

**HUMAN SERVICES COMMITTEE**  
**KOUTNIK, KENNEDY, CLARK, LAPIN, MARTINI**  
**October 18, 2018**

The meeting began at 9:36 a.m. on Thursday, October 18, 2018, in the DSS conference room located at the Meadows Office Complex, 144 County Hwy 33W, Cooperstown. Those present were: Representative Gary Koutnik, Committee Chairman; Representatives Margaret Kennedy, Kathleen Clark, and Adrienne Martini, committee members; Eve Bouboulis, Commissioner; Lisa Grampp, Deputy Commissioner and Director of Administrative Services; and Deborah Finger, Director of Income Maintenance. Also in attendance were Allen Ruffles, Treasurer and Andrew Crisman, Deputy Treasurer. Representative Danny Lapin and Mary Jane Waters, Director of Services, were unable to attend.

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**FISCAL**

Treasurer Ruffles and Deputy Treasurer Crisman attended our meeting to explain Information Technologies (IT) budget lines for 2019. Originally planned as straight cost allocation, except for one Department of Social Services (DSS) staff, the County has since been advised of three options for fiscal management of IT services. Therefore the Treasurer's Office will work with the cost allocation provider to set up a procedure regarding IT services. Currently there is one IT position in the DSS Personal Services line 6010.1000. DSS, IT and the Treasurer's Office have been meeting to determine staffing needs and claiming reimbursement expectations. A State LAN Administrator is a requirement for state computer systems. A cooperative agreement between IT and DSS will be needed should straight cost allocation be the best methodology for claiming.

**RESOLUTION**

Resolution to declare November 2018 as Adoption Awareness Month in Otsego County was presented. Representative Kennedy motioned to approve. Representative Martini seconded the motion. Total: 2,233; Ayes: 1,885; absent Lapin: 348; motion carried.

**FISCAL**

Preliminary August 2018 expenditure reports were presented as follows: Welfare Administration: 51.97%; Records Management: 75.19%; Agency Housing: 0.00% and Program: 60.01%. Food Stamp Job Search 6010.4648 is trending high and therefore a budget transfer request was made as follows:  
Decrease appropriation 6010.4910 Fees for Service \$3,000  
Increase appropriation 6010.4648 Food Stamp Job Search \$3,000  
Representative Martini motioned to approve. Representative Kennedy seconded the motion. Total: 2,233; Ayes: 1,885; absent Lapin: 348; motion carried.

## PERSONNEL

Request for approval to attend the following non-mandated trainings were presented with results as follows: Janella Llewellyn to attend *Child Support Coordinators Training Meeting* in Latham November 8<sup>th</sup> and 9<sup>th</sup> (total approximate cost: \$285.75); and Wendy Fink to attend *Advanced Training for Staff Development Coordinators: Leading Successful Change* in Albany, November 14<sup>th</sup> and 15<sup>th</sup> (total approximate cost: \$263.50). Representative Clark motioned to approve all. Representative Martini seconded the motion. Total: 2,233; Ayes: 1,885; absent Lapin: 348; motion carried.

## VACANCIES

The following vacant funded positions were requested to fill with results as follows: Social Welfare Examiner #14; Social Welfare Examiner #23; Clerk #2 and Employment and Training Assistant #4. Representative Martini motioned to approve all. Representative Kennedy seconded the motion. Total: 2,233; Ayes: 1,885; absent Lapin: 348; motion carried.

Request to create Principal Account Clerk Typist #2 Grade 14M by unfunding Services Finance Specialist #1 Grade 10U; and request to refund Account Clerk Typist #3 Grade 7A by unfunding Caseworker Trainee #2 Grade 12AA was presented. Representative Martini motioned to approve all. Representative Kennedy seconded the motion. Total: 2,233; Ayes: 1,885; absent Lapin: 348; motion carried.

Lisa Grampp, Deputy Commissioner exited the meeting at 10:48am.

## OTHER

The M&C Manual states Personal Leave credits may not be used in place of, or to extend, vacation leave, sick leave, time off or paid holidays, except on approval of the Parent Committee. Commissioner Bouboulis informed the committee she approved an M&C request for two hours personal time. As policies are being reviewed for updates at this time, this policy may need updating.

The department would like to rollover money raised from parking induction weekend into 2019. This funding is earmarked for our agency housing project. However, these homes are not complete. Ideas to purchase gift cards to use for appliance purchase or barrier trees next year were discussed. The Treasurer's office is determining the process for funding management.

IT needs an updated policy for mobile devices (iphones, ipads, etc...). Several surrounding county polices have been reviewed to assist with this update need. Mobile iron software is needed for department's iphones. Social Media Policy is separate from Mobile Device Policy.

The department's food stamp bonus grant will not include a community kiosk due to unforeseen software expenses that exceed the department's budget planning at this time. Therefore the plan will be amended to purchase new computers for food stamp staff.

Deborah Finger informed the committee they are all welcome to attend cross training at the Meadows on Tuesday, October 23, 2018 at 1:15 p.m. to learn more about income maintenance program areas.

Housing: Commissioner Bouboulis met with area neighbors regarding concerns about the agency housing project. The number one concern was the housing of sex offenders and they would like to see a resolution specifying there will never be sex offenders housed in the agency housing. One neighbor also suggested a tree barrier on a berm to create a barrier between the properties.

Medicaid Takeover: 78 more MA cases have been taken over for November recertification. So far 809 cases have been taken over by the State for Otsego County.

Home Energy Assistance Program (HEAP): Deborah Finger informed the committee Regular HEAP Season opens November 13, 2018. This will be advertised. The Otsego County website has updated information. Early outreach forms were mailed to previous HEAP recipients from last year and current recipients of Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance (TA) benefits who are eligible for HEAP.

DSS staff attended HEAP training in August and information regarding renters' SNAP benefits and the potential impact on some landlords' applications for HEAP was discussed. State SNAP and HEAP staff continue to share information with departments regarding this matter.

The Supervision and Treatment Services for Juveniles Program (STSJP) Plan was due and submitted on Monday, October 15, 2018. This plan includes Raise the Age (RTA) money and must match the RTA Plan.

The next meeting of the Human Services Committee has been scheduled for Wednesday, November 14, 2018 at 1:30 pm in the 3<sup>rd</sup> floor conference room located at 197 Main St. Cooperstown.