

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

*Wednesday, January 8, 2014*

*9:00 a.m.*

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

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Carol A. Ferratella, Chair Robin K. Lattimer	Gary B. Roush, Vice Chair Randolph J. Weaver	Hilda T. Lando
<b>STAFF:</b>	Mark R. Alger David McCarroll Pat Donnelly	Jack Wheeler Nancy Smith Alan Reed	Hank Chapman, Psy.D. Shawn Corey
<b>LEGISLATORS:</b>	Joseph J. Hauryski	Dan C. Farrand	William A. Peoples

**I. CALL TO ORDER**

Mrs. Ferratella 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 DECEMBER 4, 2013, MEETING MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REQUESTS**

**A. Office of Community Services**

1. **Leases** – Dr. Chapman requested authorization to renew leases for the three office locations in Bath, Corning and Hornell. The landlord, Yunis, did not agree to a reduction in the base rent, however, they did agree to pay for all maintenance and repairs, which results in a net savings of approximately \$24,000. The Bath lease would be for a three-year term commencing January 1, 2014 and ending December 31, 2016 with a total cost of \$252,432 per year. There is a 90-day termination clause. The Hornell and Corning offices will be considered addendums to the Bath lease. The terms will be for current year commencing February 1, 2014 and ending December 31, 2014. The total cost for the Hornell office is \$36,000 per year and the Corning office is \$66,500 per year. Both Hornell and Corning leases have a 30-day termination clause.

**MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO ENTER INTO A LEASE AGREEMENT WITH YUNIS REALTY FOR THE FOLLOWING OFFICE LOCATIONS: BATH OFFICE – 115 LIBERTY STREET, BATH, NY FOR A THREE-YEAR TERM COMMENCING JANUARY 1, 2014 AND ENDING DECEMBER 31, 2016, FOR A TOTAL OF \$252,432 PER YEAR; HORNELL OFFICE – 7454 SENECA ROAD NORTH, HORNELL, NY FOR CURRENT-YEAR TERM COMMENCING FEBRUARY 1, 2014 AND ENDING DECEMBER 31, 2014, FOR A TOTAL OF \$36,000 PER YEAR AND THE CORNING OFFICE – 114 CHESTNUT STREET, CORNING, NY FOR CURRENT-YEAR TERM COMMENCING FEBRUARY 1, 2014 AND ENDING DECEMBER 31, 2014, FOR A TOTAL OF \$66,500 MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Budget Adjustments** – Dr. Chapman informed the committee that Dr. Nobilski works in both Children & Youth and Substance Abuse. As such, she is paid out of two different cost centers. He requested authorization to transfer a total of \$73,140 from the various salary and fringe benefit line items in the 2013 Children & Youth budget to the 2013 Substance Abuse budget.

**MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO TRANSFER A TOTAL OF \$73,140 FROM VARIOUS SALARY AND FRINGE BENEFIT LINE ITEMS IN THE 2013 CHILDREN & YOUTH BUDGET TO THE 2013 SUBSTANCE ABUSE TO REFLECT PAYMENT TO DR. NOBILSKI FROM TWO COST CENTERS MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Dr. Chapman informed the committee that in the 2014 budget, Dr. Nobilski will still be split between the Children & Youth and Substance Abuse programs. He requested authorization to transfer a total of \$76,127 from the various salary and fringe benefit line items in the 2014 Children & Youth budget to the 2014 Substance Abuse budget.

**MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO TRANSFER A TOTAL OF \$76,127 FROM VARIOUS SALARY AND FRINGE BENEFIT LINE ITEMS IN THE 2014 CHILDREN & YOUTH BUDGET TO THE 2014 SUBSTANCE ABUSE BUDGET TO REFLECT PLAYMENT TO DR. NOBILSKI FROM TWO COST CENTERS MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Dr. Chapman requested authorization to transfer a total of \$56,405 in the 2013 budget from various salary and fringe benefit line items from the CDT to the PROS program budgets to reflect the delay in the start of the PROS program.

**MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO TRANSFER A TOTAL OF \$56,405 IN THE 2013 BUDGET FROM VARIOUS SALARY AND FRINGE BENEFIT LINE ITEMS IN THE CDT PROGRAM TO THE PROS PROGRAM TO REFLECT A DELAY IN THE START OF THE PROS PROGRAM MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Health Care Facility

1. **Occupancy Report** – Mr. McCarroll stated that December 2013 occupancy was at 95.27 percent, bringing the total year-end rate to 92.49 percent.

2. **Contracts**

**MOTION: AUTHORIZING THE HEALTH CARE FACILITY ADMINISTRATOR TO RENEW THE FOLLOWING CONTRACTS FOR 2014: HYDROWORX – MAINTENANCE/REPAIRS TO THERAPY POOL - \$7,900 PER YEAR; KEUKA FAMILY PRACTICE ASSOCIATES – MEDICAL SERVICES - \$24,752 PER YEAR; AND SENIOR CONNECTIONS – PSYCHOLOGICAL AND/OR MENTAL HEALTH SERVICES – PAID BY RESIDENT INSURANCE MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Budget Transfers** – Mr. McCarroll requested authorization to transfer a total of \$717,612.65 from various line items within the 2013 budget to cover year-end expenses.

**MOTION: AUTHORIZING THE HEALTH CARE FACILITY ADMINISTRATOR TO TRANSFER A TOTAL OF \$717,612.65 FROM VARIOUS LINE ITEMS WITHIN THE 2013 BUDGET TO COVER YEAR-END EXPENSES MADE BY MR. WEAVER. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. Personnel

1. **Reclassification – Health Care Facility** – Ms. Smith requested authorization to reclassify two vacant Cleaner positions, Grade V, to one Occupational Therapy Assistant position, Grade XI and one Physical Therapy Assistant position, Grade XI.

**MOTION: AUTHORIZING THE RECLASSIFICATION OF TWO VACANT CLEANER POSITIONS, GRADE V TO ONE OCCUPATIONAL THERAPY ASSISTANT POSITION, GRADE XI AND ONE PHYSICAL THERAPY ASSISTANT POSITION, GRADE XI, WITHIN THE HEALTH CARE FACILITY MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

**IV. OTHER BUSINESS**

**A. Changing the date of the February Meeting**

**MOTION: CHANGING THE DATE OF THE FEBRUARY MEETING TO WEDNESDAY, FEBRUARY 12, 2014, AT 9:00 A.M. MADE BY MR. WEAVER. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. **Smoking Policy** – Mrs. Ferratella stated that she would like to bring the smoking policy issue back up. Some of the biggest concerns were related to enforcement and fines. Mr. Alger commented another area was the Parks. However, since our original discussion that issue has been dealt with by a new State law. Ms. Lattimer stated that one of the biggest complaints is smoking under the canopy of the front entrance to the County Office Building. Mr. Alger replied there is also the issue of image. The perception is that all of the smokers out front are County employees. This is worth talking about again to see if the Legislature can find some common ground. Another consideration is whether you want this to be a smoke-free campus, or if you want to implement a distance requirement.

C. **2014 Goals** – Mr. Hauryski stated he would like to spread the word to all Legislators that one of his goals for 2014 is to look at the entire government structure. He has asked Mr. Alger and Mr. Wheeler to put together a flow chart that will show each department, the department head and every employee under each department. The reasoning behind doing this is because other Legislators have said they would like to learn more about the departments. Essentially, this will give the Legislature a better understanding of the makeup of each department. The second part is that we also will look to see what technology is being utilized by the departments and what could be utilized. Each committee will be charged with reviewing the flow charts for their respective departments and making any recommendations to the Administration Committee.

Mr. Alger explained that he and Mr. Wheeler will meet with each department and create the charts in a format that is consistent. We will look at the staffing arrangements and provide a brief overview of program areas. We also will identify within the context of the department structure, those individuals that we contract with, which will give a better picture of the entire organization. The intent is for you to tell us from a policy standpoint, what you would like us to focus on. Mr. Hauryski stated that with regard to a timeline, he hopes to accomplish this by the time we start working on the 2015 budget.

Mr. Roush stated that something useful would be the percentage of State, Federal and County dollars that are used to fund the various programs. This would help us focus on those areas that we can control and cannot control. Mrs. Lando stated that she would also like to see what the departments are not doing, what they have stopped doing and what they should be doing.

Mr. Alger commented that the Governor has a proposal to do a three-part property tax relief program. The first year, municipalities would be required to comply with the tax cap. The second year, the municipalities would need to look at shared-services and/or consolidation. The third year the Governor will be shifting focus from a tax cap freeze to a credit on income taxes for individuals. If a municipality complies with all requirements, then individual taxpayers would be eligible for a tax rebate. There will be a lot of pressure placed on municipalities to comply and it will become more of a challenge. In the Governor's press conference he announced that they have done mandate relief and that there are too many taxing jurisdictions and that those jurisdictions need to do more to consolidate and save money. Discussion followed.

**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 MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON MADE BY MR. WEAVER. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

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

**MOTION: CONFIRMING THE REAPPOINTMENT OF KATHRYN MULLER AS COMMISSIONER OF THE DEPARTMENT OF SOCIAL SERVICES MADE BY MS. LATTIMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

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

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR**

**\*\*PLEASE NOTE CHANGE\*\*Wednesday, February 12, 2014 @ 9:00 a.m.\*\*PLEASE NOTE CHANGE\*\***

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON on Tuesday, January 28, 2014.**

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

*Wednesday, February 12, 2014*

*9:00 a.m.*

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

**\*\*MINUTES\*\***

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

**STAFF:** Mark R. Alger Jack Wheeler Chris Congdon  
Patty Baroody Hank Chapman, Psy.D. Kathryn Muller  
Lise Reynolds Shawn Corey Nicole Walker  
Bill Caudill

**LEGISLATORS:** Joseph J. Hauryski K. Michael Hanna William A. Peoples

**ABSENT:** Robin K. Lattimer

**I. CALL TO ORDER**

Mrs. Ferratella called the meeting to order at 9:00 a.m. and asked Ms. Congdon to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE JANUARY 8, 2014, MEETING MADE BY MRS. LANDO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENTAL REQUESTS**

A. Office for the Aging

1. **Contracts** – Mrs. Baroody presented the 2014 contracts for approval. Mrs. Ferratella commented that the amount of the contract for Corning Meals on Wheels is lower than last year. Is there a ratio between Corning Meals on Wheels and ProAction? Mr. Alger explained when this program first began, the Office for the Aging was sponsored by a non-profit in Corning. They went out of business and we organized our own office to retain funding. When we first started meals, the Corning program did not want to be part of the County program, and historically have been separate. Corning Meals on Wheels is largely self-sufficient, but over the years they have struggled and we have tried to accommodate them. There are two issues; the first is that they are able to generate community support and that community support probably would not come to the County if we provided the meals directly. The second issue is would it be more efficient for us to take over the program and run it. On a per cost, per meal basis, there is no reason for us to do that. We need to work with Corning Meals on Wheels to try to support them as best we can. The federal money you receive is not enough to support the meals program. We supplement that with local funding. We want them to continue. The County as a whole is better with the program the way it is than if we took it over.

