

HUMAN SERVICES COMMITTEE
KOUTNIK, KENNEDY, CLARK, LAPIN, MARTINI
APRIL 17, 2018

The meeting began at 9:02 am on Tuesday, April 17, 2018, in the 3rd floor conference room located at 197 Main Street, Cooperstown. Those present were: Representative Gary Koutnik, Committee Chairman; Representatives Kathleen Clark, Margaret Kennedy, 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.

The meeting began with Representative Clark motioning for executive session; to include Eve Bouboulis and Deborah Finger; to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person. Representative Martini seconded the motion. Total: 2,233; Ayes: 2,233; Meeting moved in to executive session at 9:03 a.m.

The meeting reconvened at 9:20 a.m.

APPROVALS/RESOLUTIONS

Resolution to proclaim May 2018 as Foster Family Recognition Month in Otsego County was presented. Representative Kennedy motioned to approve. Representative Martini seconded the motion. Total: 2,233; Ayes: 2,233; motion carried.

Approval to renew contract with Delaware Opportunities for Big Buddies Program, June 12, 2018 through December 31, 2018, not to exceed \$10,000 was requested. Representative Kennedy motioned to approve. Representative Martini seconded the motion. Total: 2,233; Ayes: 2,233; motion carried.

Approval to renew contract with Otsego County Probation Department for STSJP services not to exceed \$14,245 was presented. Representative Martini motioned to approve. Representative Lapin seconded the motion. Total: 2,233; Ayes: 2,233; motion carried.

FISCAL

Preliminary February 2018 expenditure reports were presented as follows: Welfare Administration: 10.93%; Records Management: 25.14%; Agency Housing: 0.00% and Program: 12.05%.

Explanation of reimbursement for medical insurance premium vs. actual medical expenses for employees was presented. The State allows for claiming of actual

medical costs and/or premiums. However, reimbursement may not exceed actual costs. There is no benefit to shift to claiming premiums. Last year's department costs were approximately 1.8 million.

Using the department's internal Child Welfare Settlement Tool, an estimated \$289,269 will be taken back by the State as part of the annual reconciliation process. This amount has been transferred to a separate line in the County Budget in anticipation of the claw back.

PERSONNEL

Request for approval of the following non-mandated training was presented with results as follows: Janet Elliott, Lucy Proper and Amanda Renwick to attend *Temporary Assistance Regional Training* in Albany on May 15, 2018 (total estimated cost: \$307.85). Representative Clark motioned to approve. Representative Kennedy seconded the motion. Total: 2,233; Ayes: 2,233; motion carried.

The following vacancies were presented for approval to fill with results as follows: Welfare Employment Representative #1 – Grade 11H \$31,373 – \$37,043 [1,134] (50/0/50) ; Part-time Social Welfare Examiner #1 – Grade 8K \$15.4369 per hr. (50/0/50) ; Homemaker #3 – Grade 4B \$23,205 - \$27,250 [809] (62/24/14) ; Social Services Investigator #1 – Grade 11E \$31,373 – \$37,043 [1,134] (50/50% MA CAP/0); and one TE Community Services Worker – Grade 4A \$13.0145 per hr. (66/16/18) for up to 6 mo. Representative Kennedy motioned to fill all vacancies. Representative Martini seconded the motion. Total: 2,233; Ayes: 2,233; motion carried.

Income Maintenance has a backlog of scanning needs due to transition to State systems. Clerical support is needed at this time. Part-time Community Services Aide Grade 3 position will be moved from Adult Services to Income Maintenance for this purpose. Summer Youth Employment (SYE), college interns and asking a retirement group were some other ideas discussed to assist with this need. The State will be providing additional equipment, assistance and review on April 19, 2018.

The County Treasurer's Office received a letter from NYS Department of Labor regarding an unemployment determination. Commissioner Bouboulis stated we will have to pay unemployment benefits and still fill the position. The Social Welfare Examiner series, among many others, continues to need research for appropriate grading. Discussion was had about how Union negotiations determine these particular Otsego County salaries. Representative Clark inquired if DOL calculated based on 1783 annual work hour which would reflect two months of summer hours. Lisa Grampp stated she would inquire further as the initial letter included incorrect total hours per week and was addressed. Discussion was also had about required education and experience for job titles.

The Social Welfare Examiner title requires a High School Diploma or GED and an Associates Degree or 3 years fulltime clerical experience with a health, education or social agency. The DOL letter will be sent to Personnel and the Labor Attorneys for further review per the committee's request.

OTHER

Moving to DCMO BOCES for shredding has shown significant savings for the department. In 2016 \$6,192.00 was paid for shredding. With BOCES we are trending to spend \$1,344 in 2018. Representative Clark inquired if we have had any security breach issues with this shredding company. Commissioner Bouboulis stated no issues have been reported.

Request for permission to rearrange Department of Social Services offices in 2018, requiring IT and Building Services assistance, was presented. This "big move" will put offices inline with their Supervisors. Representatives Clark and Martini motioned to approve the big move. Representative Lapin seconded the motion. Total: 2,233; Ayes: 2,233; motion carried. Commissioner Bouboulis will move forward to Public Works again on April 19, 2018.

Housing – The committee was invited to a meeting with Cooperstown Volunteer Fire Department (CFD) scheduled for 3:00 pm this afternoon to discuss possible impacts of the agency housing project.

Commissioner Bouboulis met with Bassett Healthcare DSRIP on April 13, 2018. The Department currently has an MOU of Partnership with DSRIP whose main goal is to prevent unnecessary emergency room use. DSRIP could be an option to assist with present and future needs of persons requesting emergency type services that may be preventable.

Security - Building security for social services offices at the Meadows Office Complex has been secured for 2018. Commissioner Bouboulis is awaiting a Safety Committee meeting, chaired by Representative Wilber, which has yet to be scheduled.

Medicaid Takeover – In March 118 cases due for recert in June 2018 were taken back by the State. April is scheduled to move 93 cases due for recert in July. The takeover should take approximately one year to complete.

JD/PINS – Raise the Age funding is a concern for Probation Department. The Acting Probation Director has requested a meeting.

A Letter from OCFS about the Family First Preventive Services Act (FFPSA) was received discussing reimbursement regulation changes and how the new law will impact services in New York State. OCFS hosted a webinar to introduce local

social services districts and foster care agencies to the new law on March 5, 2018. Concerns about additional mandates and potential loss of reimbursements were discussed. Commissioner Bouboulis will email letter to committee members.

The next meeting of the Human Services Committee has been scheduled for Monday, May 14, 2018 at 1:00 p.m., in the 2nd floor conference room located at 197 Main St., Cooperstown.

Meeting adjourned at 11:07 a.m.