

HUMAN SERVICES COMMITTEE
MARTINI, FRAZIER, BASILE, BROCKWAY, OLIVER
December 8, 2020 @ 11:00 am

This meeting was streamed on Facebook Live and recorded.

Please note the meeting attendance as follows:

Present in person at the Otsego County Office Building Board Chambers,
197 Main Street, Cooperstown, NY 13326:

Samantha Augur, Secretary to the Commissioner

Present remotely via video conference:

Representative Adrienne Martini, Chair

Representative Edwin Frazier

Representative Richard Brockway

Representative Jill Basile – late entry

Commissioner Eve Bouboulis

Director Lisa Grampp

Director Mary Jane Waters

Director Janet Elliott

PT Principal Social Welfare Examiner Deborah Finger

Fiscal Supervisor Cheryl Sparks

Personnel Officer Penney Gentile

RESOLUTION

Resolution to contract with Associated Services for service of papers for term January 1, 2021 through December 31, 2021 at fee rates established by contractor quote was presented for approval. Representative Oliver motioned to approve. Representative Brockway seconded the motion. Total: 2,036; Ayes: 1,697; absent Basile – 339; motion carried.

Resolution to extend ICAN for Preventive Services Coordinator through February 3, 2021 not to exceed additional \$6,277.00 was presented for approval. Representative Oliver motioned to approve. Representative Brockway seconded the motion. Total: 2,036; Ayes: 1,697; absent Basile – 339; motion carried.

RESOLUTIONS PENDING 2021 BUDGET APPROVAL

Renew contract with Otsego County Probation Department not to exceed CSEA established salaries for PINS staff January 1, 2021 through December 31, 2023.

Renew contract with Otsego County District Attorney's Office for Welfare Fraud Investigation services not to exceed Board established Managerial/Confidential salary rates January 1, 2021 through December 31, 2023.

Renew contract with Opportunities for Otsego for Residential Domestic Violence services January 1, 2021 through December 31, 2025 not to exceed NY State Office of Children and Family Services established Per Diem rates.

Renew contract with Opportunities for Otsego for Non-Residential Domestic Violence services not to exceed \$55,000 for January 1, 2021 through December 31, 2021.

Renew contract with Catholic Charities of Delaware, Schoharie and Otsego Counties for Day Care Registration services not to exceed \$76,373 for January 1, 2021 through December 31, 2021.

Representative Frazier motioned to approve all. Representative Brockway seconded the motion. Total: 2,036; Ayes: 2,036; motion carried.

FISCAL

Director Grampp presented the following expenditure reports for October 2020: Welfare Administration: 59.35%; Records Management: 62.18%; Agency Housing: 39.62% and Program: 73.51%.

PERSONNEL

Commissioner Bouboulis stated that prior to Covid-19 the department only needed Parent Committee approval to fill funded vacant positions. Now the process is lengthy and requires Parent Committee, Administration Committee and full Board approval. With our current situation having gaps in attendance for potential COVID exposure among other things, delayed civil service examinations and recreating layoff positions, the department's current staff are strained with higher caseloads and we need to review the hiring approval process again. Commissioner Bouboulis also would like to return to filling positions without re-approval if they become vacant within 60 days of being filled. Current examples given were newly hired staff leaving within one day of hire or staff resigning via text with no notice. Representative Frazier stated back in February a policy was drafted so that if the positions were vacant funded in the budget then Departments could fill them quicker. Chairperson Adrienne Martini plans to discuss this at the Administration Committee and Penney Gentile will forward the March resolution prior to Admin.

VACANCIES

- Extend TEMP Grade B Case Supervisor – 18P \$25.6354 per hr 1/7/21 – 7/6/21 (62/24/14)
- Fill Senior Caseworker #1 – 16D \$41,769 - \$49,464 [1539] (62/24/14)
- Backfill Caseworker #19 – 14X \$38,195 - \$45,205 [1402] (62/24/14)
- Senior Social Welfare Examiner #1 – Grade 10E \$32,020 – 37,770 [
- Social Welfare Examiner #12 – Grade 8K \$29,353 - \$34,593 [1048] (50/12.5/37.5)
- Social Welfare Examiner #27 – Grade 8K \$29,353 - \$34,593 [1048] (50/12.5/37.5)
- Fill TEMP Caseworker – Grade 14X \$21.8503 per hr (62/24/14)

Representative Brockway motioned to fill all presented funded vacancies. Representative Basile seconded the motion. Total: 2,036; Ayes: 2,036; motion carried.

Commissioner Bouboulis requested pre-approval to fill vacant positions that are proposed to be funded in the pending 2021 Budget:

- Account Clerk Typist #7 Grade 7A \$28,681 - \$33,766 (66/16/18)
- Case Supervisor Grade B #5 Grade 18P \$46,623 - \$55,308 (62/24/14)
- Caseworkers #1, #3, #8, & #21 Grade 14X \$38,959 - \$46,114 (62/24/14)
- Clerks #4 & #8 Grade 5C \$26,332 - \$30,977 (66/16/18)
- Senior Caseworkers #2 & #6 Grade 16D \$42,605 - \$50,455 (62/24/14)
- Social Welfare Examiner #1 Grade 8K \$29,941 - \$35,286 (50/0/50)

Representative Frazier motioned to approve filling these positions pending the approval of the 2021 Proposed Budget. Representative Basile seconded the motion. Total: 2,036; Ayes: 2,036; motion carried.

OTHER

The 2019 Annual report is awaiting financial information that should be ready once the audit is completed on December 16, 2020. Then Ms. Augur will be issuing to all Board Representatives.

Commissioner Bouboulis will attending several committee meetings to talk about cameras at 242 Main and moving security camera on the 2nd floor.

Security at 197 Main St. has had staff loss due to retirements. The department has been asked to come up with ways to manage how people will be coming into the building, IT helped us out researching a ring doorbell which allows you to speak and see the public outside. We are still finding a way to connect to other departments that may also want to use this, including security.

IT is still trying to get our department more laptops so Income Maintenance units can be trained and set up to work from home.

Currently teleworking of staff is about one-third of Child Welfare staff at this time. In November this changed to rotating two teams working one week in the office and one week from home. This allows two teams to work with, should there be an exposure issue.

Commissioner Bouboulis confirmed with the committee Medicaid training on December 21 at 10:30 via zoom.

Representative Frazier stated the tiny home project came up at the Board meeting and he asked if there was a target date for completion. Latest information discussed:

- Geothermal will be set up and connected and we are researching purchasing homes due to colleges not being able to build at this time.
- Looking at June 2021 to begin housing some clients.
- Deborah Finger spoke with Eric Scrivener and Delhi is trying to finish two more homes and have them coming to the site soon so the geothermal can be connected.
- Rehabilitation Support Services interested in the project and Commissioner is gathering historical documents for them. We still need an outlet from emergency housing to permanent housing.

Representative Martini inquired about Code Blue and HEAP seasons. Director Elliott stated HEAP is running a little behind due to vacancies. Deborah Finger stated Code Blue housing is seeing an average of one per evening so far and going through OFO and being placed in a motel. A warming station in Oneonta is still pending.

Representative Oliver motioned to adjourn. Representative Basile seconded the motion. Total: 2,036; Ayes: 2,036; meeting adjourned at 11:34 a.m.