mr. McCarroll distributed the occupancy report for review. Occupancy for the month of September was at 94.79 percent, bringing the total year-to-day occupancy to 94.03 percent.

2. **Contracts** – Mr. McCarroll requested authorization to renew their contract with ADL Data Systems for one year. The rate is \$813.00 per month, which represents a five percent increase. This is the final year of a five-year contract.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO RENEW THEIR CONTRACT FOR ONE YEAR WITH ADL DATA SYSTEMS AT A RATE OF \$813.00 PER MONTH MADE BY MR. SWACKHAMER. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Swackhamer asked do you have anyone coming in and reviewing what the nurses are charting? Mr. McCarroll replied because of our documentation needs, we have sent our nurses to seminars and have also bought a software package to help with documentation. We are pretty strong in this area. In addition, we also do quality assurance audits that look at different aspects of care.

Mr. McCarroll requested authorization to renew their contract with the Bath VA. This is for the long-term care of veterans and they pay us the Medicare rate.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO RENEW THEIR CONTRACT WITH THE BATH VA FOR THE LONG-TERM CARE VETERANS AT THE MEDICARE RATE MADE BY MR. WEAVER. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. McCarroll requested authorization to renew their contract with Rochelle Davis, beautician at the same rates.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO RENEW THEIR CONTRACT WITH ROCHELLE DAVIS FOR BEAUTICIAN SERVICES AT THE SAME RATES MADE BY MRS. FERRATELLA. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Department of Social Services

1. **Furnace Bids** – Mr. Gleason informed the committee this is affiliated with the HEAP program and individuals have to meet income criteria and have issues with their furnace to be eligible. He recommended awarding on a line item basis to the low bidder.

Mr. Weaver asked how many furnaces are typically replaced? Mr. Gleason replied we had 140 requests for repairs/replacements and of those, 75 were replaced. They also do cleaning and testing of the furnaces. Ms. Muller explained HEAP (Home Energy Assistance Program) opens in November and closes in April and can be used for any type of heat; gas, oil, wood, propane, electric. This is a federally funded benefit. The state has not yet received the federal allocation and they are not allowing us to do our mailing. We expect to be inundated with applications when HEAP opens November 1st. Discussion followed.

MOTION: AWARDING THE FURNACE BID FOR THE HEAP PROGRAM ON A LINE ITEM BASIS TO THE FOLLOWING VENDORS: I.D. BOOTH, IRR SUPPLY, VINE CITY SUPPLY AND BLEVINS MADE BY MRS. FERRATELLA. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Caseload Statistics** – Ms. Muller reviewed the caseload statistics from the third quarter of last year to the third quarter of this year. Temporary Assistance cases are up 77. Our Food Stamps cases were down from August – September this year, which is the first time we have seen a decrease since April of 2008, but overall the numbers are still up.

Ms. Muller reviewed the report for the Mobile Work Program. We received a letter from the Corning Rotary Club thanking the mobile work crew for their work on the Veterans walkway in Corning.

Ms. Muller reviewed the report for the Services Division. They have had 182 hotline calls. She provided the committee with a breakdown of placement costs by category. The costs for a residential treatment center can vary by the facility. Therapeutic Foster Care costs \$73.62 - \$104.57 per day depending upon the age of the child. The costs are similar for County Foster Care. We also pay the tuition costs for a child's education while they are in care. If a child is in the care of the Office of Children and Family Services, in a State facility, we still pay for that cost. Currently we have one child in the care. The group home costs are paid through Medicaid.

Ms. Muller announced they will be celebrating Adoption Day on Friday, November 19, 2010. They hope to have 11 adoptions scheduled for that day and a reception will follow.

Ms. Muller informed the committee that they contract with Bonadio Group and they come in and do a review on self-employed Medicaid recipients. We have referred 127 cases to them and the review of those cases has been completed. Of those, 42 percent resulted in closure, withdrawal or someone not showing for that appointment. They have estimated an annualized savings of \$500,000. Of those original 127 cases, 19 percent did not require review.

3. **Budget Appropriations** – Ms. Muller informed the committee that they have received notification that they are receiving an additional allocation from the State for Child Protective Services. She

requested authorization to accept this funding and allocate to their Contract for Services line item. They will use this funding for per diem part-time help in the Child Protective Unit.

MOTION: AUTHORIZING THE DEPARTMENT OF SOCIAL SERVICES TO ACCEPT ADDITIONAL ENHANCED CHILD PROTECTIVE SERVICES FUNDING IN THE AMOUNT OF \$15,000.00 AND APPROPRIATING IT TO THEIR CONTRACT FOR SERVICES LINE ITEM MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Ms. Muller requested authorization to enter into an agreement with ProAction to continue the operation of the Corning Career Center. Corning Community College lost their Bridge funding which helped to fund the Corning Career Center. We send individuals to that center to receive job training. We currently contract with ProAction for similar services. We would like to come up with a plan to keep the Corning site operational.

Mrs. Ferratella asked how many people use the Career Center? Mr. Alger replied the Corning Career Center is the equivalent of what used to be the unemployment center. There are center in Hornell, Bath and Corning; essentially these are job centers that are offered through the Workforce Development Board. Our interest in the Attain Lab is that it is a tool to help the DSS clients and others to gain the skills necessary for employment. The Attain Lab is located in Corning. Discussion followed.

