

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

*Wednesday, January 6, 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                      K. Michael Hanna  
Randolph J. Weaver

**STAFF:** Jack K. Wheeler                                      Mitch Alger                                      Shawn Corey  
Dan McRae    Kathy Muller                                      Darlene Smith  
Lise Reynolds    Patty Baroody                                      Cathy Baker  
Bill Caudill    Hank Chapman, Psy.D.

**LEGISLATORS:** Joseph J. Hauryski                                      Robin K. Lattimer                                      Robert V. Nichols

**ABSENT:** Steven P. Maio

**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. Corey to lead the Pledge of Allegiance.

Mrs. Ferratella stated as a reminder, all attachments to items on the agenda should be sent to Mrs. Chapman one week prior to the meeting to allow time for them to be uploaded and linked to the agenda on the County website.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE DECEMBER 2, 2015, MEETING MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. MOTION CARRIES 3-0-1. (MR. HANNA ABSTAINED AS HE WAS NOT IN ATTENDANCE AT THE DECEMBER MEETING)**

**III. DEPARTMENTAL REQUESTS**

A. Veteran's Service Agency

1. **Software Update** – Mr. McRae informed the committee that he has found VIMS (Veterans Information Management System) software. The cost for the program is \$2,000 plus a \$700 yearly maintenance fee that will provide us with any updates automatically. Once we enter information, that information can automatically be transferred to other forms. This software will also enable us to run reports. Seven surrounding counties are currently using this software and like the system.

Mr. Wheeler stated Information Technology has money in their capital project to purchase this software. We will budget the yearly maintenance fee in the Veteran's Service Agency budget going forward. He requested authorization to enter into a contract with Sterling Solutions for this software.

Mrs. Ferratella asked how different is this system from the VA's system? Mr. Wheeler replied VIMS allows them to input claim information. The VBMS system that the VA has is more of a tracking system, however, we will be able to submit claims from the VIMS system to the VBMS.

Mr. Hanna asked how many clients do you have per year on average? Mr. McRae replied in 2015 we had 4,082 clients.

**MOTION: AUTHORIZING THE DIRECTOR OF THE VETERAN'S SERVICE AGENCY TO ENTER INTO A CONTRACT WITH STERLING SOLUTIONS FOR THE VETERANS INFORMATION MANAGEMENT SYSTEM (VIMS) FOR A TOTAL SOFTWARE COST OF \$2,000 PLUS A YEARLY MAINTENANCE FEE OF \$700 MADE BY MRS. LANDO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

B. Office of Community Services

1. **Budget Adjustment** – Dr. Chapman informed the committee that they have received one-time year-end funding in the amount of \$1,263.75 from the NYS Office of Alcohol and Substance Abuse. They will use this funding to purchase one breathalyzer for each of their three office locations.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO ACCEPT ONE-TIME YEAR-END FUNDING FROM THE NYS OFFICE OF ALCOHOL AND SUBSTANCE ABUSE IN THE AMOUNT OF \$1,263.75; TRANSFERRING \$421.25 TO THE EQUIPMENT LINES OF EACH OF THE THREE OFFICE LOCATIONS AND AMENDING THE SMALL EQUIPMENT LIST TO REFLECT THIS CHANGE MADE BY MRS. LANDO. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Contracts**

a. *Loyola – OASAS Funding* – Dr. Chapman informed the committee that when Loyola opened up their inpatient and outpatient substance abuse services they were not able to bill Medicaid since the Department of Health had not set the rate. At that time, they had needed assistance from the County and NYS OASAS. However, the Department of Health has now set the rate and Loyola is approved to bill Medicaid. They no longer need assistance from the County or NYS OASAS.

b. *Corning Hospital – After-Hours Answering Service* – Dr. Chapman requested authorization to renew their contract with Corning Hospital for the after-hour answering service. The rate is \$50.00 per month.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO RENEW A CONTRACT WITH CORNING HOSPITAL FOR AFTER-HOURS ANSWERING SERVICE AT A RATE OF \$50.00 PER MONTH MADE BY MR. HANNA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Mrs. Ferratella stated that she has heard some concerns from a resident in her district with regard to the after-hours crisis services. What is the action that is taken when someone calls? Dr. Chapman replied after-hours, calls go to Corning Hospital and then are directed to our after-hours crisis worker. The answering service is important because if we did not have that and someone tried to call, they may not be able to reach the after-hours crisis worker if they were on another call. Corning Hospital manages the calls for us. We now have our mobile crisis outreach, so when our after-hours crisis worker receives a call, if it is determined that someone needs to meet with the individual, they can call the mobile crisis team. Mrs. Ferratella asked is the response immediate? Dr. Chapman replied yes.

Mrs. Lando asked do you get many after-hours calls? Dr. Chapman replied the majority of our crisis calls are received during normal business hours. Mrs. Ferratella asked does Corning Hospital provide you with a report? Dr. Chapman replied they do not, however, we track those calls.

Mrs. Lando commented that she is on the Health Ministries Board in Corning, and they are now closed. When they were discussing dissolving the organization, there was discussion about their work with opioids and addictions and coming up with a plan to work with Mental Health and other organizations to help with this. Dr.

Chapman commented there are now resources available for the treatment of opioid dependence and we are looking as a region, for ways to increase that availability closer to home.

C. Office for the Aging

1. **Introduction** – Mrs. Baroody introduced Cathy Baker who is her new fiscal person. She has been doing an amazing job.

2. **2016 Contracts** – Mrs. Baroody presented her 2016 contracts for review and approval. She commented we are no longer sponsoring the Long Term Care Ombudsman Program, so therefore there is no longer a contract. In addition, we moved the WRAP contract in with the Institute for Human Services Medicare/EPIC contract in an effort to align funding with all program activities and staff duties that help seniors with access to benefits.

Mrs. Baroody commented with regard to the nutrition programs, ProAction had announced they were implementing waiting lists for those individuals who were unable to pay the \$6.00 per meal. To alleviate that, we allocated in December, \$4,000 for the fiscal year that runs through the end of March and we had estimated that \$3,200 would be carried into 2016.

**MOTION: APPROVING THE FOLLOWING CONTRACTS FOR THE OFFICE FOR THE AGING: CORNING MEALS ON WHEELS – HOME-DELIVERED MEALS - \$8,000; FAITH IN ACTION – TRANSPORTATION - \$22,500; HOME AND HEALTH CARE – III-E RESPITE - \$10,000; INSTITUTE FOR HUMAN SERVICES – MEDICARE/EPIC PROGRAM - \$73,379; INSTITUTE FOR HUMAN SERVICES – PROJECT CARE – \$19,877; INSTITUTE FOR HUMAN SERVICES – TITLE V TRANSITION - \$110,010; INSTITUTE FOR HUMAN SERVICES – TRANSPORTATION MANAGEMENT - \$50,617; INSTITUTE FOR HUMAN SERVICES – EASY RIDER VAN - \$12,203; LEATHERSICH – DIETARY CONSULTANT - \$9,493; McCARTHY – LEGAL SERVICES - \$14,191; PROACTION – HEAP - \$4,685; PROACTION – SNAP HOME-DELIVERED MEALS - \$155,552; PROACTION – TITLE III-CI & C-2 - \$377,801; PROACTION – WELLNESS - \$12,400; LIFELINE – EMERGENCY RESPONSE SERVICES - \$12,500; STEUBEN SENIOR SERVICES FUND – EXECUTIVE DIRECTOR - \$53,704; AND STEWART – DIETARY CONSULTANT - \$11,412 MADE BY MRS. LANDO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

3. **IHS Project Care Contract** – Mrs. Baroody requested authorization to increase the Institute for Human Services Project Care contract by \$2,700 to cover year-end bills.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO INCREASE THE CONTRACT WITH THE INSTITUTE OF HUMAN SERVICES FOR PROJECT CARE BY \$2,700 AND AMENDING THE CONTRACT TO REFLECT THAT CHANGE MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Mrs. Ferratella commented that she and Mrs. Baroody met with a resident six months ago regarding the COMPASS questionnaire. She has put together a letter to send to Assemblyman Palmesano and Senator O’Mara. In short, her letter states that she has enclosed a copy of the 32 question, questionnaire which residents of NYS are required to fill out if they require home care services or home-delivered meals. Some individuals find these questions to be an invasion of privacy and are reluctant to fill out the questionnaire. In the letter, she respectfully asks that the Assemblyman and Senator fill out the questionnaire. Our goal is to bring to their attention the invasion of privacy issue.

Mrs. Ferratella asked for authorization to send this letter on behalf of the committee:

**MOTION: AUTHORIZING THE CHAIRMAN OF THE HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE TO SEND ON THEIR BEHALF, A LETTER TO ASSEMBLYMAN PALMESANO AND SENATOR O’MARA REGARDING THE COMPASS QUESTIONNAIRE MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Mr. Hauryski stated that he has Assemblyman Palmesano and Senator O'Mara on the schedule to attend the February Chairman's Meeting.

4. **Nutrition Task Force** – Mrs. Baroody informed the committee that the task force met last week. They did get a report from ProAction and Corning Meals on Wheels. ProAction reported a \$25,000 loss for the program in 2015. To help with that, they instituted a waiting list. Corning Meals on Wheels also projected a loss in 2015, however, they feel their situation is a little less dire.

In December, the task force took a road trip to Jamestown to look at their Cook-Chill Program. The biggest cost in running a home-delivered meals program is manpower. In Jamestown, they found that client satisfaction increased with the Cook-Chill Program. Keeping meals warm is a big consideration, especially in a rural county. The next step will be to set up a subcommittee meeting to run the numbers to see what the cost will be if we go to the Cook-Chill Program.

Mrs. Baroody commented ProAction went to one meal per day effective January 1, 2016. They are slowly making changes to help rectify their situation. Corning Meals on Wheels has decided not to participate with alternative options. The Cook-Chill program is not attractive to them because of the savings in manpower. They are largely a volunteer staff. She stated her concern is how long the waiting list for ProAction will continue. Mrs. Baroody stated she thinks it is time to look at fundraising opportunities. This has been an important piece in all of the nutrition programs throughout the State. Ms. Muller commented that she can look for some funding for non-service provision areas under the Adult Services component. Discussion followed.

Mr. Hauryski asked Mrs. Baroody to provide him with a list of the members of the Nutrition Task Force, along with the names of Legislators currently serving.

D. Youth Bureau

1. **Contract** - Mr. Caudill requested authorization to renew the contract with Jim Gallagher as Consultant/Coordinator of the Youth-In-Government Program. The amount of the contract is \$13,000.

