

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

*Wednesday, February 10, 2016*

*9:00 a.m.*

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

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

<b>COMMITTEE:</b>	Carol A. Ferratella, Chair Steven P. Maio	Hilda T. Lando, Vice Chair Randolph J. Weaver	K. Michael Hanna
<b>STAFF:</b>	Jack K. Wheeler Hank Chapman, Psy.D. Christine Towner Kathy Muller	Mitch Alger Patty Baroody Darlene Smith Nancy Smith	Dan McRae Alan Reed Lise Reynolds
<b>LEGISLATORS:</b>	Joseph J. Hauryski	John V. Malter	Robert V. Nichols
<b>OTHERS:</b>	Mary Perham Jeff Smith, <i>The Leader</i>		

**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 JANUARY 6, 2016, MEETING MADE BY MRS. LANDO. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REQUESTS**

A. Office of Community Services

1. **ProAction Contract** – Dr. Chapman informed the committee that in December when he presented his contracts for renewal, this contract was stated as being \$100,000, when in fact, it should be \$125,000. This contract is for contracted support staff assistance and the correct amount of \$125,000 is in his budget.

**MOTION: AUTHORIZING THE OFFICE OF COMMUNITY SERVICES TO AMEND THE CONTRACT WITH PROACTION FOR CONTRACTED SUPPORT STAFF TO REFLECT THE CORRECT AMOUNT OF \$125,000 FOR 2016 MADE BY MR. WEAVER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Vital Access Provider (VAP) Funding** – Dr. Chapman informed the committee that the New York State Office of Mental Health made funding available to financially distressed clinics such as ours. The purpose of the funding is to enable those clinics to make changes to improve their facilities viability. He stated that he wrote and submitted a proposal to reduce no-shows for intake and counseling appointments and to increase staff productivity. The State accepted his proposal.

Dr. Chapman explained currently our no-show rate is 30 – 40 percent. With this funding, over the next three years, we will receive a total of \$260,000 from the State. We will use this funding to hire an additional contract Social Worker to provide open access intakes. This means that when a person calls for an appointment, they will be able to get an appointment the same day, or the next day, instead of waiting the typical two to three weeks. Dr.

Chapman stated with this funding he would also like to purchase TeleVox, which is a reminder software that will call, text or email a client reminding them of their appointment. Additionally, this software has the capability of letting the clients know if they have an outstanding balance and what that is.

Dr. Chapman stated another component of his proposal was to increase staff efficiency. He would like to purchase voice-activated software that will type clinicians' notes as they talk. This will save our clinicians time and will open up their schedule for additional appointments. He anticipates with these improvements, to conservatively decrease the cost to the County by as much as \$100,000.

Mr. Wheeler commented that we fully expect, based on Dr. Chapman's analysis, that increases in revenue will sustain this past the time that the grant funds out. If it does not, we would have the ability to go in a different direction. We believe that this is sustainable and will really help the department.

Mr. Hanna asked is one of the reasons for the high no-show rates due to transportation? Dr. Chapman replied the main reason is the wait time for the first initial appointment. If it is a crisis situation, we find a way to meet the need immediately. On average, the wait time from the initial call to the first visit is two to three weeks. There have been many improvements to the transportation system, but we still do have issues due to the size of the County. Mr. Hanna asked what is the no-show rate for subsequent appointments? Dr. Chapman replied subsequent appointments are still a 30 – 40 percent no-show rate.