MOTION: AUTHORIZING THE DEPARTMENT OF SOCIAL SERVICES TO ENTER INTO A CONTRACT WITH PROACTION OF STEUBEN & YATES, INC., TO CONTINUE THE OPERATIONS OF THE CORNING CAREER CENTER AT A COST OF \$20,000 THROUGH THE MIDDLE OF 2011 MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Office of Community Services

1. **Clinic Restructuring Update** – Dr. Anderson informed the committee that the Office of Mental Health and the Office of Alcohol and Substance Abuse Services are changing the way they do Medicaid billing. For the Office of Mental Health(OMH), they refer to this as clinic restructuring. This process started October 1, 2010, and was originally supposed to start January 2008. The problem is the Federal government still has not approved what OMH is doing. They are changing the billing codes for Medicaid and we do not bill for straight services. Previously we only had one rate, regardless of who the client saw. The only difference in the rate was if they were seen in the Day Treatment Program. Now OMH has decided to give us a base rate of \$160.00. There is no more COPS, which previously was in place to allow us to provide treatment to the indigent and/or homeless. With the restructuring, there will now also be different rates for providers depending upon their level of expertise. For example, if a client sees the Psychiatrist, we will get two times the base for any visit 50 – 60 minutes in duration. If they see the Psychiatrist for 30 minutes, then we will only get the base rate. In the past, we were unable to bill for testing that the Psychologists do, and now we will be able to bill for that. Dr. Anderson stated the other good thing is that this allows us to bill for work that we do after hours and as outreach. The closer you can get with the family, the better you can effect change from the client. Now, we can get paid for going to the home and doing outreach. The downside of this restructuring is that we are losing State aid, but now are getting paid for certain services through Medicaid.

Mr. Swackhamer asked will this change help us or hurt us? Dr. Anderson replied it does help us. This will be worth approximately \$300,000 for us to do this, after everything balances out. Mr. Swackhamer asked will that apply toward 2010? Dr. Anderson replied yes. OMH has approved the restructuring and we have started with the new billing even though the Federal government has not approved it. He stated that he is very pessimistic, but at this point we are billing with the new codes and receiving payments at the old rate with the promise that when the Federal government approves the restructuring, that the State will make it right. This is truly a payment issue, not a billing issue. We will not know for two weeks what the result of our billings are.

Mr. Alger commented we have lost \$70,000 per month from April to now, which equals \$420,000. Mr. Weaver asked will this affect the Medicaid cap? Mr. Alger replied who knows. Everyone is doing it. Typically it is not

an issue. We would have to have reduced growth below 3 percent to affect the cap, so that probably is a non-issue.

Mr. Ryan asked are there any consequences to the County if we don't get paid? Mr. Alger replied we are changing the way we will bill the State. The new billing system has not been approved by the Federal government. If the Federal government approves it we will receive additional revenue each month. If they don't approve it, we will not be in any worse shape. Dr. Anderson commented it could be an issue of cash flow. Mr. Alger stated we are waiting to see when, and if, they will pay the additional amount.

Dr. Anderson stated the Office for Alcohol and Substance Abuse will be going through the same process and that will begin January 1, 2011. Our clinic is one of the most efficiently run as our costs per unit of service are really low. Our cost to provide a unit of service is \$135.00. We will start getting \$160.00 per unit of service. We are one of the few that stands to get a little extra. Our COPS rate was \$42.00. One of our neighboring counties COPS rate is \$182.00, so you can see what will happen to them when they go to \$160.00. The providers are being hit harder as many of them are not-for-profit and their base rate is set at \$120.00. Dr. Anderson stated that he thinks they are in a pretty good position to finish out the year as we budgeted.

MOTION TO ADJOURN MADE BY MRS. FERRATELLA. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Monday, November 1, 2010
1:00 p.m.**

**Please send agenda items to the
Clerk of the Legislature's Office
NO LATER THAN NOON
Monday, October 25, 2010.**

STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

Monday, November 1, 2010

1:00 p.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE:	Thomas J. Ryan, Chair Philip A. Palmesano	Randolph J. Weaver, Vice Chair Gary D. Swackhamer	Carol A. Ferratella
STAFF:	Mark R. Alger David McCarroll Lise Reynolds	Chris Congdon Stacey Lee	Diane Kiff Kathryn Muller
LEGISLATORS:	Patrick F. Donnelly Gary B. Roush	Michael Hanna	Joseph J. Hauryski

I. CALL TO ORDER

Mr. Ryan called the meeting to order and led the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE OCTOBER 4, 2010 MEETING MADE BY MR. WEAVER, SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (Mr. Palmesano and Mr. Swackhamer absent for vote.)

III. DEPARTMENTAL REPORTS/REQUESTS

A. Public Health & Nursing Services

1. **Flu Clinic** – Ms. Congdon announced that today they are doing the free employee mass flu clinic.
2. **Contracts** – Ms. Congdon informed the committee that Mr. Alger approved a new contract with Lisa Nicholson, Occupational Therapist for \$65.00 per visit and \$45.00 per hour inservice.

Ms. Congdon requested authorization to renew their grant contract for the Public Health Preparedness/Response for Bioterrorism through the Centers for Disease Control. The contract is for \$88,182 and runs from August 10, 2010 through August 9, 2011.

MOTION: AUTHORIZING PUBLIC HEALTH & NURSING SERVICES TO RENEW THEIR GRANT CONTRACT FOR THE PUBLIC HEALTH PREPAREDNESS/RESPONSE FOR BIOTERRORISM THROUGH THE CENTERS FOR DISEASE CONTROL FOR \$88,182.00 MADE BY MR. WEAVER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (Mr. Swackhamer absent for vote.)