**MOTION: AUTHORIZING THE YOUTH PROGRAM COORDINATOR TO ENTER INTO A CONTRACT WITH JIM GALLAGHER AS THE CONSULTANT/COORDINATOR OF THE YOUTH-IN-GOVERNMENT PROGRAM FOR AN ANNUAL COST OF \$13,000 MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Mrs. Lando commented that with regard to the Youth-In-Government Program, it would be nice if the Legislators would attend and show their support. The students do their simulated sessions twice a year. This is a very important program. Mr. Caudill stated that he appreciates the support by the Legislature and the departments with this program. Mr. Hauryski stated that Mrs. Lando is correct and he apologizes that he was not in attendance. This is the second time that he has missed it since he has been Chairman and he has talked with the staff to change our process with this.

2. **Update on Needs Assessment/Strategic Planning** – Mr. Caudill informed the committee that over the years, the Youth Development Program Funding we receive from the NYS Office of Children and Family Services (OCFS) has been reduced. He distributed a handout showing the 2016 Youth Development Priorities. There are six life areas for the development of youth and among those, 31 strategies that are available to us. Our Youth Board spent last year looking at this and has picked four priority areas going forward. Those areas are Physical and Emotional Health, Citizenship/Civic Engagement, Family and Community. Discussion followed.

Mr. Hauryski commented that he has heard from constituents in Campbell and Corning who have had numerous compliments about the Youth Leadership Summit. This is a very positive approach to the leadership aspect and he congratulated Mr. Caudill for his work.

**IV. OTHER BUSINESS**

A. *Setting 2016 Meeting Schedule* – The committee agreed to continue to hold monthly meetings on the first Wednesday of each month at 9:00 a.m.

B. *Changing the Date of the February Meeting* – Due to the NYSAC Conference the first week of February, the committee agreed to move the date of the February meeting to Wednesday, February 10<sup>th</sup> at 9:00 a.m.

C. *Goals* – Mrs. Ferratella stated that with regard to the goals of the committee, she would like to review the 2015 goals to see where we are and then set our goals for 2016. She will distribute the 2015 goals to the committee and ask each department to report on the progress of their 2015 goals at either the February or March meeting.

**MOTION: TO ADJOURN MADE BY MR. HANNA. 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\*\***

**\*\*PLEASE NOTE CHANGE\*\*Wednesday, February 10, 2016\*\*PLEASE NOTE CHANGE\*\*  
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, January 27, 2016.**

**STEUBEN 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.**



**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.**

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

*Wednesday, April 6, 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                      K. Michael Hanna  
                    Steven P. Maio

**STAFF:** Jack Wheeler    Mitchell Alger    Hank Chapman, Psy.D.  
                    Patty Baroody    Shawn Corey    Kathy Muller  
                    Lise Reynolds    Ken Peaslee    **Darlene Smith**

**LEGISLATORS:** Joseph J. Hauryski    Robin K. Lattimer    John V. Malter

**ABSENT:** Randolph J. Weaver

**OTHERS:** Mary Perham

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE MARCH 2, 2016, MEETING MADE BY MRS. LANDO. SECONDED BY MR. MAIO. MOTION CARRIES 3-0-1. (MR. HANNA ABSTAINED AS HE WAS NOT IN ATTENDANCE AT THE MARCH MEETING)**

**III. DEPARTMENTAL REQUESTS**

A. Office of Community Services

1. **Budget Adjustment** – Dr. Chapman stated that State Office of Mental Health approved our proposal and we received \$154,062 in Vital Access Provider Funds. He requested authorization to accept and appropriate this revenue into various accounts to purchase computer equipment. He also requested authorization to purchase six scanners, three signature pads, one hard drive and one laptop for a total cost of \$21,300.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO ACCEPT AND APPROPRIATE \$154,062 IN VITAL ACCESS PROVIDER FUNDING, AUTHORIZING THE PURCHASE OF SIX SCANNERS, THREE SIGNATURE PADS, ONE HARD DRIVE AND ONE LAPTOP FOR A TOTAL COST OF \$21,300 AND AMENDING THE SMALL EQUIPMENT LIST TO REFLECT THIS CHANGE MADE BY MRS. LANDO. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

B. Public Health

1. **Contract** – Ms. Smith requested authorization to enter into a new contract with Tiffany Zygmunt to provide Speech Pathology services for the Early Intervention Program. The rate is set by the State at \$65.00 per individual session and \$32.50 per group session.

**MOTION: AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH TO ENTER INTO A CONTRACT WITH TIFFANY ZYGMUNT TO PROVIDE SPEECH PATHOLOGY SERVICES TO THE PRESCHOOL PROGRAM AT A RATE OF \$65.00 PER INDIVIDUAL SESSION AND \$32.50 PER GROUP SESSION MADE BY MR. HANNA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Mr. Hauryski informed the committee that he has asked Ms. Smith to present at the April Chairman's meeting. She will provide the Legislators with a brief review of all their programs.

2. **Preschool Transportation Bid** – Ms. Smith requested authorization to issue a bid for Preschool Transportation Services.

**MOTION: AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A BID FOR PRESCHOOL TRANSPORTATION SERVICES MADE BY MRS. LANDO. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

C. Department of Social Services

1. **Foster Parent Banquet** – Ms. Muller announced the Foster Parent Recognition Banquet will be held May 25, 2016 at the Bath VFW. She requested authorization to spend up to \$3,500 on this event.

**MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO SPEND UP TO \$3,500 ON THE FOSTER PARENT RECOGNITION BANQUET MADE BY MR. MAIO. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Grant** – Ms. Muller informed the committee that she received notification yesterday that they have been awarded a New York State Office for the Aging's Elder Abuse Education and Outreach Program Grant in the amount of \$6,253.43. These funds will be provided through the Monroe County Office for the Aging and will be administered by Lifespan of Greater Rochester. The funding will be used for elder abuse prevention, education and training programs. Ms. Muller stated that she will use \$1,250 to contract with TRIAD to assist with five community trainings.

**MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO ACCEPT \$6,253.43 FROM THE NEW YORK STATE OFFICE FOR THE AGING'S ELDER ABUSE EDUCATION AND OUTREACH PROGRAM GRANT AND TO AUTHORIZE A CONTRACT WITH TRIAD IN THE AMOUNT OF \$1,250 TO PROVIDE FIVE COMMUNITY TRAININGS MADE BY MRS. LANDO. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

3. **FLPPS Newsletter** – Ms. Muller announced that Steuben County is featured in an article in the most recent edition of the FLPPS (Finger Lakes Performing Provider Services) Newsletter.

4. **SNAP** – Ms. Muller informed the committee that historically, individuals classified as Able-Bodied Individuals without Dependents could receive a waiver to not engage in employment activities. Effective January 1, 2016, now anyone receiving SNAP benefits will need to engage in employment. We currently have 500 cases that will be affected by this change. Those individuals will receive their benefits for the first quarter of the calendar year, however, if they do not meet the employment requirements, then they will start to lose their benefits. This applies to individuals age 50 and under. Ms. Muller stated additionally, previously an individual or family needed to be at 100 percent of the poverty level, and the new requirements are 150 percent of the poverty level.

D. Office for the Aging

1. **Cisco Phone Upgrade Project** – Mrs. Barody informed the committee that they applied for and received BIPP (Balanced Incentive Payment Program) funding. A major goal of the BIPP project is to develop an infrastructure that can handle growing needs. Our local plan includes an increased presence of NYSCONNECTS

staff in our two satellite offices in Corning and Hornell. We have created an additional workstation at each of those offices. Additionally, both offices struggle with an antiquated phone system and this funding provides us with an opportunity to upgrade our system. With the help of Ken Peaslee, we have identified a new Cisco phone system for \$9,000, which is on State bid. We can only use BIPP funds for equipment that will be used by BIPP workers. The cost for the Hornell office is \$5,910.60 with BIPP covering \$1,127. The Corning office is \$3,382.20 with BIPP covering \$1,478. The portion that is not covered by BIPP funds will be paid for **using funds in the IT Phone Replacement Capital Project**.

Mr. Wheeler stated this funding gives us an opportunity to improve our infrastructure and will allow those satellite offices to call into Bath using four-digit dialing. We have a capital project for phone replacement. He requested authorization to transfer a total of \$2,605 in BIPP funds into the Office of the Aging's major equipment for this purpose.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE TO TRANSFER \$2,605 IN BIPP FUNDS INTO THE MAJOR EQUIPMENT LINE TO UPGRADE THE PHONE SYSTEM AT THE OFFICE FOR THE AGING SATELLITE OFFICES IN CORNING AND HORNELL MADE BY MR. HANNA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

E. County Manager

1. **DSRIP Contract** – Mr. Wheeler informed the committee that the DSRIP contract spans multiple departments and represents nine projects, which is part of Medicaid Redesign. We had previously received \$60,000. He requested authorization to accept \$61,945 in revenue for the period October 1, 2015 through December 31, 2015.

**MOTION: AUTHORIZING THE COUNTY MANAGER TO ACCEPT \$61,945 IN REIMBURSEMENT FUNDS UNDER THE DSRIP CONTRACT FOR THE FOURTH QUARTER OF 2015 MADE BY MR. MAIO. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

V. **OTHER BUSINESS**

A. *Goals* – Mr. Wheeler commented that with regard to the 2016 goals, all of the departments have done a good job being patient with us. One of the things that Mr. Alger and I want to start is evaluating a performance measurement. We know the departments are working on their goals by what we see and hear, but we wanted them to provide objectives so that we can see how successful they are and what timelines they have. Also, this helps with the annual evaluations as we generally talk about how everything in their department is going. This gives us a measure of detail. Mr. Wheeler stated Mr. Alger and I review the goals that are submitted, however, the departments have the autonomy to determine what their goals will be. Goals are not day-to-day tasks, but rather a specific initiative. Everyone did a great job.

Mr. Maio asked is this the portion of our government that has the most flux? Mr. Wheeler replied they are certainly among the most. Right now, the Public Defender is the most flux. The Department of Social Services had 150 State directives in 2015 and each of those were mandates that required action. Public Health has flux with regard to their accreditation process, as well as Mental Health and Office for the Aging. Mr. Maio commented it must be difficult to come up with goals because the field is constantly changing.

Mrs. Ferratella reviewed the progress of the 2015 committee goals. One of our goals was to review and evaluate proposals relating to the outsourcing of Mental Health. Is that issue dead? Dr. Chapman replied we did two attempts to procure proposals, however, each time, the proposals submitted were not going to significantly reduce the County's cost. Mr. Wheeler commented at this time we are no longer actively pursuing that. If the field dramatically changes, we can revisit it. Right now, Dr. Chapman and his staff have done an excellent job of managing County costs. Mrs. Ferratella stated a second goal of the committee was to tour DSS to evaluate the work areas. We did do that. Have any changes been made? Ms. Muller replied Mr. Rose has done a phenomenal job of redesigning and reorganizing our department. Mrs. Ferratella stated that she is pleased with the committee meeting their goals.