**MOTION: APPROVING THE FOLLOWING 2014 CONTRACTS FOR THE OFFICE FOR THE AGING: CORNING MEALS ON WHEELS – HOME DELIVERED MEALS - \$4,800.00; FAITH IN ACTION – TRANSPORTATION - \$22,500.00; HOME AND HEALTH CARE – III-E RESPITE – \$10,000.00; INSTITUTE FOR HUMAN SERVICES – IMPACT PROGRAMMING/TRUST IN THE LIVES OF OLDER WOMEN - \$24,263.00; INSTITUTE FOR HUMAN SERVICES – MEDICARE/EPIC PROGRAM - \$58,623.00; INSTITUTE FOR HUMAN SERVICES – OMBUDSMAN - \$22,009.00; INSTITUTE FOR HUMAN SERVICES – PROJECT CARE - \$19,238.00; INSTITUTE FOR HUMAN SERVICES – TITLE V TRANSITION - \$93,922.00; INSTITUTE FOR HUMAN SERVICES – TRANSPORTATION MANAGEMENT - \$48,617.00; INSTITUTE FOR HUMAN**

**SERVICES – VOLUNTEER COORDINATOR - \$37,182.00; INSTITUTE FOR HUMAN SERVICES – WRAP - \$9,619.00; LEATHERSICH – DIETARY CONSULTANT - \$9,192.00; McCARTHY – LEGAL SERVICES - \$14,191.00; PROACTION – HEAP - \$4,685.00; PROACTION – SNAP (HOME-DELIVERED MEALS) - \$155,552.00; PROACTION – WELLNESS - \$12,400.00; LIFELINE EMERGENCY RESPONSE SERVICES - \$15,500.00; SSSF EXECUTIVE DIRECTOR - \$52,000.00; AND STEWART – CONSULTING DIETICIAN - \$11,050.00 MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

B. Special Children’s Services

1. **Contracts** – Mrs. Congdon requested authorization to enter into a new contract with Rhonda Relyea, Speech Therapist, to provide preschool related services at a rate of \$65.00 per session.

**MOTION: AUTHORIZING SPECIAL CHILDREN’S SERVICES TO ENTER INTO A CONTRACT WITH RHONDA RELYEA, SPEECH THERAPIST TO PROVIDE PRESCHOOL RELATED SERVICES AT A RATE OF \$65.00 PER SESSION MADE BY MR. WEAVER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

C. Public Health

1. **Contracts** – Mrs. Congdon requested authorization to enter into a new contract with Jones Memorial Hospital for TB visits and testing at the Medicaid rate.

**MOTION: AUTHORIZING PUBLIC HEALTH TO ENTER INTO A CONTRACT WITH JONES MEMORIAL HOSPITAL TO PROVIDE TB VISITS AND TESTING AT THE MEDICAID RATE MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Grant** – Mrs. Congdon requested authorization to accept a Capacity Building Award Grant in the amount of \$3,500.00 from the National Association of County and City Health Officials. This funding will be used to develop our Medical Reserve Corps for emergency preparedness. This grant also includes funding for volunteer training, equipment and the National Preparedness Summit. Considerable discussion regarding emergency preparedness and the rules of Public Health, Legislature and others.

**MOTION: AUTHORIZING PUBLIC HEALTH TO ACCEPT A NEW CAPACITY BUILDING AWARD GRANT OF \$3,500.00 FROM THE NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS TO DEVELOP THE MEDICAL RESERVE CORPS FOR EMERGENCY PREPAREDNESS MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

D. Office of Community Services

1. **Contract** – Dr. Chapman requested authorization to enter into a new contract with TSB Consulting to administer the Compeer Program for an annual cost of \$10,000.00. We will be receiving funding from the State Office of Mental Health to pay for this and that funding is included in the 2014 Budget.

**MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO ENTER INTO A CONTRACT WITH TSB CONSULTING TO ADMINISTER THE COMPEER PROGRAM FOR AN ANNUAL COST OF \$10,000.00 MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Budget Adjustment** – Dr. Chapman requested authorization to transfer \$20,000.00 in the 2013 budget from Contract line items to the Mental Hygiene line item. He explained that originally they had budgeted \$20,000, however, two developmentally delayed inmates were sent for restorative services as they were deemed incompetent to stand trial. The total cost was \$40,000.00. Mr. Alger explained this is a line item where we have limited control.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO TRANSFER, IN THE 2013 BUDGET, \$20,000.00 FROM CONTRACT LINE ITEMS TO THE MENTAL**

**HEALTH HYGIENE LAW LINE ITEM MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Mrs. Lando asked Dr. Chapman, for those who were not in attendance at the Health Services Review Committee, to explain the status of the readjudication process. Dr. Chapman stated there were many services that the County provided, where we received partial or no payment by Medicaid. Over the course of the past couple of years, the State has owed us \$1 million. At this point we have received \$1.1 million and expect to receive an additional \$30,000.

E. Health Care Facility

1. **Occupancy Report** – Ms. Walker reported that the last quarter of 2013 average was 96 percent and the 2013 year average was 92 percent. Our occupancy for January 2014 was 95.08 percent.

2. **Budget Transfer** – Ms. Walker requested authorization to transfer a total of \$2,365,905.00 to and from various labor and benefits line items. This represents a cost shift from personal services to contracted labor.

**MOTION: AUTHORIZING THE HEALTH CARE FACILITY ADMINISTRATOR TO TRANSFER A TOTAL OF \$2,365,905.00 TO AND FROM VARIOUS LABOR/BENEFITS LINE ITEMS MADE BY MR. VAN ETTEN. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

3. **Contracts** – Ms. Walker requested authorization to enter into agreements with Trane, Omnicare, Dr. Cohen, Ardor Health Solutions and Kim Crosby.

**MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO ENTER INTO THE FOLLOWING CONTRACTS FOR 2014: TRANE USA, INC. – HVAC MAINTENANCE - \$24,027.00; BPNY ACQUISITION GROUP D/B/A OMNICARE OF WESTERN NY – PHARMACEUTICAL SERVICES - \$6.40 PER BED; DR. COHEN – PODIATRY SERVICES – FEE SCHEDULE PAID BY MEDICARE; ALL SOURCE RECRUITING GROUP D/B/A ARDOR HEALTH SOLUTIONS – THERAPIST STAFFING - \$55.00 PER HOUR; AND KIM CROSBY – BEAUTICIAN – PAID BY RESIDENTS MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

F. Department of Social Services

1. **Contract** – Ms. Muller requested authorization to enter into a contract with Ira Davenport Hospital to provide them with a half-time Social Welfare Examiner to process applications for the long-term care facility. The total amount of the contract will be \$40,000.

**MOTION: AUTHORIZING THE COMMISSIONER OF THE DEPARTMENT OF SOCIAL SERVICES TO ENTER INTO A CONTRACT WITH ARNOT OGDEN/IRA DAVENPORT HOSPITAL TO PROVIDE A HALF-TIME SOCIAL WELFARE EXAMINER TO PROCESS APPLICATIONS FOR THE LONG-TERM CARE FACILITY AT AN ANNUAL COST OF \$40,000.00 MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Mr. Hauryski asked, with the passage of the Farm Bill and cuts by Congress to the Food Stamp Program, what impact will that have on us? Ms. Muller explained that when someone applied for Heap and if they were living in an apartment where the utilities were not included, if qualified, they would get a utility subsidy. They would also see an increase in Food Stamps. With the passage of the Farm Bill, that is where we will see a reduction. Included in the Farm Bill is a requirement that able-bodied adults will have an employment requirement attached to Food Stamp recipients. She has not seen how that will be impacted. We can apply for a waiver; however, if we do not have the waiver, we do not have the resources to implement that Food Stamp requirement.

Mr. Hauryski asked how much of your program is automated? Ms. Muller replied we currently do manual applications. We are working toward that end, but are not there yet. Mr. Alger explained the State requires the Department of Social Services to use their system. The department has done a lot to automate those things that we have control over. There are certain things you still have to use the State system for.

Mr. Hauryski commented that he has gotten more compliments from the community regarding the success of the Mobile Work Program. You have increased the program from three to four crews. Is that working? Ms. Muller replied we are looking at whether it would be beneficial to add a fifth crew. We have a good group of crew leaders. Mrs. Lando asked could the Mobile Work Crew fill the gap left by the closing of Monterey? Mr. Alger replied some. Our Mobile Work Crew typically does laborer type jobs. The crew from Monterey had more skilled training.

Mr. Hauryski stated that he has talked about goals that he has for the Legislature and the Standing Committees. For this committee he has mentioned looking at how the County with Mental Health and the Department of Social Services works with the school systems. When you read about national tragedies through the country regarding gun issues, so many times that comes back to mental health. What do we do between the departments and the schools? For a future study, he would like to hear how they interact and what we are involved in. We cannot get rid of mental health, and he is pleased and proud that Dr. Chapman has been able to turn things around from the red to the black. He would like to learn more and see what our role is with the schools.

**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. LANDO. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Wednesday, March 5, 2014  
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, February 26, 2014**

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

*Wednesday, March 5, 2014*

*9:00 a.m.*

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

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Carol A. Ferratella, Chair Robin K. Lattimer	Gary B. Roush, Vice Chair Randolph J. Weaver	Hilda T. Lando
<b>STAFF:</b>	Mark R. Alger Hank Chapman, Psy.D. David McCarroll	Jack Wheeler Shawn Corey Nancy Smith	Patty Baroody Chris Congdon
<b>LEGISLATORS:</b>	Dan C. Farrand	William A. Peoples	

**I. CALL TO ORDER**

Mrs. Ferratella called the meeting to order at 9:00 a.m. and asked Mr. Weaver to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE FEBRUARY 12, 2014, MEETING MADE BY MRS. LANDO. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REQUESTS**

A. Office for the Aging

1. **Acceptance of Donation** – Mrs. Baroody requested authorization to accept a \$9,500.00 donation from a former recipient of services.

**MOTION: AUTHORIZING THE OFFICE FOR THE AGING TO ACCEPT A \$9,500.00 DONATION FROM A FORMER RECIPIENT OF SERVICES MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Health Care Facility

1. **Occupancy** – Mr. McCarroll reported that occupancy for February was 95.85 percent. Total occupancy year-to-date is 95.45 percent.

2. **Contracts** – Mr. McCarroll requested authorization to renew contracts with Stericycle, SDS and West Fire Systems, pending review and approval by the Law Department.

**MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO RENEW CONTRACTS WITH STERICYCLE, SDS AND WEST FIRE SYSTEMS, PENDING REVIEW AND APPROVAL BY THE LAW DEPARTMENT MADE BY MRS. LANDO. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Informational** – Mr. McCarroll reported that yesterday staff met with the Centers for Specialty Care. Mr. Wheeler stated that the owners of Centers for Specialty Care, along with their team, met first with the leadership at the Health Care Facility, and then held a town meeting with all staff. The meeting went very well.

C. Special Children's Services

1. **Contract** – Mrs. Congdon requested authorization to enter into a contract with Pauline Young, Speech Therapist, for preschool related services. The rate is set by the State at \$65.00 per session.

**MOTION: AUTHORIZING SPECIAL CHILDREN'S SERVICES TO ENTER INTO A CONTRACT WITH PAULINE YOUNG, SPEECH THERAPIST, TO PROVIDE PRESCHOOL RELATED SERVICES AT THE STATE SET RATE OF \$65.00 PER SESSION MADE BY MR. WEAVER. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Medical Director** – Mrs. Congdon stated every two years someone needs to re-credential the Medical Director. During our last survey, the State found that we had not done that. This committee, or a designee will need to re-credential the Medical Director. If the committee does not wish to do this, you could designate Nancy Smith as the re-credentialing officer.

**MOTION: DESIGNATING NANCY SMITH, PERSONNEL OFFICER, AS THE RE-CREDENTIALING OFFICER FOR THE PURPOSES OF RE-CREDENTIALING THE MEDICAL DIRECTOR FOR PUBLIC HEALTH MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. Office of Community Services

1. **Contract** – Dr. Chapman requested authorization to contract with Dr. Erica Verkleeren to work with the Alcohol and Substance Abuse Clinic in Corning. The State requires a medical doctor, and Dr. Verkleeren will be reviewing treatment plans and supervising staff. She will work four hours per week, at a rate of \$120.00 per hour. The annual cost will not exceed \$28,800 and we do have money in the budget.

**MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO CONTRACT WITH DR. ERICA VERKLEEREN TO PROVIDE MEDICAL SUPERVISION TO THE ALCOHOL AND SUBSTANCE ABUSE CLINIC IN CORNING, FOUR HOURS PER WEEK, AT A RATE OF \$120.00 PER HOUR, NOT TO EXCEED \$28,800.00 ANNUALLY MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Budget Transfer** – Dr. Chapman requested authorization to transfer \$96,300.00 in additional 2013 State aid to their contract line item with Arbor Development for Supported Housing.

**MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO TRANSFER \$96,300.00 IN ADDITIONAL 2013 STATE AID TO THEIR CONTRACT LINE ITEM WITH ARBOR DEVELOPMENT FOR SUPPORTED HOUSING MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Reclassification** – Dr. Chapman requested authorization to reclassify an Account Clerk-Typist position, Grade VI, to a Senior Clerk, Grade VI. He explained that this individual works as a Financial Representative and is an extension of the billing office. Ms. Smith commented the duties more accurately reflect those of a Senior Clerk.

**MOTION: AUTHORIZING THE RECLASSIFICATION OF AN ACCOUNT CLERK-TYPIST, GRADE VI POSITION TO A SENIOR CLERK, GRADE VI POSITION IN THE OFFICE OF COMMUNITY SERVICES MADE BY MR. WEAVER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.F. MATTERS LEADING TO THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON, OR MATTERS**

**LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON MADE BY MRS. LANDO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

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

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

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Wednesday, April 2, 2014  
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, March 26, 2014**

**STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE  
STEBEN COUNTY ADMINISTRATION COMMITTEE**

**Special Meeting**

*Monday, March 24, 2014*

*9:45 a.m.*

*Legislative Committee Room*

*Steuben County Building*

*Bath, New York*

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Gary B. Roush, Vice Chair	Hilda T. Lando	Robin K. Lattimer
	Patrick F. McAllister, Chair	Brian C. Schu	Scott J. Van Etten
<b>STAFF:</b>	Mark R. Alger	Jack Wheeler	Pat Barody
	Alan Reed	Shawn Corey	
<b>LEGISLATORS:</b>	Joseph J. Hauryski	Dan C. Farrand	Aaron I. Mullen
	William A. Peoples	Brian C. Schu	George J. Welch
<b>ABSENT:</b>	Lawrence P. Crossett, Vice Chair (F)	Carol A. Ferratella, Chair	Randolph J. Weaver

**I. CALL TO ORDER**

Mr. Roush called the meeting to order at 9:45 a.m.

**II. GENERAL BUSINESS**

A. County Manager

1. **Confirming the Appointment of the Office for the Aging**

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7105.1.F. THE APPOINTMENT, EMPLOYMENT, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON MADE BY MRS. LANDO. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

**MOTION: CONFIRMING THE APPOINTMENT OF PATTY BARODY AS THE DIRECTOR OF THE OFFICE FOR THE AGING AND SETTING HER SALARY ABOVE THE MID-POINT, AT \$67,500.00 MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 3-0 HUMAN SERVICES, HEALTH & EDUCATION AND 3-0 ADMINISTRATION. (MR. McALLISTER ABSENT FOR VOTE; MR. HAURYSKI VOTED IN HIS ABSENCE)**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

**MOTION: TO ADJOURN MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

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

*Wednesday, April 2, 2014*

*9:00 a.m.*

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

**\*\*MINUTES\*\***

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

**STAFF:** Jack K. Wheeler Diane Kiff Hank Chapman, Psy.D.  
David McCarroll Pat Baroody Shawn Corey  
Kathy Muller Lise Reynolds Nancy Smith  
Christine Towner

**LEGISLATORS:** Joseph J. Hauryski Dan C. Farrand William A. Peoples

**ABSENT:** Robin K. Lattimer

**I. CALL TO ORDER**

Mrs. Ferratella called the meeting to order at 9:00 a.m. and asked Ms. Kiff to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE MARCH 5, 2014, AND MARCH 24, 2014, MEETINGS MADE BY MRS. LANDO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENTAL REQUESTS**

A. Special Children's Services

1. **Contracts** – Ms. Kiff requested authorization to contract with Kaitlyn Schultz, Speech Therapist to provide Preschool Related Services at a rate of \$65.00 per session.

**MOTION: AUTHORIZING SPECIAL CHILDREN'S SERVICES TO ENTER INTO A CONTRACT WITH KAITLYN SCHULTZ, SPEECH THERAPIST, TO PROVIDE PRESCHOOL RELATED SERVICES AT RATE OF \$65.00 PER SESSION MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

B. Department of Social Services

1. **May Foster Parent Banquet** – Ms. Muller requested authorization to spend up to \$3,000.00 on the Foster Parent Recognition Banquet. The banquet will be May 20, 2014, at the Bath Fire Hall.

**MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO SPEND UP TO \$3,000.00 ON THE FOSTER PARENT RECOGNITION BANQUET MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Accepting and Appropriating SNAP Nutrition Education Program Funds** – Ms. Muller requested authorization to accept additional SNAP Nutrition Education Program funds in the amount of \$36,554.00 and appropriate to the Cornell Cooperative Extension SNAP Nutrition Education Program.

**MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO ACCEPT AND APPROPRIATE ADDITIONAL SNAP NUTRITION EDUCATION PROGRAM FUNDS IN THE AMOUNT OF \$36,554.00 MADE BY MRS. LANDO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

C. Health Care Facility

1. **Occupancy Report** – Mr. McCarroll stated that they are short-staffed and was unable to get the report out to the committee. He stated that occupancy for March 2014 was 99.32 percent.

2. **Contracts** – Mr. McCarroll presented contracts for committee review and approval. He commented that they are modifying their contract with BOCES to include space at both the Old and New Health Care Facility to provide a CNA training site.

**MOTION: AUTHORIZING THE HEALTH CARE FACILITY ADMINISTRATOR TO ENTER INTO THE FOLLOWING CONTRACTS: MEDICAL STAFFING NETWORK – SUPPLEMENTAL STAFFING SERVICES; HEALTHCARE ACADEMY – ONLINE EDUCATIONAL SERVICES; MEDLINE INDUSTRIES, INC. – MEDICARE PART B SERVICES; PEST SOLUTIONS – EXTERMINATING SERVICES; SANDRA VANSKIVER – BEAUTICIAN SERVICES; AND BOCES – CNA TRAINING SITE MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

D. Office for the Aging

1. **Budget Transfer to Corning Meals on Wheels** – Mrs. Baroody informed the committee that they are appropriating \$2,000 to Corning Meals on wheels, in addition to what they currently receive. We try to give them extra funding whenever we can.

2. **Contracts** – Mrs. Baroody presented contracts for committee review and approval.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO ENTER INTO THE FOLLOWING CONTRACTS: HOME & HEALTH CARE – EISEP - \$185,175.00; CONSUMER DIRECTED - \$30,000.00; INSTITUTE FOR HUMAN SERVICES – CAREGIVER - \$21,925.00; AND PROACTION – EISEP ASSISTANT - \$46,633.00 MADE BY MR. WEAVER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

3. **Proposal to Eliminate RSVP Program at Federal Level** – Mrs. Baroody informed the committee that in the 2015 Federal Budget, they are proposing the restructuring of the senior volunteer program. This proposal could potentially eliminate two-thirds of the programs. The remaining one-third of programs would compete for funding. Under this proposal, they would shift the senior volunteer activities to AmeriCorps. She stated that she and Ms. Towner are not allowed to lobby for or against, but they are allowed to educate others. Ms. Towner commented the Federal budget for RSVP is \$48 million and this proposal would cut the budget to \$15 million. If this proposal goes through, they would eliminate 66 percent of the programs nationally.

Mr. Wheeler stated this would be devastating to our County as many not-for-profits and other organizations utilize this program. He requested the committee consider a memorializing resolution in opposition to this proposal.

Mr. Roush stated historically the Federal Government forced the churches and other social organizations out of the volunteer business. He stated that he does not have a problem with this being reversed as the churches and social organizations should be more involved. People do not have to be connected to a government program in order to volunteer. Discussion followed.

**MOTION: OPPOSING THE PROPOSAL IN THE 2015 FEDERAL BUDGET TO ELIMINATE THE SENIOR VOLUNTEER PROGRAM MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0. *Resolution Required.***

E. County Manager

1. **Organizational Charts** – Mr. Wheeler stated that he has prepared the organizational chart for the Veterans Service Agency. The chart shows staff and a list of their responsibilities.

Mr. Hauryski stated that as part of the review of these charts, he would like the Department Heads to attend the meetings to address any questions the committee may have. When you are looking at the departments, he wants the committee to ask if there is anything the department needs to make their department more efficient. He stated that all of the department organization charts will be put into a binder for every Legislator. This information will also be used during Legislator Orientation as it is an excellent training tool.

Mr. Farrand stated that the Veterans Service Agency needs to look at hiring a secretary. They are very busy as many veterans go to them to get information about their benefits. Mr. Wheeler stated that he does not disagree that they are very busy. In the past, and recently, we have said that if they need additional resources, to let us know. Mrs. Ferratella stated that she has been working closely with the office and they are trying to get some software that will allow them to do less manual input of information. She stated that she has reiterated to them that if they need help, to let us know.

Mr. Hauryski stated that next week he will be meeting with the Chairs of the committees to talk about agendas and monthly reports. For this meeting, three departments submitted reports. His thought behind doing this is that the committee is the forum to ask questions of the department heads. At the beginning of the meeting, you could ask if anyone has questions regarding the monthly reports, that way the department heads do not have to sit through the entire meeting. What are the committee's thoughts? Mrs. Ferratella replied this is another way for us to learn what is happening in each department.

Mr. Wheeler explained that with some of the smaller departments, their reports will be the same month to month. The larger departments that have multiple programs would most likely have different reports month to month. This is not new work for the department heads as they are required in the Administrative Code, to provide a monthly report to the County Manager.

**IV. OTHER BUSINESS**

A. *Shared Services* – Mrs. Ferratella commented that she has been working with Mr. Gleason on allowing the other municipalities to purchase stationery and other office items from our stock and she believes that will be a great savings to the municipalities. These are the types of things that we need to communicate and share.

**MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Wednesday, May 7, 2014  
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, April 30, 2014**

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

*Wednesday, May 7, 2014*

*9:00 a.m.*

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

**\*\*MINUTES\*\***

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

**I. CALL TO ORDER**

Mrs. Ferratella called the meeting to order at 9:00 a.m. and asked Mr. Hauryski to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE APRIL 2, 2014, MEETING MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REQUESTS**

A. Office of Community Services

1. **Contracts** – Dr. Chapman requested authorization to amend their contract with Catholic Charities to add a part-time nurse. He stated they have one nurse at each location; however, the part-time nurse would fill in when the other nurses are off on leave. The rate would be \$20.00 per hour for a total cost of \$10,000. He does have money in his budget.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO AMEND THE CONTRACT WITH CATHOLIC CHARITIES TO INCLUDE A PART-TIME NURSE, FOR A TOTAL COST OF \$10,000 MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Dr. Chapman requested authorization to amend their contract with Pathways to include a Case Manager position. By contracting this position, we will save \$26,000. The total cost for the year is \$65,000.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO AMEND THE CONTRACT WITH PATHWAYS TO INCLUDE A CASE MANAGER POSITION FOR A TOTAL COST OF \$65,000 MADE BY MR. ROUSH. SECONDED BY MR. WELCH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mr. Roush asked is the savings of \$26,000 a positive in your budget? Dr. Chapman replied the \$26,000 is the difference between of the salary and fringe benefits package versus hiring them through the County. Mr. Roush asked do you have a plan for that money? Dr. Chapman replied it is coming back to the County and will be used to decrease our department costs. Mr. Roush asked are the majority of your employees contract? Dr. Chapman

replied about one-third of the employees are contract. Mr. Roush stated that Dr. Chapman has been doing a great job.

Mrs. Ferratella stated that she just wants to remind the department heads of the new procedure whereby they are to submit monthly reports and attend the meeting in case there are any questions. If you are unable to attend, please let Mr. Alger and Mr. Wheeler know. She stated that since we are almost at the midpoint of the year, she would ask the department heads to review their goals for 2014 and provide the committee with an update for the July meeting.

B. Health Care Facility

1. **Occupancy** – Mr. McCarroll reported that for the month of April, occupancy was at 96.98 percent.

