

HUMAN SERVICES COMMITTEE
KOUTNIK, CLARK, LAPIN, MARTINI, FRAZIER
January 10, 2019

The meeting began at 9:00 am on Thursday, January 10, 2019, in the 2nd floor conference room located at 197 Main St., Cooperstown. Those present were: Representative Gary Koutnik, Committee Chairman; Representatives Kathleen Clark, Danny Lapin, Adrienne Martini, and Edwin Frazier Jr. committee members; Eve Bouboulis, Commissioner; Lisa Grampp, Director of Administrative Services; Deborah Finger, Director of Income Maintenance and Mary Jane Waters, Director of Services. Also in attendance was Wendy Fink, Staff Development Coordinator.

The meeting began with introductions of new committee members. Also introduced was Wendy Fink, Staff Development Coordinator. Discussion was had regarding training needs and delays with Caseworker trainings offered by New York State Office of Children and Family Services (NYS OCFS). Monthly Staff Development meetings with NYS OCFS in Albany will be attended by Ms. Fink this year.

RESOLUTIONS

Resolutions to renew the following contracts were presented with results as follows:

- Renew contract with Office for the Aging for Medicaid Long Term Care services not to exceed \$173,832 for term January 1, 2019 – December 31, 2019.
- Renew contract with Opportunities for Otsego for Homeless Shelter for term January 1, 2019 – December 31, 2021, at a cost not to exceed \$75 per person, per night.
- Renew contract with Community Maternity Services for Parent Education Services not to exceed \$62,800 for term January 1, 2019 – December 31, 2019.
- Renew contract with Otsego County Veteran's Affairs not to exceed \$143,240 for term January 1, 2019 – December 31, 2019.

Representative Martini motioned to approve all contract renewals. Representative Clark seconded the motion. Total: 2,045; Ayes: 2,045; motion carried.

FISCAL

The following blanket purchase orders for 2019 were presented for approval with results as follows:

- Hummel Blanket Purchase Order annual \$16,000- office supplies
- City of Oneonta Blanket Purchase Order annual \$19,000 - bus passes

- Kevin's Royal Ford Blanket Purchase Order annual \$15,000 – vehicle maintenance
- Enterprise Blanket Purchase Order annual - \$118,137 – fleet vehicle leases

Representative Martini motioned to approve all presented blanket purchase orders. Representative Frazier seconded the motion. Total: 2,045; Ayes: 2,045; motion carried.

PERSONNEL *estimated reimbursements (Fed/State/Local)*

Request to fill the following vacant funded positions were presented:

- Caseworker #2 – Grade 14X \$37,445 - \$44,313 [1374] (62/24/14)
- Senior Caseworker #7 – Grade 16P \$40,950 - \$48,490 [1508] (62/24/14)
- Account Clerk Typist #4 – Grade 7A \$27,566 - \$32,451 [977] (66/16/18)
- Social Services Attorney #2 – Grade 25E M&C \$71,400 (62/24/14)

Also requested was permission to unfund and abolish certain positions with results as follows:

- Abolish Social Welfare Examiner #16 – Grade 8K \$28,777 - \$33,907 [1026] (50/0/50)
- Unfund Caseworker Trainee #1 – Grade 12AA \$34,274 – \$40,506 [1246] (62/24/14)
- Unfund Microcomputer Specialist #1 – Grade 13L \$35,820 - \$42,328 [1302] (66/16/18)

Representative Martini motioned to approve all personnel requests. Representative Lapin seconded the motion. Total: 2,045; Ayes: 2,045; motion carried.

OTHER

MTS for Onbase document imaging support services was discussed. This imaging support is still needed by our department. Past discussions were had about future scanning for other county departments. IT Director Pokorny is managing the need for a vendor and funding the contract.

Andrew Marietta's strategic Plan is still not complete. There is a section for the Human Services Committee to write a vision and mission statement in addition to the department's statements. Representative Koutnik suggested the full Board meet to discuss committee statements.

Commissioner Bouboulis met with Venesky and Company. A letter was mailed to the State January 3, 2019 to request 2017 central services cost extension. We are still awaiting a response.

Meadows Security RFP received three responses. Our current contractor for security received a two month extension but will expire March 1, 2019.

Commissioner Bouboulis met with County Attorney Coccoma to discuss these proposals. It was also suggested the County consider returning to an internal security agreement. Commissioner Bouboulis proposed using a system similar to retired investigators through the District Attorney's Office on a rotating part-time basis to cover both fraud investigations, Meadows building security and 242 Main security if needed. Past practice was a contract with the Sheriff Department for DSS security of both 197 Main Street 3rd floor and Meadows Office Complex offices that ended in 2010. Representative Frazier stated building security should be lead by Public Safety and Legal Affairs committee. Commissioner Bouboulis and Representative Frazier will meet January 14, 2019 to discuss further.

The department assigns two vehicles for fraud investigation purposes. Fraud unit vehicles are older but are only used part-time so they have low mileage. These two fraud unit vehicles were scheduled to be replaced in 2019 with leased vehicles. However, due to police radio equipment costs of \$3,000 per car, DSS has chosen two other fleet vehicles with higher mileage to be replaced.

The vehicle auction earned the department approximately \$3,500. All but one vehicle sold at past auction.

Housing:

- January 14, 2019 meeting at Fox Hospital to discuss warming stations and housing concerns. Area churches and other community organizations to attend.
- CodeBlue emergency housing has been accepted by various area motels; DSS awaits approval of the submitted plan.
- Commissioner Bouboulis shared with the committee updated blueprints for the agency housing project
- Opportunities for Otsego now has a Housing Director
- Commissioner Bouboulis emphasized that DSS is responsible for emergency housing. Additional support to develop affordable, permanent housing is needed.

The next meeting of the Human Services Committee has been scheduled for February 13, 2019 at 9:00am in the Public Health conference room located at the Meadows Office Complex.

Commissioner Bouboulis informed the committee that she has chosen a second Deputy Commissioner and effective January 14, 2019 Mary Jane Waters will receive a portion of the Deputy Commissioner stipend for said administrative duties.

Meeting adjourned at 10:46 am