STEUBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE  
Wednesday, August 7, 2019  
9:00 a.m.  
Legislative Committee Room  
Steuben County Office Building  
Bath, New York  

**MINUTES**

COMMITTEE: Carol A. Ferratella, Chair  
             Hilda T. Lando, Vice Chair  
             Steven P. Maio  
Randolph J. Weaver  

STAFF: Jack K. Wheeler  
       Christopher Brewer  
       Hank Chapman  
Patty Baroody  
       Cathy Baker  
       Craig Patrick  
Bill Caudill  
       Jennifer Prossick  
       Darlene Smith  
Kathy Muller  
       Lise Reynolds  
       Andy Morse  

LEGISLATORS: Joseph J. Hauryski  
               Kelly H. Fitzpatrick  
               Robin K. Lattimer  
John V. Malter  
               Frederick G. Potter  
               Thomas J. Ryan  

ABSENT: K. Michael Hanna  

OTHERS: Mary Perham  

I. CALL TO ORDER  

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JULY 3, 2019, MINUTES MADE BY MRS. LANDO.  
SECONDED BY MR. MAIO.  ALL BEING IN FAVOR.  MOTION CARRIES 4-0.  

III. DEPARTMENTAL REQUESTS  
A. Youth Bureau  
   1. 2019 Youth Development Program Allocations – Mr. Caudill presented the 2019 Youth Development Program allocations for approval. The total allocation remained the same from last year. He noted that the City of Corning and the City of Hornell did not apply for funding in 2019. Mr. Caudill stated there were increases for some of the youth center contracts. We were also able to bring back the Urbana Summer Rec Program.  

   Mrs. Lando asked do you know why the cities did not apply for funding? Mr. Caudill replied Hornell decided they did not want to have to come up with the tracking data that the State requires. Corning just did not apply; last year they did not submit an application. Mr. Wheeler commented back about five or six years ago, some of these programs were only receiving a few hundred dollars and there is a lot of paperwork that goes along with that. Mr. Caudill stated we hate to lose them, but we still maintain contact with those programs.  

MOTION: APPROVING THE FOLLOWING 2019 YOUTH DEVELOPMENT FUNDING CONTRACTS:  
   CATHOLIC CHARITIES OF STEUBEN COUNTY - $10,496; FAMILY SERVICE SOCIETY, INC. - $17,010;  
   HORNELL AREA CONCERN FOR YOUTH - $23,752; PROACTION OF STEUBEN & YATES, INC. - $6,186;  
   THE FRIENDS OF THE ADDISON YOUTH CENTER - $9,311; TOWN OF CAMPBELL - $1,052; AND THE  
   YOUTH BUREAU - $18,739 MADE BY MRS. LANDO.  
   SECONDED BY MR. MAIO.  ALL BEING IN FAVOR.  
   MOTION CARRIES 4-0.  

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Human Services, Health & Education Committee  
Wednesday, August 7, 2019
B. Office of Community Services

1. **Budget Adjustment** - Dr. Chapman requested authorization to accept and pass through to Catholic Charities, additional State OASAS funding in the amount of $18,146 for their prevention program. He also requested authorization to transfer Federal OASAS block grant funding in the amount of $244,045 to State OASAS funding to support Catholic Charities residence house program.

**MOTION:** AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO ACCEPT AND PASS THROUGH TO CATHOLIC CHARITIES, ADDITIONAL STATE OASAS FUNDING IN THE AMOUNT OF $18,146 FOR THEIR PREVENTION PROGRAM AND TO TRANSFER $244,045 IN REVENUE FROM THE FEDERAL OASAS BLOCK GRANT TO STATE OASAS TO SUPPORT CATHOLIC CHARITIES RESIDENCE HOUSE PROGRAM MADE BY MR. MAIO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Contracts**

   a. **ProAction** – Dr. Chapman requested authorization to amend the contract with ProAction to add additional business office services and increase the amount of the contract by $44,000. The service provider will meet with clients and work with insurance companies. This is all part of his restructuring plan and there is money available in the budget.

