

STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

Wednesday, March 2, 2016

9:00 a.m.

Legislative Committee Room
Steuben County Office Building
Bath, New York

****MINUTES****

COMMITTEE: Carol A. Ferratella, Chair Hilda T. Lando, Vice Chair Steven P. Maio

STAFF: Jack K. Wheeler Mitch Alger Patty Baroody
Hank Chapman, Psy.D. Darlene Smith Kathy Muller
Lise Reynolds Bill Caudill Nancy Smith
Alan Reed

LEGISLATORS: Joseph J. Hauryski John V. Malter Robert V. Nichols

ABSENT: K. Michael Hanna Randolph J. Weaver

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 Mrs. Lando to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE FEBRUARY 10, 2016, MEETING MADE BY MRS. LANDO. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

III. DEPARTMENTAL REQUESTS

A. Youth Bureau

1. **Youth Development Contract with Institute of Human Services** – Mr. Caudill informed the committee that last summer they had entered into a contract for the Runaway Homeless Youth Project. He requested authorization to contract with the Institute for Human Services to continue to provide this service through the first quarter of this year, and possibly extend for an additional quarter contingent upon State funding. The total amount of the contract is \$4,392. We will pay \$2,196 now and the remaining \$2,196 at the end of the quarter to extend into the second quarter if we receive additional funding. Ms. Muller commented that she has money in her budget to cover the second quarter cost if the State funding falls through.

MOTION: AUTHORIZING THE YOUTH BUREAU TO CONTRACT WITH THE INSTITUTE FOR HUMAN SERVICES FOR A YOUTH DEVELOPMENT CONTRACT, SPECIFIC TO THE RUNAWAY HOMELESS YOUTH PROJECT FOR A TOTAL COST OF \$4,392 MADE BY MRS. LANDO. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

B. Office of Community Services

1. **Contract – Dr. Khan** – Dr. Chapman informed the committee that Dr. Khan had been off on medical leave and is now back to work on a part-time basis. He has agreed to work a total of six months, which will be spread out through the course of the year. When he is not here, he has agreed to be available to review treatment plans and for phone consultations. Dr. Khan has requested a rate increase from \$153 per hour to \$160

per hour. This would result in an \$8,000 increase in his contract, and we do have money available in our budget to cover this. Dr. Chapman stated he would recommend doing this. This is a fair price considering Dr. Khan's 40 years of experience and when compared to others in our region, they are getting paid upwards of \$175 per hour. If we have to go to locum tenens, we would be paying twice that amount.

Mr. Maio asked do you have a schedule of when Dr. Khan will be available? Dr. Chapman replied yes, we will know what his schedule will be. This also allows him to carry a caseload. The longest period of time that he will not be here will be six to eight weeks, and that schedule will not interfere with patient care. Mr. Wheeler commented Dr. Khan's ability to review treatment plans is important. We are required to have a psychiatrist and it is always difficult as psychiatrists are difficult to recruit and retain in our area. Dr. Chapman has done a great job planning for the future.

Mrs. Ferratella asked how will you keep track of the number of hours Dr. Khan works? Dr. Chapman replied Dr. Khan keeps track of his hours and submits a monthly bill. We also keep track of his hours through the scheduling of patients.

MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO INCREASE THE HOURLY AMOUNT PAID TO DR. KHAN FROM \$153.00 PER HOUR TO \$160.00 PER HOUR MADE BY MRS. LANDO. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

2. **Contract – Pathways** – Dr. Chapman stated last month he had asked the committee to approve an \$80,000 increase to the Pathways contract for Social Worker services to provide open access intakes. At that time he had misquoted the total amount of the contract at \$625,000. In actuality, the total Pathways contract is \$760,000 and we have money in our budget for this.

Mrs. Ferratella commented this is the second time that you have had to make an adjustment to the contract. Is bookkeeping a problem? Dr. Chapman replied in this instance, yes. Mr. Maio asked was the \$760,000 already set aside in the budget? Dr. Chapman replied yes, we have a contract with Pathways to provide direct services as well as some administrative services. We keep track of those positions and those amounts are accounted for in the contracts. We have had some employee transitions and the costs have changed. One of the spreadsheets that we use to keep track of this information was not updated as it should have been. That issue has been corrected.

MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO AMEND THE TOTAL AMOUNT OF THE PATHWAYS CONTRACT TO REFLECT A TOTAL AMOUNT OF \$760,000 MADE BY MR. MAIO. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

C. Office for the Aging

1. **2016 Contracts** – Mrs. Baroody presented her 2016 contracts for approval. She commented these include the additional Caregiver Balanced Incentive Payment Program (CG-BIPP) funding for ramps and consumer-directed services. There currently is not an amount for Centenary United Methodist Church as that contract is executed as funds become available.

