

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

*Wednesday, April 5, 2017*

*9:00 a.m.*

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

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

<b>COMMITTEE:</b>	Carol A. Ferratella, Chair Steven Maio	Hilda T. Lando, Vice Chair Randolph J. Weaver	K. Michael Hanna
<b>STAFF:</b>	Jack K. Wheeler Cathy Baker Lise Reynolds Nate Alderman	Mitchell Alger Hank Chapman Darlene Smith Jennifer Demonstoy	Patty Baroody Kathy Muller Jennifer Prossick Alan Reed
<b>LEGISLATORS:</b>	Joseph J. Hauryski	Steven Maio	John V. Malter
<b>OTHERS:</b>	Jeff Smith, <i>The Leader</i> Mary Perham		

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE MARCH 1, 2017, 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. **Canisteo Valley Lease Agreement** – Dr. Chapman requested authorization to enter into a lease agreement with Canisteo Valley Family Practitioners. Under the State DSRIP project, we have agreed to provide services within a primary care physician’s location. The lease is \$1,000 per month, which includes a fully furnished office, waiting area, conference room to hold group meetings, internet, phone and front office support.

Mr. Weaver asked will this be separate from your office location in North Hornell? Dr. Chapman replied it will be in addition to. We will still have our Seneca Street location. Two staff, one from mental health and the second from substance abuse, will share this office. Each individual will work 2 ½ days per week. When they are not at Canisteo Valley Family Practitioners, they will be working out of the Seneca Street location.

Mrs. Ferratella asked will this be by appointment? Dr. Chapman replied yes. We will have the ability to receive referrals directly from the physician, and we will also be able to refer clients directly to this physician.

Mrs. Lando asked what is the difference between this and the North Hornell location? Dr. Chapman replied the location in North Hornell is one of our satellite clinics. This would be a new location. Mr. Wheeler stated this is part of the Medicaid Redesign; DSRIP. Funding is attached and we would be reimbursed. One of the projects that we attested to was co-locating with a primary care physician and the goal is to improve access.

Mr. Maio asked should we be looking at consolidating at one location? Mr. Wheeler replied he does not think the space would be adequate. Dr. Chapman stated it is to our advantage to have locations throughout the County.

Mrs. Ferratella asked have you communicated this to the public? Dr. Chapman replied not yet. We need to get the contract in place first and also need to complete an application to State OMH and OASAS as they will need to approve this as a satellite location. Once everything is in place, we will advertise through the County website, have Ms. Perham do an article, and publicize through our office as well as Canisteo Valley Family Practitioners. Ms. Prossick asked what is the term of the lease? Dr. Chapman replied it is one year.

**MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO ENTER INTO A LEASE AGREEMENT FOR ONE YEAR WITH CANISTEO VALLEY FAMILY PRACTITIONERS FOR OFFICE SPACE TO PROVIDE MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES FOR \$1,000 PER MONTH MADE BY MR. HANNA. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Office for the Aging

1. **RSVP Volunteer Recognition Event** – Mrs. Barody requested authorization to spend \$1,500 for the annual RSVP Volunteer Recognition event. This will be held on May 18, 2017 at the Curtiss Museum.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO SPEND UP TO \$1,500 ON THE ANNUAL RSVP VOLUNTEER RECOGNITION EVENT TO BE HELD ON MAY 18, 2017, AT THE CURTISS MUSEUM MADE BY MR. WEAVER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Donation Acceptance** – Mrs. Barody informed the committee that they received another installment from the estate of a former client in the Hornell area. She requested authorization to accept a donation of \$12,139.69. She stated these funds will be used to reprint their services directory and to purchase webcams to provide better communication between their three office locations.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO ACCEPT A DONATION OF \$12,139.69 FROM THE ESTATE OF A FORMER CLIENT IN THE HORNELL AREA MADE BY MRS. LANDO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Institute for Human Services Contract** – Mrs. Barody stated the 2017 budget includes a revenue line item for \$27,063 for the operation of the BIPP expansion of the NYCONNECTS Program; however, it does not include a corresponding expense line item. She requested authorization for an expense line item to be created.