Mrs. Lando asked when will you implement these changes? Dr. Chapman replied we will start within the next couple of months. Mrs. Ferratella asked if there are any other departments that could use TeleVox? Ms. Muller commented they do not have this in their department, however, the majority of their intakes are walk-ins.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO ACCEPT \$260,000 IN VITAL ACCESS PROVIDER (VAP) FUNDING FROM THE NEW YORK STATE OFFICE OF MENTAL HEALTH MADE BY MR. HANNA. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO ENTER INTO A CONTRACT WITH TELEVOX FOR AN INITIAL COST OF \$1,500 PLUS \$500 PER MONTH FOR MAINTENANCE MADE BY MRS. LANDO. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO AMEND THE CONTRACT WITH PATHWAYS TO INCLUDE ONE ADDITIONAL SOCIAL WORKER AND INCREASING THE CONTRACT BY \$80,000, BRINGING THE TOTAL CONTRACT AMOUNT TO \$625,000 MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Office for the Aging

1. **2016 RSVP Contracts** – Mrs. Baroody presented the 2016 RSVP contracts for approval.

**MOTION: APPROVING THE FOLLOWING 2016 RSVP CONTRACTS: INSTITUTE FOR HUMAN SERVICES – PROJECT CARE - \$\$20,304; INSTITUTE FOR HUMAN SERVICES – RSVP SPECIAL PROJECTS - \$20,304; AND INSTITUTE FOR HUMAN SERVICES – VOLUNTEER COORDINATOR - \$41,565 MADE BY MRS. LANDO. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Congregate Meals** – Mrs. Ferratella informed the committee that this morning she and Mrs. Lando toured the Lakeview congregated meal site. Mrs. Lando stated they have quite the operation and are very organized. Mrs. Baroody stated one of the hot topics has been meal preferences, as that does slow the process down. In other parts of the State, they do not have meal preferences.

C. Public Health

1. **New Meningococcal Vaccine Requirements** – Ms. Smith stated that under Public Health Law accreditation process, we are required to update you to any changes. There has been a new requirement relative to the Meningococcal Vaccine. Previously this was not a required vaccine; however, effective September 1, 2016, children entering or attending seventh and twelfth grades are required to receive this vaccine.

2. **Public Health Policy Approval Procedure** – Ms. Smith informed the committee that the New York State Department of Health requires governing authorities to review and approval all policies. We will be making all of our policies available to you via the Legislators Portal. Moving forward, the policies will remain on the portal and if there are any changes or amendments, we will make you aware of that in our monthly report, which will also be posted on the portal.

D. County Manager

1. **Recognition of Vietnam Veterans** – Mr. McRae informed the committee that this year is the 50<sup>th</sup> anniversary of the Vietnam War. To thank and honor our Vietnam veterans, we will be giving out a special pin, along with a Proclamation, signed by President Obama. He stated that he would like to put out a press release to advertise this. We will be working with our local legions and the Bath VA to distribute these pins and proclamations.

2. **Veterans' Software** – Mrs. Lando asked how is the software update coming along? Mr. McRae replied it is slow, but coming along.

3. **Tuition Aid Request** – Mr. Wheeler informed the committee that when we hired Darlene Smith as Public Health Director, we were aware that the NYS Department of Health had some course requirements for the position. Ms. Smith will be taking a course entitled “Principles of Public Health” through the University of Albany. The total cost is \$1,658 and he believes it would be appropriate for the County to assume this cost, as it is a job requirement.

**MOTION: APPROVING A TUITION AID REQUEST FOR DARLENE SMITH, PUBLIC HEALTH DIRECTOR, TO TAKE ONE COURSE ENTITLED ‘PRINCIPLES OF PUBLIC HEALTH’ FOR A TOTAL COST OF \$1,658 MADE BY MR. MAIO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

IV. OTHER BUSINESS

A. *Monthly Reports* – Mr. Hauryski commented that all of the departments have done a good job of preparing reports for the committee. With regard to the Department of Social Services report, under Employment it was noted that 773 were exempt. He asked for an explanation of that. Ms. Muller replied individuals can be exempt from employment for medical, psychiatric and substance abuse issues. Mrs. Ferratella asked what kind of work does the mobile work crew do in the winter? Ms. Muller replied they are doing Landfill work and inside work for municipalities. We have one crew dedicated to working with Buildings and Grounds. Discussion followed.

**MOTION: TO ADJOURN MADE BY MR. HANNA. 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, March 2, 2016  
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, February 24, 2016.**