   **MOTION:** AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO AMEND THE CONTRACT WITH PROACTION TO INCLUDE AN ADDITIONAL POSITION TO THE BUSINESS OFFICE AND INCREASE THE CONTRACT BY $44,000 MADE BY MRS. LANDO. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

   b. **Ellen Stephens – Psychiatric Nurse Practitioner** – Dr. Chapman stated Ms. Stephens will be retiring September 6, 2019. She has formed a PLLC and would be available to work part-time via contract up to three days per week. He requested authorization to contract with Ellen Stephens for psychiatric nurse practitioner services up to three days per week at a rate of $85.00 per hour, not to exceed $102,000 annually.

   **MOTION:** AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO CONTRACT WITH ELLEN STEPHENS, PLLC, TO PROVIDE PSYCHIATRIC NURSE PRACTITIONER SERVICES ON A PART-TIME BASIS, UP TO THREE DAYS PER WEEK AT A RATE OF $85.00 PER HOUR, NOT TO EXCEED $102,000 ANNUALLY MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

   c. **Ellen Stephens – Compeer** – Dr. Chapman requested authorization to contract with Ellen Stephens to serve as Coordinator of the Compeer Program. Ms. Stephens through the years has run this program. This will be a separate contract specific only to Compeer for $10,200 annually. Mrs. Ferratella asked how many hours will she work? Dr. Chapman replied it varies as it depends on the activities. On average each week she would work a few hours, up to a half day on Compeer. The money to pay her is money we receive from the State. Mr. Maio asked is her PLLC just her? Dr. Chapman replied yes. Mr. Malter asked with her retiring, how will you cover the remainder of what she was handling in terms of caseload? Dr. Chapman replied we will be splitting her caseload among our other practitioners. He is also looking at an opportunity to bring in another part-time person. Mr. Malter asked relative to what she was making and her fringe benefits, does the cost even out? Dr. Chapman replied it does overall. As an employee, with salary and fringe, she makes $130,000. Between these two contracts, she would be making $112,200.
MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO CONTRACT WITH ELLEN STEPHENS, PLLC, TO SERVE AS COORDINATOR OF THE COMPEER PROGRAM FOR AN ANNUAL COST OF $10,200 MADE BY MR. MAIO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

   d. Michele Lowry – Dr. Chapman informed the committee that Dr. Lowry is a psychologist who oversees the forensic program at the Jail. She also provides mental health training for Sheriff’s deputies. With the State making changes to the arraignment process, the Sheriff has needed additional training. We foresee this need for additional training continuing with additional hours. He requested authorization to increase Dr. Lowry’s contract $10,000 from $62,500 to $72,500 to compensate for the additional time. She provides training as well as risk assessment services at the Jail.

   Mr. Weaver asked will this come out of your budget or the Sheriff’s? Dr. Chapman replied we budget for it and then bill the Sheriff. Mr. Wheeler commented we are shifting our own money. Dr. Chapman clarified in her current contract she is paid an hourly rate of $104.00, not to exceed $62,500 annually. We have estimated going over that and he is requesting $10,000 to cover the additional time required.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE OF COMMUNITY SERVICES TO AMEND THE CONTRACT WITH MICHELE LOWRY TO OVERSEE THE FORENSIC PROGRAM AT THE JAIL AND PROVIDE MENTAL HEALTH TRAINING FOR SHERIFF’S DEPUTIES AT A NEW RATE OF $72,500 ANNUALLY MADE BY MRS. LANDO. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Department of Social Services

1. VOCA Grant Program – Ms. Muller informed the committee that they had put in an application for the VOCA (Victims of Crime Acts) Grant for the Child Advocacy Center and were recently notified that they have been awarded the three year grant totaling $432,138.59. They had applied for the grant jointly with the District Attorney’s Office. The grant runs from October 1, 2019 through September 30, 2022. She explained that for her office, they will be receiving a year total of $43,608.00. Ms. Muller stated she would like to appropriate $25,608 into the Preventive Services line. These funds will be used for a contract with Family Services to provide sexual abuse counseling services. We will also contract with Arnot for specially trained nurses and forensic examiners to conduct exams of children with alleged sexual abuse. These funds will also help us to pay for the mileage and fuel for the mobile Child Advocacy Center unit; gas cards; furniture purchases for Bath site; staff training; program support and transitional housing services. She would also like to appropriate $18,000 into Major Equipment to purchase a colposcope, which is a medical instrument used to conduct sexual abuse exams.