**MOTION: AUTHORIZING THE CREATION OF AN EXPENSE LINE ITEM IN THE AMOUNT OF \$27,063 IN THE OFFICE FOR THE AGING'S 2017 BUDGET TO CORRESPOND WITH THE REVENUE LINE ITEM FOR THE INSTITUTE FOR HUMAN SERVICES FOR THE OPERATION OF THE BIPP EXPANSION OF THE NYCONNECTS PROGRAM MADE BY MR. WEAVER. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

4. **ProAction Contract** – Mrs. Barody stated when ProAction transitioned to the Cook-Chill Program in 2016, they ended up spending less and there was some carryover of Federal funds of \$10,000. She requested authorization to increase the 2017 contract by \$10,000. These Federal carryover funds can only be used for the meals program.

**MOTION: AUTHORIZING THE DIRECTOR FOR THE OFFICE FOR THE AGING TO INCREASE THE 2017 PROACTION CONTRACT BY \$10,000 MADE BY MRS. LANDO. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

5. **Nutrition Task Force** – Mrs. Baroody stated the next meeting will be May 11<sup>th</sup> at 2pm. The satisfaction surveys for the next Cook-Chill program are starting to trickle in. So far, of the surveys received, there is a 93 percent satisfaction rate.

Mrs. Lando asked where do we stand with the kitchen? Mrs. Baroody replied that project has been put on hold for a while. They are still looking at options. ProAction has found that their situation is not so urgent since Lakeview made the plumbing upgrades.

C. Public Health

1. **Approval to Bid Preschool Transportation Services** – Mrs. Smith requested authorization to solicit bids for Preschool Transportation Services.

**MOTION: AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO SOLICIT BIDS FOR PRESCHOOL TRANSPORTATION SERVICES MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Monthly Report** – Mrs. Smith informed the committee that along with the monthly report on the portal, she also submitted the results of the HPV and Chlamydia QI Projects and both were recently completed.

3. **Drug Forum** – Mr. Hauryski stated at the Drug Forum that was held at Haverling School, you were one of the departments not called upon. What area of public health are we involved in with regard to the opioid problem? Mrs. Smith replied we are more in the area of supporting other departments and providing education for residents in the County. There are no direct services that we can, or do, provide related to this. We could expend a little into offering training and disbursement of Narcan. Now there is a medication drop-box out in front of the County Office Building. Mr. Hauryski asked where is the outreach being done? Mrs. Smith replied through social media. Mr. Hauryski asked what about the schools? Mrs. Smith replied not really, as we are limited as to what we can speak about in the schools and that is not State aid reimbursable.

Mr. Wheeler commented there are other initiatives through the Finger Lakes Health Systems Agency. Public Health is a key player in this. Mrs. Smith commented there are new grants coming out and we are keeping an eye out to see if there is anything appropriate for our local health department to apply for.

Mrs. Lando stated she attended a Tall Cop session last week and it was amazing and very enlightening. Mr. Wheeler stated we had a number of County staff who attended and he heard that it was excellent.

D. Department of Social Services

1. **Personnel** – Ms. Muller requested authorization to reclassify a Social Services Attorney to a Senior Social Services Attorney. Mr. Alderman stated that Personnel reviewed the request and this is an appropriate title. This moves the position from a Management Grade E to a Management Grade G. Ms. Muller stated this position will have more supervisory duties and the local share cost will be \$5,500. Mr. Wheeler stated it is a good idea to have another Senior Social Services Attorney and it may help with retention. Mr. Weaver asked how many attorneys are in the department? Ms. Muller replied we have six and one vacancy.

**MOTION: AUTHORIZING THE RECLASSIFICATION OF A SOCIAL SERVICES ATTORNEY, MANAGEMENT GRADE E, TO A SENIOR SOCIAL SERVICES ATTORNEY, MANAGEMENT GRADE G MADE BY MRS. LANDO. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**  
*Resolution Required.*

2. **Foster Parent Banquet** – Ms. Muller announced the Foster Parent Banquet will be held May 18<sup>th</sup> 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 BANQUET WHICH WILL BE HELD MAY 18<sup>TH</sup> AT THE BATH VFW MADE BY MRS. LANDO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Budget Adjustment** – Ms. Muller requested authorization to transfer \$87,000 from the Personal Services line item to the Maintenance line item to help support Buildings & Grounds as they are upgrading the swipe card system. We are maximizing State revenue to allow us to support the cost of that project. Mr. Wheeler stated we have a capital project for that. This will help the overall effort as we will need to do the Jail as well.