2. **Contracts** – Mr. McCarroll requested authorization to enter into contracts with Bonadio for audit services and with the Greater Rochester Collaborative Master of Social Work Program to provide fieldwork experience. There is no cost to the county for the fieldwork experience contract. He did state that the Bonadio contract has increased from \$21,000 to \$31,425. He stated that along with the previous work they did for regarding the audit, they are also now doing the Medicaid and Medicare cost reporting.

Mr. Roush asked will there be a special audit when the facility is closed? Mr. Alger replied there will be an annual audit next year and they will audit our share of the ownership. You will still be receiving revenue as much as 18 months following the sale as the IGT for 2012 has not yet been paid. You will also still receive the 2013 IGT as well as a portion of the IGT for the six months that you still retain ownership of the facility. We can do the audit as part of the routine yearly audit, or we can do one in the interim. We want to make sure that when we do the final transfer, that it is a clean transfer.

**MOTION: AUTHORIZING THE HEALTH CARE FACILITY TO ENTER INTO THE FOLLOWING CONTRACTS: BONADIO & CO., LLP FOR THE YEARLY AUDIT AT A COST OF \$31,425 AND WITH THE GREATER ROCHESTER COLLABORATIVE MASTER OF SOCIAL WORK PROGRAM FOR FIELDWORK EXPERIENCE AT NO COST TO THE COUNTY MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mrs. Ferratella asked are we still on target for the sale being final in June/July? Mr. Wheeler replied the buyers are very motivated to have this done by the end of the month. It may be possible that it will not be final until July 1<sup>st</sup>.

C. Public Health

1. **Contracts** – Ms. Congdon informed the committee that the State has new requirements for increased testing for STD. She requested authorization to contract with Planned Parenthood of the Southern Finger Lakes and Finger Lakes Migrant Health for STD testing at the Medicaid rate.

**MOTION: AUTHORIZING PUBLIC HEALTH TO CONTRACT WITH PLANNED PARENTHOOD OF THE SOUTHERN FINGER LAKES AND FINGER LAKES MIGRANT HEALTH FOR STD TESTING AT THE MEDICAID RATE MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. Department of Social Services

1. **Personnel** – Ms. Muller requested authorization to activate a zero-based Caseworker position. The base salary including fringe is \$66,648 for one year. The local share would be \$26,659 and the cost for the remainder of this year would be \$17,431. She stated that she does have money available in her budget to do this. Mr. Roush asked can you fill this with a contract employee? Ms. Muller replied most of the positions in our adult and child protective units are county employees due to liability reasons.

**MOTION: AUTHORIZING THE ACTIVATION OF A ZERO-BASED CASEWORKER POSITION IN THE DEPARTMENT OF SOCIAL SERVICES MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Child Abuse Prevention Award** – Mr. Hauryski stated Ms. Muller did a remarkable job with the award presentation at the April 28<sup>th</sup> Legislative Meeting.

3. **Southern Tier Opportunity Corp (Americorps)** – Ms. Muller requested authorization to enter into a contract with the Institute of Human Services for Americorps work. The amount of the contract is \$7,980 for one year. This worker will work in the Employment Unit and will help clients with resume building and interview skills.

**MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO ENTER INTO A CONTRACT WITH THE INSTITUTE FOR HUMAN SERVICES FOR A SOUTHERN TIER OPPORTUNITY CORP (AMERICORPS) WORKER FOR A TOTAL YEARLY AMOUNT OF \$7,980 MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

4. **Foster Care Banquet** – Ms. Muller reminded everyone that the Foster Care Banquet will be held on May 20<sup>th</sup> at 6:00 p.m. at the Bath Fire Hall.

E. Office for the Aging

1. **Budget Transfer** – Mrs. Baroody requested authorization to transfer \$6,651 from the salary line item to the Institute for Human Services contract for Medicare. She stated that the NY Connect office is staffed by two. She was the previous coordinator and the intake worker is now on extended leave. Other staff have been cross-trained to help out. Mr. Alger commented we will be recruiting for that position. In the short-term we expect that there will be additional funding for NY Connects and that will increase their workload.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO TRANSFER \$6,651 FROM THE SALARY LINE ITEM TO THE CONTRACT LINE ITEM WITH THE INSTITUTE FOR HUMAN SERVICES FOR MEDICARE FOR ADDITIONAL STAFF SUPPORT MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

F. County Manager

1. **Organizational Charts** – Mr. Wheeler presented the organization chart for the Office for the Aging/RSVP. Contract staff to employees is almost 14 – 11. Mr. Hauryski asked how much is the contract staff costing? Mr. Wheeler replied that is something he can find out. Mrs. Ferratella requested that for future charts, they include a key to say what the various lines/hash marks mean. Mr. Wheeler replied he will do that. The dots with a circle are the contracts, hash marks are vacant positions and double lines are management positions.

Mr. Alger commented this is a more complex department for its size. There are a lot of contracts in place and that is reflective of their funding streams and ability to do different things with their funding. Their guidelines on funding are not as restrictive.

Ms. Lattimer asked for an update regarding the RSVP program and funding. Mrs. Baroody stated that in the Federal budget next year the RSVP program will be eliminated and reconfigured. Funding for the program will become more competitive. Approximately 43 percent of the funding would be in jeopardy. This is just a proposed budget at this point. We have certain restrictions whereby we can educate, but we cannot lobby. We are doing our best to educate. The vote on the proposed budget is scheduled for the fall. Ms. Lattimer commented that there will be significant budget votes in June and July in Congress. That will be a precursor for how the vote will go in the fall. You will want to pay attention to something that may be coming up in a few months. This will be an ongoing process from June through October.

Mr. Alger stated we did do a resolution. We need to make sure that our congressional representatives are aware of the value of this program. The proposal is to take RSVP and fold it into the Senior Corps, which is different and there would be a cut to the funding. They are looking to take more of a block grant approach. If Congress pursues this, we would have to explore the Senior Corps program. Beyond that, you will need to consider if you want to fund the program locally. We are funding the coordination here. There are hundreds of volunteers who are working across the County. You are getting a lot of services for nothing other than setting it up. This is not a staff intensive process and is one of the most valuable services you provide to the community. We need to closely watch this.

**IV. OTHER BUSINESS**

A. *ProAction* – Ms. Lattimer announced that ProAction of Steuben and Yates has been chosen by National Public Radio (NPR) for a feature today on their morning show and again on their afternoon show at 3:30 p.m. They are celebrating the 50<sup>th</sup> anniversary of community action organizations. It is rather flattering that NPR called ProAction and wanted to feature their agency. She urged everyone to listen to the audio presentation. We were picked as a premier agency with national recognition for what they do.

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

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Wednesday, June 4, 2014  
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, May 28, 2014**

**STEBEN COUNTY HUMAN SERVICES HEALTH & EDUCATION COMMITTEE**

*Wednesday, June 4, 2014*

*9:00 a.m.*

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

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Carol A. Ferratella, Chair Robin K. Lattimer	Gary B. Roush, Vice Chair Randolph J. Weaver	Hilda T. Lando
<b>STAFF:</b>	Mark R. Alger Dan McRae Linda Tetor Shawn Corey	Jack K. Wheeler Chris Congdon Hank Chapman, Psy.D. David McCarroll	Nancy Smith Kathryn Muller Jim Gleason
<b>LEGISLATORS:</b>	Joseph J. Hauryski	K. Michael Hanna	William A. Peoples

**I. CALL TO ORDER**

Mrs. Ferratella called the meeting to order at 9:00 a.m. and asked Mrs. Tetor to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE MAY 7, 2014, MEETING MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REQUESTS**

A. Health Care Facility

1. **Occupancy** – Mr. McCarroll reported occupancy for the month of May was 98.5 percent.
2. **Contracts** – Mr. McCarroll requested approval of contracts for temporary professional staffing services with AMN Healthcare, Inc. and Towne Nursing Staffing, Inc.

**MOTION: AUTHORIZING THE HEALTH CARE FACILITY ADMINISTRATOR TO ENTER INTO THE FOLLOWING CONTRACTS FOR PROFESSIONAL STAFFING SERVICES: AMN HEALTHCARE, INC. FOR CNA'S AT \$23.50/HOUR, LPN'S AT \$38.50/HOUR AND RN'S AT \$53.50/HOUR AND WITH TOWNE NURSING STAFFING, INC. FOR CNA'S AT \$24.00/HOUR, LPN'S AT \$37.00/HOUR AND RN'S AT \$53.00/HOUR MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mr. McCarroll requested approval to enter into a contract with Dentacare Dental Service, PC to provide dentistry services for an annual cost of \$21,600.

**MOTION: AUTHORIZING THE HEALTH CARE FACILITY ADMINISTRATOR TO ENTER INTO A CONTRACT WITH DENTACARE DENTAL SERVICE, PC TO PROVIDE DENTISTRY SERVICES FOR AN ANNUAL COST OF \$21,600 MADE BY MS. LANDO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Budget Transfer** – Mr. McCarroll requested authorization to transfer \$300,000 from the nursing salaries and wages line item and appropriating \$250,000 to aides wages line item and \$50,000 to the LPN wages

line item. Additionally, he requested a transfer of \$600,000 from the nursing salaries and wages line and to the nursing contract labor line item.

**MOTION: AUTHORIZING THE TRANSFER OF A TOTAL OF \$900,000 FROM THE NURSING SALARIES AND WAGES LINE ITEM AND APPROPRIATING \$600,000 TO THE NURSING CONTRACT LABOR LINE ITEM, \$250,000 TO THE AIDES WAGES LINE ITEM AND \$50,000 TO THE LPN WAGES LINE MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

The committee thanked Mr. McCarroll for his hard work and service to the Health Care Facility. Mr. Wheeler commented Mr. McCarroll has done a good job working through the transition with regard to the sale of the facility.

B. Special Children's Services

1. **2014 Contract Renewals** – Mrs. Congdon requested authorization to renew the annual contracts for Preschool Education Service Providers.

**MOTION: RENEWING THE ANNUAL CONTRACTS FOR PRESCHOOL EDUCATION SERVICE PROVIDERS AS PRESENTED MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Preschool Transportation Bids** – Mrs. Congdon requested authorization to award the bids for preschool transportation to the low bidders and requesting that the bid for Contract E be rejected as they do not have any children that require transportation to that site at this time.

**MOTION: AWARDING THE BIDS FOR PRESCHOOL TRANSPORTATION BID FOR CONTRACT A TO LIVINGSTON-WYOMING ARC FOR THE 10-MONTH AND SUMMER PROGRAM, BOTH AT THE RATE OF \$127.00 PER CHILD, PER DAY; AWARDING CONTRACT B TO BIRNIE TRANSPORTATION FOR THE 10-MONTH PROGRAM AT A RATE OF \$48.00 PER CHILD, PER DAY; AWARDING CONTRACT C TO BIRNIE TRANSPORTATION FOR THE 10-MONTH AND SUMMER PROGRAM, BOTH AT THE RATE OF \$93.00 PER CHILD, PER DAY; AWARDING CONTRACT F TO DURHAM SCHOOL SERVICES FOR THE SUMMER PROGRAM AT A RATE OF \$114.47 PER CHILD, PER DAY; AND REJECTING THE BID FOR CONTRACT E AS THERE ARE NO CHILDREN REQUIRING TRANSPORTATION TO THAT SITE AT THIS TIME MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. County Manager

1. **Organizational Charts**

a. *Department of Social Services* – Mr. Wheeler presented the organizational chart for the Department of Social Service for review. He commented that he split the chart between divisions, however, the Services Division and the Temporary & Disability Assistance Division only represent about half of the department. The remaining divisions will be presented next month.

Mr. Hauryski asked how many employees are in the Department of Social Services? Ms. Muller replied we have about 230 employees. Mr. Alger commented after the sale of the Health Care Facility, the County employs about 800.