   Ms. Muller stated the District Attorney will be using his allocation of $17,846.84 for salaries and wages to hire a part time Victim Advocate and Victim Advocate Aide. Additionally he will use the funds to purchase a closed-circuit TV for the mobile unit; books and subscriptions; office supplies and dictation equipment and related software.

MOTION: AUTHORIZING THE COMMISSIONER OF THE DEPARTMENT OF SOCIAL SERVICES TO ACCEPT A VOCA (VICTIMS OF CRIME ACTS) GRANT IN THE AMOUNT OF $432,138.59 OVER THREE YEARS AND APPROPRIATING $25,608 INTO THE PREVENTIVE SERVICES LINE ITEM AND $18,000 INTO MAJOR EQUIPMENT AND AMENDING THE MAJOR EQUIPMENT LIST TO INCLUDE THE PURCHASE OF A COLPOSCOPE MADE BY MR. WEAVER. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

2. Accept and Award HEAP Bid – Mr. Morse informed the committee they received three bids, but only one of the bidders was responsive. Blevins did not supply the Iranian Divestment form and Vine City would only hold the pricing until November 1, 2019. He recommended awarding to I.D. Booth.
MOTION: DECLARING BLEVINS AND VINE CITY AS UNRESPONSIVE BIDDERS AND AWARDING THE BID FOR REPLACEMENT OF RESIDENTIAL HEATING SYSTEMS TO I.D. BOOTH MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. Arbor’s Proposed Housing Units – Ms. Muller informed the committee that the Village of Bath will be holding a public meeting tomorrow, August 8, 2019, at 5:30 p.m. relative to Arbor’s proposed housing units. They are proposing building a new housing development with 64 units. She commented there will be some specialized units for mental health and cross over clients. Mr. Weaver commented there are a number of people in the community that are not in favor of this.

4. Mobile Work Crews – Mr. Haurski asked have there been any changes relative to the Mobile Work Crews? Ms. Muller replied yes, we have a new supervisor in the Employment Unit. There is now more accountability and all four crews are full. They are doing a really good job.

D. Public Health
1. Contract – Ms. Smith requested authorization to enter into a contract with Katrina Fellows to provide Preschool Occupational Therapy services. The rate is set by the State at $70.00 per session.

MOTION: AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH TO ENTER INTO A CONTRACT WITH KATRINA FELLOWS TO PROVIDE PRESCHOOL OCCUPATIONAL THERAPY SERVICES AT THE STATE RATE OF $70.00 PER SESSION MADE BY MRS. LANDO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. OD Mapping – Mrs. Lando asked do you have any updates on OD Mapping? Ms. Smith replied we are in the process of getting it set up. She has successfully registered the County, but has been having a little trouble downloading the MOU’s. She has emailed the contact person at OD Mapping and is waiting for assistance on how she can do that. Mrs. Lando asked can you backfill previous information? Mr. Wheeler replied we cannot. We discussed that and a lot depends on the 911 call and we do not have the MOU’s in place to receive that information.

3. Accreditation – Mrs. Ferratella asked for an update. Ms. Smith stated we plan to have all of our documents ready to be scored and we plan to have all those in place by October 1st, with the exception of any that need to run through the end of the year. Mr. Maio asked how many are defined as subjective as opposed to objective? Ms. Smith replied we really felt like we fully met the intention of measures on those documents we submitted. It feels like some of it is subjective, but it is a little of both. She stated that PHAB (Public Health Accreditation Board) has indicated they will no longer entertain multi-jurisdictional accreditation applications of more than two counties. Our six-county application was a lot for them.

