

HUMAN SERVICES COMMITTEE
KOUTNIK, KENNEDY, CLARK, LAPIN, MARTINI
December 12, 2018

The meeting began at 1:57 pm on Wednesday, December 12, 2018, in the DSS conference room located at the Meadows Office Complex., Cooperstown. Those present were: Representative Gary Koutnik, Committee Chairman; Representatives Margaret Kennedy, Kathleen Clark, Danny Lapin, and Adrienne Martini, committee members; Eve Bouboulis, Commissioner; Lisa Grampp, Deputy Commissioner and Director of Administrative Services; Deborah Finger, Director of Income Maintenance and Mary Jane Waters, Director of Services.

RESOLUTION

Resolution to renew contract with Opportunities for Otsego for day care registration and inspection, not to exceed \$76,373 for a term of January 1, 2019 – December 31, 2019, was presented for approval. Representative Clark motioned to approve. Representative Martini seconded the motion. Total: 2,233; Ayes: 2,233; motion carried.

APPROVAL

Permission to extend our current contract with S&T Security for building security for the Meadows Office Complex, January 1, 2019 – February 28, 2019, not to exceed \$10,000 for the 2 month extension, was presented for approval. Procurement delays caused the need as our current contract will expire December 31, 2018. Representative Clark motioned to approve. Representative Kennedy seconded the motion. Total: 2,233; Ayes: 2,233; motion carried.

FISCAL

The following 2018 budget transfer was presented for approval:

- Decrease appropriation 6010.1910 Fees for Service \$3,000
- Increase appropriation 6010.4835 IT Other/Software \$3,000

Representative Kennedy motioned to approve. Representative Martini seconded the motion. Total: 2,233; Ayes: 2,233; motion carried.

PERSONNEL

(Fed/State/Local) All reimbursements are estimated and subject to change

Request to fill the following vacant funded positions were presented: Clerk # 8– Grade 5C \$24,690 - \$29,040 [870] (50/0/50); Senior Social Welfare Examiner #3 – Grade 10 \$30,626 - \$36,121 [1099] (100/0/0); and Homemaker # 3 – Grade 4B \$23,670 – \$27,800 [826] (62/24/14). Also presented were 2019 creations and permission to fill effective January 1, 2019 for Homemaker #5 -Grade 4B

\$24,262 - \$28,495 [847] (62/24/14); Casework Aide #2 - Grade 5D \$25,307 - \$29,766 [892] (½@0/100/0 & ½@62/24/14); and Social Services Attorney #3 - Grade 25E \$71,400 M&C salary (½@ 0/100/0 & ½@ 62/24/14). These positions are already funded in the approved 2019 Budget. Representative Martini motioned to approve all. Representative Lapin seconded the motion. Total: 2,233; Ayes: 2,233; motion carried.

Permission to create and fill additional positions already funded by the 2019 Budget effective January 1, 2019 were presented as follows: Senior Support Investigator #2 - Grade 12I \$34,274 - \$40,509 [1246](66/16/18); Fiscal Supervisor #1 - Grade 16P \$40,950 - \$48,490 (66/16/18). Also permission to unfund and/or abolish the following positions were presented: unfund Claims Specialist #1 - Grade 12R \$34,274 - \$40,509 [1246](66/16/18); unfund Principal Account Clerk Typist #1 Grade 14M \$37,445 - \$44,313 [1374] (66/16/18); and abolish part-time Community Services Worker #2 Grade 4A \$13.6073 per hour (62/24/14). Representative Martini motioned to approve all. Representative Kennedy seconded the motion. Total: 2,233; Ayes: 2,233; motion carried.

The following non-mandated training was presented with results as follows: 14 - 16 DSS staff to attend New York Public Welfare Association Winter Conference in Albany January 23-25, 2019 (total approximate cost: \$5,535.59). Representative Lapin motioned to approve. Representative Martini seconded the motion. Total: 2,233; Ayes: 2,233; motion carried.

FISCAL

Preliminary October 2018 expenditure reports were presented as follows: Welfare Administration: 64.86%; Records Management: 85.57%; Agency Housing: 0.00% and Program: 75.02%.

Commissioner Bouboulis informed the committee that Raise the Age (RTA) reimbursements will only occur on actual RTA cases. RTA reimbursement is 100% State reimbursement but only for RTA costs. Time studies will be conducted by all staff with RTA case involvement.

Discussion was had regarding department policies per request. Commissioner Bouboulis explained that while past attempts have been made to make policies for various areas (example: professional dress code); these policies are not valid unless contractually negotiated. Otherwise, guidelines are in place to carry out contractual rules.

After several years Bassett Healthcare is ending their co-location agreement for office space at the Meadows Office Complex. It was determined that is was no longer beneficial because other partner agencies were inconsistently utilizing the space.

The department's 2017 final fiscal figures were just received last week. The department will submit its required essential annual report for 2017 by year's end.

Commissioner Bouboulis is working on the department's strategic plan for Representative Marietta. There will be four components: personnel, housing, JD/PINS and security. Timeframes will not be finite as there are too many variables to consider. A suggestion of short, intermediate and long term was made. Medicaid takeover will no longer be part of the plan because the State now schedules Medicaid caseload takeovers monthly.

Commissioner Bouboulis learned at a regional meeting other counties are doubling up homeless clients in motel rooms. Housing two single individuals in one room has been working and these counties will continue to do so.

Agency housing anticipates having two units complete by Spring 2019. Two additional units or more are anticipated by fall 2019. This is due to SUNY Delhi's curriculum schedule. Grant funds have a deadline of December 19, 2019 to expend unless an extension becomes available. Representative Clark asked if the department was on Public Works schedule for building services projects. Commissioner Bouboulis stated Mr. Czerkies has been consistently involved and very supportive of the project.

Meadows safety concerns were mentioned. Window replacement vs. window tint and safety glass for the DSS front desk area were topics of the discussion.

The meeting adjourned at 3:15 p.m. The next Human Services Committee meeting will be scheduled in January 2019 after the Board has determined the 2019 committee members.