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

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Wednesday, July 2, 2014  
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, June 25, 2014**

**STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE  
STEBEN COUNTY FINANCE COMMITTEE**

**Joint Special Meeting**

*Monday, June 23, 2014*

*9:40 a.m.*

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

**\*\*MINUTES\*\***

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

Lawrence P. Crossett, Chair K. Michael Hanna Scott J. Van Etten

**STAFF:** Mark R. Alger Jack K. Wheeler Kathy Muller  
Shawn Corey Nancy Smith

**LEGISLATORS:** Joseph J. Hauryski Eric T. Booth Dan C. Farrand  
Patrick F. McAllister Aaron I. Mullen William A. Peoples

**ABSENT:** Gary D. Swackhamer, Vice Chair

**I. CALL TO ORDER**

Mr. Crossett called the meeting to order at 9:40 a.m.

**II. GENERAL BUSINESS**

A. Department of Social Services

1. **NYS Summer Youth Program Allocation** – Ms. Muller requested authorization to accept \$144,426 from the State to support the summer youth employment program. She stated that \$139,426 will be allocated to ProAction as they will administer the program, and \$5,000 will be allocated to the Youth Bureau as they will be monitoring the program.

**MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO ACCEPT FUNDING IN THE AMOUNT OF \$144,426 FROM THE STATE TO SUPPORT THE SUMMER YOUTH PROGRAM; ALLOCATING \$139,426 TO PROACTION FOR THE ADMINISTRATION OF THE PROGRAM AND \$5,000 TO THE YOUTH BUREAU FOR MONITORING OF THE PROGRAM MADE BY MR. VAN ETTEN. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0 HSH&E COMMITTEE AND 4-0 FINANCE COMMITTEE.**

**MOTION: TO ADJOURN MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0 HSH&E COMMITTEE AND 4-0 FINANCE COMMITTEE.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

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

*Wednesday, July 2, 2014*

*9:00 a.m.*

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

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Carol A. Ferratella, Chair	Hilda T. Lando	Randolph J. Weaver
<b>STAFF:</b>	Mark R. Alger Hank Chapman, Psy.D. Kathy Muller	Jack K. Wheeler Vicki Fuerst Lise Reynolds	Patty Baroody Lorelie Wagner Alan Reed
<b>LEGISLATORS:</b>	Joseph J. Hauryski	K. Michael Hanna	William A. Peoples
<b>ABSENT:</b>	Gary B. Roush, Vice Chair	<b>Robin K. Lattimer</b>	

**I. CALL TO ORDER**

Mrs. Ferratella called the meeting to order at 9:00 a.m. and asked Mr. Peoples to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE JUNE 4, 2014, AND JUNE 23, 2014, MEETINGS MADE BY MRS. LANDO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**III. DEPARTMENTAL GOALS REVIEW**

A. Office for the Aging

1. **2014 Goals Update** – Mrs. Baroody distributed a handout depicting a summary of her 2014 goals. Transition in the department has gone well, and minor adjustments have been made to workflow. She has conducted individual monthly meetings with each supervisor, which has fostered good communication. They have begun work on an RFP for a fiscal intermediary for the Consumer-Directed Program under EISEP. The new program will allow for greater flexibility in care of consumers. She stated they continue to collaborate with the Steuben Senior Services Fund to advance the Aging In Place projects. They have a highly engaged advisory board and completed an aging in place survey. Transportation and non-emergency medical transportation continue to be at the top of the list. Due to a lack of consumer understanding of the existing transportation system, they created an information postcard campaign to heighten awareness. Mrs. Baroody stated that she has added one additional goal, which is to look at a strategic plan for the department.

B. Office of Community Services

1. **2014 Goals Update** – Dr. Chapman provided an update on his 2014 goals. At the request of the Health Services Review Committee, they have prepared an RFP to privatize services at the Hornell and Corning satellite locations. In an attempt to keep pace with the increased demands of managed care, they recently promoted a Receptionist to an Account-Clerk to replace a vacant business office position. They completed the conciliation of the Medicaid billing due to the 2010 Clinic Restructuring mandates in April. As a result of that they collected \$1.2 million in cash and received an additional \$90,000 in revenue from the State. Also in April, they entered into a contract with HHUNY (Health Homes of Upstate New York) and have begun to provide health home care management services. Dr. Chapman stated that in an effort to reduce client no-shows and increase staff productivity, they have implemented a call list of clients who would benefit from additional appointments and are given an opportunity to be seen when other individuals cancel their appointments. We also continue to utilize appointment reminder software to remind clients of upcoming appointments. Training for the

ANASAZI Doctor's Homepage software was completed in April. This software allows our physicians to e-scribe medication. All medical staff is currently utilizing this software.

C. Department of Social Services

1. **2014 Goals Update** – Ms. Muller distributed a handout depicting a summary of her 2014 goals. She stated that in the Temporary and Disability Units, they continue to have a smooth transition of staff and resources as they continue with the NYS takeover of the Medical Assistance Program. Additionally they have made adjustments to their intake procedures to streamline work to address volume and demands. Two components of that have been to have no face-to-face visits on Wednesday mornings to allow workers to address paperwork; and clients are now given the option of an appointment or to walk-in first come, first served which has helped to reduce their no-show rates. Within the Child Support Enforcement Unit they have identified a list of accounts with unclaimed funds and/or stale dated checks. Staff is documenting attempts to locate parties and petitions have been developed to file with the court once documentation has been compiled. This is a work in progress and will also be used to reconcile accounts outstanding. The Services Division has been reviewing the viability of maintaining the Detention facility through a contract with Glove House and have had discussions with Cattaraugus County to establish a contract for beds. Revenues from contracts with Livingston and Chemung have remained constant and the facility is consistently at capacity. The Accounting and Legal Units continue to work on cross training current and new employees. Finally, the Fraud Unit has been focusing their attention on the Safety Net population. Additionally a bi-annual notification to the client is mandated for all cases carrying liens.

D. Public Health

1. **2014 Goals Update** – Mrs. Fuerst introduced their new Public Health Educator, Lorelie Wagner. We have become a new department since the sale of CHHA (Certified Home Health Agency). As a result of the Governor's New York State Prevention Agenda, we have set two goals for the reduction of obesity in both children and adults, as well as reducing the rate of cardiovascular disease and hypertension. We have developed the Steuben County Health Priorities Team and the main objective centers around prevention. We also do a community health assessment every three to four years. Our CHIP (Community Health Improvement Plan) has been submitted and approved by the State. This is a five-year plan and the sodium reduction grant is part of this plan.

E. Veterans' Service Agency

1. **2014 Goals Update** – Mrs. Ferratella asked if there is an update on the software that they were looking at purchasing? Mr. Alger replied that he will check to see what the status of that is. They have also been trying to digitize a number of their records.

F. Health Care Facility

1. **2014 Goals Update** – Mr. Alger announced the sale of the Old Health Care Facility was finalized July 1, 2014.

IV. **DEPARTMENTAL REQUESTS**

A. Office of Community Services

1. **Bath PD Contract** – Dr. Chapman requested authorization to renew their contract with the Bath Police Department to provide mental health transports for any individuals within the village that are found to be at risk. Rather than transport individuals to Ira Davenport Hospital, whenever the police department is contacted and our office is involved, per Mental Hygiene Law, we are mandated to have law enforcement pickup and transport individuals to the nearest psychiatric hospital, which is either Soldiers & Sailors in Penn Yan, or St. James in Hornell. Chief Rouse has asked for a \$5.00 per hour increase for full-time officers, to \$73.00 per hour and a \$2.00 per hour increase for part-time officers, to \$32.00 per hour. The annual cost for this contract is approximately \$8,000 and we do have money in our budget. Mrs. Ferratella asked why don't we use the Sheriff's Office for this? Dr. Chapman replied his understanding is that it is less expensive to have Bath PD do this service.

**MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO RENEW THEIR CONTRACT WITH THE BATH POLICE DEPARTMENT TO PROVIDE MENTAL HEALTH TRANSPORTS AT A RATE OF \$73.00 PER HOUR FOR A FULL-TIME OFFICER AND \$32.00 PER HOUR FOR A PART-TIME OFFICER MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

2. **OMH Funding** – Dr. Chapman requested authorization to accept additional OMH funding in the amount of \$50,556.00 to fund supportive housing and appropriate it to their contract with Arbor Development.

**MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO ACCEPT ADDITIONAL OMH FUNDING IN THE AMOUNT OF \$50,556.00 TO FUND SUPPORTIVE HOUSING AND TO APPROPRIATE THAT AMOUNT TO THEIR CONTRACT WITH ARBOR DEVELOPMENT AND TO AMEND THE EXISTING CONTRACT TO REFLECT THIS ADDITIONAL REVENUE MADE BY MRS. LANDO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

B. County Manager

1. **Organizational Charts** – Mr. Wheeler stated that the final organizational charts for the Finance and Staff Development/Child Support Enforcement/Legal Divisions within the Department of Social Services are available for review. Mrs. Lando asked how many total employees do you have? Ms. Muller replied she has 230 staff.

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.A. MATTERS WHICH WILL IMPERIL THE PUBLIC SAFETY IF DISCLOSED MADE BY MRS. LANDO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MRS. LANDO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**MOTION: TO ADJOURN MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Wednesday, August 6, 2014  
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, July 30, 2014**

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

*Wednesday, August 6, 2014*

*9:00 a.m.*

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

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Carol A. Ferratella, Chair Robin K. Lattimer	Gary B. Roush, Vice Chair Randolph J. Weaver	Hilda T. Lando
<b>STAFF:</b>	Mark R. Alger Jim Gleason Hank Chapman, Psy.D. Bill Caudill	Jack K. Wheeler Patty Baroody Kathy Muller Shawn Corey	Vicki Fuerst Dan McRae Lise Reynolds
<b>LEGISLATORS:</b>	Joseph J. Hauryski William A. Peoples	Dan C. Farrand	K. Michael Hanna

**I. CALL TO ORDER**

Mrs. Ferratella called the meeting to order at 9:00 a.m. and asked Mr. Hauryski to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE JULY 2, 2014, MEETING MADE BY MRS. LANDO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mrs. Ferratella stated last month the committee reviewed departments' goals. She asked Mr. McRae if he had any updates on his new software? Mr. McRae replied they are waiting on Washington, D.C. to do their portion.

**II. DEPARTMENTAL REQUESTS**

A. Youth Bureau

1. **2014 Youth Development Funding** – Mr. Caudill requested approval to enter into Youth Development Contracts for 2014. This year the State funding has completely changed. They have now condensed it into one stream. They are, however, giving counties the option of how to use it. We also received a slight increase in our overall allocation, to \$85,314 from \$79,579 in 2013. He informed the committee that they do have three new contracts with the City of Corning, the City of Hornell and the Town of Campbell. These three programs were previously receiving funding from the State, but due to the changes in funding, will now receive that funding through the County.

Mr. Alger commented that the \$85,000 in funding is for the entire County. Determining how to use it is a challenge. We have three or four youth members on the Youth Board. We will be looking to them to provide input into what they see as lacking. Over the next several months, we will be looking to figure out what it is that we should really be doing with these funds; whether to fill a gap or identify a new need.

Mr. Caudill stated that another new contract is with ProAction for the Steuben Recreational Programs. We are taking eight of the smaller municipal contracts and combining them as one under ProAction to serve as the fiscal agent.

**MOTION: APPROVING THE FOLLOWING 2014 YOUTH DEVELOPMENT FUNDING CONTRACTS: THE FRIENDS OF THE ADDISON YOUTH CENTER - \$7,964; BATH HOPE FOR YOUTH - \$9,139; HORNELL AREA CONCERN FOR YOUTH - \$11,408; PROACTION OF STEUBEN & YATES, INC. – \$5,947; FAMILY SERVICE SOCIETY, INC. - \$14,170; CENTER FOR DISPUTE SETTLEMENT - \$5,241; INSTITUTE FOR HUMAN SERVICES, INC. - \$4,025; TOWN OF CAMPBELL - \$1,052; CITY OF CORNING - \$2,459; CITY OF HORNELL - \$2,043; AND VILLAGE OF BATH - \$2,418 MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Office for the Aging

1. **RFP Award – Fiscal Intermediary for Consumer Directed Program Under EISEP** – Mrs. Baroody requested authorization to award the RFP for a Fiscal Intermediary for Consumer Directed Program Under EISEP to Access to Independence and Mobility (AIM) at a rate of \$14.03 per unit.

