

STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

Wednesday, September 2, 2020

9:03 a.m.

*Legislative Chambers, 3rd Floor, Annex Building
Bath, New York*

****MINUTES****

COMMITTEE:	Carol A. Ferratella, Chair Paul E Van Caesele	Hilda T. Lando, Vice Chair	Scott J. Van Etten
STAFF:	Jack K. Wheeler Kathy Muller Jennifer Prossick	Christopher Brewer Lise Reynolds Bill Caudill	Brenda Scotchmer Patty Barody Hank Chapman
LEGISLATORS:	Kelly H. Fitzpatrick John V. Malter Gary D. Swackhamer	Jeffrey P. Horton Steven P. Maio	Robin K. Lattimer Frederick G. Potter
ABSENT:	K. Michael Hanna		
OTHERS:	Mary Perham		

I. CALL TO ORDER

Mrs. Ferratella called the meeting to order at 9:03 and asked Mr. Van Etten to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE AUGUST 5, 2020, MEETING MADE BY MRS. LANDO. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Secretary's Note: Chairman Van Etten sat in as a member of this committee as Legislator Maio has temporarily been removed from this committee assignment.

III. CORRESPONDENCE

A. **Letter from Steuben Prevention Coalition** – Mrs. Ferratella stated all of the Legislators should have received a letter from the Steuben Prevention Coalition thanking us for the opportunity to present their update at the August meeting.

IV. DEPARTMENTAL REQUESTS

A. Office for the Aging

1. **Approval for RFP for Personal Emergency Response System** – Mrs. Barody reminded the committee that our lifeline emergency response system was previously administered by St. James and then they assigned the contract to Doyle Security for the remainder of the year. She stated for next year we will need to put out an RFP for this service and she requested authorization to do that.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE AN RFP FOR THE PERSONAL EMERGENCY RESPONSE SYSTEM MADE BY MRS. LANDO. SECONDED BY MR. VAN CAESELE FOR DISCUSSION.

Mrs. Lando commented my aunt uses this but we are still getting bills from both St. James and Doyle Security. Who are we supposed to pay? Mrs. Baroody replied you should be paying Doyle and she will check into that. There have been some transitional issues.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Dietician Contract** – Mrs. Baroody informed the committee that New York State Office for the Aging (NYSOFA) has updated the nutrition standards and are now requiring contracting for a minimum of 16 hours per week of registered dietician services. With annual approval from NYSOFA we have traditionally been contracting for less than 10 hours per week. We are increasing our hours to 13 hours per week effective September 20, 2020 with the approval of NYSOFA. With our shared registered dietician services with ProAction of Steuben and Yates County that allows us to create efficiencies and we believe these hours will be sufficient to meet program standards. She requested authorization to increase the contract for registered dietician services to 13 hours which will bring the contract total to \$24,424.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO INCREASE THE REGISTERED DIETICIAN SERVICES CONTRACT HOURS TO 13 PER WEEK, RESULTING IN THE CONTRACT TOTAL BEING AMENDED TO \$24,424.00 MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mrs. Lando asked does the dietician have any problems with the increase in hours? Mrs. Baroody replied no.

3. **Increase IHS Employment Contract** – Mrs. Baroody informed the committee that she has had a contracted part-time receptionist through ProAction resign and she would like to move those responsibilities into the employment contract with the Institute for Human Services.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO ADD PART-TIME RECEPTIONIST DUTIES TO THE EXISTING EMPLOYMENT CONTRACT WITH THE INSTITUTE FOR HUMAN SERVICES UNTIL THE VACANCY CAN BE FILLED MADE BY MRS. LANDO. SECONDED BY MR. VAN CAESELE FOR DISCUSSION.

Mrs. Lando asked will you hire a new individual next year or continue to use the Institute for Human Services? Mrs. Baroody replied I would like to hire someone to fill that vacancy as soon as possible, especially with Medicare Open Enrollment coming up.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Department of Social Services

1. **Accepting Emergency Shelter Grant Allocation** – Ms. Muller requested authorization to accept an Emergency Shelter Grant Allocation which is part of the CARES Act funding. We had previously operated a similar program, STEHP, last year. We will be receiving \$406,097 to be used to support housing issues for the homeless. This funding will be used to pay for hotel/motel rooms, shelter operations, supplies, etc. We will extend our current contracts with Arbor Development for the issuance of security deposits, the payment of rental arrears, maintain shelter support and provide inspections. We will also extend our contracts with Legal Assistance of Western NY to support eviction prevention and with Catholic Charities to support wrap around services and outreach activities. She stated they will allocate \$248,650 to Arbor Development; \$5,000 to Catholic Charities and \$26,817 to Legal Assistance of Western NY.

Ms. Muller stated we will receive these funds again next year. With our Legal Assistance of Western NY contract for evictions, the recent Executive Order has prevented evictions from happening through the end of the year and the money for that contract will roll through next year. We will encumber those funds next year and then we will budget for it in 2021 for next years funding.

Mrs. Ferratella asked is this a State Grant? Ms. Muller replied this is through the CARES Act. Mr. Maio asked how much did you receive under the STEHP Grant? Ms. Muller replied it varies, but typically \$216,000 per year. The timing of this grant is really good as we have no mechanism to pay the security deposits for individuals. These funds can also help with utility payments and allows us to have a face-to-face with individuals to keep them in housing. Having that ability during COVID has been tremendously difficult.

MOTION: AUTHORIZING THE COMMISSIONER OF THE DEPARTMENT OF SOCIAL SERVICES TO ACCEPT AND APPROPRIATE CARES ACT – EMERGENCY SOLUTIONS GRANT FUNDING IN THE AMOUNT OF \$406,097 INTO REVENUE LINE ITEM 607000 44610570 AND TO INCREASE THE FOLLOWING CONTRACTS: \$248,650 – ARBOR DEVELOPMENT; \$5,000 CATHOLIC CHARTIES; AND \$26,817 TO LEGAL ASSISTANCE OF WESTERN NY; SAID CONTRACT EXPENSES TO BE PAID OUT OF LINE ITEM 607000 5445100 MADE BY MR. VAN CAESELE. SECONDED BY MR. VAN ETTEN FOR DISCUSSION.

Mrs. Lando asked will you be spending this throughout the County or just using it in certain areas? Ms. Muller replied we will use it county wide; wherever anyone is homeless. Mrs. Lando asked this will also pay for arrears? Ms. Muller replied it will up to a certain dollar amount and that is dependent on a number of factors. Mr. Malter asked is the money being allocated to Legal Assistance of Western NY to help clients and represent them in court? Ms. Muller replied yes.

VOTE ON PREVIOUS MOTION. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: TO ADJOURN MADE BY MR. VAN CAESELE. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR**
Wednesday, October 7, 2020
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, September 30, 2020**