

**HUMAN SERVICES COMMITTEE
KOUTNIK, CLARK, LAPIN, MARTINI, FRAZIER
September 18, 2019**

The meeting began at 9:37 a.m. on Wednesday, September 18, 2019, in the 3rd floor conference room located at 197 Main St., Cooperstown. Those present were: Representative Gary Koutnik, Committee Chairman; Representatives Kathleen Clark, Adrienne Martini, Danny Lapin, and Edward Frazier, committee members; Eve Bouboulis, Commissioner; Lisa Grampp, Director of Administration; Deborah Finger, Director of Income Maintenance and Mary Jane Waters, Director of Services. Also in attendance were Cheryl Sparks, Fiscal Supervisor and Jeanie Schneider, Principal Account Clerk Typist.

The meeting began with a review of the 2020 DSS Proposed budget

2020 Proposed DSS Budget – IT lines in green are determined by cost allocation plan.

Welfare Administration - 6010

6010.1000	Personal Service	\$ 5,445,137
6010.2000	Equipment	\$ 500
6010.2335	IT Equipment Hardware	\$ 0
6010.2400	Equipment / Vehicles	\$ 0
6010.4005	Mileage	\$ 15,000
6010.4010	Lodging/Meals/ Tolls	\$ 1,000
6010.4050	Training	\$ 60,000
6010.4100	Telephone	\$ 40,000
6010.4400	Postage/UPS	\$ 25,000
6010.4500	Materials/Supplies	\$ 23,000
6010.4515	Car Expense	\$ 15,000
6010.4535	IT Materials/Supplies	\$ 0
6010.4560	Fuel Expense	\$ 31,818
6010.4625	Vehicle Lease	\$ 118,137
6010.4635	IT Copier Lease	\$ 0
6010.4648	Food Stamp / Job Search	\$ 30,000
6010.4650	Subscriptions/Dues	\$ 7,000
6010.4800	Other Expense	\$ 5,000
6010.4805	NYS Chargebacks	\$ 100,000
6010.4810	Advertising	\$ 3,000
6010.4835	IT Other/Software	\$ 0
6010.4851	IT Charges	\$ 0
6010.4852	Internet charges	\$ 1,100
6010.4900	Contracts	\$ 1,413,072
6010.4910	Fees for Service	\$ 206,087
	TOTAL WELFARE ADMINISTRATION	\$ 7,539,851

Records Management – 6011

6011.1000	Personal Services	\$ 58,783
6011.2335	IT Equipment/Hardware	\$ 0
6011.4500	Material/Supplies	\$ 150
6011.4900	Contracts	\$ 0
	TOTAL RECORDS MANAGEMENT	\$ 58,933

Agency Housing - 6012

6012.1000	Personal Service	\$ 0
6012.4150	Heat & Lights	\$ 12,000
6012.4500	Materials/Supplies	\$ 7,540
6012.4900	Contracts	\$ 51,870
	TOTAL AGENCY HOUSING	\$ 71,410

Program – various lines

6055.4730	Day Care	\$ 750,000
6070.4731	Purchase of Service	\$ 160,000
6100.4732	MMIS	\$10,251,129
6100.4733	IGT Match	\$ 0
6101.4733	Medical Assistance	\$ 25,000
6109.4734	Family Assistance	\$ 2,100,000
6119.4735	Child Welfare / Foster Care	\$ 1,700,000
6119.4741	Committee on Special Ed. (CSE)	\$ 1,350,000
6123.4736	Juvenile Delinquent	\$ 200,000
6129.4737	State Training School (current)	\$ 0
6129.4747	State Training School (arrear)	\$ 200,000
6140.4738	Safety Net	\$ 1,400,000
6141.4739	HEAP	\$ 25,000
6142.4740	Emergency Aid to Adults	\$ 25,000
	TOTAL PROGRAM	\$18,186,129

Permission to make various 2020 Budget Changes totaling as follows: Total Appropriations – decrease \$9,959; Total Revenues - increase \$103,019; Total cost to County reduced \$112,978. Representative Martini motioned to approve all presented 2020 budget changes. Representative Lapin seconded the motion. Total: 2,045; Ayes: 5; motion carried. Final total of 2020 Proposed Budget after changes is \$25,846,363. The Budget Committee meeting has been scheduled for September 26, 2019 at 10:00am

Cheryl Sparks and Jeanie Schneider exited the meeting at 10:33am

RESOLUTIONS

Resolution to declare the month of October as Domestic Violence Awareness Month in Otsego County was presented. Representative Martini motioned to approve. Representative Clark seconded the motion. Total: 2,045; Ayes: 5; motion carried.

Resolution to renew contract with Opportunities for Otsego for Non-Residential Domestic Violence Services for TANF eligibles not to exceed \$25,000 for term April 1, 2019 through March 31, 2020 was presented. Representative Martini motioned to approve. Representative Clark seconded the motion. Total: 2,045; Ayes: 5; motion carried.

