I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JUNE 5, 2019, MEETING MADE BY MR. HANNA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REQUESTS

A. Youth Bureau

1. 2019 Youth Development Program Allocations – Mr. Caudill stated we have not yet received the allocations from the State. Once he has received the information from the State, he will present them to the committee.

2. Grant Opportunity – Mr. Caudill informed the committee there is an opportunity, in conjunction with Workforce NY and Corning Community College, to apply for a Workforce Opportunity for Rural Communities Initiative Grant funding. The U.S. Department of Labor has set aside money targeting the Appalachian and Delta regions. Regional applications are going in targeting adults and Mr. Caudill stated he has asked to include a youth component to take summer youth employment participants and try to give them year round support and opportunities.

Mrs. Ferratella asked what age group would be targeted? Mr. Caudill replied he would be targeting 17 years old and up. The point of the federal opportunity is to take those folks who are not in the labor force and latch them into the labor force. At the end of this, there would be an opportunity for apprenticeships with a union or advanced manufacturing through Corning Community College or BOCES.

Mrs. Lando asked would this cover BOCES training? Mr. Caudill replied he believes it can. Other funding streams would be available as well. This will be a trial. The application is due in ten days. Mrs. Ferratella asked...
what is the amount of the funding? Mr. Caudill replied the total is $2.5 million over three years. We are hoping for $150,000 across each county.

Mr. Wheeler explained youth is a component of the overall application. Workforce NY and Corning Community College are partnering with the County as well. He stated Workforce NY, Corning Community College and BOCES have other initiatives to the application; Mr. Caudill’s component is a part of the overall grant.

MOTION: AUTHORIZING THE YOUTH BUREAU COORDINATOR TO SUBMIT AN APPLICATION FOR A WORKFORCE OPPORTUNITY IN RURAL COMMUNITIES INITIATIVE GRANT FUNDS MADE BY MRS. LANDO. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Office for the Aging
   1. Contract Amendment – Mrs. Baroody informed the committee they currently contract with William Joint to provide legal services for the elderly. Mr. Joint will be operating as a new entity effective July 1, 2019. She requested authorization to amend the contract to reflect the new entity of Joint & von Hagn, LLP.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING TO AMEND THE CONTRACT FOR LEGAL SERVICES FOR THE ELDERLY TO REFLECT THE NEW ENTITY OF JOINT & VON HAGN, LLP, EFFECTIVE JULY 1, 2019 MADE BY MR. HANNA. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

   2. Recognition – Mrs. Ferratella asked about Ms. Walker and Ms. Hodges being presenters at an annual conference. Mrs. Baroody stated Nicole Walker, the NYCONNECTS coordinator, and Abigail Hodges, AIM ILC NYCONNECTS coordinator were presenters at the annual Aging Concerns Unite Us conference in Albany in June. Our program was chosen for this honor because of the successful collaboration that exists in Steuben County.

C. Public Health
   1. Biometric Data Collection & Reporting Contract – Ms. Smith requested authorization to renew the contract with Wellness Programs with Value (WPV) to do the biometric screening data collection and reporting for an estimated total cost of $2,000. Mr. Wheeler commented the aggregation of this data is anonymous.

MOTION: AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH TO RENEW THE CONTRACT WITH WELLNESS PROGRAMS WITH VALUE TO DO THE BIOMETRIC SCREENING DATA COLLECTION AND REPORTING FOR AN ESTIMATED TOTAL COST OF $2,000 MADE BY MRS. LANDO. SECONDED BY MR. MAIO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

D. Department of Social Services
   1. Updates on Child Advocacy Center – Ms. Muller requested authorization to finalize the contract with the Institute for Human Services for the coordination of the Child Advocacy Center (CAC). The individual who will be coordinating the CAC is David Pelicheck and he comes with great experience operating CAC’s in Broome County and Sayre, PA. Additionally, he is forensic interviewer. The contract will be up to $30,000 for 2019 and there is funding available in the budget.

MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO ENTER INTO A CONTRACT WITH THE INSTITUTE FOR HUMAN SERVICES FOR COORDINATION SERVICES FOR THE CHILD ADVOCACY CENTER FOR UP TO $30,000 FOR 2019 MADE BY MR. WEAVER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mrs. Lando asked when will the CAC be up and running? Ms. Muller replied July 9, 2019. Mr. Van Etten asked when does the mobile unit arrive? Ms. Muller replied September.
2. **Homeless** – Mr. Haurski asked for an update on the homeless numbers. Ms. Muller replied the numbers for April and May have gone down. She stated Arbor is working on a grant application for new housing in Bath behind the Village Pharmacy. There has been some community resistance. Mr. Haurski asked if the decline in numbers due to the weather? Ms. Muller replied yes, most of the decline is attributed to the weather. The numbers are only down since this quarter; they are still up from last year. Mr. Haurski asked how many are showing up homeless? Ms. Muller replied we had a total of 225 individuals for April and May, with 92 in May. There were 1,600 bed nights in April and 1,200 bed nights in May. For the period January – March, we had a total of 450. Mr. Hanna asked do you have a breakdown by age? Ms. Muller replied no, we can break it down by single or family. Mrs. Lando asked is there a limit on how long a person can be in temporary housing? Ms. Muller replied they stay in temporary housing until we find them permanent housing.