E. Office for the Aging
1. RSVP Augmentation Funding for 2019 – Mrs. Baroody requested authorization to receive $7,500 in augmentation funding. This will permanently increase our county’s RSVP base funding from $65,268 to $72,768, which will in turn reduce County cost. There is no match required.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO ACCEPT $7,500.00 IN RSVP AUGMENTATION FUNDING FOR 2019 MADE BY MR. MAIO. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. Accept Unmet Need Funding – Mrs. Baroody informed the committee we are receiving $47,179 in Unmet Need Funding for 2019 and this will be used to ease the burden of our waiting lists for home care, respite and transportation. This funding is based on the waiting list we sent to the State in 2017. Our list has changed since 2017, but we have the flexibility to use the funding where we see the greatest need. She requested authorization to accept the funding and appropriate $5,732 for administrative costs, $1,000 to the contract for Institute for Human Services for transportation, $15,000 for traditional EISEP, $17,849 to the contract with AIM
for Consumer-Directed EISEP and $7,598 to the contract with Home and Health Care for Respite services. She also requested authorization to increase the contract with Home and Health Care for EISEP services by $5,000. We have received quotes for our EISEP home care program in anticipation of new unmet need funding and we are still researching the options under those proposals.

Mrs. Baroody commented we have until March 31, 2020 to spend these funds. She anticipates this funding will be renewed at the same level for next year. Mrs. Ferratella commented your monthly report referenced that you have 36 people on your waiting list. Mrs. Baroody stated that list is pretty fluid, but every day more people are inquiring about services. Ms. Fitzpatrick asked what things are included under administration? Mrs. Baroody replied salaries and fringe along with motor pool costs for us.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO ACCEPT UNMET NEED FUNDING FOR 2019 IN THE AMOUNT OF $47,179; APPROPRIATING $5,732 FOR ADMINISTRATIVE COSTS; APPROPRIATING $1,000 TO THE CONTRACT WITH THE INSTITUTE FOR HUMAN SERVICES FOR TRANSPORTATION AND AMENDING THE CONTRACT TO REFLECT THE INCREASE; APPROPRIATING $15,000 FOR TRADITIONAL EISEP; APPROPRIATING $17,849 TO THE CONTRACT WITH AIM FOR CONSUMER-DIRECTED EISEP AND AMENDING THE CONTRACT TO REFLECT THE INCREASE; APPROPRIATING $7,598 TO THE CONTRACT WITH HOME AND HEALTH CARE FOR RESPITE AND AMENDING THE CONTRACT TO REFLECT THE INCREASE; INCREASING THE CONTRACT WITH HOME AND HEALTH CARE SERVICES $5,000 FOR EISEP SERVICES MADE BY MR. MAIO. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. Senior Forum – Mrs. Baroody requested authorization to spend up to $1,200 on food for the 2019 Annual Senior Forum which will be held on Thursday, September 19th. This is the annual public hearing where they will review the annual plan for 2020 and there will also be six breakout sessions. ProAction provides a continental breakfast and lunch. There are typically about 140 people who attend.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO SPEND UP TO $1,200 ON FOOD FOR THE 2019 ANNUAL SENIOR FORUM MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

IV. OTHER BUSINESS
A. Goals – Mrs. Ferratella asked for an update on goals. Mr. Wheeler replied he has met with Mr. Wolverton in Information Technology about mobile technology and connectivity for the Office for the Aging. Some of the laptops that we are looking at for individuals in the field would have a base station so that we would not be duplicating laptops and desktops. That process is moving along and will also be contemplated when the departments are doing their budget requests.

Mr. Hauryski asked the departments to be sure to tell Mr. Wheeler if IT is not working. The purpose is to make your jobs efficient and better. If IT is not fixing issues, we need to get them fixed.

MOTION: TO ADJOURN MADE BY MRS. LANDO. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully Submitted by Amanda L. Chapman, Deputy Clerk, Steuben County Legislature

**NEXT MEETING SCHEDULED FOR**
Wednesday, September 4, 2019
Legislative Committee Room
9:00 a.m.
Please send agenda items to the Clerk of the Legislature’s Office
NO LATER THAN NOON
Wednesday, August 28, 2019