Mrs. Lando asked is this what allows people to get in or to record time? Ms. Muller replied it is a security device for recording who is where. Mr. Wheeler stated within the next couple of months we will bring a proposal to the AIP Committee to authorize the project. Mrs. Ferratella asked is there the potential to use this for payroll to record time? Ms. Muller replied no, this is all for security purposes.

**MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO TRANSFER \$87,000 FROM THE PERSONAL SERVICES LINE ITEM TO THE MAINTENANCE LINE ITEM FOR THE UPGRADE TO THE SWIPE CARD SYSTEM MADE BY MRS. LANDO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**IV. OTHER BUSINESS**

A. *Goals* – Mrs. Ferratella reviewed the proposed 2017 committee goals that were presented last month. We need to come up with one strong goal that will benefit the committee and the departments that report to us.

- **Public Health Plan** – Mrs. Lando asked does everyone know what the plan is? We need to understand the plan and be supportive of it.
- **Opioid Issue** – Mrs. Lando stated we have had a drug forum and will be holding another. We need to do whatever we can to help make this happen in Corning and Hornell. We also need to ensure that there is adequate communication so that people are made aware.

Mr. Weaver stated along that same line, he would like to see more medication drop boxes. They are currently all in Bath at the Public Safety Building and County Office Building. He would like to see them in other locations. Mr. Maio asked would it make sense to have them at pharmacy's? How much are they utilized? Mr. Wheeler replied the drop box at the Sheriff's Office is well utilized. Mr. Maio asked are they getting the drugs that are of concern? Mr. Wheeler replied he does not know if they get that information. Mr. Weaver stated at the pharmacy, he gets a lot of non-controlled substances, but there are also a significant amount of controlled substances. Mrs. Ferratella asked who controls the box and the location? Mr. Wheeler replied for our boxes, the Sheriff does. Mr. Weaver stated there is a Federal Law that only allows Law Enforcement to collect. We could go to different communities and talk with law enforcement to see if they are willing to do this. Mr. Maio commented it makes sense to put them where medical personnel are. Mr. Wheeler stated we could do some outreach with the medical providers. The Sheriff has worked with Chief Mullen to have a drop box in the Village of Bath. Mrs. Smith commented other local health departments have the drop boxes in their offices.

- **Affordable Care Act** – Mr. Maio and Mrs. Lando both agreed that this item could be removed at this time.
- **Learning Agendas and Consolidation** – Mrs. Lando commented that for her, personally, there are a lot of things going on that she does not know about. It would be good for us to understand what the departments are doing. We could have the departments come in and talk about what they do. That may also help us understand what could possibly be consolidated.

Mr. Hauryski stated he is still doing this at the monthly Chairmen's Meeting. His goal was to get the departments in to provide updates. Mr. Maio commented he is still trying to figure out all of the acronyms. It would be

helpful to have an organizational chart with an explanation of what they do and all of their programs. Mr. Wheeler stated we have that and can redistribute. Mrs. Ferratella commented this is something we could do during committee meetings each month.

- **Community Outreach** – Mrs. Ferratella stated she added this as a potential goal as she is not sure that people are getting the message. She had asked if we could bring Carol Wood in from the Institute of Human Services to provide a presentation on 2-1-1. Mr. Hauryski stated she is scheduled to attend the Chairmen’s Meeting in April.

Mrs. Ferratella stated in her view, she thinks the committee should focus on the Opioid issue along with working with the departments to better understand what they do and communicate that to the residents. Mrs. Lando asked do we just have to have one goal? Mr. Hauryski replied his thinking is just get what you feel you can achieve. Mr. Wheeler suggested combining the Opioid issue, learning about the departments and community outreach into one goal. Mr. Hauryski stated the Opioid issue is an epidemic in the County. We need to concentrate on getting the word out and getting Public Health involved with the public relations aspect.

Mrs. Ferratella also distributed a copy of Chairman Hauryski’s 2017 goals.

B. *Raising the Age for Tobacco Purchases* – Mr. Weaver stated neighboring counties have proposed raising the age to purchase tobacco from 18 to 21. He thinks this is a great idea. Mr. Wheeler stated we have talked about this. We have done some research and outreach and most of the counties have had pretty successful implementation. We are still unsure where the State is at on this. He would suggest holding off until we find out what the State is planning to do. Mrs. Ferratella commented it is still unknown whether the State will take that over.

**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, May 3, 2017  
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature’s Office  
NO LATER THAN NOON  
Wednesday, April 26, 2017.**