B. Special Children's Services

1. **2011 Early Intervention Contracts** - Ms. Kiff requested authorization to renew their Early Intervention contracts for 2011. The rate for all contract is \$63.00 per session.

MOTION: AUTHORIZING SPECIAL CHILDREN'S SERVICES TO RENEW THEIR EARLY INTERVENTION CONTRACTS FOR 2011 WITH THE FOLLOWING PROVIDERS: PATRICIA ALGER, ALL COUNTY EDUCATIONAL SERVICES, ANNA AMRHEIN, ARNOT OGDEN MEDICAL CENTER, ASSOCIATION FOR THE BLIND & VISUALLY IMPAIRED, HEATHER AUSTIN, KATHRYN BAILEY, SUSAN BLANCHARD, EMILY BOWERS, BUILDING BLOCKS, TAMMIE BURLEW, CEREBRAL PALSY OF CHEMUNG, RENEE CARL, KIMBERLY CRAMER, MARY FOX, GREAT EXPECTATIONS, PLLC; BARBARA HISLOP, GRETCHEN JACOBS, KELLEY LOUTHAN, JODI MACHUGA, KEVIN MARK, DEANNA McMANNUS, MILLER ASSOCIATES, LEE MORAN, MORRISON THERAPEUTIC SERVICES, SANDRA MURPHY, LISA NICHOLSON, TARA OSBURN, WENDY OTT, SHEILA PALMITER, PEDIATRIC OT & PT, ROCHESTER HEARING & SPEECH, HEATHER SACKETT, JESSICA STALICA, STEPPINGSTONE AGENCY, STRONG CENTER FOR DISABILITIES, RONILYN SUNZERI, AMY THOMAS, DEBORAH ULBRIGHT, KATHRYN WILEY, KELLY ANN WOJTKOWIAK, MARLO WOODHOUSE AND YATES COUNTY ARC – KEUKA LAKE SCHOOL MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Health Care Facility

1. **Occupancy** – Mr. McCarroll distributed the occupancy report for review. For the month of October they were at 94.41 percent occupancy, bringing the year-to-date occupancy to 94.07 percent.
2. **Contract Renewals** – Mr. McCarroll requested authorization to renew contracts. He commented that the only increase was their contract with Sodexo and the management fee for that contract went from \$3,431.26 to \$3,524.19.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO RENEW THEIR CONTRACTS WITH THE FOLLOWING PROVIDERS: ALZHEIMER'S ASSOCIATION, REV. HOWARD ARMSTRONG, BATH AMBULANCE, DR. BRUCE BAXTER, COMPANION RADIO, FREED MAXICK & BATTAGLIA, HEALTH TRAC, IRA DAVENPORT MEMORIAL HOSPITAL, OMNICARE, RURAL/METRO, SODEXHO, SOUTHERN TIER FIRE EXTINGUISHER, SOUTHERN TIER HOSPICE & PALLIATIVE CARE, STEUBEN PODIATRY ASSOCIATION AND WEST FIRE SYSTEMS MADE BY MR. WEAVER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. McCarroll requested authorization to enter into a new contract with Keuka College for student field experience. This is at no cost to the County.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO ENTER INTO A CONTRACT WITH KEUKA COLLEGE FOR STUDENT FIELD EXPERIENCE AT NO COST TO THE COUNTY MADE BY MR. WEAVER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Room Rates** – Mr. McCarroll requested authorization to increase the room rates for a semi-private room from \$275.60 to \$286.20 and for a private room from \$286.20 to \$296.80. These new rates include the 6 percent New York State cash receipts assessment. We are required to give 30-days notice of the increase. He stated our rates are comparable to other facilities in the area. Ms. Lee commented that we always want to be above what Medicaid will give us as a rate. Currently the Medicaid rate is \$205.00 per day, Medicare is \$322.00 per day and BC/BS is \$225.00 per day. The new rates will be effective January 1, 2011.

MOTION: INCREASING THE RATES FOR SEMI-PRIVATE AND PRIVATE ROOMS AT THE HEALTH CARE FACILITY BY \$10.00 INCLUDING THE 6 PERCENT NEW YORK STATE CASH RECEIPTS ASSESSMENT MADE BY MR. WEAVER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

4. **Capital Purchase** – Mr. McCarroll requested authorization to purchase a computer for Laundry Service. He explained they have a labeling program they use to label residents' clothing. The cost for the

computer is \$583.49 and he requested authorization to transfer \$173.05 from the Dental Equipment line item to the Administration Computer Equipment line item to cover the cost.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER \$173.05 FROM ACCT. #453015.5.290000 DENTAL EQUIPMENT INTO ACCT. #453073.5.290020 ADMINISTRATION COMPUTER EQUIPMENT TO COVER THE COST TO PURCHASE A PC OPTIPLEX 580 DESKTOP SYSTEM FOR LAUNDRY SERVICES AT A COST OF \$583.49 AND ADDING TO THE MAJOR EQUIPMENT LIST MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

5. **Budget Transfer** – Ms. Lee requested authorization to transfer funds among various line items to cover overtime costs. The total amount of the transfer is \$25,000.00.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO TRANSFER A TOTAL OF \$25,000.00 AMONG VARIOUS LINE ITEMS TO COVER OVERTIME COSTS MADE BY MRS. FERRATELLA. SECONDED BY MR. PALMESANO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

6. **Medicaid Audit** – Mr. McCarroll informed the committee that they are currently undergoing an audit by the Office of the Medicaid Inspector General. We feel pretty confident that we will be okay and he will keep the committee posted. If the results of this audit are not favorable, we have an attorney that we will work with. The audit is covering the period of time from March 2006 through February 2010. The purpose of the audit is to find out if we got paid twice and did not give payments back; they are looking to see if we are billing the correct amounts and they are also looking at our bed holds, etc.