Mr. Hanna stated that he read in last month's minutes the discussion regarding Dr. Khan's hours. He is concerned about having a part-time psychiatrist. Mr. Wheeler commented we currently have 1 ½ psychiatrist positions, and there is an indication that the full-time position may be dropping down to part-time. This is an area of constant concern. Both psychiatrists are reaching an age where they could retire, so we have been identifying alternative resources. Dr. Chapman stated there are not many psychiatrists in the area, and for those that are, their time has already been spoken for. It is difficult to recruit from outside the area, and that is why we have shifted gears and looked to Psychiatric Nurse Practitioners. We currently contract with two individuals to provide those services. He stated that for the future, we will always need to have one Psychiatrist to review treatment plans and review the work of the Psychiatric Nurse Practitioners, however, he foresees continuing working with Psychiatric Nurse Practitioners. Mr. Hanna stated with budget constraints, are we serving the public? Dr. Chapman replied if we did not have the Psychiatric Nurse Practitioners, we would not be meeting needs. With those positions, we are definitely meeting the needs.

Mr. Maio asked are we looking to do anything more about Lead testing? Mr. Wheeler replied we do not have a sanatorium function and for our area, the NYS Department of Health provides those services. Ms. Smith commented water testing for Lead is provided by the State regional office in Hornell. We still monitor Lead levels in children and we are notified by physicians of high levels and then we provide follow-up. We offer education to caregivers and parents to reduce the sources of Lead. Ms. Smith stated the Center for Disease Control (CDC) recommends testing for children at age one and two. Mr. Wheeler stated Lead is naturally occurring to a certain extent. Lead levels are monitored by the CDC, Public Health and local physicians.

Mrs. Ferratella asked the committee for their thoughts on what the committee's 2016 goals should be. Mrs. Lando replied that the Opioid issue should be talked about more and this committee should introduce the topic and address it. Mr. Wheeler stated this is a global goal for the entire County as Law Enforcement has been very active with this. We do provide education through Mental Health and Social Services in terms of providing funding to the Bath Hope for Youth. Mrs. Ferratella commented it was suggested that the drug tip hotline be advertised and it is now on the County website.

Ms. Smith stated they are currently in the process of doing their Community Health Assessment and focus groups have mentioned Heroin and Opioid concerns. If enough focus groups identify this, then this issue will become a direct priority of Public Health for the next three to four years. Our priorities are based on what our focus groups identify as pressing issues. After June, she will have more information to provide the committee.

Mr. Maio stated another goal that he would like to see is reducing the wait times for clients coming in for Mental Health evaluations. He will be interested in seeing the measures at the end of the year.

Mrs. Ferratella stated she believes it would be a good to have a list from the Department Heads of the different activities that are going on each month so the committee can stay informed about events we could be attending. Mr. Wheeler stated that is something we can work on. He commented that Public Health does have their calendar on the website.

Mrs. Ferratella stated that she believes another goal for the committee would be to continue working with the Senior Nutrition Task Force, along with working with Public Health on their accreditation.

Dr. Chapman stated that he would like to comment on Mr. Maio's earlier statement regarding wanting to see a reduction in wait times for evaluations. Open access intake is one of our goals and that entire project collectively should reduce the County's cost by \$100,000. Over the past four years our department has reduced the County's cost from \$1.5 million down to \$800,000 - \$900,000.

Mr. Hauryski stated that he thinks this committee does an excellent job with their goals. You have zeroed in on the non-critical operations. One of the things that he wants to do is have departments utilizing technology to their advantage. He has asked Ms. Muller to use GIS to map her statistical information. Ms. Muller showed a sample of a map they have been working on. The map shows all of the districts and the number of cases for a particular program. The goal is to continue to do overlays for the different program areas. Mr. Hauryski stated that this will be a good visual tool when you are looking at your districts.



V. **SUBCOMMITTEE REPORTS**

A. *Expanded Learning Network of the Southern Tier* – Mrs. Lando stated she recently attended a meeting of the Expanded Learning Network of the Southern Tier. They talk about education of young children and summer learning. She suggested that a representative from this group come and make a presentation to the committee some time.

B. *Steuben County Addiction Awareness* – Mrs. Lando stated that she recently attended a meeting of the Addison Addiction Support Group, now known as Steuben County Addiction Awareness. Senator O'Mara and Assemblyman Palmesano were both in attendance. This is an amazing group that meets weekly at the Addison Fire Hall. Mr. Hauryski stated that he highly recommends that the departments get the contact information for this group and start collaborating. Addiction is a major problem for the County.

C. *Nutrition Task Force* – Mrs. Ferratella reported that Corning Meals on Wheels recently received a gift of \$2,250. They are now out of the red and are moving forward. She stated that ProAction is still committed to doing the Cook-Chill program and no longer has a waiting list. The next meeting will be held on April 28<sup>th</sup> in the G-1 Conference Room.

**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. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

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

**MOTION: TO ADJOURN MADE BY MRS. LANDO. SECONDED BY MR. HANNA. 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 4, 2016  
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, April 27, 2016.**

**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.**

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

*Wednesday, June 1, 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                      K. Michael Hanna  
                    Steven P. Maio    Randolph J. Weaver

**STAFF:** Jack Wheeler    Hank Chapman , Psy.D.                      Shawn Corey  
                    Kathy Muller    Lise Reynolds                                      Darlene Smith  
                    Christine Towner

**LEGISLATORS:** Joseph J. Hauryski                                      Dan C. Farrand                                      John V. Malter  
                    Robert V. Nichols

**OTHERS:** Mary Perham

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE MAY 4, 2016, MEETING MADE BY MR. WEAVER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REQUESTS**

A. Office for the Aging

1. **Pathways Contract** – Ms. Towner requested authorization to contract with Pathways for employment services to provide a Corning Office staff person, a van driver position and NY Connects BIPP Program position. The total cost of the contract is \$83,117. The breakdown is \$30,617 for Corning Office position, \$12,000 for van driver and \$40,500 for NY Connect BIPP position.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO CONTRACT WITH PATHWAYS FOR A CORNING OFFICE POSITION, A VAN DRIVER AND A NY CONNECTS BIPP PROGRAM POSITION FOR A TOTAL ANNUAL COST OF \$83,117 MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Budget Adjustment** – Ms. Towner stated with the approval of the Pathways contract, she is requesting authorization to appropriate \$14,000 in Title III-B revenue and \$3,376 in BIPP Revenue to the Pathways contract, as well as to transfer \$13,241 from the Institute for Human Services Title V Transit line item and \$12,000 from the Institute for Human Services Special Purposes line item into the Pathways contract.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO APPROPRIATE \$14,000 IN TITLE III-B REVENUE AND \$3,376 IN BIPP REVENUE TO THE PATHWAYS CONTRACT AND TO TRANSFER \$13,241 FROM THE INSTITUTE FOR HUMAN SERVICES TITLE V TRANSIT LINE ITEM AND \$12,000 FROM THE INSTITUTE FOR HUMAN SERVICES SPECIAL PURPOSES LINE ITEM INTO THE PATHWAYS CONTRACT LINE ITEM MADE BY MR. MAIO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Trend in Aging Event Food Authorization** – Ms. Towner informed the committee that at the request of Assemblyman Palmesano, they will be holding a Trend in Aging event on June 21, 2016, in Corning. They anticipate about 70 attendees and she requested authorization to spend up to \$135.00 for food costs.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO SPEND UP TO \$135.00 ON FOOD COSTS FOR THE JUNE 21, 2016, TRENDS IN AGING EVENT MADE BY MR. MAIO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Office of Community Services

1. **Contract** – Dr. Chapman requested authorization to enter into a contract with Daniel Celso to provide one-day “Mental Health First Aid” training to local law enforcement. The cost is \$1,650, and we have received OMH state aid to cover the cost of the training. He stated they hope to hold the training at the end of July or early August.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO CONTRACT WITH DANIEL CELSO TO PROVIDE A ONE DAY “MENTAL HEALTH FIRST AID” TRAINING TO LOCAL LAW ENFORCEMENT FOR A TOTAL COST OF \$1,650 MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. Department of Social Services

1. **Emergency Management Disaster Plan Update** – Ms. Muller informed the committee that she had budgeted \$20,000 to contract with the Emergency Management Office to develop a more comprehensive disaster plan for the department. Mr. Wheeler stated Mr. Marshall will be presenting a request to enter into a contract with the Institute for Human Services to assist in writing this plan. Mrs. Ferratella asked is this a mandatory requirement? Ms. Muller replied yes. We currently have a plan in place, but it is not as comprehensive as we would like. Additionally, once they have a new plan, she would also like to conduct a drill. She requested authorization to increase the budgeted amount to \$30,000 to cover costs.

**MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO INCREASE THE BUDGETED CONTRACT AMOUNT WITH THE EMERGENCY MANAGEMENT OFFICE TO WRITE A COMPREHENSIVE EMERGENCY DISASTER PLAN FROM \$20,000 TO \$30,000 MADE BY MRS. LANDO. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Foster Parent Recognition Dinner** – Mrs. Ferratella commented the dinner was very nice.

D. Public Health

1. **Contracts** – Mrs. Smith requested authorization to enter into a contract with Noyes Memorial Hospital to provide TB (IGRA) testing. This test is a blood test, rather than the skin test. The cost is \$50.00 per test.

**MOTION: AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH TO ENTER INTO A CONTRACT WITH NOYES MEMORIAL HOSPITAL TO PROVIDE TB (IGRA) TESTING AT A COST OF \$50.00 PER TEST MADE BY MRS. LANDO. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mrs. Smith requested authorization to enter into a contract with the Center for Disease Detection to provide STD testing and Hepatitis C testing. The rate is \$9.50 - \$11.50 per test for Chlamydia/Gonorrhea; \$45.00 per test for Trichomonas Vaginalis; and \$10.00 per test for Hepatitis C.

**MOTION: AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH TO ENTER INTO A CONTRACT WITH CENTER FOR DISEASE DETECTION FOR STD AND HEPATITIS C TESTING A RATE OF \$9.50 - \$11.50 PER TEST FOR CHLAMYDIA/GONORRHEA; \$45.00 PER TEST FOR TRICHOMONAS VAGINALIS; AND \$10.00 PER TEST FOR HEPATITIS C MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Survey** – Mrs. Lando stated she tried to take the survey, but it was awful. Mrs. Smith stated this was a survey that the Network did not develop, however, it is a nationally recognized survey for that purpose. She has gotten similar feedback that it was difficult to understand.

3. **Bid Award – Preschool Transportation** – Mrs. Smith requested authorization to award the preschool transportation bids to Durham School Services, The ARC of Livingston-Wyoming and Birnie Bus Services on a line item basis.

