

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

Wednesday, May 4, 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 Wheeler Lise Reynolds Darlene Smith	Mitchell Alger Hank Chapman, Psy.D. Shawn Corey	Nancy Smith Patty Barody
<b>LEGISLATORS:</b>	Joseph J. Hauryski Robin K. Lattimer	Dan C. Farrand John V. Malter	Kelly H. Fitzpatrick
<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. Weaver to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

Mr. Wheeler commented that there is one correction. On page 3, the last sentence of the first paragraph should read "The portion not covered by BIPP funds will be paid for using funds from the IT Phone Replacement Capital Project".

**MOTION: APPROVING THE MINUTES OF THE APRIL 6, 2016, MEETING AS AMENDED MADE BY MRS. LANDO. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REQUESTS**

A. Office for the Aging

1. **Contract Renewal** – Mrs. Barody informed the committee that the statewide transition to Peer Place software for data management for all Office of the Aging was scheduled for May, 2016. However, the State announced there will be a delay in the launch of the software until September 2016. She requested authorization to renew her Mediware/Harmony contract for the SAMs Software for one year, or until the State system is up and running. The annual cost of the contract is \$10,296.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO RENEW THE CONTRACT WITH MEDIWARE/HARMONY FOR THE SAMS SOFTWARE FOR AN ANNUAL COST OF \$10,296 MADE BY MRS. LANDO. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Nutrition Task Force** – Mrs. Ferratella asked Mrs. Barody to provide the committee with an update. Mrs. Barody stated ProAction is reporting that they are financially stable with their nutrition program, however, they are still interested in transition to the Cook-Chill Program. Corning Meals on Wheels is also financially stable, and they have indicated that they are no longer interested in transitioning to the Cook-Chill Program. She stated that ProAction still has issues with the site where the nutrition program is located and due to

some plumbing issues, are looking to relocate operations in case of emergencies. Long-term, they are looking for funding sources to pay for the transition to the Cook-Chill Program.

B. Personnel

A. **Reclassification – Office of Community Services** – Ms. Smith requested authorization to reclassify a Senior Account Clerk Typist position, Grade X to a Supervising Clerk position, Grade XI in the Office of Community Services.

**MOTION: AUTHORIZING THE RECLASSIFICATION OF A SENIOR ACCOUNT CLERK TYPIST POSITION, GRADE X TO A SUPERVISING CLERK POSITION, GRADE XI IN THE OFFICE OF COMMUNITY SERVICES MADE BY MR. WEAVER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

C. Public Health

A. **2016 Preschool Contract Renewals** – Ms. Smith requested authorization to renew the annual preschool education service contracts. The rate is \$65.00 per visit.

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

B. **Accreditation Program/Performance Management Quality Improvement** – Ms. Smith presented a PowerPoint presentation on the Accreditation Process as well as the Performance Management Quality Improvement. Accreditation is the measurement of performance against a set of nationally recognized standards. The overall goal of the national public health accreditation program is to improve and protect the health of the public by advancing the quality of Tribal, state, local and territorial public health departments.

Ms. Smith stated Steuben County, along with Schuyler, Yates, Seneca, Wayne and Ontario counties are putting together a multi-jurisdictional application. The cost for each County is \$5,300. If we had opted to go through this process on our own, the cost to the County would have been \$20,670. The three pre-requisites for accreditation are to have a Community Health Assessment (CHA), a Community Health Improvement Plan (CHIP) and a Department Strategic Plan.

Ms. Smith stated that one of the requirements of the accreditation process is to build a strong and effective relationship with the governing entity, which is this committee. You are the point of accountability for Public Health and have the primary responsibility for policy making and for supporting our department in achieving our accreditation. The committee's involvement also assists our department with becoming more accountable to our external stakeholders. In communicating with you, we are making our policies and procedures available to you via your portal. Additionally, we need to show evidence of our communications to you by submitting copies of the minutes of your meetings.

Ms. Smith explained the Performance Management and Quality Improvement (PMQI) plan shows all of our performance areas and programs. This committee, the governing entity, has the ultimate responsibility for this plan with oversight by the Public Health Director and the Medical Director. Responsibility is delegated to the Professional Advisory Committee (PAC), which quarterly reviews the plan and makes any necessary modification. This plan is also available on your portal. Considerable discussion followed.

**IV. OTHER BUSINESS**

A. **2016 Goals** – Mrs. Ferratella distributed a copy of the 2016 committee goals for review and/or comment.

Mr. Hauryski asked have the issues with the Veterans' software been resolved? Mrs. Ferratella replied yes. She included it with the goals to make sure that the department is continuing to use the software and reap the benefits. She would like to continue to track this and make sure that our veterans are getting their benefits. Mr. Wheeler commented all three

office staff are utilizing the software. A former director from a neighboring county had offered to come in help with staff training.

Mrs. Ferratella asked with regard to the fourth goal; to work with Public Health to raise awareness of heroin and opioid drug issues; is Public Health the correct department? Ms. Smith replied that it will take all of the departments in their areas of expertise to combat this epidemic. Public Health would be looking at this more from a prevention standpoint, while Mental Health would be looking more from a treatment aspect. Dr. Chapman commented in our county, we are fortunate to have the Loyola Recovery Foundation to provide inpatient/outpatient care, as well as our outpatient services. Additionally, Livingston and Chemung counties both have CASA. There is room for improvement, but we are fortunate to have all of these resources available to us.

Mrs. Ferratella stated with regard to the fifth goal, we will continue to focus on reducing the wait time for intake appointments at Mental Health. Mr. Maio commented all we can really do is monitor the plan that is already in place. Dr. Chapman stated that we did receive State aid and he is in the process of hiring a contract Social Worker through Pathways who will do open access intakes at all office locations.

**MOTION: TO ADJOURN MADE BY MRS. LANDO. SECONDED BY MR. HANNA. 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 1, 2016  
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, May 25, 2016.**