Mr. Hanna asked if the County owes money, where would that come from? Mr. Alger replied we would first look to the Enterprise Fund and then the Contingency Fund. Discussion followed.

7. **Base Year Audit** – Mr. McCarroll informed the committee that he received a letter from John Kropski stating that he was beginning the process of doing the base year audit and would be contacting either Mr. Alger or the Chairman of the Committee. Mr. Kropski will be on-site November 15, 2010 for a week to help us get our financial statements together.

D. Department of Social Services

1. **United Way Funding Request** – Ms. Muller informed the committee that they have received a request from the United Way for \$12,500.00 to support their CASH (Creating Assets, Savings and Hope) Program. This program is administered nationally by the Internal Revenue Service. The purpose of the program is to provide free income tax assistance to low- and moderate-income families with a focus on securing Earned Income and other tax credits. In 2009 they completed 3,700 returns and of those approximately 46 percent were for Steuben County residents.

Mr. Swackhamer asked in order to get tax returns done, do individuals have to meet a certain income? Ms. Muller replied there are income guidelines, although she is not sure exactly what they are. The United Way has over 100 volunteers with 73 doing actual tax preparation. Through this program, they brought in \$6 million in revenue to the County last year. Mr. Swackhamer asked does the Office for the Aging do some of this? Mr. Alger replied yes, they do tax returns for individuals 65 and older.

Mrs. Ferratella asked if the people who prepare the tax returns are volunteers, where are the expenses coming from? Ms. Muller replied they have identified salaries and fringe benefits, travel, equipment, supplies and a contract with the Institute for Human Services.

Mr. Swackhamer asked have we done this before? Ms. Muller replied no. In the past we have distributed the information to our clients. Mr. Swackhamer stated he is not in favor of this. We cannot take on any more programs.

Ms. Muller stated there are two options that we have for this year. We do have unused local money or we could use the Federal TANF flex fund. This request would support next year's program.

Mr. Palmesano asked would this be a one-time request or ongoing? Ms. Muller replied she didn't know. United Way's total budget for the CASH Program is \$150,000 and they receive an IRS grant for half of that.

Secretary's Note: Due to the lack of a motion, no action was taken.

2. **Collaborative Project with Office of Community Services** – Mr. Ryan commented in April, you and Dr. Anderson were going to meet and work on ways to increase revenue and combine services. Ms. Muller replied we met and came up with a plan, and between the two departments, we found that we could support several preventive programs that we applied in his budget for this year. Mr. Ryan commented that he would like to see the results of that and he asked that a report be given at the December committee meeting.

3. **Computerization of Department** – Mr. Hauryski commented that he is an advocate of technology and in the past you have indicated that the department is moving forward with computerization of records. How far along are you in that area? Ms. Muller replied we have received notification from the State to be part of a pilot program to convert our files. It will be done in small steps, but ultimately we will be imaging everything.

Mr. Hauryski asked from the time a client comes in, everything will go into the computer? Ms. Muller replied we are not there yet, but we are working toward that. It is a very costly process. Mr. Hauryski stated that investing money for a more efficient operation is what he is concerned with. Ms. Muller stated we are jumping on board with the State project as they are paying the upfront costs. We will be imaging all active files. We did do some barcoding for the Records Center. The rest of the project had been on hold while we were waiting for the State. The State will pay for two years of records to be taken out and imaged for us. We have been imaging our 4209 forms for HEAP and those are almost complete.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Monday, December 6, 2010
1:00 p.m.**

**Please send agenda items to the
Clerk of the Legislature's Office
NO LATER THAN NOON
Monday, November 29, 2010**

STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

Monday, December 6, 2010

1:00 p.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MINUTES****

COMMITTEE:	Thomas J. Ryan, Chair Gary D. Swackhamer	Randolph J. Weaver, Vice Chair	Carol A. Ferratella
STAFF:	Mark R. Alger Chris Congdon Kathryn Muller Mike Keane	Jack Wheeler Dave McCarroll Teresa Deninger Robert Anderson, Ph.D.	Vicki Fuerst Stacy Lee Lise Reynolds Nancy Smith
LEGISLATORS:	Michael Hanna	Gary B. Roush	
ABSENT:	Philip A. Palmesano		

I. CALL TO ORDER

Mr. Ryan called the meeting to order and asked Mr. Roush to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE NOVEMBER 1, 2010, MEETING MADE BY MRS. FERRATELLA. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. PRESENTATIONS

A. Rural Health Community Systems, Inc.

1. **10,000 Links** – Mr. Jones thanked the committee for the opportunity to share this project. He stated he is a paramedic and this program is an opportunity to let the community know that Sudden Cardiac Arrest can happen to anyone, anywhere and is a survivable medical emergency. Over 300 individuals in Steuben County are stricken with this medical emergency each year. Primarily the age group affected is individuals between the ages of 47 – 64. In partnership with the Rural Health Community Systems, we are attempting to impact that number. Response times can be long in rural areas and there is a chain of survival which includes Early Access 911, CPR, Defibrillation AED and Advanced Life Support. The purpose of this program is to strengthen the early CPR link.