FISCAL

The following preliminary expenditure reports for July 2019 were presented as follows: Welfare Administration: 44.74%; Records Management: 61.89%; Agency Housing: 0%; and Programs: 49.47%.

2019 Budget Modifications

The following 2019 Budget modifications were presented with results as follows:

Increase revenue 0000.3472 DSRIP \$20,550.00
Increase appropriation 6010.4900 Contracts \$20,550.00

Increase revenue 0000.3610 Social Serv. Administration \$12,000.00
Increase appropriation 6010.1000 Personal Service \$3,000.00
Increase appropriation 6010.4050 Training \$1,000.00
Increase appropriation 6010.4800 Other \$7,000.00
Increase appropriation 6010.4810 Advertising \$1,000.00

Increase revenue 0000.3610 Social Serv. Administration \$45,000.00
Increase appropriation 6010.4910 Fees for Service \$45,000.00

Representative Martini motioned to approve all presented 2019 Budget Modifications. Representative Frazier seconded the motion. Total: 2,045; Ayes: 5; motion carried.

PERSONNEL

Non-Mandated Trainings

The following non-mandated trainings were presented for approval with results as follows: Corinne Brookes, Daniel Martin and Deborah Raudibaugh to attend *Leadership Roles and Responsibilities* in Delhi on October 19, 2019 (estimated total cost: \$336.80); Jessica Regg, Patricia Olmstead and Cherie Blackwell to attend *Family Development*

Credentialing Training Program in Oneonta twice a month from September 27, 2019 – June 15, 2020 (estimated total cost: \$2,842.62); 15 DSS Staff to attend *OCCAN Conference: Parenting with Posttraumatic Stress* in Cooperstown on October 18, 2019 (estimated total cost: \$675); Jason Ogden and Johnathan Chambers to attend *LAN Administrators' Conference* in Albany on October 21 – 22, 2019 (estimated total cost: \$327.50); Janet Elliott, LeeAnn White and Lucy Proper to attend *Temporary Housing Assistance Overview* in Albany on October 30, 2019 (estimated total cost: \$296.33); Wendy Fink to attend *Advanced Staff Development Training: Building a Culture of Engagement* in Albany November 20th – 22nd, 2019 (estimated total cost: \$263.75); Janella Llewellyn and Catherine Chauncey-Gardner to attend *Foster Care Coding Training* in Rensselaer in November 2019 (estimated total cost: \$422.26); and 25 DSS staff to attend *Medical Issues* in Cooperstown November 11th and 12th, 2019 (estimated total cost: \$350.00). Representative Clark motioned to approve all. Representative Martini seconded the motion. Total: 2,045; Ayes: 5; motion carried.

Vacancies

The following vacant funded positions were presented for approval to fill with results as follows: Social Welfare Examiner #13 – Grade 8K \$28,777 – \$33,912 [1,027] (50/0/50); Social Welfare Examiner #10 – Grade 8K \$28,777 – \$33,912 [1,027] (50/0/50); Clerk #2 – Grade 5C - \$25,308 – \$29,768 [892] (50/0/50); Homemakers #3 & #5 – Grade 4B \$24,262 – \$28,497 [847] (62/24/14); Community Services Worker #7 - Grade 4A \$24,262 – \$28,497 [847] (50/0/50); and TEMP (HEAP) Social Welfare Examiner – Grade 8K \$16.1397 per hr. (100/0/0) For up to 9 months upon hire. Representative Martini motioned to approve filling all presented vacancies. Representative Lapin seconded the motion. Total: 2,045; Ayes: 5; motion carried.

OTHER

The Committee was informed of the department's proposal to ask for amendment to the County's credit card policy. This will need to go to Admin Committee for further action.

Commissioner Bouboulis had a meeting with the Leatherstocking Funeral Directors Association that was informative and beneficial. The current resolution for burials rates establishment has not been updated since 2007 and various options to update it and policies were discussed. The committee requested Commissioner Bouboulis send a department representative to meet with Health and Ed Committee October 7th for further input prior to making a proposal.

The Vanesky Group assisted with the cooperative agreement between IT Department and DSS. This agreement, once signed by all pertinent parties, will need to go the New York State Office of Temporary and Disability Assistance (NYS OTDA) for final approval. This agreement is necessary for cost allocation purposes.

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Building Security: More discussion was had regarding options for building security at 242 Main Street in Oneonta and other county office buildings.

Housing: Excavation to lay pipes for geothermal at agency housing sight is scheduled to begin in October 2019.

The next meeting of the Human Services Committee has been scheduled for Wednesday, October 16, 2019 at 10:00am in the 3rd floor conference room located at 197 Main St., Cooperstown.

Meeting adjourned at 11:50 am