

**HUMAN SERVICES COMMITTEE**  
**MARTINI, FRAZIER, BASILE, BROCKWAY, OLIVER**  
**July 7, 2020 @ 11:00 am**

This meeting was streamed on Facebook Live and recorded.

Please note the meeting attendance as follows:

Present in person at the Otsego County Office Building Board Chambers,  
197 Main Street, Cooperstown, NY 13326:

Samantha Augur, Secretary to the Commissioner  
Jocelyn Harris, Deputy Clerk of the Board

Present remotely via video conference:

Representative Adrienne Martini, Chair  
Representative Edwin Frazier Jr.  
Representative Jill Basile  
Representative Richard Brockway  
Representative Clark Oliver  
Commissioner Eve Bouboulis  
Director Lisa Grampp  
Director Janet Elliott  
Director Mary Jane Waters  
Fiscal supervisor Cheryl Sparks  
Temporary Principal Social Welfare Examiner Deborah Finger  
County Treasurer Allen Ruffles  
Deputy County Treasurer Andrew Crisman  
Personnel Officer Penny Gentile

## **RESOLUTIONS**

Resolution to renew contract with Otsego County Office for the Aging for HEAP application intake for non-TA residents ages 60 and older September 1, 2020 through August 31, 2021 not to exceed \$40,020 was presented for approval. Representative Frazier motioned to approve. Representative Brockway seconded the motion. Total: 2,036; Ayes: 2,036; motion carried.

Resolution to amend Resolution 188-20200502 to add additional \$6,240 in cost for S&T Security for term July 1, 2020 through November 30, 2020 due to increase in NYS Prevailing Wage Rate for unarmed security guards was presented for approval. Representative Oliver motioned to approve. Representative Frazier seconded the motion. Total: 2,036; Ayes: 2,036; motion carried.

## **FISCAL**

Preliminary expenditure reports for May 2020 were presented as follows: Welfare Administration: 30.75%; Records Management: 40.85%; Agency Housing: 65.62%; and Program: 35.98%. Agency Housing expenditures were for the electric and plumbing of the Community Center. Representative Martini inquired about the elevated Foster Care line 3119.4735. Director Grampp explained that lines 6119.4735 Foster Care (44.21%) and 6109.4734 Family Assistance (28.27%) are eligibility driven and does not mean a significant increase in foster care cases.

## **PERSONNEL**

The following Personnel requests were made with results as follows:

Fill Caseworkers # 3, #8, & #21 – Grade 14X \$38,195 - \$45,205 [1402] (62/24/14). Representative Oliver motioned to approve all. Representative Basile seconded the motion. Total: 2,036; Ayes: 2,036; motion carried.

Fill Principal Social Welfare Examiners #1 & #3 – Grade 14D \$38,195 - \$45,205 [1402] (50/0/50) Representative Basile motioned to approve all. Representative Oliver seconded the motion. Total: 2,036; Ayes: 2,036; motion carried.

Create, fund and fill Social Services Attorney #4 (fulltime) – M&C 25E \$72,828 (62/24/14) A full-time attorney is needed as court is triple booking cases to catch up. Many are via video conference. However, fact finding hearings are done in person in the courtroom. Once this position is filled, our current part-time attorney will leave. Representative Frazier motioned to approve. Representative Basile seconded the motion. Total: 2,036; Ayes: 2,036; motion carried.

Create, fund and fill Employment & Training Assistant #6 – Grade 9J \$30,664 - \$36,144 [1,096] (50/0/50). This title was abolished by the reduction of workforce Resolution No. 198-20200502. The Temporary Assistance waiver for face to face interviews and employment requirements is set to expire August 5, 2020. If this waiver is not extended the department will be required to do face to face interviews and meet employment requirements without staff to perform said duties. The department is asking for this title now to make the August 5<sup>th</sup> Board meeting. However, if the waiver gets extended the department will delay returning staff to this title. Representative Frazier motioned to approve. Representative Basile seconded the motion. Total: 2,036; Ayes: 2,036; motion carried.

Create, fund and fill Principal Social Welfare Examiner part-time #1 – Grade 14D \$21.4218 per hr (50/0/50). If approved we will make our current Temporary Principal Social Welfare Examiner the new part-time position. This individual will not be seeking insurance benefits through the part-time employment. Representative Brockway motioned to approve. Representative Oliver seconded the motion. Total: 2,036; Ayes: 2,036; motion carried.

Fill Temporary Principal Social Welfare Examiner TE-#1 - Grade 14D \$21.4218 per hr (50/50/0) For up to 3 months upon hire. This position will assist with training a new Principal Social Welfare Examiner in Medicaid/SNAP program areas. Representative Frazier motioned to approve. Representative Basile seconded the motion. Total: 2,036; Ayes: 2,036; motion carried.

## **TRAINING**

Originally NYS Office of Children and Family Services (NYS OCFS) web-based trainings had no fees. On June 16, 2020 NYS OCFS informed the department that they will be charging fees retroactively for some trainings. Past and near future trainings were presented to the committee. The department received a waiver allowing expenditures for mandated trainings. Additional trainings that are considered essential are *Recognizing Implicit (Unconscious) Bias: What It Means in Our Daily Lives & in the Workplace* and *NYPWA Virtually Legal Education Series* which has CLE credits required for Attorneys. These two trainings total \$900. Representative Brockway motioned to approve both these trainings. Representative Oliver seconded the motion. Total: 2,036; Ayes: 2,036; motion carried.

## **OTHER**

Commissioner Bouboulis explained that with face to face interviews being brought back in the very near future, the Meadows Income Maintenance Unit needs additional sneeze guard barriers to set up acceptable social distancing interview spaces. Permission to spend up to \$500 for 4 additional barriers was requested. Representative Basile motioned to approve. Representative Brockway seconded the motion. Total: 2,036; Ayes: 2,036; motion carried.

The Department received a waiver to the spending freeze for mandatory acquisition of documents at our June 6, 2020 HSC meeting. Recently the department was required to obtain transcripts of legal documents at an estimated cost of \$250.00. The committee agreed these fall under the waiver and do approve.

The department has received the Summer Youth Employment Program allocation of \$205,078. The department will be passing the allocation through to Office of Employment and Training (OET) after keeping 11% for Administration costs.

Commissioner Bouboulis will be setting up another teleconference for more budget training with Human Services Committee Representatives toward the end of July or early August. The Treasurer shared fiscal constraints and the severity of distress anticipated if changes do not occur. Caution in spending was emphasized and the need to have a plan was noted. Commissioner Bouboulis informed the committee the Clerk Survey and Mandated vs. Non-Mandated survey for the department was completed as requested of all departments. This was requested of all department heads to make a plan with the Treasurer via individual meetings. The Treasurer noted some surveys are still outstanding. The Commissioner suggested DSS, the Treasurer and any HSC members interested could meet to discuss DSS programs as they

relate to the County budget. This was well received and a zoom meeting will be scheduled. The Clerk survey was intended to determine the possibility of some departments sharing a pool of Clerks. No update was available.

With no further business to discuss Representative Oliver motioned to adjourn the meeting. Representative Basile seconded the motion. Total: 2,036; Ayes: 2,036; meeting adjourned at 12:15 pm