**MOTION: AWARDING THE RFP FOR A FISCAL INTERMEDIARY FOR CONSUMER DIRECTED PROGRAM UNDER EISEP TO ACCESS TO INDEPENDENCE AND MOBILITY (AIM) AT A RATE OF \$14.03 PER UNIT MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. Special Children’s Services

1. **Contract** – Mrs. Fuerst requested authorization to enter into a new contract for speech therapy services with Elaine Schreiner of Beem Machine Builders, Inc. The rate is \$65.00 per session.

**MOTION: AUTHORIZING SPECIAL CHILDREN’S SERVICES TO ENTER INTO A NEW CONTRACT FOR SPEECH THERAPY SERVICES WITH ELAINE SCHREINER OF BEEM MACHINE BUILDERS, INC. FOR A RATE OF \$65.00 PER SESSION MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. Office of Community Services

1. **OMH Funding** – Dr. Chapman requested authorization to accept \$490,000 in OMH funding to provide crisis outreach services to the community. There is no local match required. With the closing of the psychiatric unit at St. James, he had submitted a proposal to the State to hire four additional contract mental health professionals to work part-time to help us with crisis outreach work to prevent hospitalizations.

Mr. Hauryski asked is this a one year grant? Dr. Chapman replied this funding is year to year. The funding is data outcome driven and we will be keeping track of the calls coming in, what contacts are made and if there were hospitalizations or if we were able to keep the individuals stable enough to not warrant hospitalization. He also would like to track data on whether individuals released from the hospital had to be readmitted.

Mr. Hauryski asked with this funding, what happens when the funding goes away? Does the County pay for these positions? Dr. Chapman replied if we can show that the program is effective, they will continue to fund it. We will be learning about this process as we go as we are essentially a pilot program for the State.

Mr. Alger asked will we be able to bill for these services? Dr. Chapman replied no because the State is providing us with Medicaid funding to fund those positions and therefore we will not be able to bill for services. We will not receive any additional revenue directly, however, if we come into contact with someone who is not already known to us, they would more than likely be enrolled in services.

Mr. Roush asked will this help to keep some people out of jail? Dr. Chapman replied that yes, he is of the opinion that it will. Mr. Alger explained one of the things that is happening in the community generally is the State is dropping people out on the streets. Over time we will have more cases because folks typically in State facilities will no longer be there. We will need to deal with them through Mental Health, Department of Social Services or Arbor Development, in order to keep them in the community or somewhere else. The intent is to use these funds

to intervene early enough so they are not committed in a mental health facility or jail. This is the direction the State is going to reduce costs. From our perspective we are at a risk for higher costs. If an individual is hospitalized by the order of a judge, we pay half of that cost. The Mental Health Director has to be actively involved in the process. By contracting these positions, if the funding goes away, we can end the contracts.

Mr. Roush commented tracking results would be very subjective. How do you determine if you have kept someone out of the hospital? Dr. Chapman replied the tracking is not necessarily subjective. We will know once we have contact with an individual. We cannot track everyone in the County, but we can keep track of those folks we have contact with.

Mrs. Ferratella asked is this funding strictly for salaries? Dr. Chapman replied no, there are different components of the proposal. Mobile outreach, provided by the contract employees is \$350,000. Another \$25,000 will be used for family support, \$10,000 will be for training of Law Enforcement and \$85,000 will be used to hire a bridger case manager. He explained that the bridger case manager will connect with an individual prior to them being discharged from the hospital and will be involved in the discharge planning process and will help refer the individual for treatment services. He would anticipate that this individual would also work with the Jail inmates.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO ACCEPT STATE OMH FUNDING IN THE AMOUNT OF \$490,000 FOR THE IMPLEMENTATION OF A CRISIS OUTREACH PROGRAM MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

Dr. Chapman requested authorization to accept \$250,000 in State OMH funding to create a home-based crisis intervention program targeting children and adolescents. This will be a shared program with Allegany and Livingston counties and Steuben will be the lead agency. The funding will provide each county with one Masters level mental health counselor or Social Worker. Those individuals will work with families of children that are at risk of being hospitalized. This is an attempt by the State Office of Mental Health to give support due to the closing of the psychiatric unit at St. James. Steuben County had the most referrals to St. James, followed by Allegany and Livingston. He is currently in the process of drafting an RFP.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO ACCEPT \$250,000 IN STATE OMH FUNDING TO CREATE A HOME-BASED CRISIS INTERVENTION PROGRAM IN CONJUNCTION WITH ALLEGANY AND LIVINGSTON COUNTIES, TARGETING CHILDREN AND ADOLESCENTS MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

2. **Contracts** – Dr. Chapman requested authorization to amend his contract with Pathways to increase the contract by \$320,000 to allow them to contract for two additional mental health counselor positions and one bridger case management position to implement the mobile crisis outreach program. Additionally, these three positions will also be reimbursed mileage at the State mileage rate of \$0.55 per mile.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO AMEND HIS CONTRACT WITH PATHWAYS TO INCREASE THE ALLOCATION BY \$320,000 TO ALLOW THEM TO CONTRACT FOR TWO ADDITIONAL MENTAL HEALTH COUNSELOR POSITIONS AND ONE BRIDGER CASE MANAGEMENT POSITION; INCLUDING MILEAGE REIMBURSEMENT AT THE STATE RATE OF \$0.55 PER MILE; TO IMPLEMENT THE MOBILE CRISIS OUTREACH PROGRAM MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Dr. Chapman requested authorization to contract with Robert Miller, LLC. Mr. Miller is a licensed Social Worker who will be included as part of the crisis outreach services program. The rate is \$35.00 per hour and he would also be reimbursed for mileage at the State rate of \$0.55 per mile. He will work part-time, three 8-hour days. Dr.

Chapman stated that he also would like to have the flexibility to have Mr. Miller work up to 40 hours per week when necessary.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO ENTER INTO A CONTRACT WITH ROBERT MILLER, LLC TO WORK PART-TIME AT A RATE OF \$35.00 PER HOUR AS PART OF THE HOSPITAL DIVERSION PROGRAM MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mr. Roush commented that Dr. Chapman has done a great job of bringing in new funding.

3. **Budget Adjustment** – Dr. Chapman requested authorization to transfer \$6,330 from the PROS start-up funding they received from OMH and transfer to minor equipment to purchase six lab computers and course materials. These computers and materials will be used by clients and will provide vocational as well as family education. The computers will also be utilized by clients to assist in job searches.

**MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO TRANSFER \$6,330 FROM THE PROS START-UP FUNDING RECEIVED FROM OMH AND TRANSFERRING TO MINOR EQUIPMENT TO PURCHASE SIX LAB COMPUTERS AND RELATED COURSE MATERIALS; AND AMENDING THE MINOR EQUIPMENT LIST ACCORDINGLY MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mr. Hauryski commented that he keeps reading more and more about immigration issues and the effect it is having around the country. How will our departments handle that and/or track those individuals that are coming in for services? Is this something we can track? Ms. Muller replied we have not had that as a problem in our area. The State has come out with training regarding this and we do think it is coming our way. Mr. Hauryski commented that he will be looking at numbers and the impact it will have on our system.

C. County Manager

1. **Organization Charts** – Mr. Wheeler presented the organizational charts for the Office of Community Services.

V. **OTHER BUSINESS**

A. *Non-Smoking Policy* – Mrs. Ferratella stated that she had recently attended a health priorities team meeting. As a result of that meeting, she would like to put the non-smoking policy back on the table for more discussion. She would like this included on the September agenda and would like the committee to look at some alternatives. She asked if Mr. Alger and Mr. Wheeler could help by providing the committee with information about what is working in other counties. Discussion followed.

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

Respectfully Submitted by Amanda L. Chapman, Deputy Clerk, Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Wednesday, September 3, 2014  
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, August 27, 2014.**

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

*Wednesday, September 3, 2014*

*9:00 a.m.*

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

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Carol A. Ferratella, Chair Robin K. Lattimer	Gary B. Roush, Vice Chair Randolph J. Weaver	Hilda T. Lando
<b>STAFF:</b>	Mark R. Alger Patty Baroody Shawn Corey	Jack K. Wheeler Hank Chapman, Psy.D.	Vicki Fuerst Kathy Muller
<b>LEGISLATORS:</b>	Joseph J. Hauryski William A. Peoples	Dan C. Farrand	K. Michael Hanna
<b>OTHERS:</b>	Mary Perham		

**I. CALL TO ORDER**

Mrs. Ferratella called the meeting to order at 9:00 a.m. and asked Mr. Roush to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

Mrs. Baroody asked for a correction of the rate for consumer directed services. The rate should be \$14.03 per hour, not \$14.02.

**MOTION: APPROVING THE MINUTES AS AMENDED MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REQUESTS**

A. Special Children's Services

1. Mrs. Fuerst requested authorization to enter into a contract with Joan Tomion, Occupational Therapist, to provide preschool related services. The rate is \$65.00 per session.

**MOTION: AUTHORIZING SPECIAL CHILDREN'S SERVICES TO ENTER INTO A CONTRACT WITH JOAN TOMION, OCCUPATIONAL THERAPIST, TO PROVIDE PRESCHOOL RELATED SERVICES AT A RATE OF \$65.00 PER SESSION MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Office of Community Services

1. **Contracts** – Dr. Chapman presented contract renewals for consideration. He also requested authorization to amend their contract with Pathways to include an additional \$85,000 in OMH funding for contracted labor. This funding will be used to fund three Social Worker and one Case Manager position as part of the Crisis Outreach Program.

**MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO RENEW THE FOLLOWING CONTRACTS: PHOENIX (JANITORIAL SERVICES) - \$592.72 PER WEEK; CAPABILITIES (PROS ORS SERVICES) - \$60,040 PER YEAR; MACHUGA CONTRACTORS, INC. (SNOW REMOVAL – BATH OFFICE) - \$150.00 PER PLOW; DAVID PARKS (SNOW REMOVAL – HORNELL OFFICE) - \$75.00 PER PLOW; GUS CARR BUILDING (SNOW REMOVAL – CORNING OFFICE) - \$55.00 PER PLOW; AND PRATTSBURGH SCHOOL (PROVIDE SOCIAL WORKER) - \$37,500 RECEIVED IN REVENUE; AND AUTHORIZING AN AMENDMENT TO THE PATHWAYS CONTRACT TO INCLUDE AN ADDITIONAL \$85,000 IN OMH FUNDING FOR CONTRACTED LABOR TO PROVIDE SERVICES FOR THE CRISIS OUTREACH PROGRAM MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Budget Adjustments** – Dr. Chapman requested authorization to accept \$6,500 in additional OASAS funding and appropriating to their contract with Catholic Charities.

**MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO ACCEPT \$6,500.00 IN ADDITIONAL OASAS FUNDING AND APPROPRIATING TO THEIR CONTRACT WITH CATHOLIC CHARITIES MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Dr. Chapman requested authorization to transfer \$35,000.00 from the salaries line item to the contract line item for Pathways. One of their intensive case managers retired, and rather than hiring, they are going to contract for this position through Pathways.

**MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO TRANSFER \$35,000.00 FROM THE SALARIES LINE ITEM TO THE CONTRACT LINE ITEM FOR PATHWAYS MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

#### **IV. OTHER BUSINESS**

A. **Smoking Policy** – Mr. Weaver asked what is the status on the smoking policy proposal? Mrs. Ferratella replied that she will be meeting with Mr. Wheeler, Mr. Rose and Mrs. Fuerst to discuss the logistics and put together a proposal. She stated that there are still some questions regarding our lease properties and enforcement. Mr. Weaver commented the first step is to put a policy in place and then we can worry about enforcement issues after that. Mr. Wheeler stated that they have some good ideas. We will work on clarifying our policy and making more of a designated place for smokers. That is something that will help with the complaints.