MOTION: APPROVING THE FOLLOWING 2016 CONTRACTS FOR THE OFFICE FOR THE AGING: CENTENARY UNITED METHODIST CHURCH – RAMPS – AS FUNDS BECOME AVAILABLE; HOME & HEALTH CARE – EISEP - \$185,280; INSTITUTE FOR HUMAN SERVICES – CAREGIVER - \$19,376; PROACTION – EISEP ASSISTANT - \$48,852; AIM – CONSUMER DIRECTED - \$37,500; AND INSTITUTE FOR HUMAN SERVICES – BIPP - \$96,000 MADE BY MR. MAIO. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

2. **Adjustment to 2016 Home and Health Care Respite Contract** – Mrs. Baroody requested authorization to amend the contract with Home and Health Care for Respite services to reflect an increase of \$7,500 due to the re-release of Caregiver Balanced Incentive Payment Program (CG-BIPP) funding. This funding is targeted to support caregivers of Medicaid clients.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO AMEND THE CONTRACT WITH HOME AND HEALTH CARE FOR RESPITE SERVICES TO REFLECT AN INCREASE OF \$7,500 MADE BY MR. MAIO. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

D. Public Health

1. **Approval of Policy Manuals** – Ms. Smith stated last month she had informed the committee that the various policy manuals would be placed on the Legislators Portal for review by the committee. This month she is requesting the committee approve those policies.

MOTION: APPROVING THE FOLLOWING PUBLIC HEALTH POLICY MANUALS: ADMINISTRATIVE; COMMUNICABLE DISEASE; EARLY INTERVENTION ADMINISTRATION; HIV; IMMUNIZATION; INFECTION CONTROL EXPOSURE PLAN; LEAD; MATERNAL CHILD HEALTH; NURSING PROCEDURES, EQUIPMENT AND SUPPLIES; PHYSICALLY HANDICAPPED CHILDREN'S PROGRAM; PRESCHOOL; RABIES; SEXUALLY TRANSMITTED DISEASES (STD); AND TUBERCULOSIS (TB) MADE BY MRS. LANDO. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

E. Department of Social Services

1. **Staff Development Staffing Proposal** – Ms. Muller informed the committee that they currently have a vacant Staff Development Coordinator position, as does Schuyler County. She is proposing that the two counties share this resource. Her proposal is to enter into an agreement with Schuyler County for this position. This would be our employee and Schuyler County would pay 40 percent of the cost. She asked for authorization to enter into an agreement with Schuyler County, not to exceed \$40,000 annually. Mr. Malter asked what do you have budgeted for this position? Ms. Muller replied this position ranges from \$71,000 - \$88,000. Mr. Wheeler commented that this will require a resolution since it would be an inter-municipal agreement.

MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO ENTER INTO AN INTER-MUNICIPAL AGREEMENT WITH SCHUYLER COUNTY FOR AN ANNUAL COST NOT TO EXCEED \$40,000 FOR THE SERVICES OF A STAFF DEVELOPMENT COORDINATOR MADE BY MRS. LANDO. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

IV. OTHER BUSINESS

A. *Review of Goals* – Mrs. Ferratella distributed the 2015 department goals and the committee goals for review and discussion at next month's meeting. Mr. Wheeler commented that he sent out the annual reports for these departments for 2016. The committee will receive the 2016 goals prior to next month's meeting. Mrs. Ferratella thanked the departments for their 2016 annual reports and stated that they were very comprehensive. Mr. Wheeler stated the final Composite Annual report will be available later this week.

B. *Health Ministry* – Mrs. Lando stated last month she had talked about the Health Ministry closing and we had talked about the growing Opioid problem and trying to coordinate something among various agencies. Have there been any meetings about this? Dr. Chapman replied yes, we have planned meetings and discussions are continuing. He does not recall anyone from the Health Ministry continuing to be a part of those discussions. We are working with Chemung and Livingston Counties and are working on writing a proposal that will be submitted to the New York State Office of Alcohol and Substance Abuse Services (NYS OASAS). Our goal is to get funding that would support a residential treatment facility that would be located somewhere in the Southern Tier. Discussion followed.

C. *Nutrition Task Force* – Mrs. Ferratella reported that last month's meeting was rescheduled to this week due to the weather.

**MOTION: TO ADJOURN MADE BY MR. MAIO. 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, April 6, 2016

9:00 a.m.

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

NO LATER THAN NOON

Wednesday, March 30, 2016.