

**HUMAN SERVICES COMMITTEE
KOUTNIK, KENNEDY, CLARK, LAPIN, MARTINI
September 17, 2018**

The meeting began at 9:30 a.m. on Monday, September 17, 2018, in the 3rd floor conference room located at 197 Main St., Cooperstown. Those present were: Representative Gary Koutnik, Committee Chairman; Representatives Margaret Kennedy, Kathleen Clark, Daniel Lapin, and Adrienne Martini, committee members; Eve Bouboulis, Commissioner; Lisa Grampp, Deputy Commissioner and Director of Administrative Services; Mary Jane Waters, Director of Services; and Deborah Finger, Director of Income Maintenance. Also in attendance were Cheryl Sparks, Principal Account Clerk Typist and Jeanie Schneider, Claims Specialist.

FISCAL

The meeting began with the full presentation of the 2019 Proposed Budget.

Purple lines come from Treasurer's Office.

Green lines come from IT Department. All IT expenses are part of the cost allocation plan in 2019.

2019 PROPOSED BUDGET - \$25,793,599

WELFARE ADMINISTRATION - \$ 7,433,212

6010.1000	Personal Service	\$ 5,448,741
6010.2000	Equipment	\$ 500
6010.2335	IT Equip./Hardware	\$
6010.4005	Mileage	\$ 20,000
6010.4010	Lodging, Meals, Tolls	\$ 1,000
6010.4050	Training	\$ 60,000
6010.4100	Telephone	\$ 42,000
6010.4400	Postage / UPS	\$ 25,000
6010.4500	Materials & Supplies	\$ 23,000
6010.4515	Car Expense	\$ 25,000
6010.4535	IT Materials/Supplies	\$
6010.4560	Fuel Expense	\$ 34,368
6010.4625	Vehicle Lease	\$ 112,867
6010.4635	IT Copier Lease	\$

6010.4648	Food Stamp Job Search	\$ 13,000
6010.4650	Subscription/Dues/Publications	\$ 7,000
6010.4800	Other	\$ 5,000
6010.4805	NYS Chargebacks	\$ 100,000
6010.4810	Advertising	\$ 4,000
6010.4835	IT Other/Software	\$
6010.4851	IT Charges	\$
6010.4852	Internet charges	\$ 510
6010.4900	Contracts	\$ 1,319,009
6010.4910	Fees for Service	\$ 192,217

RECORDS MANAGEMENT - \$ 62,848

6011.1000	Records Mgt Personal Service	\$ 62,548
6011.2335	Records Mgt IT Equipment/Hardware	\$
6011.4500	Records Mgt Material & Supplies	\$ 300
6011.4900	Records Mgt Contracts	\$

AGENCY HOUSING - \$71,410

6012.1000	AH Personal Service (these positions are currently in 6010.1000)	
6012.4150	Heat & Lights	\$ 12,000
6012.4500	AH Material & Supplies	\$ 7,540
6012.4900	AH Contracts	\$ 51,870

PROGRAM - \$ 18,226,129

6055.4730	Day Care	\$ 700,000
6070.4731	Purchase of Service	\$ 60,000
6100.4732	MMIS	\$10,251,129
6101.4733	Medical Assistance	\$ 25,000
6109.4734	Family Assistance	\$ 2,700,000
6119.4735	Child Welfare / Foster Care	\$ 1,700,000
6119.4741	Committee on Special Education	\$ 950,000
6123.4736	Juvenile Delinquent	\$ 300,000
6129.4737	State Training School (current)	\$ 10,000
6129.4747	State Training School (arrears)	\$ 80,000
6140.4738	Safety Net	\$ 1,400,000
6141.4739	HEAP	\$ 25,000
6142.4740	Emergency Aid to Adults (EAA)	\$ 25,000

Representative Martini motioned to approve the 2019 Proposed Budget as presented and allow changes to Personal Service line 6010.1000 and Contracts line 6010.4900 in the County Budget Tool. Representative Kennedy seconded the motion. Total: 2,233; Ayes: 2,233; motion carried.

Representative Lapin thanked the department for their presentation stating it was very well organized and understandable and he appreciated our patience throughout the presentation.