Mr. Jones stated our goal is to train 10,000 Steuben County residents (10 percent of the population) in CPR over three years. We are partnering with the American Red Cross and the American Heart Association. The 10,000 Links in the Chain of Survival is educating the public that sudden cardiac is survivable, but care has to be started before the ambulance arrives. To accomplish this, 10,000 Links in the Chain of Survival is promoting CPR in all its forms from the certification classes to the “Chest Compressions Only”. In under an hour, EMS providers can teach the life saving “Chest Compressions Only”. Mr. Jones stated this is a grassroots project and we need your help to spread the word. He asked that the Legislators encourage the EMS providers in their districts to help promote the program.

Mr. Jones stated so far, in the eleven months of this program, we have trained 3,116 people and that number is continuing to grow. We have found a niche in the schools and have been teaching this to fifth and sixth graders.

Our ultimate goal is to have strong citizen involvement. He thanked the committee for allowing him to present this program. The important message is “Push Hard – Push Fast – Learn CPR”.

IV. DEPARTMENTAL REPORTS/REQUESTS

A. OFA/RSVP

1. **Software Upgrade** – Mr. Keane informed the committee that in 2004 they purchased the SAMS Software which they use to report their numbers to the State. This program has worked very well. It is a locally dependent system and only county employees can access this system. Our large subcontractors, ProAction, Corning Home Delivered Meals are unable to input their data and instead write it down and give it to our office to input. The other issue is that we are not able to do upgrades to the system unless Information Technology is involved.

Mr. Keane stated that he would like to upgrade to a web based version of the software. With the new software, upgrades could occur at anytime and would not require involvement by Information Technology. In addition, our large subcontractors such as ProAction and Corning Home Delivered Meals, would be able to input their data into the system. Normally, the cost for this system would be \$16,000, however, if we sign up by the end of 2010, we can get it for \$10,000. This is just for software and Information Technology has reviewed it. We do have money in the budget to pay for this.

MOTION: AUTHORIZING THE OFFICE FOR AGING TO UPGRADE THEIR SOFTWARE TO THE WEB-BASED VERSION FOR \$10,000.00 MADE BY MR. SWACKHAMER. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. Keane stated that our two largest subcontractors, ProAction and Corning Home Delivered Meals, would like to purchase this software. If they both purchase it, they would each pay \$10,000 for the license. With the County purchasing the license, both organizations could use it. Both organizations would pay us \$5,000 each for use of the license. Mr. Alger commented they are our contractors. He doesn't think it would be a problem to do this. They are the two primary home delivered meals agencies in the County. Mr. Keane commented that the United Way of the Southern Tier has also offered to fund it.

MOTION: AUTHORIZING THE OFFICE FOR THE AGING TO CONTRACT WITH PROACTION AND CORNING HOME DELIVERED MEALS TO ACCESS THE UPGRADE SOFTWARE AT A COST OF \$5,000 PER AGENCY MADE BY MR. WEAVER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Public Health & Nursing Services

1. **2011 Contracts** – Mrs. Fuerst commented that they have a new contract with Sibley's to provide Home Health Aides, LPN's, PCA's and Homemakers. We have worked with them in the past and they have been a little unreliable, but their price is lower and we will give them another try as we are in need of these services. It will add depth to our coverage. Additionally, we have several therapists that are the bread and butter of the agency and most of their rates have stayed the same, although the ones that have been with us for quite some time did receive \$1.00 per hour more. Our Aide and Contractual Nursing Services saw an increase of 2.5 percent and we added levels for Staffings and Jan & Bev's. There is also a 2.63 percent increase for the Human Service Development Public Health Emergency Coordinator, however the grant pays for her salary. We also have the contract with DEYTA to provide the patient satisfaction surveys that are now required by the federal government.

MOTION: APPROVING THE 2011 CONTRACT RENEWALS FOR PUBLIC HEALTH & NURSING SERVICES, INCLUDING A CONTRACT FOR SIBLEYS FOR AIDES AND CONTRACTUAL NURSING SERVICES AT A RATE OF \$17.00/HOUR FOR HOMEMAKER, \$18.50/HOUR FOR PCA, \$19.25/HOUR FOR HHA AND \$28.00/HOUR FOR LPN MADE BY MR. SWACKHAMER. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Flu Report** – Mr. Weaver asked what is the prognosis for the Flu? Mrs. Fuerst replied activity has been very quiet and our clinics have been quiet. There has been no increase in demand for the vaccine. Mr. Swackhamer asked are you seeing more people coming in for the Shingles vaccine? Mrs. Fuerst replied we have the vaccine. It is very expensive and a lot of insurance companies don't cover the cost. There are a lot of older people who are interested in getting this vaccine.