Mrs. Ferratella commented one of the concerns is the distance from the building. Mr. Alger stated there are a couple of ways to address this. One option is to designate a distance from the doors and having them placed far enough away from the building. Many counties have done that or have designated smoking areas. We are looking at both of those as options. Mrs. Ferratella commented a handful of counties are totally smoke-free. Most of the counties are going with a designated area and she believes that is what we are also looking at.

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

Respectfully Submitted by Amanda L. Chapman, Deputy Clerk, Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Wednesday, October 1, 2014  
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, September 24, 2014.**

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

*Wednesday, October 2, 2014*

*9:00 a.m.*

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

**\*\*MINUTES\*\***

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

**STAFF:** Mark R. Alger Jack K. Wheeler Hank Chapman, Psy.D.  
Linda Tetor Vicki Fuerst Chris Congdon  
Kathy Muller Shawn Corey Nancy Smith

**LEGISLATORS:** Dan C. Farrand K. Michael Hanna William A. Peoples

**OTHERS:** Mary Perham

**I. CALL TO ORDER**

Mrs. Ferratella called the meeting to order at 9:00 a.m. and asked Mrs. Tetor to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE SEPTEMBER 3, 2014, MEETING MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REQUESTS**

A. Office of Community Services

1. **Budget Adjustment** – Dr. Chapman requested authorization to transfer \$600.00 received in additional PROS State Aid Start-Up Funds to Minor Equipment to purchase a television and DVD player for the client group.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO TRANSFER \$600.00 IN PROS STATE AID START-UP FUNDS TO THE MINOR EQUIPMENT LINE ITEM TO PURCHASE A TELEVISION AND DVD PLAYER FOR THE CLIENT GROUP AND AMENDING THE MINOR EQUIPMENT LIST TO REFLECT THIS CHANGE MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Special Children's Services

1. **Contracts** – Ms. Congdon requested authorization to enter into two contracts. The first is with the Bath School District to provide preschool transportation at no cost to the County. The second contract is with Allegany County to provide preschool services at the rate set by the State.

**MOTION: AUTHORIZING SPECIAL CHILDREN'S SERVICES TO ENTER INTO CONTRACTS WITH THE BATH SCHOOL DISTRICT TO PROVIDE PRESCHOOL TRANSPORTATION AT NO COST TO THE COUNTY AND WITH ALLEGANY COUNTY TO PROVIDE PRESCHOOL SERVICES AT THE RATE SET BY THE STATE MADE BY MR. WEAVER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. Public Health

1. **Budget Transfer** – Ms. Congdon requested authorization to transfer \$25,000 from the Tuition line item to the Vaccines line item. This year the number of required post exposure rabies shots for the uninsured has been greater than in past years.

**MOTION: AUTHORIZING PUBLIC HEALTH TO TRANSFER \$25,000 FROM THE TUITION LINE ITEM TO THE VACCINE LINE ITEM MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. County Manager

1. **Tobacco/Smoke Free Policy** – Mr. Wheeler distributed copies of the proposed Tobacco/Smoke Free Policy. This was developed with the help of Public Health and the Law Department. This policy defines any tobacco product as well as e-cigarettes. As a property owner, we have the right to manage our grounds as we choose. We wanted something that was a significant step, but not a complete ban as that creates a number of unintended consequences. With regard to outdoor smoking, we are moving the designated area down the sidewalk toward Steuben Street. It will be 125 feet away from the main doors. This policy also prohibits smoking in the courtyard. Mr. Wheeler commented hopefully this will improve the issues as there will now be a designated smoking area.

Mrs. Ferratella asked this does not have to go to the Legislature? Mr. Wheeler replied no. This is a slight policy change, however, we would like to get the committee's approval.

Ms. Lattimer asked how are we going to introduce this? Mr. Wheeler replied if approved, this policy will go into effect three weeks from today on October 22, 2014. We will send out an email and put out signage. A lot of this will be word of mouth.

**MOTION: APPROVING AN AMENDMENT TO THE TOBACCO/SMOKE FREE POLICY AS PRESENTED BY THE COUNTY MANAGER'S OFFICE MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

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

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Wednesday, November 5, 2014  
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, October 29, 2014.**

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

*Wednesday, November 5, 2014*

*9:00 a.m.*

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

**\*\*MINUTES\*\***

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

**STAFF:** Mark R. Alger Jack K. Wheeler Hank Chapman, Psy.D.  
Vicki Fuerst Chris Congdon Diane Kiff  
Kathy Muller Lise Reynolds Patty Barody  
Nancy Smith

**LEGISLATORS:** Joseph J. Hauryski Lawrence P. Crossett Scott J. Van Etten

**OTHERS:** Mary Perham  
Jeff Smith, *The Leader*

**I. CALL TO ORDER**

Mrs. Ferratella called the meeting to order at 9:00 a.m. and asked Mr. Hauryski to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE OCTOBER 1, 2014, MEETING MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REQUESTS**

A. Office of Community Services

1. **Budget Adjustments** – Dr. Chapman requested authorization to accept additional PROS State aid start-up funds in the amount of \$62,500. He also requested authorization to use this funding to purchase several items for the PROS program including an Ultra-Sensitive Exchange, a ten-person van, 11 signature pads and 16 keyboard scanners and add these items to his 2014 equipment list.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO ACCEPT AND APPROPRIATE \$62,500 IN ADDITIONAL PROS STATE AID START-UP FUNDS AND AUTHORIZING THE PURCHASE OF AN ULTRA SENSITIVE EXCHANGE, A TEN-PERSON VAN, 11 SIGNATURE PADS AND 16 KEYBOARD SCANNERS, AND ADDING THESE ITEMS TO THE 2014 EQUIPMENT LISTS MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Dr. Chapman requested authorization to accept additional OMH funding in the amount of \$245,000. This funding will be used for expenses related to the new crisis outreach program that was created as a result of St. James closing their psychiatric unit.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO ACCEPT AND APPROPRIATE \$245,000 IN ADDITIONAL STATE OMH FUNDING FOR EXPENSES RELATED TO THE CRISIS OUTREACH PROGRAM MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Contracts** – Dr. Chapman requested authorization to amend his contract with Pathways to include an additional Social Work position. This position will provide school-based services at the Coopers Plains BOCES campus. We do receive funding from the Department of Social Services, which will cover the cost of this additional position.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO AMEND THE CONTRACT WITH PATHWAYS TO INCLUDE AN ADDITIONAL SOCIAL WORKER POSITION TO PROVIDE SCHOOL-BASED SERVICES AT THE COOPERS PLAINS BOCES CAMPUS MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Dr. Chapman requested authorization to amend the contract with Catholic Charities to include a temporary, full-time nurse. He commented that they have money available in the salary and wages line item from the individual who has been out and has currently exhausted all leave. The rate will be \$20.00 per hour.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO AMEND THE CONTRACT WITH CATHOLIC CHARITIES TO INCLUDE A TEMPORARY, FULL-TIME NURSE AT A RATE OF \$20.00 PER HOUR MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Public Health

1. **Elimination of Local Early Intervention Coordinating Council** – Ms. Kiff informed the committee that they had asked to become part of a regional council, instead of maintaining our own. We did receive notification from the State that they granted us this option. Now we will be part of a regional council that is made of 11 counties that are part of the SAY Network.

Mrs. Ferratella asked is this something that we can use toward shared services? Mr. Alger replied that is a good thought. They will look into that.

2. **Contract** – Ms. Congdon requested authorization to enter into a new contract with BioServe for medical waste disposal. The rate is \$75.00 per box.

**MOTION: AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH TO ENTER INTO A NEW CONTRACT WITH BIOSERVE, INC., FOR MEDICAL WASTE DISPOSAL AT A RATE OF \$75.00 PER BOX MADE BY MS. LATTIMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **2015 Public Health and Special Children's Services Contract Renewals** – Mrs. Fuerst presented the list of 2015 renewals for the committees consideration.

**MOTION: APPROVING THE 2015 CONTRACT RENEWALS FOR PUBLIC HEALTH AND SPECIAL CHILDREN'S SERVICES AS PRESENTED MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

4. **Budget Transfer** – Ms. Congdon requested authorization to accept an Article 6 Performance Award from the State in the amount of \$19,000. This funding will be used for Article 6 eligible activities. We received this funding as we had met all of their performance and reporting requirements.

**MOTION: AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH TO ACCEPT AND APPROPRIATE AN ARTICLE 6 PERFORMANCE AWARD IN THE AMOUNT OF \$19,000 MADE BY MS. LATTIMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

5. **Ebola** – Mrs. Fuerst commented that they emailed an informational sheet to the committee for their review. Mrs. Lando asked will there be additional costs for Ebola preparation? Mrs. Fuerst replied we will need to purchase commodes for our clinic sites. We also will be looking to install a barrier for our receptionist, as

well as purchase additional supplies. We have not received final guidelines from the CDC on what we should be wearing. She stated that they have been having weekly contact with the CDC and the State Department of Health.

Mr. Alger commented if someone needed to be quarantined, we would be the monitoring agency in our county. The State is not doing that. Mrs. Fuerst stated we do have an isolation and quarantine plan. Considerable discussion followed.

C. Department of Social Services

1. **Burial Rates** – Ms. Reynolds informed the committee that they currently pay \$2,250 for burials and they have projected 125 burials for this year. The total county cost after State reimbursement is about \$245,000. The funeral directors have requested an increase to \$2,750 per burial. That would equate to a \$35,000 County share, with the State only reimbursing us \$261 per burial. She is proposing they increase the rate to \$2,500.

Mr. Roush asked does this include cremations? Ms. Reynolds replied, yes, that is part of it. Mrs. Lando asked what are the qualifications to have the County pay for the burial? Ms. Reynolds replied they must be indigent. Ms. Lattimer commented if we are paying for burials, then it should just be cremations as they are less expensive. What would be the function to do that? Mr. Alger replied the policy of the department is if there are no relatives, then they do not do a cremation. If someone showed up later on and wanted to exhume the body, we would be exposed to liability. He commented this is something we can investigate. We need to be careful, particularly in cases where there is no family. Mr. Weaver stated we need to look at other alternatives for the future. Mr. Alger stated the other thing to keep in mind is that other counties pay even less.

**MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO INCREASE THE BURIAL RATES FOR FUNERAL DIRECTORS TO \$2,500 PER BURIAL MADE BY MS. LATTIMER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **SNAP Technology Grant** – Ms. Reynolds informed the committee that they applied for, and received, a SNAP Process and Technology Improvement Grant in the amount of \$20,692. She requested authorization to accept and appropriate these funds. These funds will be used to purchase computer equipment for DSS, the OneStop Career Search Center in Bath, Hornell and Corning, and for two additional mobile stations; one to be used by Catholic Charities and the other by the Office for the Aging. These computers will help to provide access to those who are accessing SNAP benefits.

**MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO ACCEPT AND APPROPRIATE A SNAP PROCESS AND TECHNOLOGY IMPROVEMENT GRANT IN THE AMOUNT OF \$20,692, AND AUTHORIZING AN AMENDMENT TO THE COMPUTER LIST TO REFLECT THE ADDITIONAL COMPUTERS MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

3. **Adoption Day** – Ms. Reynolds announced Adoption Day will be held November 14, 2014. They have had three adoptions this year, with another seven pending.

4. **HEAP** – Ms. Reynolds informed the committee that there is \$22 million less Statewide for the furnace component. HEAP opens November 17<sup>th</sup> and they expect that they will probably extend it. Emergency HEAP opens January 2, 2015.

5. **Furnace Bids** – Ms. Reynolds informed the committee that they put out an RFP for residential heating. They received three responses; I.D. Booth, Blevins and Vine City Supply. She recommended awarding to the low bidder on a line item basis.

**MOTION: AWARDING THE RESIDENTIAL HEATING BID ON A LINE ITEM BASIS TO BLEVINS, I.D. BOOTH AND VINE CITY SUPPLY MADE BY MR. ROUSH. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

6. **RFP for Cost Allocations** – Ms. Reynolds informed the committee that they put out an RFP for Cost Allocations. They received two responses. She recommended awarding to the low bidder, TAG, at a rate of \$4,000 for the Department of Social Services and \$1,000 for Public Health.