RESOLUTIONS

A resolution to declare the month of October 2018 as Domestic Violence Awareness Month in Otsego County was presented for approval. Events throughout the month of October include: Wear Purple for DV Awareness scheduled for Thursday, October 18th; *The Clothesline Project*, a compelling visual display of T-shirts designed by survivors and loved ones of those who lost their lives due to the violence perpetrated against them, will be on display at 197 Main St. Cooperstown October 22nd through 25th; and purple mums will fill the flowerbed under the 197 Main St. County Building sign. Representative Martini motioned to approve declaration of October as Domestic Violence Awareness Month and support all associated activities. Representative Kennedy seconded the motion. Total: 2,233; Ayes: 2,233; motion carried.

A resolution to authorize the Commissioner of Social Services to accept USDA SNAP Bonus Award not to exceed \$50,000 was presented. These funds will be used for a variety of purposes to maintain compliance and improve community outreach including the purchase of a public kiosk for SNAP application processing and lockable filing cabinets for more secure files. Representative Clark motioned to approve. Representative Martini seconded the motion. Total: 2,233; Ayes: 2,233; motion carried.

FISCAL

Preliminary July 2018 expenditure reports were presented as follows: Welfare Administration: 44.32%; Records Management: 67.41%; Agency Housing: 0.00% and Program: 52.69%. Vehicle Expenses 6010.4515 is slightly over (68.26%) and therefore the following 2018 Budget Transfer was presented for approval:

Decrease appropriation 6010.4910 Fees for Service \$5,000

Increase appropriation 6010.4515 Vehicle Expenses \$5,000

Also presented was an additional blanket purchase order for 2018 with Kevin's Royal Automotive of Cooperstown not to exceed \$6,000. Representative Martini motioned to approve the 2018 budget transfer and blanket purchase order with Kevin's Royal automotive of Cooperstown. Representative Lapin seconded the motion. Total: 2,233; Ayes: 2,233; motion carried.

An additional blanket purchase order for 2018 with City of Oneonta for bus passes not to exceed \$7,500 was presented for approval. Representative Martini motioned to approve both. Representative Lapin 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: Cheryl Sparks and Jeanie Schneider to attend *Financial Management Training* in Syracuse on October 3rd (total approximate cost: \$270.34); Tricia Bohle, Susan St. John and Kay VanDusen to attend *Working with Alcohol and Substance Affected Families Training* in Delhi on August 18th (total approximate cost: \$263.64); Jonathan Chambers and Jason Ogden to attend *LAN Administrators Conference* in Albany September 26th through 28th (total approximate cost: \$690.75); Dina Sams to attend *Federal Title IV-E Foster Care Eligibility Review* in Rensselaer September 17th through 21st (total approximate cost: \$547.96); and 15 DSS Staff to attend *OCCAN Conference: Enough Abuse! Primary Prevention of Sexual Abuse* in Oneonta October 26th (total approximate cost: \$675.00). Representative Lapin motioned to approve all presented trainings. Representative Clark seconded the motion. Total: 2,233; Ayes: 2,233; motion carried.

VACANCIES

Request to fill Clerk #20 - Grade 5C \$24,690 - \$29,040 [870] (50/0/50) and PT – Motor Vehicle Operator #3 – Grade 5R- \$13.8474 per hour (62/24/14) were presented. Additionally a request was made to extend through July 5, 2019 our TE Grade B Case Supervisor - Grade 18P - \$24.5193 per hour (62/24/14). Representative Kennedy motioned to approve all three. Representative Martini seconded the motion. Total: 2,233; Ayes: 2,233; motion carried.

OTHER

Resolution No. #239-20180905 has errors and an amendment was made electronically but did not reach the floor of the Board this month. Therefore, an amendment will be going to the October 5, 2018 Board to correct the errors.

Housing

- Ground has been broken at the Meadows for the agency housing project
- RSS received Conditional Supportive Housing Award

Medicaid takeover – 95 additional cases have been taken over by the State.

Strategic Plan – Commissioner Bouboulis attended meeting with Andrew Marietta and Gary Koutnik and a format for the strategic plan for each department has been made. The main focus is the 1st column of the format for Board members. However, Commissioner Bouboulis would like to see the last two blocks as part of the focus also, as it would help department heads.

Commissioner Bouboulis informed the committee that per discussions at department head meeting, department heads will bring up to their parent committees M&C salary increase issues. For example: *Directors making less than their subordinates.*

Commissioner Bouboulis informed the committee about media articles regarding Kids Oneida preventive services contract. The article states each staff for the services contract will be making an annual salary of \$75,325 which is not correct. The annual per worker cost also includes fringe and overhead expenses.

The next meeting of the Human Services Committee has been scheduled for Thursday, October 18, 2018 at 9:30am. The location will be the Meadows Office Complex in a room yet to be determined.