**MOTION: AWARDING THE BID FOR PRESCHOOL TRANSPORTATION AS FOLLOWS: CONTRACT A – LIVINGSTON-WYOMING ARC AT A RATE OF \$128.50 PER CHILD, PER DAY FOR BOTH THE 10-MONTH PROGRAM AND THE SUMMER PROGRAM; CONTRACT B – CORNING SCHOOL DISTRICT AREA AT A RATE OF \$49.25 PER CHILD, PER DAY FOR THE 10-MONTH PROGRAM; CONTRACT C – PATHWAYS, INC. AT A RATE OF \$109.50 PER CHILD, PER DAY FOR THE 10-MONTH PROGRAM, AND \$101.50 PER CHILD, PER DAY FOR THE SUMMER PROGRAM; AND CONTRACT D – YATES ARC/KEUKA LAKE SCHOOL AT A RATE OF \$127.76 PER CHILD, PER DAY FOR BOTH THE 10-MONTH PROGRAM AND THE SUMMER PROGRAM MADE BY MR. WEAVER. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

#### **IV. SUBCOMMITTEE REPORTS**

A. *Nutrition Task Force* - Mrs. Ferratella and Mrs. Lando stated they had nothing to report at the Nutrition Task Force has not met since last month's meeting.

B. *Hunger Coalition* – Mrs. Lando reported that she attended the Hunger Coalition meeting. This is a very active group. The food pantries are all doing well in that they are able to get the products they need to give out. She had asked if we should put a listing of the food pantries on the County website. The coalition will discuss if they would like to do that and how. She stated that she also reminded them that the Sheriff has the garden program at the Jail and will be looking at growing extra vegetables to help supply the food pantries.

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

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

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

*Wednesday, July 6, 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                      K. Michael Hanna  
                    Steven P. Maio

**STAFF:** Jack K. Wheeler                                      Mitchell Alger                                      Hank Chapman  
                    Patty Baroody                                      Cathy Baker                                      Lise Reynolds  
                    Darlene Smith                                      Nancy Smith                                      Shawn Corey  
                    Alan Reed

**ABSENT:** Randolph J. Weaver

**LEGISLATORS:** Joseph J. Hauryski                                      Dan C. Farrand                                      Robin K. Lattimer  
                    John V. Malter

**OTHERS:** Mary Perham

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE JUNE 1, 2016, MEETING MADE BY MR. HANNA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENTAL REQUESTS**

A. Public Health

1. **Biometric Screening** – Ms. Smith informed the committee that the County offers annual biometric screenings to employees and has contracted in the past with Relph Benefits to provide this service. The biometric screen provides the employee with base line numbers for blood pressure, blood sugar and cholesterol and at the conclusion of their appointment; they enter this information into the Mayo Clinic portal in order to become eligible for a reduction in their medical insurance premium.

Ms. Smith stated this year Public Health will be taking over this process. Everything will remain largely the same; the biggest difference is that previously employees had to schedule an appointment within a one-week period. We will be able to stretch that timeframe to 40 – 60 days. We will continue to offer online scheduling, and employees will now come to our office for their appointment. Appointments will only be offered the first few hours in the morning because these are fasting blood tests. This year we anticipate a \$5,000 savings to the County, but for each year thereafter, the savings will be closer to \$10,000.

Mr. Wheeler commented Ms. Smith has done a good job coordinating all of this and has worked closely with him and the Personnel Office. We had been having challenges with the program under Relph Benefits, and we believe this will make it easier for the employees. Discussion followed.



2. **Health Economics Group Dental Network Card** – Ms. Smith informed the committee that Health Economics Group offers a dental network card that offers a reduction in rates for anyone who does not have current dental insurance. Individual rates are \$36.50 per year and family rates are \$52.00 per year. In Steuben County, there is only one participating dentist; however, there are other participating dentists in surrounding counties. This card can also be used anywhere in the country where there is a participating dentist.

Mr. Wheeler commented this is similar to the ProAct prescription discount card and there is not a conflict with that. We can help promote this dental card and do press releases.

**MOTION: ENDORSING THE PROMOTION AND USE OF HEALTH ECONOMICS GROUP DENTAL NETWORK CARD MADE BY MR. HANNA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

B. Office of Community Services

1. **Lease Agreements** – Dr. Chapman requested renewal of the lease agreements for the Bath, Corning and Hornell offices. The rates remain the same at \$252,432 annually for the Bath office, \$66,000 annually for the Corning office and \$36,000 for the Hornell office. The term has been set for two years with all other terms and conditions remaining the same.

Mrs. Ferratella asked does this include maintenance? Dr. Chaman replied yes, \$30,000 of the base rent is allocated toward building maintenance and improvements. Mr. Wheeler commented you are getting a good rate per square foot. It is a lot of money, but we do get a lot of space. This is a good deal, for now. Dr. Chapman commented the rate per square foot is \$8.97. Mr. Maio asked is there any advantage to purchasing property in Corning or Hornell? Mr. Wheeler replied we have talked about that.

**MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO RENEW THE LEASE AGREEMENTS FOR THE BATH, CORNING AND HORNELL OFFICE LOCATIONS FOR TWO YEARS AT AN ANNUAL RATE OF \$252,432 FOR THE BATH OFFICE, \$66,000 FOR THE CORNING OFFICE AND \$36,000 FOR THE HORNELL OFFICE MADE BY MR. MAIO. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Loyola Contract** – Dr. Chapman reminded the committee that Loyola took over the operation of the St. James MATCH Program. They have informed us that they will be receiving \$84,548 in funding from the OASAS to help cover their operating deficit for 2015. They owe back rent payments due to the delay in the Medicaid billing. He requested authorization to enter into a contract with Loyola for the purposes of passing through the state aid funding.

**MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO ENTER INTO A CONTRACT WITH LOYOLA TO PASS THROUGH STATE AID FUNDING IN THE AMOUNT OF \$84,548 TO HELP COVER THE 2015 OPERATING DEFICIT MADE BY MRS. LANDO. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

3. **Budget Adjustment** – Dr. Chapman requested authorization to accept State funding in the amount of \$84,548 from NYS OASAS and to transfer to the Contracted Expenses line item to pass through to Loyola.

Mr. Wheeler commented in the interest of disclosure, his mother is contracting with Loyola to do a quality review of their operations.

**MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO ACCEPT NYS OASAS FUNDING IN THE AMOUNT OF \$84,548 AND APPROPRIATE TO THE CONTRACTED EXPENSES LINE ITEM MADE BY MRS. LANDO. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Mrs. Lando commented that she has seen numerous forums by elected officials to talk about the Opioid crisis. She asked if they were contacting our departments for their input. Mr. Wheeler replied yes. He and the Undersheriff recently attended a forum hosted by Congressman Reed who wanted information to take back to Washington. We have also talked about this issue regionally. No action plan has been developed, but it is good to meet with various people.

Ms. Smith stated that she attended a forum in Ontario County. There were certain individuals who were invited to attend, and she was one of them. They had a roundtable discussion and each provider voiced their concerns related to this crisis.

Dr. Chapman stated his staff is involved locally with the Steuben County Prevention Coalition. He is also part of the steering committee and he would like to have them come in at some point and give a brief presentation with regard to the prevention services they provide. Dr. Chapman stated he also plans to contact Loyola to see if they have seen any new trends in their admissions.

C. Office for the Aging

1. **Food Authorization** – Mrs. Baroody informed the committee that they will be holding the Senior Forum on September 16, 2016, at the First Presbyterian Church in Bath. The events of the day include a continental breakfast, numerous workshops, lunch and entertainment. She requested authorization to spend up to \$850 on food for the event.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO SPEND UP TO \$850 ON FOOD FOR THE SEPTEMBER 16, 2016, SENIOR FORUM MADE BY MRS. LANDO. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Lifespan Contract** – Mrs. Baroody informed the committee that the Finger Lakes Caregiver Institute at Lifespan of Greater Rochester has received a grant to expand dementia support services in the Southern Tier. They will provide us with a total of \$6,000 through December 31, 2020. In exchange, we will provide a drop-in space in our Hornell office for their case manager one day a week. Additionally, we will also provide collaboration for caregiver support services including education, care consultations, support groups and evidence-based programming. She requested authorization to enter into a contract.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO ENTER INTO A NEW CONTRACT WITH LIFESPAN OF GREATER ROCHESTER WHO WILL PROVIDE A TOTAL OF \$6,000 OF FUNDING THROUGH DECEMBER 31, 2020 TO EXPAND DEMENTIA SUPPORT SERVICES IN THE SOUTHERN TIER MADE BY MRS. LANDO. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

V. SUBCOMMITTEE REPORTS

A. **Nutrition Task Force** – Mrs. Baroody reported we have a meeting scheduled for next week when we expect ProAction will report the actual cost for the equipment needed for the Cook-Chill program. Mrs. Lando stated that she brought back some information from Cooperative Extension about grants and sent that to the Nutrition Task Force.

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MR. MAIO. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

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

**MOTION: RESCINDING THE MOTION FROM THE JUNE 2016 MEETING AUTHORIZING A CONTRACT WITH PATHWAYS TO PROVIDE FOR SERVICES AT THE CORNING OFFICE, VAN DRIVER SERVICES AND NY CONNECTS BIPP PROGRAM SERVICES FOR A TOTAL ANNUAL COST OF \$83,117, AND AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO CONTRACT WITH PROACTION FOR THOSE SERVICES FOR A TOTAL COST OF \$54,764 MADE BY MRS. LANDO. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

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

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\***

**Wednesday, August 3, 2016  
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, July 27, 2016.**

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

*Wednesday, August 3, 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 Bill Caudill Christine Towner	Mitchell Alger Darlene Smith Nancy Smith	Hank Chapman Kathy Muller Alan Reed
<b>LEGISLATORS:</b>	Joseph J. Hauryski John V. Malter	Dan C. Farrand Robert V. Nichols	Robin K. Lattimer

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE JULY 11, 2016, MEETING MADE BY MR. HANNA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REQUESTS**

A. Youth Bureau

1. **2016 Contracts** – Mr. Caudill presented his 2016 contracts for approval. Overall, there was a \$2,300 increase. This year we did not fund the Youth Literacy Program, as United Way has made that one of their initiatives and is providing more funding to agencies, such as ProAction, who provide those services. We also did not fund the Bath Police Intervention Program as participation was very low.

**MOTION: APPROVING THE FOLLOWING 2016 YOUTH DEVELOPMENT PROGRAM FUNDING: CATHOLIC CHARITIES OF STEUBEN COUNTY - \$11,035; CENTER FOR DISPUTE SETTLEMENT - \$5,241; CITY OF CORNING - \$2,459; CITY OF HORNELL - \$2,043; FAMILY SERVICE SOCIETY, INC. - \$15,170; HORNELL AREA CONCERN FOR YOUTH - \$17,360; INSTITUTE FOR HUMAN SERVICES - \$2,196; PROACTION OF STEUBEN & YATES, INC. - \$4,113; THE FRIENDS OF THE ADDISON YOUTH CENTER - \$8,964; AND TOWN OF CAMPBELL - \$1,052 MADE BY MR. WEAVER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Office for the Aging

1. **Corning Office Space** – Ms. Towner informed the committee they contract with the City of Corning for the use of a two-office suite at a cost of \$1,200 per year. They have just offered us another two-office suite for an additional \$1,200 per year, which also includes a one-time administrative fee of \$500. If approved, this would be an annual contract with three one-year renewals. Ms. Towner stated they have seen an increased need for services in Corning.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO AMEND THE OFFICE SPACE LEASE WITH THE CITY OF CORNING TO INCLUDE A SECOND TWO-OFFICE SUITE FOR AN ADDITIONAL \$1,200 PER YEAR, PLUS A ONE-TIME ADMINISTRATIVE FEE OF \$500 MADE BY MR. MAIO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Lifespan Contract** – Ms. Towner stated after last month’s meeting, we received notice of a revision of the Lifespan’s Finger Lakes Caregiver Institute grant. This grant funding will be used to expand Alzheimer’s disease support in the Southern Tier through collaboration with the Office for the Aging in the region. We will be receiving \$6,000 per year for each of the five years of the grant instead of \$6,000 over the course of five years. For the remainder of this year, we will be using \$4,925 for office space rental, program materials for community education, salary and fringe benefits. Mr. Wheeler commented the committee approved this last month, however, the original motion indicated the county would receive \$6,000 total over five years.