E. **Personnel**

1. **Reclassification – Department of Social Services** – Mr. Alderman stated that Ms. Muller has asked for the reclassification of Computer Systems Analyst to a Network Administrator. He stated there is currently an individual in the Computer Systems Analyst position. Ms. Muller explained many years ago their Staff Development Coordinator was also in charge of all of their computers. When that individual retired, we had the position reclassified to a Computer Systems Analyst and filled the position thinking it would be appropriate to manage all of our systems. It turns out it is a much bigger job and more reflective of the work of a Network Administrator. She stated she worked with Mr. Alderman to appropriately title the position so the individual currently in the position will stay.

Mr. Weaver asked does that individual work together with Information Technology? Ms. Muller replied yes. We have our own IT staff since we have so many State applications that are outside of what the county has. Mrs. Lando asked will you fill the Computer System Analyst position? Ms. Muller replied no, we are just changing the title to Network Administrator.

**MOTION:** **RECLASSIFYING ONE COMPUTER SYSTEMS ANALYST POSITION, GRADE XV TO A NETWORK ADMINISTRATOR, GRADE XVI WITHIN THE DEPARTMENT OF SOCIAL SERVICES MADE BY MR. MAIO. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

IV. **OTHER BUSINESS**

A. **Steuben Prevention Coalition - Opioid Initiative** – Mrs. Lando stated the Steuben Prevention Coalition will be printing two brochures regarding the safe disposal of medication. The first brochure will be going out to funeral parlors. The second brochure will be targeting realtors to encourage home owners to clean out their medicine cabinets during open houses. The Coalition is also distributing packets of charcoal which you put into your pill bottle with a little water and it jellifies and reduces the effectiveness of medication.

Mrs. Lando stated the Coalition will also be submitting their DFC grant on Monday.

B. **Goals** – Mrs. Ferratella stated she recently sent out an email to the committee regarding goals. Last month we had talked about areas of opportunity to increase visibility to other departments including systems upgrades, cross training and space needs. Two of the areas we can work on are system updates and cross training. Mr. Wheeler stated he has been meeting with the departments on system upgrade needs.

Mrs. Lando commented the lack of succession plans; that always scares her and that is not the same as cross training. In the information we received back from the departments, Mental Health has an issue with personnel. Mr. Wheeler replied it is an issue and there are a couple of larger departments that definitely should have a succession plan. Some of the smaller departments do not have mid-level management positions. Mrs. Lando commented the Department of Social Services has 11 vacancies.

Mr. Maio asked how many of the positions in Social Services are subject to Civil Service? Mr. Wheeler replied most. Mr. Maio asked is there an issue with the frequency of testing? Mr. Wheeler replied there is for some titles. He stated
there are some lists that are used frequently and tested for frequently such as Account Clerk. Some of the vacancies in Social Services are planned budgeted vacancies.

Ms. Muller commented it really is a workforce issue. Across the state the caseworker turnover is incredible. Mr. Wheeler commented Ms. Muller has been pretty successful transitioning staff to positions where they are better suited. Ms. Muller stated anytime a vacancy in another unit is open, we post it internally. Many of our positions have huge learning curves.

Mrs. Ferratella stated with regard to technology issues, Mr. Wolverton had mentioned that some areas are very expensive? Mr. Wheeler stated we are looking at that. It is true that system upgrades are the expensive ones. We have some internal upgrades we need to do with licenses running out. For the smaller departments, we can find a way to do things more efficiently. He stated when he met with Office for the Aging and Public Health, one of the things they talked about was mobile technology. We think we can accomplish that through the use of laptops. Instead of desktops, we will issue laptops they can take into the field and then put into a docking station when they are back at the office. New orders for laptops will not be made until September. Mr. Wheeler stated for other things, as budget time approaches, the departments can submit capital requests for their IT needs.

Mrs. Ferratella commented she was surprised with the Veteran’s software. Mr. Wheeler stated they are going with a traditional system that is more user-friendly.

Mrs. Lando stated with regard to succession planning, in Dr. Chapman’s report he stated he does not have anyone in line for succession and that it is a difficult position to hire. He also talked about the need for a deputy to help. If he were to leave, we would have a problem since mental health is becoming so much more important. Mr. Wheeler stated Dr. Chapman has some good senior management people, but they are not ready to transition; that is something that we can work on.

**Service Dog** – Mrs. Lando stated she was talking with Amanda Chaffee, Brooks Baker and Sheriff Allard about a service dog for the special victims group. Maybe a dog from the SPCA to be a comfort care animal for that group. There is the potential for the victim advocate to use this animal. Mr. Baker has submitted a grant for a Victim Advocate and if we get that, then we could get a comfort dog. She stated they were just talking about this and the Sheriff had suggested a dog from the SPCA. Mr. Mullen asked is there a plan for an employee to take care of the dog? Mrs. Lando replied it would be the victim advocate. Mr. Wheeler commented it would be better for an exempt employee to take care of a service animal.

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

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR**

Wednesday, August 7, 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, July 31, 2019.