

HUMAN SERVICES COMMITTEE
KOUTNIK, CLARK, LAPIN, MARTINI, FRAZIER
August 19, 2019

The meeting began at 9:35 a.m. on Monday, August 19, 2019, in the 3rd floor conference room located at 197 Main St., Cooperstown. Those present were: Representative Gary Koutnik, Committee Chairman; Representatives Adrienne Martini, and Danny Lapin, 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 was Jeanie Schneider, Principal Account Clerk Typist. Representatives Ed Frazier and Kathleen Clark were unable to attend.

Representative Martini motioned to move into executive session, with the presence of Penny Gentile, Personnel Officer, to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person. Representative Lapin seconded the motion. Total: 2,045; Ayes: 1,052; absent Clark-554, Frazier – 439; motion carried. Meeting moved into executive session at 9:38 a.m.

Meeting reconvened at 9:40 a.m.

Representative Lapin motioned to reappoint Eve Bouboulis as Commissioner of Otsego County Department of Social Services effective September 3, 2019 through September 2, 2024. Representative Martini seconded the motion. Total: 2,045; Ayes: 1,052; absent Clark-554, Frazier – 439; motion carried.

Penny Gentile, Personnel Officer exited the meeting at 9:44 a.m.

RESOLUTIONS

Resolution to renew contract with Otsego County Office for the Aging for HEAP application processing of NON-TA/SNAP applicants age 60 and older for the term September 1, 2019 through August 31, 2020 not to exceed \$31,545 was presented. Representative Martini motioned to approve. Representative Lapin seconded the motion. Total: 2,045; Ayes: 1,052; absent Clark-554, Frazier – 439; motion carried.

Permission to allow the Department of Social Services to obtain a debit card for donation fund account was presented to approval. Representative Martini motioned to approve. Representative Lapin seconded the motion. Total: 2,045; Ayes: 1,052; absent Clark-554, Frazier – 439; motion carried.

FISCAL

The following preliminary expenditure reports for June 2019 were presented as follows: Welfare Administration: 37.76%; Records Management: 49.10%; Agency housing: 0%; and Programs: 42.42%.

Commissioner Bouboulis explained that the department has been discussing expanding the use of the County's credit card use with Ellen Coccoma, County Attorney and Andrew Crisman, Deputy Treasurer; both whom have no issues so long as it is in the policy. The need for various online expenditures for items such as cellphone and tablet cases, key lock boxes, and foster care recruitment items have caused issues because the current policy is not clearly defined. Representative Koutnik stated the Administration Committee does policy changes and suggested verbiage stating appropriate use as approved by parent committee could be added. Commissioner Bouboulis will discuss further with Administration Committee.

Lisa Grampp, Director of Administration, exited the meeting at 9:55 a.m.

PERSONNEL

The following non mandated trainings were presented for approval with results as follows: Janet Elliott, Dayna Redding to attend *SNAP Reporting Requirements and Claims Determinations* September 11, 2019 in Albany (total estimated cost: \$253.57); Eve Bouboulis, Deborah Finger, Karen Sullivan and Erik Scrivner to attend *2019 Affordable Housing & Community Development Conference* September 9th – 11th, 2019, in Saratoga Springs (total estimated cost: \$2,746); 7 staff to attend *Stand Against Child Abuse Conference* September 17, 2019 in Syracuse (total estimated cost: \$1,399.44); Dale Sherman, Megan McCarthy and Deborah Rohde to attend *SNAP Reporting Requirements and Claim Determinations* September 24, 2019 in Norwich (total estimated cost: \$288.97); Trista Dockstader to attend *Child Protective Services / Domestic Violence Summit* September 24th and 25th, 2019 in Albany (total estimated cost: \$278); 25 DSS Staff to attend *Affirming Diversity* at the Meadows September 24, 2019 (total estimated cost: \$350); Samantha Augur, Jessica Regg, Dale Sherman, Michelle Harasimowicz to attend *Preventing Toxic Workplaces* September 27, 2019 in Albany (Total estimated cost: \$426.56); and 25 staff to attend *Ensuring a Respectful & Culturally Competent Workplace* at the Meadows October 7, 2019 (total approximate cost: \$350). Representative Martini motioned to approve all trainings. Representative Lapin seconded the motion. Total: 2,045; Ayes: 1,052; absent Clark-554, Frazier – 439; motion carried.

The following vacancies were presented to fill with results as follows: Social Welfare Examiner #9 Grade 8K \$28,777 - \$33,912 [1,027]; part-time Motor Vehicle Operator #2 Grade 5R \$14.1940 per hr.; part-time Social Welfare Examiner #1 Grade 8K \$16.1397 per hr.; one temporary Senior Caseworker Grade 16D \$22.9669 per hr. for up to 6 months upon hire; and the creation, funding and filling of one temporary Maintenance Worker Grade 8D \$16.1397 per hr. for up to 90 days upon hire (this position will be in the Building Services Personal Services line 1625.1000 but funded by DSS). Representative Martini motioned to approve all vacancies. Representative Lapin seconded the motion. Total: 2,045; Ayes: 1,052; absent Clark-554, Frazier – 439; motion carried.

OTHER

Housing: 2 houses have been delivered to the Agency Housing site. Geothermal will be starting soon. The Community Center is under construction. We need to name our Agency Housing and ideas were discussed.

Enterprise Vehicles: Accounting is working on a cost analysis comparison for lease vs. county owned. Some difficulties with Enterprise have been emergent repair needs; auction costs, and differences with replacement suggestions.

Burials: Commissioner Bouboulis will be meeting with the Funeral Directors Association on Thursday, August 22nd. Discussion was had about various ways to reduce county costs with indigent burials. The resolution establishing current rates and services covered was in 2007. We will review concerns and suggestions at the meeting.

M&C Raises: Discussion was had regarding M&C raises. Representative Koutnik stated he emailed all Board Representatives with PRGS proposed M&C raise system ideas. Commissioner Bouboulis presented a chart to show how low local cost would be for our department's M&C staff positions based on an 2% increase for 2020.

Lisa Grampp reentered the meeting at 10:35a.m.

2020 Preliminary Budget: An overview of our Preliminary Proposed 2020 Budget was had. A line by line will be done at our next meeting with in-depth details for lines 6010.1000 Personal Service and 6010.4900 Contracts.

The next meeting of the Human Services committee has been scheduled for September 18, 2019 at 9:30am in the 3rd floor conference room located at 197 Main Street, Cooperstown.