**MOTION: AMENDING THE MOTION FROM THE JULY 6, 2016, MEETING AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO ENTER INTO A NEW CONTRACT WITH LIFESPAN OF GREATER ROCHESTER WHO WILL PROVIDE \$6,000 OF GRANT FUNDING FROM THE NEW YORK STATE DEPARTMENT OF HEALTH, PER YEAR THROUGH DECEMBER 31, 2020 TO EXPAND DEMENTIA SUPPORT SERVICES IN THE SOUTHERN TIER MADE BY MRS. LANDO. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. Office of Community Services

1. **Suicide Prevention Funding** – Dr. Chapman stated Ardent Solutions formed a suicide prevention coalition and acted as the conduit for State funding. Ardent is no longer active in the suicide prevention coalition and would like to transfer the funding back to us. He stated this is an extension of our department and will be included within the budget. Dr. Chapman requested authorization to accept a total of \$8,202.50 from Ardent Solutions.

**MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO ACCEPT A TOTAL OF \$8,202.50 IN FUNDING, COMPRISING OF \$3,500 IN OMH GRANT FUNDS AND \$4,702.50 IN OTHER FUNDING, FROM ARDENT SOLUTIONS TO BE USED FOR SUICIDE PREVENTION MADE BY MRS. LANDO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

Mrs. Lando asked is suicide prevention a serious problem in the County? Dr. Chapman replied our county historically, and to-date, is in the top few counties in the state per capita in the number of suicides in any given year. Allegany and Chemung are also in the top few. We do a very good job of preventing suicides with the people that are known to us. Many of the folks that do take their lives are not involved in treatment. The coalition does educational awareness, provides survivor support groups, among other activities.

Mr. Weaver asked do you work with the VA on this? Dr. Chapman replied we do. They typically do their own thing, but we do collaborate with them.

2. **Law Enforcement Training Contract** – Dr. Chapman requested authorization to contract with Eric Weaver to provide a oneday training to local Law Enforcement to help prepare them to work with folks who are in mental health crisis. The cost is not to exceed \$800 and we have State funding which will cover this cost. This is a component of our crisis outreach services. The training is open to all law enforcement agencies within the County.

Mr. Maio asked how many participants will this amount cover? Dr. Chapman replied we will be able to have up to 30 participants and the training will be held on October 19<sup>th</sup> at the Civil Defense Center.

**MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO ENTER INTO A CONTRACT WITH ERIC WEAVER TO PROVIDE A ONEDAY TRAINING TO LOCAL LAW ENFORCEMENT MADE BY MRS. LANDO. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Loyola** – Dr. Chapman stated he just wants to follow-up on a discussion from last month regarding Loyola. Approximately 70 percent of their admissions over the past year were specific to opioid use. Of those admissions, 95 percent of the patients were Steuben County residents. Mrs. Lando asked what is the average age? Dr. Chapman stated he could ask for that. Mrs. Lando asked how many beds are there? Dr. Chapman replied there are 20 inpatient beds.

Mr. Maio stated it would be interesting to know how many of those patients started out with, or are currently prescribed, painkillers versus how many got into opioids on their own. Dr. Chapman commented typically individuals start with prescription medications and many opt for heroin, as it is less expensive.

Other information that the committee asked Dr. Chapman to provide included the average length of stay, total number of admissions and total number of successful discharges.

C. **Public Health**

1. **Preschool Contracts** – Mrs. Smith requested authorization to enter into contracts with four speech language therapists to provide related services. The rate is \$65.00 per individual session and \$32.50 per group session.

**MOTION: AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH TO ENTER INTO CONTRACTS WITH THE FOLLOWING SPEECH LANGUAGE THERAPISTS TO PROVIDE PRESCHOOL RELATED SERVICES: KAREN WARNER, KATIE CROSS-GRAY, LINDA HART AND SENSATIONAL KIDS PHYSICAL, OCCUPATIONAL & SPEECH THERAPY SERVICES, PLLC AT THE STATE RATES OF \$65.00 PER INDIVIDUAL SESSION AND \$32.50 PER GROUP SESSION MADE BY MR. MAIO. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Delegating Authority for Approval of Policies to Professional Advisory Committee** – Mrs. Smith stated a few months ago, for accreditation purposes, she had asked that all policies and procedures be approved by this committee and those policies have been put on your portal for you to review. We have learned that we can have our professional advisory committee (PAC) do this for you, if you would like. They meet quarterly and review the policies and procedures and audit surveys within the department anyway. This would be an additional item for them and they could handle it for you. The PAC consists of our medical director, our QI Coordinator, a physical therapist from Ira Davenport, an independent RN and a representative from Adult Protective Services.

Mr. Maio commented as long as the committee still has the ultimate power to object to something if we do not like it.

**MOTION: DELGATING THE AUTHORITY FOR THE APPROVAL OF PUBLIC HEALTH POLICIES TO THE PROFESSIONAL ADVISORY COMMITTEE MADE BY MRS. LANDO. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Quality Improvement Projects**

a. **HPV Vaccination Rates** – Mrs. Smith stated for accreditation purposes, we need to make the governing entity, this committee, aware of our efforts. HPV vaccination rates regionally are very low. Children 11 – 12 years should get the series of three shots over a six-month period. In an effort to increase vaccination rates, we have created bookmarks that list all of the vaccinations that teens should be receiving. We have printed 8,000 bookmarks and distributed them to all of the libraries within the County. Additionally, we have sent an informational letter to all of the middle schools and high schools

in the County and have asked the schools to include them with their mailing that they send to parents prior to the school year. We have followed-up with phone calls to the schools to check back on the status of whether the letter was included in their mailing.

*b. Chlamydia Rates* – Mrs. Smith stated Chlamydia is on the rise regionally. We have created a provider pamphlet with educational information. We also included information about EPT (Expedited Partner Therapy). We will be hand-delivering these pamphlets to the 300 – 400 providers within the County.

#### **IV. SUBCOMMITTEE REPORTS**

**A. Nutrition Task Force** – Mrs. Lando stated that ProAction has agreed, starting in September, to commence the cook-chill program. The goal is to start delivering the cold meals and no longer provide hot meals. They will also find out if the recipients of the meals have the means to heat food up. If not, ProAction will look at a loan program to provide microwaves to those individuals. After talking with caregivers and recipients, there will now only be a choice of two meals; a diabetic meal and a regular meal. ProAction will begin fundraising efforts for equipment.

Mrs. Lando stated they did meet with ARC of Steuben to discuss partnering with them on a community kitchen. We have not heard anything back. If this exists, the ARC will be applying for grants and will building a facility, even without a partnership with ProAction, but ProAction has indicated they want to partner with them. ProAction will continue to operate out of Lakeview, for the short-term, until the community kitchen is built, probably in 2018.

Mrs. Lando stated Corning Meals on Wheels is not intending to do anything. They only serve residents in the Corning-Painted Post School District and will continue to serve hot meals.

**B. Smart Steuben** – Mrs. Ferratella announced she attended a Smart Steuben meeting yesterday. They continue to work on the Community Health Improvement Plan and this should be published within the week.

**C. Mobile Work Program** – Mr. Hauryski stated he has received letters from various entities that have utilized the mobile work program and they are always very positive. We currently have four crews. Is there a need for an additional crew? Ms. Muller replied that may be something that we will look at next year. We have hired a new Employment Services Coordinator and he has many creative ideas on getting individuals working. We have good crew leaders in Public Works and they have incorporated teaching components.

**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, August 3, 2016  
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, July 27, 2016.**

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

*Wednesday, September 7, 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 K. Michael Hanna  
Steven P. Maio Randolph J. Weaver

**STAFF:** Jack Wheeler Mitchell Alger Patty Baroody  
Jennifer Prossick Darlene Smith Jo Anne Taylor  
Hank Chapman Kathy Muller Lise Reynolds  
Bill Caudill Nancy Smith

**LEGISLATORS:** Joseph J. Hauryski Kelly H. Fitzpatrick John V. Malter

**OTHERS:** Wilma Stewart, Consultant Dietician

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE AUGUST 3, 2016, MEETING MADE BY MRS. LANDO. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REQUESTS**

A. Office of Community Services

1. **Budget Adjustment** – Dr. Chapman informed the committee that they received the 2016 NYS OASAS cost of living (COLA) adjustment in the amount of \$3,982. He requested authorization to accept this funding, decrease the Federal Aid – OASAS by \$642 and appropriate \$521 to Hornell Concern for Youth, \$281 to Family Service Society and \$2,538 to Catholic Charities.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO ACCEPT A NYS OASAS COLA ADJUSTMENT IN THE AMOUNT OF \$3,982, DECREASING THE FEDERAL AID – OASAS BY \$642, AND APPROPRIATING \$521 TO HORNELL CONCERN FOR YOUTH, \$281 TO FAMILY SERVICE SOCIETY AND \$2,538 TO CATHOLIC CHARITIES MADE BY MRS. LANDO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mrs. Lando asked if Dr. Chapman had put together the numbers the committee had asked for at last month's meeting regarding number of patients at Loyola? Dr. Chapman replied that he does not have those numbers as of yet, however, he has been in contact with Loyola and hopes to have that information for the October meeting.

B. Public Health

1. **Preschool Contract** – Mrs. Smith requested approval to enter into a preschool related services contract with the Bath Central School District to provide a one-to-one aid. The rate is \$18.00 per hour or \$9.00 per half hour.



**MOTION: AUTHORIZING SPECIAL CHILDREN'S SERVICES TO ENTER INTO A PRESCHOOL RELATED SERVICES CONTRACT WITH THE BATH CENTRAL SCHOOL DISTRICT TO PROVIDE A ONE-TO-ONE AIDE AT A RATE OF \$18.00 PER HOUR OR \$9.00 PER HOUR MADE BY MR. WEAVER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Sodium Reduction In Communities Project** – Mrs. Smith stated that Jo Ann Taylor and Wilma Stewart are here to provide a brief presentation regarding the Sodium Reduction in Communities Project. Ms. Taylor informed the committee they have completed the three-year grant project and this month they are making presentations to all of the agencies that were involved. Seven hospitals and four senior nutrition meal programs took part in this project. During the course of the project we identified the highest sodium items which included bases and gravy mixes, commercial salad dressings, tomato products, cheeses and pre-prepared entrees. The modifications that were made toward reducing sodium included sodium-free seasonings, herbs and spices, reducing salt, base or amount of seasoning packets, cooking from scratch and substituting lower sodium products. Discussion followed.

