

**HUMAN SERVICES COMMITTEE  
KOUTNIK, KENNEDY, CLARK, LAPIN, MARTINI  
FEBRUARY 12, 2018**

The meeting began at 1:00 pm on Monday, February 12, 2018, in the 3<sup>rd</sup> floor conference room located at 197 Main Street, 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. Also in attendance were Penney Gentile, Personnel Officer; Alan Ruffles, Treasurer; Andrew Christman, Deputy Treasurer; and Wendy Fink, Staff Development Coordinator.

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Commissioner Bouboulis informed the committee that MAPPS classes to certify foster / adoptive parents have begun and a small MOU put in place for the trainer.

Commissioner Bouboulis informed the committee that she will be attending Public Works Committee on February 15, 2018 to declare nine department vehicles surplus and inform of plan to use rebate for repairs.

#### RESOLUTIONS

A resolution to approve the department of social services to hire temporary staff in various job titles as needed to support mandated services with parent committee approval only was presented. Representative Martini motioned to approve said resolution pending appropriate resolution language from the county attorney's office. Representative Lapin seconded the motion. Total: 2,233; Ayes: 1,679; Abstain-Clark 554; motion carried.

Resolution to amend Resolution No. 331-20171206 authorizing the Commissioner of Social Services to contract with S&T Security was presented. An RFP for building security services was completed resulting in only one new provider's proposal costing approximately \$69,000 for the first year of service with annual increases thereafter. This is an estimated increase of \$9,000 above our current contract. S&T Security did not respond to the RFP. The amendment presented was to extend S&T Security contract through June 30, 2018 while the department determines which avenue to pursue. The current contract for building security expires March 31, 2018. Representative Kennedy motioned to accept new proposal up to the vendor's proposed amounts for building security and move forward. Representative Clark seconded the motion. Total: 2,233; Ayes: 2,233; motion carried.

Resolution to amend resolution No. 329-20171206 authorizing the Commissioner to contract with Delaware Opportunities was presented. The amendment is to

extend contract through June 30, 2018 at an additional cost not to exceed \$5,000 for a total contract liability not to exceed \$30,000. Representative Clark motioned to approve. Representative Kennedy seconded the motion. Total: 2,233; Ayes: 2,233; motion carried.

## FISCAL

Penney Gentile, Personnel Officer, came to discuss regrading of salaries for the Caseworker series (Caseworker, Senior Caseworker, Case Supervisor Grade B). Ms. Gentile explained the Department of Social Services has been experiencing recruitment and retention difficulties for Caseworker and Senior Caseworker positions. The high turnover rates negatively impact the safety and health of children and families as well as decreases employee morale and increases employee burnout. After analyzing the job duties of Caseworker Grade 12, Senior Caseworker Grade 14 and Case Supervisor Grade B Grade 16, the job duties and minimum qualifications are higher than other positions when compared with other titles in their existing grades. Proposed upgrades were as follows: Caseworker regrade to Grade 14; Senior Caseworker re-grade to Grade 16; Case Supervisor Grade B re-grade to Grade 18. Grade allocation is a non-mandatory subject of negotiations, so the above regrading can be made with Board approval.

Wendy Fink Staff Development coordinator also presented information regarding staff turnover and training costs for Caseworker staff.

Representative Lapin motioned to approve regrading Caseworker series as proposed. Representative Martini seconded the motion. Total: 2,233; Ayes: 2,233; motion carried.

Alan Ruffles, Andrew Christman and Penney Gentile exited the meeting at 2:08 p.m.

A blanket purchase order with Associated Services for service of papers for the calendar year 2018 not to exceed annual amount of \$15,000 was presented for approval. Representative Kennedy motioned to approve. Representative Lapin seconded the motion. Total: 2,233; Ayes: 2,233; motion carried.

Brian Pokorny, IT Director, informed the department that a replacement scanner is in need of being purchased for document imaging at the Meadows. A quote of \$3,845.50 for new scanner was presented through Bizdocs. Representative Kennedy motioned to approve this purchase. Representative Martini seconded the motion. Total: 2,233; Ayes: 2,233; motion carried.

## PERSONNEL

The following non-mandated trainings were presented for approval with results as follows: Samantha Augur and Jeanie Schneider to attend *FMLA Compliance Update* in Albany on February 27, 2018 (total estimated cost: \$560.95); 25 DSS staff to attend *Advanced Writing & Honing Written and Verbal Skills* in Cooperstown on April 5, 2018 (total estimated cost \$350.00); and 25 staff to attend *Customer Service Training* in Cooperstown on May 9, 2018 (total estimated cost: \$ 350.00). Representative Clark motioned to approve. Representative Lapin seconded the motion. Total: 2,233; Ayes: 2,233; motion carried.

The following vacancies were presented for approval to fill: extend through October 20, 2018 one temporary Senior Social Welfare Examiner Grade 10E \$16.8396 per hour; fill Clerk #20-Grade 5C \$24,505 - \$28,462 [852]; fill Senior Caseworker #1 – Grade 14F \$35,815 - \$42,380 [1313]; fill temporary Senior Caseworker up to 6 months-Grade 14F \$20.0869 per hour; and fill temporary Motor Vehicle Operator up to 6 months – Grade 5R \$13.5754 per hour. Also the creation of two temporary Senior Caseworker positions to be filled up to six months were also presented. Representative Martini motioned to approve all. Representative Kennedy seconded the motion. Total: 2,233; Ayes: 2,233; motion carried.

Representative Clark exited the meeting at 2:30 p.m.

Commissioner Bouboulis informed the committee that the part-time Clerk created to assist the attorney's office is being relocated to the 3<sup>rd</sup> floor. After renovations there is no room for part-time Clerk in the attorney's offices. The department will now utilize this part-time Clerk when the Attorney's Office is not.

Housing – on February 8<sup>th</sup> a meeting was had with our Planning Department, Building Services and Delaware Engineering about an agency housing project. Capacity test for water and septic is needed. Delhi College is to assist with building the actual homes. Commissioner Bouboulis, along with Deputy Commissioner Grampp, and Janet Elliott, Principal Social welfare Examiner, will be going to Syracuse Friday February 16<sup>th</sup> to do a walk through of a Tiny Home for Good house and discuss project coordination with Andrew Lunetta.

Work participation rates presentation was tabled until our next meeting.

The next meeting for the Human Services Committee has been scheduled for March 14, 2018 at 9:00 am in the 3<sup>rd</sup> floor conference room located at 197 Main St., Cooperstown.