

**STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE**

*Wednesday, September 6, 2017*

*9:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Carol A. Ferratella, Chair Steven P. Maio	Hilda T. Lando, Vice Chair Randolph J. Weaver	K. Michael Hanna
<b>STAFF:</b>	Jack K. Wheeler Alan Reed Kathy Muller	Mitchell Alger Jennifer Prossick Nate Alderman	Hank Chapman Darlene Smith Jennifer DeMonstoy
<b>LEGISLATORS:</b>	Joseph J. Hauryski John V. Malter	Dan C. Farrand	Kelly H. Fitzpatrick

**I. CALL TO ORDER**

Mrs. Ferratella called the meeting to order at 9:00 a.m. and asked Mrs. Smith to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE AUGUST 2, 2017, MEETING MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REQUESTS**

A. Office of Community Services

1. **Pathways Contract** – Dr. Chapman informed the committee that he had a Social Work Assistant retire, and within the next three weeks, a Child Psychologist will be retiring. He requested authorization to amend the contract with Pathways to include Case Manager and Social Work Counselor services. This will result in an increase of \$150,000 to the current contract.

Mr. Maio asked other than cost savings, are there any advantages or disadvantages to doing this? Mr. Wheeler replied the advantage is operational efficiencies. Mr. Maio asked how will this affect services? Dr. Chapman replied this will ensure that we have services available to families and will also reduce our overall cost to the County. Mr. Maio asked why will this work better than filling the positions? Mr. Wheeler replied it will work equally well.

Mr. Farrand asked how long is the contract? Dr. Chapman replied it is an annual contract. Mr. Farrand asked in the past, have you had experience with a substantial increase where it puts you in a position where it is not doable the following year? Mr. Wheeler replied no, we have not experienced that. If that were to happen, you could always cancel the contract.

Mr. Reed commented there are exemptions under State statute that certain services in Community Services can be provided outside of the County. Going through Civil Service, they have had a hard time selecting individuals from a qualified pool to fill positions. The statute allows for this.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO AMEND THE CONTRACT WITH PROACTION TO INCLUDE THE ADDITION OF CASE MANAGER AND SOCIAL WORK COUNSELOR SERVICES FOR AN ADDITIONAL \$150,000 MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mrs. Lando asked when will this take effect? Dr. Chapman replied it should take effect within the next four to eight weeks.

2. **Budget Adjustment** – Dr. Chapman informed the committee it looks like State Office of Mental Health and Office of Alcohol and Substance Abuse will approve our application to provide services at Canisteo Valley Family Practice. This will be a satellite office for us and we will need some equipment. He requested authorization to purchase a copier/scanner/fax machine and a Breathalyzer for \$800 and to transfer \$800 from the Contracts for Services line item and appropriate \$350.00 to the Computer Equipment less than \$5,000 line item and \$450 to the Miscellaneous Equipment line item.

**MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO PURCHASE A COPIER/SCANNER/FAX MACHINE AND BREATHALYZER FOR THE CANISTEO VALLEY FAMILY PRACTICE LOCATION; TRANSFERRING \$800 FROM THE CONTRACTS FOR SERVICES LINE ITEM, APPROPRIATING \$350.00 TO THE COMPUTER EQUIPMENT LESS THAN \$5,000 LINE ITEM AND \$450 TO MISCELLANEOUS EQUIPMENT LINE AND AMENDING THE SMALL EQUIPMENT LIST TO REFLECT THIS CHANGE MADE BY MR. MAIO. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

3. **Cash Drawer for Canisteo Valley Family Practice Location** – Dr. Chapman requested authorization to establish a cash drawer in the new satellite location at Canisteo Valley Family Practice. This is necessary as we have clients who will pay cash for services. Mr. Wheeler asked how much are you asking for? Dr. Chapman stated he will need to check on that.

Mrs. Lando asked when will you being providing services there? Dr. Chapman replied October 1, 2017 or shortly thereafter.

**MOTION: ESTABLISHING A PETTY CASH ACCOUNT FOR THE OFFICE OF COMMUNITY SERVICES SATELLITE LOCATION AT THE CANISTEO VALLEY FAMILY PRACTICE LOCATION MADE BY MR. HANNA. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

B. Public Health

1. **Contract** – Mrs. Smith requested authorization to contract with Children’s Health Homes of Upstate New York, LLC (CHHUNY) to provide Early Intervention Service Coordination to Health Home clients who are dually enrolled in the health home and our Early Intervention program. They will reimburse us at the Medicaid rate which is currently \$14.00 per 15 minutes.

**MOTION: AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH TO ENTER INTO A CONTRACT WITH CHILDREN’S HEALTH HOMES OF UPSTATE NEW YORK, LLC (CHHUNY) TO PROVIDE EARLY INTERVENTION SERVICE COORDINATION SERVICES MADE BY MR. MAIO. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. Department of Social Services

1. **Personnel** – Ms. Muller requested authorization to reclassify a vacant Senior Social Welfare Examiner position, Grade X to a Senior Account Clerk Typist, Grade X. Mr. Wheeler explained this is a lateral reclassification. Ms. Muller stated this is a vacant position that she will be filling with an existing employee and she will not be backfilling.

**MOTION: AUTHORIZING THE RECLASSIFICATION OF A VACANT SENIOR SOCIAL WELFARE EXAMINER POSITION, GRADE X TO A SENIOR ACCOUNT CLERK TYPIST, GRADE X WITHIN THE DEPARTMENT OF SOCIAL SERVICES MADE BY MRS. LANDO. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN MADE BY MR. HANNA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\*  
Wednesday, October 4, 2017  
Legislative Committee Room  
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, September 27, 2017.**