**IV. SUBCOMMITTEE REPORTS**

A. *Nutrition Task Force* – Ms. Baroody reported that on October 3, 2016, ProAction will be switching to the cook-chill program. The Office for the Aging has been working with case managers and clients to make sure they will be able to make the transition to the new meal plan. With the new program, meal preferences have been eliminated for any new clients and uniform meals will be sent out. Mrs. Lando commented the Lakeview site will still remain where it is until such time that a new kitchen is built for ARC, and then they plan to partner with them.

B. *SMART Steuben* – Mrs. Ferratella informed the committee that she attended the meeting last week and the group is working on the Community Health Priorities Plan. They should be ready to present that next month.

C. *ProAction* – Mrs. Lando commented that the WIC (Women, Infants & Children) Program has a 13 percent no-show rate. This is due primarily to lack of transportation. ProAction has received a \$24,000 grant from the State for back-to-school supplies. There are 700 children in the County that are at 125 percent of the poverty level. She stated that Senator O'Mara will be at Philips Lighting on September 17<sup>th</sup> to help promote Electronics Recycling. Mrs. Lando stated two long-time ProAction employees, Dawn Brucie and Katie Smeenk, will be leaving by the end of the year. This will be a big loss for the agencies.

**V. OTHER BUSINESS**

A. *Press Releases* – Mr. Hauryski commented that he is seeing more stories in the press and he would like to thank Mary Perham for her work. This committee does a lot of good things that the public does not know about. Please do not be afraid to do some public relations work and get information out there. We are being short-changed by not telling our stories about the good things we are doing.

**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, October 5, 2016  
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, September 28, 2016.**

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

*Wednesday, October 5, 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 Christine Towner	Mitchell Alger Lise Reynolds	Patty Baroody Jennifer Prossick
<b>LEGISLATORS:</b>	Joseph J. Hauryski	John V. Malter	

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE SEPTEMBER 7, 2016, MEETING MADE BY MR. WEAVER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REQUESTS**

A. Department of Social Services

1. **Request to Bid Furnaces for HEAP Season** – Ms. Reynolds requested authorization to bid furnaces for the upcoming HEAP season.

**MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO PUT OUT A BID FOR FURNACES FOR THE UPCOMING HEAP SEASON MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Family Prevention Act** – Ms. Reynolds informed the committee the Family Prevention Act legislation failed in the U.S. Senate, and that is good news for us. Mr. Wheeler stated had this legislation passed, we would have lost funding.

B. Office for the Aging

1. **RSVP Contract** – Mrs. Baroody requested authorization to enter into a contract with the Hornell YMCA to allow RSVP to host an eight-week Tai Chi for Arthritis workshop series for a fee of \$320 for each eight-week session. We anticipate hosting two workshops, for a total cost of \$640.

**MOTION: AUTHORIZING RSVP TO ENTER INTO AN AGREEMENT WITH THE HORNELL YMCA TO HOST TWO, EIGHT-WEEK TAI CHI FOR ARTHRITIS WORKSHOP SERIES FOR A TOTAL COST OF \$640 MADE BY MRS. LANDO. SECONDED BY MR. HANNA. MOTION CARRIES 4-0-1. (MR. WEAVER ABSTAINED AS HE IS ON THE YMCA BOARD OF DIRECTORS)**

2. **RSVP Food Event Authorization** – Mrs. Baroody requested authorization to spend \$1,000 for a veteran and volunteer recognition event which will be held on November 11, 2016. RSVP will be recognizing

RSVP volunteers as members of the National Veterans Corps. Approximately 65 current RSVP volunteers meeting the program criteria will be invited. We are partnering with the Bath American Legion for this event.

**MOTION: AUTHORIZING RSVP TO SPEND UP TO \$1,000 FOR A VETERAN AND VOLUNTEER RECOGNITION EVENT WHICH WILL BE HELD ON NOVEMBER 11, 2016, AT THE BATH AMERICAN LEGION MADE BY MR. WEAVER. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Accepting Donation from Canisteo American Legion** – Mrs. Baroody requested authorization to accept a \$2,100 donation from the Canisteo American Legion for the ramps project. This funding will be dedicated to ramp projects in the Canisteo and Greenwood communities.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO ACCEPT A \$2,100 DONATION FROM THE CANISTEO AMERICAN LEGION TO BE USED FOR THE RAMPS PROJECT IN THE CANISTEO AND GREENWOOD COMMUNITIES MADE BY MRS. LANDO. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. *Resolution Required.***

4. **OFA Contract – Registered Dietician** – Mrs. Baroody stated their Certified Dietary Nutritionist, Janice Leathersich retired, and our Registered Dietician, Wilma Stewart, has agreed, for the remainder of this year, to take on the additional task of nutritional counseling. Mrs. Baroody requested increasing Wilma Stewart's contract \$5,000 to cover the additional hours. The total contract will now be \$16,412.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO INCREASE THE CONTRACT WITH WILMA STEWART, REGISTERED DIETICIAN, BY \$5,000 FOR A TOTAL OF \$16,412 FOR THE REMAINDER OF THE YEAR MADE BY MRS. LANDO. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

#### **IV. SUBCOMMITTEE REPORTS**

A. *Nutrition Task Force* – Mrs. Baroody reported that as of October 3, 2016, ProAction started utilizing the Cook-Chill meals for the home-delivered meals program. Case Managers have been working with clients to ensure that they have the capabilities to heat their meals. We will be meeting next week to evaluate how the program is going. So far, everything is going smoothly.

**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, November 2, 2016  
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, October 26, 2016**

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

*Wednesday, November 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                      K. Michael Hanna  
                    Steven P. Maio

**STAFF:** Jack Wheeler    Mitchell Alger    Karen Monroe  
                    Darlene Smith    Patty Baroody    Christine Towner  
                    Andy Morse    Bill Caudill    Jennifer Prossick  
                    Lise Reynolds

**LEGISLATORS:** Joseph J. Hauryski    Dan C. Farrand    Kelly H. Fitzpatrick  
                    Robin K. Lattimer    John V. Malter    Robert V. Nichols

**ABSENT:**    Randolph J. Weaver

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

**I.     CALL TO ORDER**

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

**II.    APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE OCTOBER 5, 2016, MEETING MADE BY MRS. LANDO. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III.   DEPARTMENTAL REQUESTS**

- A.     Department of Social Services
1.     **Awarding HEAP Furnace Bid** – Ms. Reynolds requested authorization to award the bid for HEAP Furnaces on a line item basis to the low bidder.

**MOTION: AWARDING THE BID FOR HEAP FURNACES TO THE FOLLOWING VENDORS ON A LINE ITEM BASIS: BLEVINS, I.D. BOOTH, NAIRY MECHANICAL AND VINE CITY SUPPLY MADE BY MRS. LANDO. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2.     **Adoption Day** – Ms. Reynolds announced Adoption Day will be held on Thursday, November 17<sup>th</sup> at 11:00 a.m. in Judge Bradstreet’s Chambers. She requested authorization to spend up to \$600 on Adoption Day Expenses.

**MOTION: AUTHORIZING THE COMMISSIONER OF THE DEPARTMENT OF SOCIAL SERVICES TO SPEND UP TO \$600 ON ADOPTION DAY EXPENSES MADE BY MR. HANNA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

B. Office of Community Services

1. **Budget Adjustment** – Ms. Monroe requested approval of a budget adjustment reflecting the 2016 COLA adjustments of \$6,402.00 to be distributed among various contracts as well as a redistribution of \$53,000 on OMH State Aid among their contracts with Finger Lakes Parent Network and SCAP.

**MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO ACCEPT \$6,402 IN 2016 COLA FUNDS AND APPROPRIATE TO VARIOUS CONTRACT LINE ITEMS; AND ACCEPTING \$53,000 IN OMH STATE AID FUNDS AND APPROPRIATING TO CONTRACT LINE ITEMS FOR FINGER LAKES PARENT NETWORK AND SCAP MADE BY MRS. LANDO. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

C. Office for the Aging

1. **Q-TAC Funds** – Mrs. Barody requested authorization to accept a “Challenge Award” from SUNY Albany Q-TAC in the amount of \$900 for 2016. With our new Tai Chi program, when program participants achieve attendance benchmarks, we can receive \$50 per participant.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO ACCEPT SUNY ALBANY Q-TAC FUNDS IN THE AMOUNT OF \$900 FOR THE YEAR 2016 MADE BY MRS. LANDO. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Personal Emergency Response System** – Mrs. Barody requested authorization to put out an RFP for a Personal Emergency Response System. There is new technology, including fall detection for these systems. The last time we bid this was in 2009.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A BID FOR PERSONAL EMERGENCY RESPONSE SYSTEMS MADE BY MR. HANNA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

3. **Food Event Authorization** – Mrs. Barody requested authorization to spend up to \$500 on the Advisory Council Volunteer Recognition event.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO SPEND UP TO \$500 ON THE ADVISORY COUNCIL VOLUNTEER RECOGNITION EVENT MADE BY MR. MAIO. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

4. **Nutrition Task Force** – Mrs. Barody informed the committee that the Nutrition Task Force met this week. The transition to the Cook-Chill program is going very well. We will be conducting a random survey to gauge client satisfaction.

D. Public Health

1. **Contract – Preschool Related Services** – Mrs. Smith requested authorization to contract with Jennifer Dickson and Jackie Bosworth, both Speech Language Pathologists. The rate is set by the State at \$65.00 per individual session and \$32.50 per group session.

**MOTION: AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH TO ENTER INTO CONTRACTS WITH JENNIFER DICKSON AND JACK BOSWORTH, SPEECH-LANGUAGE PATHOLOGISTS TO PROVIDE PRESCHOOL RELATED SERVICES AT A RATE OF \$65.00 PER INDIVIDUAL SESSION AND \$32.50 PER GROUP SESSION MADE BY MRS. LANDO. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Contract – FLPPS** – Mrs. Smith stated as part of DSRIP, Finger Lakes Performing Provider System (FLPPS) will be contracting with us to establish a Community Health Worker Program. They will pay us

\$25,000 to start the program. Future payments will be dependent upon our performance in meeting the required metrics. If we receive the funds prior to year-end she will need approval to anticipate that revenue and appropriate into the 2016 budget.

Mr. Wheeler commented we already have a contract with FLPPS, so we would request an approval to amend the contract to include these services.