C. Office of Community Services

1. **2011 Contracts** – Dr. Anderson presented his 2011 contracts for review. He commented that he would like authorization to talk with Purchasing to look at rebidding cleaning services for 2011 as we are having difficulty with their performance.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO WORK WITH PURCHASING TO REBID THE CLEANING SERVICES CONTRACT FOR 2011 MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: APPROVING THE FOLLOWING 2011 CONTRACTS FOR THE OFFICE OF COMMUNITY SERVICES: ARBOR DEVELOPMENT – OMH - \$168,005.00, CATHOLIC CHARITIES – OMH - \$14,616.00, FINGER LAKES PARENT NETWORK - \$479,840.00, STEUBEN ARC - \$154,574.00, CATHOLIC CHARITIES – OASAS - \$237,129.00, FAMILY SERVICE SOCIETY - \$73,526.00, HORNELL CONCERN FOR YOUTH - \$109,143.00, KINSHIP FAMILY & YOUTH SERVICES - \$303,340.00, STEUBEN ARC – SHELTERED WORKSHOP - \$121,836.00, ARBOR DEVELOPMENT – HUD - \$430,284.00, DIAMIANO – FISCAL REPORTING - \$1,500.00 ANNUALLY PLUS MILEAGE, MACHUGA'S CONTRACTING - SNOW REMOVAL AT BATH OFFICE - \$150.00 PER PLOW, DAVID PARKS – SNOW REMOVAL AT HORNELL OFFICE - \$75.00 PER PLOW, THOMAS LANDSCAPING – SNOW REMOVAL AT CORNING OFFICE - \$40.00 PER PLOW, GLOBAL INDUSTRIES – CLEANING OFFICE LOCATIONS - \$1,990.00 PER MONTH, FIRE ALARM SERVICE TECHNOLOGY, INC. – FIRE ALARM MAINTENANCE - \$2,801.00 ANNUALLY, CATHOLIC CHARITIES – PART-TIME EMPLOYEES - \$110,000.00 ANNUALLY, CORNELL COOPERATIVE EXTENSION – PART-TIME EMPLOYEES - \$83,000.00 ANNUALLY, MEDLAB, INC. – DRUG SCREENS - \$15.00 PER 6-PANEL SCREEN, INSTITUTE FOR HUMAN SERVICES – CASE MANAGER - \$46,000.00 ANNUALLY, FAMILY SERVICES – TWO PART-TIME SOCIAL WORKERS - \$73,000.00 ANNUALLY, LOYOLA – DR. ALVES - \$41,200.00 ANNUALLY, PROACTION – SUMMER HELP - \$10,000.00 ANNUALLY, DR. KHAN – PSYCHIATRIST - \$292,590.00 ANNUALLY, ST. GREGORY S. HEALTH SERVICES – PART-TIME PSYCHIATRIST - \$32,000.00 ANNUALLY, DR. CHRISTENSON – PSYCHOLOGIST - \$60,000.00 ANNUALLY, YOUTH BUREAU – RENTAL CONTRACT - \$6,700.00 ANNUALLY, SIGN LANGUAGE SOLUTIONS – SIGN LANGUAGE SUPPORT - \$50.00 PER SERVICE, AND SCHINDLER ELEVATOR - \$195.96 PER MONTH MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Agency Update** – Dr. Anderson informed the committee that the COPS take back has been reduced from \$1.2 million to \$760,732.22. This is the payback for the years 2003 – 2005.

D. Department of Social Services

1. **Caseload Statistics** – Ms. Muller reviewed the caseload statistics with the committee. Everything has increased. Year-to-date compared with November of last year, we are up 77 cases for Assistance, 549 cases for Temporary Assistance and 627 for Medicaid. Our average daily walk-in's have increased 100. We are looking at approximately 1,100 people who will exhaust their unemployment benefits at the end of the year and another 2,000 in May 2011. HEAP is up almost 100 cases compared to last year. There were 9,700 applications last year for the HEAP season. Our caseloads are gradually increasing over the course of the year. The number of people who come in for one-time emergency help has increased dramatically. We are very concerned about the 1,100 individuals whose unemployment will run out.

Ms. Muller reviewed the Mobile Work Program. Mrs. Ferratella asked are they limited on what types of projects they can do over the winter? Ms. Muller replied no, the work crews are busy all year. This program is 50 percent federal funded and 50 percent local share.

Ms. Muller reviewed the services division caseloads. Our reports and investigations are up over last year. The last three months reports are the highest ever. Adoption Day was very successful and 9 children were adopted. They ranged in age from 1 ½ to 18 years.

Ms. Muller reviewed the fiscal report. The biggest change from the previous report is we now know what we are receiving from FMAP. We are receiving more than what we had anticipated, which is good. Overall we are within our budget, except for Foster Care. The concern for next year is the numbers for TANF and Safety Net as they will not get better.

2. **2011 Contracts** – Ms. Muller presented her 2011 contracts for review.

MOTION: APPROVING THE FOLLOWING 2011 CONTRACTS FOR THE DEPARTMENT OF SOCIAL SERVICES: MARYANN BRYANT – MANAGED CARE CONSULTANT - \$5,000.00, FIRE ALARM TECHNOLOGIES – DETENTION CENTER ALARM SERVICES - \$1,280.00, VIRDEE MEDICAL GROUP – DETENTION CENTER PHYSICALS - \$30.00 PER EXAM, BONADIO GROUP – ELIGIBILITY REVIEWS - \$150.00 PER HOUR, LABCORP. – PATERNITY TESTING - \$45.00 PER PERSON AND SHI INTERNATIONAL – K-CHECKS – \$4,000.00 MADE BY MRS. FERRATELLA. SECONDED BY MR. SWACKHAMER. MOTION CARRIES 3-0-1. (MR. WEAVER ABSTAINED)

Mr. Swackhamer asked what is K-checks? Ms. Muller replied under the Medicaid Corporate Compliance Plan for the County, we are making sure that professionals serving in Medicaid eligible services, are in good standing.

3. **Memorializing Resolutions** – Ms. Muller informed the committee that she is the Chair of the Housing Sub-Committee of the Natural Gas Task Force. She was charged with the writing of a resolution memorializing the State and Federal governments for additional housing funding for the County to deal with the effects of natural gas drilling on the availability and affordability of housing in the County. She commented that our housing emergencies have doubled since January 2010. We average 75 individuals per month that we provide temporary housing to and an extra 60 individuals who are evicted or have rental arrears. On average, we expend \$82,000.00 per month of local, state and federal tax dollars for services and administration. Once gas drilling resumes, we are concerned that housing costs will increase.