**MOTION: AWARDING THE RFP FOR COST ALLOCATIONS TO THE LOW BIDDER, TAG, AT A RATE OF \$4,000 FOR THE DEPARTMENT OF SOCIAL SERVICES AND \$1,000 FOR PUBLIC HEALTH MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

7. **Budget Adjustment** – Ms. Reynolds requested authorization to transfer and encumber \$460,000 for the April – June IGT payment.

**MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO TRANSFER AND ENCUMBER \$460,000 FOR THE APRIL – JUNE IGT PAYMENT MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

#### **IV. OTHER BUSINESS**

A. *Memorializing Resolution to Keep In-Patient Beds in Hornell* – Mr. Weaver presented a resolution for the committee's consideration regarding keeping in-patient beds in Hornell. The purpose of this resolution is to try and maintain a minimum number of inpatient and maternity beds. We are asking the County and the surrounding townships to pass this resolution to emphasize the need for these beds in Hornell.

Mr. Roush asked what is the reason for doing away with the beds? Mr. Weaver replied the State Department of Health does not believe we need the beds and that residents can travel forty or fifty miles to receive care. From a healthcare standpoint, this makes no sense.

**MOTION: MEMORIALIZING THE NEW YORK STATE DEPARTMENT OF HEALTH TO ENSURE THAT THE RESIDENTS IN THE AREA SERVED BY ST. JAMES HOSPITAL CONTINUE TO HAVE ADEQUATE HEALTH CARE IN THE FUTURE, WHICH WOULD INCLUDE A LIMITED IN-PATIENT PRESENCE ALONG WITH A MATERNITY WARD MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

B. *Changing the Date of the February Meeting* – Mrs. Ferratella recommended changing the date of the February meeting to Wednesday, February 11<sup>th</sup>, due to the NYSAC Winter Conference.

**MOTION: CHANGING THE DATE OF THE FEBRUARY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE MEETING TO WEDNESDAY, FEBRUARY 11, 2015, AT 9:00 A.M. MADE BY MR. WEAVER. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

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

Respectfully Submitted by Amanda L. Chapman, Deputy Clerk, Steuben County Legislature

**NEXT MEETING SCHEDULED FOR**

**Wednesday, December 3, 2014**

**9:00 a.m.**

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

**NO LATER THAN NOON**

**Wednesday, November 26, 2014.**

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

*Wednesday, December 3, 2014*

*9:00 a.m.*

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

**\*\*MINUTES\*\***

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

**STAFF:** Mark R. Alger Jack K. Wheeler Dan McRae  
Hank Chapman, Psy.D. Bill Caudill Kathy Muller  
Lise Reynolds Shawn Corey Nancy Smith  
Patty Baroody

**LEGISLATORS:** Joseph J. Hauryski William A. Peoples

**OTHERS:** Mary Perham  
Jeff Smith, *The Leader*

**I. CALL TO ORDER**

Mrs. Ferratella called the meeting to order at 9:00 a.m. and asked Mr. Hauryski to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE NOVEMBER 5, 2014, MEETING MADE BY MRS. LANDO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MS. LATTIMER ABSENT FOR VOTE)**

**II. DEPARTMENTAL REQUESTS**

A. Youth Bureau

1. **Budget Adjustment** – Mr. Caudill explained the Office of Children & Family Services made changes to Youth Development Funding and we now have more control with how to use those funds. We received an increase this year of about \$6,000, for a total of \$19,818. He requested authorization to accept this funding and allocate it to their contracts.

**MOTION: AUTHORIZING THE YOUTH BUREAU COORDINATION TO ACCEPT YOUTH DEVELOPMENT FUNDING IN THE AMOUNT OF \$19,818 AND ALLOCATE AS FOLLOWS: OTHER EXPENSES - \$5,103; YOUTH EMPOWERMENT COUNCIL - \$735; YOUTH PROTECTIVE SERVICES - \$5,554; PROACTION – LITERACY SERVICES - \$3,000; BATH HOPE FOR YOUTH - \$859; HORNELL CONCERN - \$834; ADDISON YOUTH CENTER – RECREATION - \$2,015; AND BATH VILLAGE POLICE INTERVENTION - \$1,718 MADE BY MR. ROUSH. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Office of Community Services

1. **2015 Contracts** – Dr. Chapman presented his 2015 contracts for approval. He commented there is one new contract with Pathways to provide crisis outreach services.

**MOTION: APPROVING THE FOLLOWING 2015 CONTRACTS FOR THE OFFICE OF COMMUNITY SERVICES: ARBOR DEVELOPMENT – OMH - \$351,393; CATHOLIC CHARITIES – OMH - \$13,975; FINGER LAKES PARENT NETWORK – OMH - \$476,070; STEUBEN ARC – OMH - \$143,848; CATHOLIC CHARITIES – OASAS - \$543,935; FAMILY SERVICES SOCIETY – OASAS - \$76,012; HORNELL CONCERN FOR YOUTH – OASAS - \$111,420; STEUBEN ARC – SHELTERED WORKSHOP - \$122,483; ARBOR DEVELOPMENT – HUD - \$413,448; BATH POLICE DEPARTMENT – MENTAL HEALTH TRANSPORTS - \$73.00 PER HOUR; DAVID PARKS - \$75.00 PER PLOW; FIRE ALARM SERVICE TECHNOLOGY – FIRE ALARM MAINTENANCE - \$1,927 ANNUALLY; GUSS CAR BUILDING – SNOW REMOVAL – CORNING - \$55.00 PER PLOW; LANGUAGE LINE SOLUTIONS – TELEPHONE INTERPRETERS - \$.75 PER MINUTES; MACHUGA’S CONTRACTING – SNOW REMOVAL – BATH - \$225.00 PER PLOW; MED LAB, INC. – DRUG SCREENS - \$15.00 PER 6-PANEL SCREEN; PHOENIX JANITORIAL SERVICES – JANITORIAL SERVICES - \$592.72 PER WEEK; SIGN LANGUAGE SOLUTIONS – SIGN LANGUAGE SUPPORT - \$50.00 PER SERVICE; YOUTH BUREAU – RENTAL OF OFFICE SPACE - \$6,700 ANNUALLY; CAPABILITIES – PROS-ORS PROVIDER - \$64,040 ANNUALLY; CATHOLIC CHARITIES – STAFFING - \$310,000 ANNUALLY; DR. KHAN – PSYCHIATRIST - \$315,000 ANNUALLY; FAMILY SERVICES – 1 FULL-TIME SOCIAL WORKER - \$65,000 ANNUALLY; INSTITUTE FOR HUMAN SERVICES – 1 FULL-TIME CASE MANAGER - \$62,500 ANNUALLY; PATHWAYS – CRISIS OUTREACH – 4 FULL-TIME CRISI WORKER PLUS MISCELLANEOUS COSTS - \$360,000 ANNUALLY; PATHWAYS – LABOR – 8 FULL-TIME CLINICAL AND 1 FULL-TIME SUPPORT STAFF - \$540,000; PRATTSBURGH SCHOOL – SOCIAL WORKER - \$37,500 ANNUALLY; AND PROACTION – 1 FULL-TIME AND 2 PART-TIME SUPPORT STAFF - \$75,000 ANNUALLY MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. Office for the Aging

1. **2015 Contracts** – Mrs. Baroody presented her 2015 contracts for approval. Mrs. Ferratella commented that compared to 2014, the 2015 numbers for in-kind service show a huge increase. Mrs. Baroody explained the figures in 2014 were not reflective of where we were spending money so we did make some adjustments.

Mrs. Lando asked for an up-date on Meals on Wheels. Mrs. Baroody replied the past two years we have been able to increase their funding. We decided to increase them a little this year. We have been meeting to figure out a strategy to create more efficiencies.

**MOTION: APPROVING THE FOLLOWING 2015 CONTRACTS FOR THE OFFICE FOR THE AGING: CORNING MEALS ON WHEELS – HOME DELIVERED MEALS - \$5,500; FAITH-IN-ACTION – TRANSPORTATION - \$22,500; HOME AND HEALTH CARE – III-E RESPITE - \$10,000; INSTITUTE FOR HUMAN SERVICES – MEDICARE/EPIC PROGRAM - \$60,235; INSTITUTE FOR HUMAN SERVICES – OMBUDSMAN - \$22,342; INSTITUTE FOR HUMAN SERVICES – PROJECT CARE - \$19,530; INSTITUTE FOR HUMAN SERVICES – TITLE V TRANSITION - \$95,357; INSTITUTE FOR HUMAN SERVICES – TRANSPORTATION MANAGEMENT - \$48,617; INSTITUTE FOR HUMAN SERVICES – WRAP - \$9,765; LEATHERSICH – DIETARY CONSULTANT - \$9,330; McCARTHY – LEGAL SERVICES - \$14,191; PROACTION – HEAP - \$4,685; PROACTION – SNAP - \$155,552; PROACTION – TITLE III-C 1 & 2 - \$374,601; PROACTION – WELLNESS - \$12,400; LIFELINE EMERGENCY RESPONSE SERVICES - \$15,500; SSSF EXECUTIVE DIRECTOR - \$52,000; AND STEWART – CONSULTING DIETICIAN - \$11,216 MADE BY MR. ROUSH. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. Department of Social Services

1. **2015 Contracts** – Ms. Muller presented her 2015 contracts for approval. Their contract with Virdee Medical Group is increasing \$5.00 per hour to \$55.00 per exam.

**MOTION: APPROVING THE FOLLOWING 2015 CONTRACTS FOR THE DEPARTMENT OF SOCIAL SERVICES: FIRE ALARM SERVICE TECHNOLOGIES – FIRE ALARM MAINTENANCE AND MONITORING AT DETENTION CENTER - \$1,280; BONADIO GROUP – ELIGIBILITY REVIEWS - \$150.00**

**PER HOUR; LABCORP – PATERNITY TESTING - \$45.00 PER PERSON; AND SHI INTERNATIONAL – KCHECKS - \$3,500 MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE DEPARTMENT OF SOCIAL SERVICES TO CONTRACT WITH VIRDEE MEDICAL GROUP FOR DETENTION CENTER PHYSICALS AT A RATE OF \$55.00 PER EXAM MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. MOTION CARRIES 4-0-1. (MR. WEAVER ABSTAINED AS HE DOES BUSINESS WITH THIS VENDOR)**

2. **CASH Program** – Ms. Muller informed the committee that the CASH Program has historically been administered by United Way and we, in the past, have not provided them with funding. Now this program is being administered by Arbor Development. Arbor Development has requested funding in the amount of \$12,000. This is an income tax program. Last year this program generated \$7 million in returns, of which \$3 million were federal returns for residents in Steuben County. ProAction has a contract with Arbor Development to provide them with space and support services. United Way does provide funding for this program.

Mrs. Ferratella commented in the past we refused United Way’s request for funding and this feels like back door funding. Ms. Muller replied United Way has changed their philosophy on what they are doing. Their goals and objectives are more focused on children and school readiness. Individuals with incomes less than \$50,000 are eligible to participate in this program.

Mr. Roush asked what would this funding be used for? Ms. Muller replied if we were to provide funding to them, our funding would be used to for computer supplies, training. Some would also be allocated to their contracts with 2-1-1 Helpline, ProAction and Catholic Charities. Mr. Roush asked what happens if we do not provide funding? Ms. Muller replied the program has functioned in the past without county support.

Ms. Lattimer commented if we refuse, they may curtail services to a certain extent. Mr. Alger stated this is a nice program. It is bringing \$7 million into the County and they are asking for \$12,000. Last year they did five thousand tax returns. This is a program that could support itself with a minimal fee. If they charged \$2 - \$3, they could cover this.

*Secretary’s Note: Fails due to a lack of a motion.*

Mrs. Lando suggested sending a message to Arbor Development suggesting they charge a minimal fee or ask for donations.

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

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Wednesday, January 7, 2015  
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature’s Office  
NO LATER THAN NOON  
Wednesday, December 31, 2014.**