**MOTION: AUTHORIZING AN AMENDMENT TO THE CONTRACT WITH THE FINGER LAKES PERFORMING PROVIDER SYSTEM TO INCLUDE THE ESTABLISHMENT OF A COMMUNITY HEALTH WORKER PROGRAM AND ANTICIPATING REVENUE IN THE AMOUNT OF \$25,000 AND APPROPRIATING TO THE 2016 BUDGET IF RECEIVED PRIOR TO THE CLOSEOUT OF THE 2016 BUDGET YEAR MADE BY MRS. LANDO. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

3. **CHIP Priorities and Strategies** – Mrs. Smith provided a handout which shows the three CHIP (Community Health Improvement Plan) priority areas, along with the goals and intervention/strategy associated with each. The CHIP priority areas are to decrease obesity in children and adults, decrease hypertension and heart disease and increase early childhood health. Discussion followed.

E. County Manager

1. **Drug Forum Update** – Mr. Wheeler stated that as a follow-up to the recommendation that the County hold a drug forum to focus on Opioid use, we held an internal meeting with staff to brainstorm. This meeting was very productive and we have a good strategy moving forward. We will be working on getting more data on the Opioid issue. The State released historical data of what they consider to be the overdose numbers in our county, and they are under reported. He stated they are working with law enforcement, EMS and 911 to collect more data. Within the next month or so we will meet with staff and providers and put together information for a public forum where we can talk about this issue, the dangers, resources, etc. The public forum would most likely be held in January or February.

Mrs. Lando commented that Cornell Cooperative Extension is hosting a workshop for women and one of the speakers is a mother and daughter who will be talking about their drug use experiences.

**IV. SUBCOMMITTEE REPORTS**

A. *Food Pantry* – Mrs. Lando informed the committee that the Food Panty in Corning has now started a special day just for parents in the Head Start Program to come in. They had 22 families attend the first session and these were individuals that had never utilized this service before. Mrs. Lando stated the Sheriff's Office next year will be donating all of their produce to the food pantries.

Mr. Farrand stated that he would like to know how the County's allocation to the Food Bank of the Southern Tier is distributed.

*Secretary's Note: Following the meeting, Mr. Wheeler distributed information to the Legislators. The Food Bank of the Southern Tier receives an allocation of \$44,000, which is distributed among 19 food pantries within the County. These funds are processed through the Department of Social Services.*

**MOTION: TO ADJOURN MADE BY MR. HANNA. SECONDED BY MR. MAIO. ALL BEING IN FAVOR.  
MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\*  
Wednesday, December 7, 2016  
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, November 30, 2016**

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

***Joint Special Meeting***

*Monday, November 28, 2016*

*3:10 p.m.*

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

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

<b>COMMITTEE:</b>	Hilda T. Lando, Vice Chair	K. Michael Hanna	Randolph J. Weaver
	Scott J. Van Etten	Kelly H. Fitzpatrick	Gary B. Roush
<b>STAFF:</b>	Jack K. Wheeler	Mitchell Alger	Karen Monroe
	Alan Reed	Jennifer Prossick	
<b>LEGISLATORS:</b>	Joseph J. Hauryski	Dan C. Farrand	Robin K. Lattimer
	John V. Malter		
<b>ABSENT:</b>	Carol A. Ferratella, Chair	Steven P. Maio	
	Gary D. Swackhamer	Brian C. Schu	

**I. CALL TO ORDER**

Mr. Van Etten called the meeting to order at 3:10 p.m. and asked Mr. Weaver to lead the Pledge of Allegiance.

**II. GENERAL BUSINESS**

A. Office of Community Services

1. **NYS OMH Grant Funding** – Ms. Monroe requested authorization to accept \$49,850 from the New York State Office of Mental Health. The State is converting child ICM and SCM services to home health homes and they are providing funding to enable us to purchase any technology we may need to facilitate that change. She requested authorization to accept the funding into the 2016 budget. The funding has to be used by the end of the year and eligible expenditures include laptops, tablets, portable printers, anything that the case managers can use. This equipment, however, must contain health information technology. If we are unable to spend the funds, then they will revert back to the State.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO ACCEPT NYS OMH GRANT FUNDING IN THE AMOUNT OF \$49,850 INTO THE 2016 BUDGET FOR THE PURPOSE OF PURCHASING HEALTH INFORMATION TECHNOLOGY TO FACILITATE THE CONVERSION OF CHILD ICM AND SCM SERVICES TO HOME HEALTH HOMES, WITH THE STIPULATION THAT ANY GRANT FUNDS NOT EXPENDED BY THE END OF 2016 WILL REVERT BACK TO THE STATE MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 3-0 HSH&E AND 3-0 FINANCE.**

**MOTION: TO ADJOURN MADE BY MR. WEAVER. SECONDED BY MR. ROUSH. ALL BEING IN FAVOR. MOTION CARRIES 3-0 HSH&E AND 3-0 FINANCE.**

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



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

*Wednesday, December 7, 2016*

*9:00 a.m.*

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

**\*\*AMENDED MINUTES\*\***

**COMMITTEE:** Hilda T. Lando, Vice Chair K. Michael Hanna Steven P. Maio  
Randolph J. Weaver

**STAFF:** Jack K. Wheeler Mitchell Alger Hank Chapman  
Kathy Muller Lise Reynolds Patty Barood  
Jennifer Prossick Chris Congdon Nate Alderman  
Cathy Baker

**LEGISLATORS:** Joseph J. Hauryski Kelly H. Fitzpatrick Robin K. Lattimer  
John V. Malter

**ABSENT:** Carol A. Ferratella, Chair

**OTHERS:** Mary Perham

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE NOVEMBER 2, 2016, AND NOVEMBER 28, 2016, MEETINGS MADE BY MR. HANNA. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENTAL REQUESTS**

A. Office for the Aging

1. **2017 Contracts** – Mrs. Barood presented her 2017 contracts for approval.

**MOTION: APPROVING THE FOLLOWING 2017 CONTRACT FOR THE OFFICE FOR THE AGING: CORNING MEALS ON WHEELS – HOME DELIVERED MEALS - \$8,000; FAITH IN ACTION – TRANSPORTATION - \$26,000; HOME AND HEALTH CARE – TITLE III-E RESPITE - \$17,500; CITY OF HORNELL – OFFICE SPACE – NO COUNTY COST; CITY OF CORNING – OFFICE SPACE - \$2,400; INSTITUTE FOR HUMAN SERVICES – MEDICARE/EPIC PROGRAM - \$75,959; INSTITUTE FOR HUMAN SERVICES – PROJECT CARE - \$20,780; INSTITUTE FOR HUMAN SERVICES – TITLE V TRANSITION - \$78,944; INSTITUTE FOR HUMAN SERVICES – TRANSPORTATION MANAGEMENT - \$58,617; INSTITUTE FOR HUMAN SERVICES – BALANCED INCENTIVE PAYMENT PLAN - \$27,063; LIFESPAN - \$6,000; JOHN McCARTHY, ESQ. – LEGAL SERVICES - \$14,191; PROACTION – SUPPORT SERVICES - \$143,105; PROACTION – HEAP - \$4,685; PROACTION – SNAP (HOME DELIVERED MEALS) - \$155,555; PROACTION – TITLE III-C1 AND C2 (CONGREGATE AND HOME DELIVERED MEALS) - \$379,601; PERSONAL EMERGENCY RESPONSE SERVICES - \$13,500; SSSF – EXECUTIVE DIRECTOR - \$53,704; WILMA STEWART – CONSULTING DIETICIAN - \$20,541; CENTENARY UNITED METHODIST CHURCH – AS FUNDS BECOME AVAILABLE; HOME & HEALTH CARE – EISEP - \$216,048; INSTITUTE FOR**

**HUMAN SERVICES – CAREGIVER - \$19,376; PROACTION – EISEP ASSISTANT - \$48,852; AND AIM – CONSUMER DIRECTED - \$32,500 MADE BY MR. WEAVER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

B. Department of Social Services

1. **2017 Contracts** – Ms. Muller presented her 2017 contracts for approval.

**MOTION: APPROVING THE FOLLOWING 2017 CONTRACTS FOR THE DEPARTMENT OF SOCIAL SERVICES: FIRE ALARM SERVICE TECHNOLOGIES – DETENTION CENTER ALARM SERVICES - \$1,280; BONADIO GROUP – ELIGIBILITY REVIEWS - \$162.00 PER HOUR; LABCORP – PATERNITY TESTING - \$43.00 PER PERSON; AND SHI INTERNATIONAL – KCHECKS - \$3,500 MADE BY MR. HANNA. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: APPROVING A 2017 CONTRACT FOR THE DEPARTMENT OF SOCIAL SERVICES WITH VIRDEE MEDICAL GROUP TO PROVIDE DETENTION CENTER PHYSICALS AT A RATE OF \$60.00 PER EXAM MADE BY MR. MAIO. SECONDED BY MR. HANNA. MOTION CARRIES 3-0-1. (MR. WEAVER ABSTAINED DUE TO A BUSINESS RELATIONSHIP)**

2. **Reclassifications**

- a. *Account Clerk-Typist to Senior Account Clerk* – Ms. Muller requested authorization to reclassify two vacant Account Clerk-Typist, Grade VI positions in the Accounting Unit to Senior Account Clerk, Grade VIII positions. We currently have three vacancies, however, will be leaving one position vacant. Mr. Weaver asked what will be the cost difference? Ms. Muller replied it will result in a \$4,700 increase per position, however, because we are only reclassifying two of the positions and leaving one position vacant, we will see a net savings of \$20,000.

**MOTION: AUTHORIZING THE RECLASSIFICATION OF TWO VACANT ACCOUNT CLERK-TYPIST, GRADE VI, POSITIONS TO TWO SENIOR ACCOUNT CLERK, GRADE VIII, POSITIONS WITHIN THE DEPARTMENT OF SOCIAL SERVICES MADE BY MR. WEAVER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

- b. *Personal Computer Coordinator to Computer Systems Analyst* – Ms. Muller informed the committee that their Personal Computer Coordinator will be retiring at the end of the month. Given the changes in technology with the various State systems, she requested authorization to reclassify this position to a Computer Systems Analyst, which is a Grade XV. The current position is a Grade VI.

**MOTION: AUTHORIZING THE RECLASSIFICATION OF ONE PERSONAL COMPUTER COORDINATOR, GRADE VI, POSITION TO A COMPUTER SYSTEMS ANALYST, GRADE XV, POSITION WITHIN THE DEPARTMENT OF SOCIAL SERVICES MADE BY MR. WEAVER. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

C. Public Health

1. **New Contracts** – Ms. Congdon requested authorization to contract with two speech therapists to provide Preschool related services.