Mr. Hanna asked where do you find housing now? Ms. Muller replied we use hotels for temporary housing. When the drilling companies come in, they are filling up the hotels and motels. The landlords are doubling and tripling rents because the gas companies will pay it. The availability will be less and the concern is that the cost of what is available will be exorbitant. Mr. Alger commented once the housing crunch hits, they may develop gas communities. We have already seen it hit as a result from the impact in Pennsylvania. We will see an impact not only on rentals, but on housing in general. There will be a tighter market than what we currently have.

Mr. Hanna asked what are we going to do as a county? Are we going to build something? Ms. Muller replied the Health Care Facility has been discussed. We have a representative from Arbor Development on the committee. We haven't gotten into specifics yet. We would love to have your input if you would like to join us. Mr. Alger stated some companies will build buildings with the expectation that they will turn them into apartments or a hotel after they are done using it.

MOTION: MEMORIALIZING THE GOVERNOR AND NEW YORK STATE LEGISLATURE TO ASSIST STEUBEN COUNTY IN SECURING NEW YORK STATE HOUSING AND COMMUNITY RENEWAL (HCR) FUNDING TO ASSIST THE HOMELESS AND DISLOCATED INDIGENT MADE BY MR. WEAVER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

MOTION: MEMORIALIZING THE UNITED STATES PRESIDENT AND THE UNITED STATES CONGRESS TO ASSIST STEUBEN COUNTY IN SECURING UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (NYS – HUD) AND UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT (USDA – RURAL DEVELOPMENT) FUNDING TO ASSIST THE HOMELESS AND DISLOCATED INDIGENT MADE BY MR. WEAVER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

4. **Contract Extension** – Ms. Muller informed the committee that we are contracting with John Leyden, who retired. She requested a six-month extension of that contract to allow him to work with the new attorney, Jessica Drake, during the process of transition. The contract would be for no more than \$19,500.00.

MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO EXTEND THEIR CONTRACT WITH JOHN LEYDEN, ESQ., FOR SIX-MONTHS FOR NO MORE THAN \$19,500.00 TO ASSIST IN THE TRANSITION PROCESS MADE BY MRS. FERRATELLA. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

E. Health Care Facility

1. **Occupancy** – Mr. McCarroll distributed the occupancy report for review. The occupancy for November was 92.00 percent and year-to-date is 93.88 percent.

2. **Contracts**

a. *Renewals* – Mr. McCarroll requested authorization to renew their contract with Russell Phillips & Associates. They provide our emergency management training and fire training. This is a two-year contract and the cost is \$1,650.00.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO RENEW THEIR CONTRACT WITH RUSSELL PHILLIPS & ASSOCIATIONS FOR EMERGENCY MANAGEMENT TRAINING AND FIRE TRAINING AT A COST OF \$1,650.00 MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

b. *New Contracts* – Mr. McCarroll requested authorization to enter into a new contract with Care to Learn. This would allow our CNA's, and LPN's to access training through the internet at any time. He would like permission to try this and if it is not working we can opt out after thirty days. The cost is \$203.00 per month.

MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO ENTER INTO A NEW CONTRACT WITH CARE TO LEARN FOR INTERNET TRAINING FOR CNA'S AND LPN'S AT A RATE OF \$203.00 PER MONTH MADE BY MR. WEAVER. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **DOH Survey** – Mr. McCarroll informed the committee that during our recent survey, the Department of Health is requiring that hinges be replaced on seven doors located throughout the facility as well as replacing the stairwell door on the first floor. In addition they also would like more handrail in one section of the building. The total cost for these repairs is \$7,585.00. However, he is going to contact the architect and we may get them to pay for the cost of the doors as those were flaws since the inception of the building. The repairs will need to be done by December 14, 2010. He requested authorization to transfer a total of \$7,585.00 from the Pharmacy line item to the Interior Fund Capital Project.

MOTION: AUTHORIZING THE TRANSFER OF \$7,585.00 FROM THE PHARMACY LINE ITEM TO THE INTERIOR FUND CAPITAL PROJECT AS FOLLOWS: \$2,715.00 INTERIOR FUND DOOR, \$1,870.00 INTERIOR FUND HINGES, \$2,500.00 INTERIOR FUND LABOR AND \$500.00 INTERIOR FUND HAND RAIL MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

4. **Base Year Audit** – Mr. McCarroll informed the committee that they have begun the Base Year Audit.

F. Personnel

1. **Tuition Aid Request** – Ms. Smith presented a Tuition Aid request for Shelley Pierce who is an employee in the Information Technology Department. She requested approval of three courses; Introduction to Action Research, Statistics for Action Research and Managerial Economics. She is working towards her Masters in Management. Ms. Smith requested authorization to approve two of the three courses. The course Managerial Economics was not considered job related.

MOTION: APPROVING THE TUITION AID REQUEST FOR SHELLEY PIERCE, INFORMATION TECHNOLOGY, TO TAKE TWO COURSES ENTITLED “INTRODUCTION TO ACTION RESEARCH”, AND “STATISTICS FOR ACTION RESEARCH” MADE BY MR. WEAVER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

G. Administrator

1. **Reclassification – Youth Bureau** – Mr. Wheeler stated that we have been working with the State and Personnel to get a position approved to fill. This was a two-person department with an Administrator and a Clerical position. After studying the position, with assistance, this office could function as a one-person department. What we would like to do is take the Youth Program Administrator position, management grade D, to a Coordinator position, management grade C. The midpoint of grade C is \$47,000. This one-person department would be maintained as a management position, but it would be tested. Mr. Alger stated the position will report to our office. Mr. Wheeler stated we have to have a full-time director in order to obtain funding from the State.