**MOTION: AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH TO CONTRACT WITH KRISTINA WHELPLEY, SPEECH-LANGUAGE PATHOLOGIST; AND GAIL McGEE, SPEECH-LANGUAGE PATHOLOGIST TO PROVIDE PRESCHOOL RELATED SERVICES AT A RATE OF \$65.00 PER INDIVIDUAL SESSION AND \$32.50 PER GROUP SESSION MADE BY MR. MAIO. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **2017 Contract Renewals** – Ms. Congdon presented their 2017 contract renewals for approval. She commented the biggest change is with the contract with James McGuinness & Associates. They do our preschool bills. BOCES had previously done our Medicaid billing at no charge; however, they are no longer providing that service. McGuinness will provide Medicaid billing at a rate of \$167.00 per month. Additionally, they have added a portal that will allow our providers access to input their hours and generate billing more efficiently. That is an additional cost of \$187.00 per month. These monthly costs are in addition to the current monthly charges of \$625 per month for the Preschool Billing Program, and the \$125.00 per hour for additional support.

**MOTION: APPROVING THE FOLLOWING 2017 CONTRACTS FOR PUBLIC HEALTH: FINGER LAKES HEALTH SYSTEMS AGENCY - \$1,000; ARNOT MEDICAL SERVICES – TB SERVICES AT MEDICAID RATE; FINGER LAKES MIGRANT HEALTH CARE PROJECT AND PLANNED PARENTHOOD OF THE SOUTHERN FINGER LAKES, INC. FOR STD TESTING AT MEDICAID RATE; NYSARC, INC. FOR EARLY INTERVENTION SERVICE COORDINATION AT RATE SET BY THE STATE; PROCURA – SOFTWARE SUPPORT AT \$157.62 PER MONTH; ORACLE – SOFTWARE SUPPORT - \$493.07 PER YEAR; JAMES MCGUINNESS & ASSOCIATES – PRESCHOOL BILLING PROGRAM (\$625/MONTH), MEDICAID SERVICE BUREAU (\$167/MONTH), CPSE PORTAL (\$187/MONTH), AND ADDITIONAL SUPPORT OVER 3 HOURS/MONTH (\$125/HOUR); CONTRACTUAL NURSING SERVICES WITH STAFKINGS AND JAN & BEV’S; S2AY NETWORK REGIONAL S2AY NETWORK (CONSULTANT SERVICES) - \$17,500; S2AY NETWORK REGIONAL EMERGENCY PLANNING COOPERATIVE EFFORT (CONSULTANT SERVICES) - \$2,000; HUMAN SERVICE DEVELOPMENT PH EMERGENCY COORDINATOR (CONSULTANT SERVICES) - \$53.80/HOUR, ON CALL \$25.00/NIGHT AND MILEAGE AT IRS RATE; BIOSERVE, INC. – MEDICAL WASTE DISPOSAL (\$75.00/BOX); LEAD SCREENING GRANT - \$41,994; IMMUNIZATION GRANT - \$49,495; RABIES GRANT - \$19,747; EMERGENCY PREPAREDNESS GRANT - \$88,804; CSHCN GRANT - \$20,995; EARLY INTERVENTION GRANT - \$39,884; AND STUDENT FIELD EXPERIENCE CONTRACTS WITH THE FOLLOWING: SUNY ALFRED, ELMIRA COLLEGE, SUNY BROCKPORT, KEUKA COLLEGE, SUNY EMPIRE, CORNING COMMUNITY COLLEGE, SUNY BINGHAMTON, ROBERTS WESLYEAN COLLEGE AND ST. JOHN FISHER MADE BY MR. WEAVER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

D. Office of Community Services

1. **2017 Contracts** – Dr. Chapman presented his 2017 contracts for approval. Mr. Weaver asked did Dr. Khan reduce his hours? Dr. Chapman replied yes, he is now working part-time, which resulted in a significant decrease in what we pay. We have filled in the other time using contract Psychiatric Nurse Practitioners.

**MOTION: APPROVING THE FOLLOWING 2017 CONTRACTS FOR THE OFFICE OF COMMUNITY SERVICES: ARBOR DEVELOPMENT – OMH - \$487,080; CATHOLIC CHARITIES – OMH - \$14,408; FINGER LAKES PARENT NETWORK – OMH - \$518,929; STEUBEN ARC – OMH - \$146,452; ARA – OMH - \$250,500; CATHOLIC CHARITIES KINSHIP – OASAS - \$328,743; CATHOLIC CHARITIES – OASAS PREVENTION - \$244,961; FAMILY SERVICE SOCIETY – OASAS - \$78,791; HORNELL CONCERN FOR YOUTH – OASAS - \$114,687; STEUBEN ARC – SHELTERED WORKSHOP - \$124,292; BATH POLICE DEPARTMENT – MH TRANSPORTS - \$68.00 PER HOUR; CORNING HOSPITAL – ANSWERING SERVICE - \$50.00 PER MONTH; FIRE ALARM SERVICE TECHNOLOGY – FIRE ALARM MAINTENANCE - \$1,927; LANGUAGE LINE SOLUTIONS, INC. – TELEPHONE INTERPRETERS - \$0.75 PER MINUTES; MEDLAB, INC. – DRUG SCREENS - \$15.00 PER 6-PANEL SCREEN; SCHINDLER ELEVATOR - \$195.96 PER MONTH; SIGN LANGUAGE SOLUTIONS – SIGN LANGUAGE SUPPORT - \$50.00 PER SERVICE; YOUTH BUREAU – RENTAL CONTRACT - \$6,700; MACHUGA’S CONTRACTING – SNOW REMOVAL BATH OFFICE - \$225.00 PER PLOW; CARR’S TRUCKING/SNOW REMOVAL – SNOW REMOVAL CORNING OFFICE - \$55.00 PER PLOW; DAVID PARKS – SNOW REMOVAL HORNELL OFFICE - \$75.00 PER PLOW; CAPABILITIES – PROS – ORS PROGRAM 1 FT - \$60,040; CATHOLIC CHARITIES – 6FT/4PT EMPLOYEES - \$500,000; NANCY HOUY – PSYCHIATRIC NURSE PRACTITIONER - \$150,000; FAMILY SERVICES – 1 FT**

**SOCIAL WORKER - \$66,000; INSTITUTE FOR HUMAN SERVICES – 1 FT BILT CASE MANAGER - \$62,500; DR. LOWRY – JAIL COORDINATOR - \$60,000; DR. KHAN – PSYCHIATRIST - \$175,000; PATHWAYS – 8 FT SOCIAL WORKERS/1 BUSINESS STAFF - \$575,000; PATHWAYS – MOBILE CRISIS UNIT 3 MSW, 1 CM - \$315,000; PRATTSBURGH SCHOOL – PROVIDE SOCIAL WORKER - \$37,500; PROACTION – ADMINISTRATIVE - \$137,000; DIANE SCAGLIOLA – PSYCHIATRIC NURSE PRACTITIONER - \$150,000; AND DR. VERKLEEREN – OASAS CORNING MEDICAL DIRECTOR - \$30,000 MADE BY MR. WEAVER. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Budget Adjustment** – Dr. Chapman informed the committee that earlier in the year they had contracted for RN services, but have since filled it with a County employee. He requested authorization to transfer \$59,890 from the contract line to the various Salary and Fringe benefit line items.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO TRANSFER \$59,890 AND APPROPRIATE TO VARIOUS SALARY AND FRINGE BENEFIT LINE ITEMS MADE BY MR. MAIO. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

3. **Budget Adjustment – ARC** – Dr. Chapman informed the committee that the State Office for Persons with Disabilities increased the COLA for ARC. He requested authorization to accept \$1,809 and pass through to their contract with Steuben ARC.

**MOTION: AUTHORIZING THE DIRECTOR FOR THE OFFICE OF COMMUNITY SERVICES TO ACCEPT A NEW YORK STATE OFFICE FOR PERSONS WITH DISABILITIES INCREASE IN COLA OF \$1,809 AND APPROPRIATING TO THE CONTRACT WITH STEUBEN ARC MADE BY MR. WEAVER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

4. **Health Home IT Equipment** – Dr. Chapman stated last week the committee authorized him to accept NYS OMH grant funds in the amount of \$49,850 which is to be used by the end of 2016 to cover IT expenses related to health home case management services to children and families. He requested authorization to purchase various IT equipment totaling \$27,380 using these grant funds. Mr. Maio asked what will happen with the remaining funds? Dr. Chapman replied unused funds will go back to the State.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO PURCHASE THE FOLLOWING HEALTH HOME IT EQUIPMENT TOTTALLING \$27,380 AND AMENDING HIS MAJOR AND MINOR EQUIPMENT LISTS TO REFLECT THESE PURCHASES: 7 LAPTOP/NOTEPAD COMPUTERS; 3 DESKTOP COMPUTERS; 10 LARGE SCREEN MONITORS; 10 SCANNERS; 10 MICROSOFT OFFICE LICENSES (IF ADDITIONAL LICENSES ARE NEEDED); 10 CHECKPOINT SOFTWARE LICENSES (IF ADDITIONAL LICENSES ARE NEEDED); 7 SAMSONITE BUSINESS ONE MOBILE OFFICE LUGGAGE; 10 SIGNATURE PADS; 10 ERGONOMIC WIRELESS KEYBOARD AND MOUSE; 1 VERIDESK CUBE DESK; 5 NEW CELL PHONES; AND 1 SAMSON HEAVY DUTY LAPTOP FOLDING TRIPOD STAND MADE BY MR. HANNA. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

5. **St. James** – Mr. Weaver stated that he recently attended the St. James Town Hall Meeting regarding the new services that they will be providing and they mentioned starting telehealth for mental health services. Dr. Chapman stated he has heard of that and actually will be attending a meeting next week to learn more about it. They are also working with the University of Rochester Hospital to hire a person to work as part of the emergency department to do evaluations of individuals that come in with behavioral health crisis. Mr. Weaver asked how will that impact your program? Dr. Chapman replied this is a positive and good thing. Once they have this program in place, they will be able to move people that are going to the emergency room more efficiently and individuals will not have to spend as much time there. Our program, along with other providers, should help feed referrals and get people linked up with the services they need.

**IV. SUBCOMMITTEE REPORTS**

A. *Nutrition Task Force* – Mrs. Baroody stated that she really does not have anything new to report other than the NYSOFA came down and did their annual review and were very impressed that we have established a nutrition task force. They are encouraging us to keep going with the task force. There is still some ongoing transition and we will keep the task force going, but will move to quarterly meetings. Nutrition is a basic need and the need continues to grow. Mrs. Lando asked is the transition to cook-chill getting better? Mrs. Baroody replied the change has been difficult for this population, as well as for our staff. We are still transitioning some clients over, but there have been fewer complaints.

B. *Corning Food Pantry* – Mrs. Lando stated last month she had reported that they were doing a pilot program for Head Start families. That program was very successful and they will continue to have a specific morning at the pantry for Head Start families. They have 24 families that came in and they were new clients and none of them had known about the food pantry previously. The food pantry also distributed 400 baskets for Thanksgiving.

**MOTION: TO ADJOURN MADE BY MR. WEAVER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\*  
Wednesday, January 4, 2017  
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, December 28, 2016**