Mrs. Ferratella stated when she attended the InterCounty meeting in Wyoming County, she and Mr. Ryan talked with the Office for Aging Director and they have combined their youth and aging programs. Is that an option? Mr. Alger replied based on what we have learned, that wouldn't benefit us. We are one of only two counties in our region that are required to have a full-time person, based upon the number of youth in the county. We are moving a department head position to a subordinate management position and they will report to our department. Mr. Ryan asked what about clerical support? Mr. Alger replied they will not have a clerical position. Mr. Wheeler explained we can have the folks from our office and Planning help as needed. Essentially the department will be run by one individual. One person could handle both the clerical and administrative tasks.

MOTION: AUTHORIZING THE DOWNWARD RECLASSIFICATION OF A MANAGEMENT GRADE D, YOUTH PROGRAM ADMINISTRATOR POSITION TO A MANAGEMENT GRADE C, COORDINATION POSITION IN THE YOUTH BUREAU MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

V. OTHER BUSINESS

A. CPR Training – Mr. Weaver commented we should set up training for Legislators for the 10,000 Links CPR training.

Mrs. Ferratella stated that she read that NYSAC is looking for programs and services that counties have that are working well and they would like those submitted by December 30, 2010. Is there anything we could contribute? Mr. Alger replied we will have to talk about that and see what we could send in. Mr. Swackhamer commented we could send in something about our Youth In Government Program. Mr. Alger stated not very many people do that and in the past the students were receiving a college credit.

Mrs. Ferratella stated next year we should look at what we do well and what we don't and do some networking and figure out ways to share and improve programs. That would be a good goal for next year. Mr. Alger stated that he encourages department heads to network and we do have a lot of new department heads. Mr. Swackhamer stated most counties have learned from us. Mr. Hanna commented we should identify a list and do some PR. Ms. Smith stated that Steuben County

is the only county doing all of the civil service. Mrs. Ferratella stated that she would like to see a list of what we do well, above and beyond what others do. Discussion followed.

MOTION: TO ADJOURN MADE BY MR. SWACKHAMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR
Monday, January 3, 2010
1:00 p.m.**

**Please send agenda items to the
Clerk of the Legislature's Office
NO LATER THAN NOON
Monday, December 27, 2010.**

**STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE
SPECIAL MEETING**

*Monday, December 20, 2010
9:30 a.m.*

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

****MINUTES****

COMMITTEE:	Thomas J. Ryan, Chair Philip A. Palmesano	Randolph J. Weaver, Vice Chair Gary D. Swackhamer	Carol A. Ferratella
STAFF:	Mark R. Alger Tammy Hurd-Harvey	Jack Wheeler	Robert Anderson, Ph.D.
LEGISLATORS:	Joseph J. Hauryski Dan C. Farrand Robert V. Nichols Scott J. Van Etten	Donald B. Creath Michael Hanna Gary B. Roush John S. Walsh	Lawrence P. Crossett Patrick F. McAllister Brian C. Schu

I. CALL TO ORDER

Mr. Ryan called the meeting to order at 9:30 a.m.

II. GENERAL BUSINESS

A. Office of Community Services

1. **Personnel Issues** – Dr. Anderson informed the committee that he will be retiring effective December 29, 2010. He would like to offer to contract his services for a few months, not to exceed twelve months, during the transition of the Community Services Board hiring a replacement. He explained that the process of hiring a Director of Community Services is unique in government, in that the Community Services Board conducts the search and hires the individual. They then come to the Legislature to work out the salary. The Legislature does have veto power.

Mr. Alger stated this is one of the few positions at the department head level where the Legislature does not make the appointment. You do retain a degree of control over that by establishing the salary. This is a fairly complicated relationship.

Mrs. Ferratella asked, hypothetically, if Dr. Anderson's retirement is not accepted by the State, what would happen? Mr. Alger replied Dr. Anderson has the opportunity not to retire, up to the date of his retirement. He could withdraw his papers at any time prior to the actual date and still be in his position. He explained there is also a provision in the law that public employees require a waiver if they will earn more than a certain threshold. That requirement is waived if the individual is 65 or older.

Mr. Hanna asked is this is a month-to-month contract? Mr. Alger replied yes, with a maximum of twelve months. During this time, we will be evaluating internally to see if there are any appropriate applicants and will also begin advertising. The Community Services Board does the actual recruitment.

Mr. Ryan asked does the Community Services Board develop the job description? Mr. Alger replied the job duties are spelled out in State statute and established by the County Personnel Officer.

Mrs. Ferratella asked do we determine the contract salary? Mr. Alger replied the salary would have to be included in the contract. He recommended pursuing a contract with ProAction for mental health services supervision for a period not to exceed twelve months and a cost not to exceed Dr. Anderson's current salary.

MOTION: RECOMMENDING PURSUING A CONTRACT WITH PROACTION FOR MENTAL HEALTH SERVICES SUPERVISION FOR A PERIOD NOT TO EXCEED TWELVE MONTHS AND FOR A COST NOT TO EXCEED DR. ANDERSON'S CURRENT SALARY MADE BY MR. WEAVER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature