

**Health and Human Services Committee Meeting  
Chenango County Office Building – Committee Room  
Monday, January 27, 2020 – 10:00 am**

**Present Were:** Chairman Jeffrey B. Blanchard, Supervisor Robert M. Jeffrey, Supervisor Grace A. Nucero-Alger, Supervisor Jeremiah J. Micklas, Supervisor Jennifer B. Boudreau, Area Agency on Aging Director Brian Wessels, Services Coordinator Nichole Ross, Budget Technician Ellen Cleveland, Commissioner of Social Services Daniel Auwarter, Director of Services Elizabeth Beers, Community Services Director Ruth Roberts, CCSI Representative Kristi Empett, Youth Bureau Director Kathy Clemens, President of Improve Norwich Now Jen Westervelt and Public Health Director Marc Flindt.

Absent: Supervisor Thomas P. Grace

Chairman Jeffrey Blanchard called the meeting to order at 10:00 am.

**Brian Wessels, Director, Area Agency on Aging  
Appropriate EISEP Funds - \$60,000:**

Mr. Wessels stated that they received an additional \$60,000 in EISEP funding and would like to appropriate the funding as follows:

\$60,000 to revenue Account #A3805 – State Aid EISEP

\$3,000 to Appropriation Account #A7610.41 – Day to Day Travel

\$3,000 to Appropriation Account #A7610.41A – Conference & Training

\$54,000 to Appropriation Account #A7610.55 – In Home Services

Mr. Wessels stated that the day to day travel and conference and training lines were a little tight this year and he budgeted less this year than what he spent last year. The additional funds would allow them to make up the difference and make things a little more comfortable in his budget for those expenses.

Mr. Wessels stated that there was a waiting list for in home services and that the remaining dollars would go towards that to help those individuals receive services.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refer to the Finance Committee in order to appropriate the additional \$60,000 EISEP funds. Carried.

Referral to Finance Committee

**Elder Law Section 203 changes:**

Mr. Wessels stated that there was a change made to Section 203 of the NYS Elder Law with the 2019-2020 budget and read the changes made to the Committee.

Mr. Wessels stated that this change would allow them to open up their services from low income individuals to middle to high income individuals. Mr. Wessels stated that services would be income based and that individuals would pay for a portion of the services.

Mr. Wessels stated that there would be a webinar held on January 31, 2020 that will explain the changes and he would be able to come back to committee next month with a better explanation of the newly enacted changes.

Mr. Wessels stated that he is hopeful that this will be a positive change for our community and not become an overly burdened bureaucratic program.

Mr. Wessels explained the roles, functions and programs of his department to the new committee members.

**Dan Auwarter, Commissioner, Social Services**  
**Refill #A6010.113 – Caseworker:**

Mr. Auwarter stated that one of the caseworkers resigned in order to focus on their education and the pursuit of their Master's Degree.

Mr. Auwarter stated that he is requesting to refill caseworker position #A6010.113 effective 2/14/20. The individual's last date worked will be on 2/11/20 and last day paid will be 2/13/20.

Ms. Nucero-Alger made a motion, seconded by Ms. Boudreau, refer to the Personnel Committee in order to refill caseworker position #A6010.113. Carried.

Referral to Personnel Committee

**Case Supervisor Grade B – A6010.104 - Change to Senior Caseworker:**

Mr. Auwarter stated that he has been working with Ms. Beers on the reorganization of the Services Division.

Mr. Auwarter stated that currently there are two Case Supervisor Grade B positions that oversees one Senior Caseworker position. The Senior Caseworker oversees 13 Caseworkers.

Mr. Auwarter stated that with the Senior Caseworker reporting to two supervisors it affects their linear structure which often results in conflicting assignments, communication issues and prioritization challenges. There currently are two supervisors overseeing one subordinate at one time. Then that single senior caseworker is overseeing 13 individual caseworkers.

Mr. Auwarter stated that changing one of the Case Supervisor Grade B positions over to a Senior Caseworker will assure that the safety assessments are completed on time, enable better case note review, monitor case activity and documentation within the appropriate timeframe, analyze the need for overtime better and make better recommendations to the Case Supervisor.

Mr. Auwarter stated that the Case Supervisor Grade B is responsible for assuring compliance with state regulations, assuring adequate staffing for the units, assuring that they meet operational goals and monitor the unit's performance. Mr. Auwater stated that there are many instances where one of the Case Supervisor Grade B is filling in and doing the work of a Senior Caseworker.

Mr. Auwater stated that this change will be better overall for the unit by having two Senior Caseworkers overseeing 13 caseworkers. Rather than one Senior Caseworker overseeing all 13 caseworkers.

Mr. Auwater stated that he is requesting to change one Case Supervisor Grade B position over to a Senior Caseworker position. Mr. Auwater stated that this would also be a cost savings of approximately \$14,500.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refer to the Personnel Committee in order to change one Case Supervisor Grade B position over to a Senior Caseworker position and to backfill any subsequent vacancies that may occur upon the approval of this change. Carried.

Referral to Personnel

**Appropriate Contractual Expense Revenue - \$5,000:**

Mr. Auwarter stated that one of their claims came back from the State with some changes that were needed. Mr. Auwarter stated that from time to time this happens and that they would need to transfer \$5,000 from one revenue account to another revenue account to make up the difference.

Mr. Auwarter stated that he was notified of this change this morning and that when he went before the Finance Committee he would know which revenue lines were affected by this change.

Mr. Micklas made a motion, seconded by Ms. Boudreau, to refer to the Finance Committee in order to transfer \$5,000 from one revenue account to another revenue account. Carried.

Referral to Finance Committee

**Ruth Roberts, Director, Community Services**

**Request to refill A4320.16 Mental Health Program Coordinator:**

Ms. Roberts stated that the Mental Health Program Coordinator resigned in order to work full time at their private practice.

Ms. Roberts stated that she has two qualified candidates from within her department to refill the position and that she is requesting to refill the position and any subsequent backfills.

Ms. Nucero-Alger made a motion, seconded by Ms. Boudreau, to refer to the Personnel Committee in order to refill the Mental Health Program Coordinator position and any subsequent backfills. Carried.

Referral to Personnel Committee

**CPL Invoices:**

Ms. Roberts stated that she has the following CPL invoices: OMH for October 2019 for \$16,936.54, OPWDD for November 2019 for \$7,649.10 and OMH for November 2019 for \$16,390.20.

Ms. Roberts stated that she has the funding to cover those expenses.

Ms. Roberts stated that as of mid-January there were no individuals receiving treatment and that they would only have invoices from December and January to pay for providing that no one was court ordered in to treatment in the meantime.

Ms. Roberts stated that Judge Revoir has agreed to write language in the court order that would direct the OMH and OPWDD to provide monthly updates to her department on the status of individuals. Ms. Roberts stated that hopefully those agencies will comply with the order and provide those updates.

**School Based Program:**

Mr. Jeffrey asked Ms. Roberts to provide him with some data in regards to services for the Norwich School District. Mr. Jeffrey stated that he believes there is a need for an additional counselor at the Norwich School

District. Following a discussion of their current services, Ms. Roberts stated that she would provide the requested data to Mr. Jeffrey during next month's meeting.

Ms. Roberts provided an overview of the services provided by her department to the Committee members.

**Kathy Clemens, Youth Bureau Director**  
**Safe Harbor Program:**

Ms. Clemens stated that she was notified by the State that she had to submit an application for funding under the Safe Harbor Grant Program. Ms. Clemens stated that she wanted to submit an application next year, however the State notified her that she needed to submit one now for the five year program that began on January 1, 2020.

Ms. Clemens provided an overview of the program to Committee members and stated that she spoke with Ms. Jen Westervelt, President of Improve Norwich Now (INN), of the possibility of subcontracting with them to provide the services required of the program.

Ms. Clemens provided members with the budget for the program. The budget allocated funding to INN as well as having some of the funds put into the County budget that would ultimately be reimbursed to INN. Mr. Blanchard stated that it would make better sense to send the entire \$30,000 to INN. Ms. Clemens agreed with Mr. Blanchard and stated that she would make those changes.

Ms. Clemens stated that the State told her that the Youth Bureau needed to submit the application this year and that in the future DSS may be required to submit the application. Ms. Clemens stated that she has spoken to Mr. Auwarter and he is onboard with the idea of subcontracting with INN and that if his department needed to apply for the funding in the future, he would subcontract that to the Youth Bureau. Ms. Clemens stated that she would then continue the contract with INN.

Ms. Clemens stated that this was a five year contract that was renewable on an annual basis. Ms. Clemens stated that the State wants this program to be self-sustaining at the end of the five year period.

Ms. Westervelt explained how INN became organized and the needs that they were trying to fulfill within the Norwich Community.

Mr. Blanchard stated that they wanted to make sure that this funding was sustainable for INN and that Mr. Auwarter should be involved in the application process this year in order to make sure the funding did not get lost and allocated elsewhere if DSS were to become the applicant agency for the County in the future.

Ms. Clemens stated that she could come back to Committee with the funding allocation change and with Mr. Auwarter. Ms. Clemens asked the Committee give her the approval to submit the application in the meantime. Mr. Jeffrey stated that they could give the approval to submit the application and have Ms. Clemens return to the Committee to ask for permission to accept the grant and appropriate the funds once the grant application was approved by the State.

Mr. Jeffrey made a motion, seconded by Mr. Micklas, to refer to the next BOS meeting in order to obtain a resolution authorizing the Youth Bureau to submit an application on behalf of the County under the Safe Harbor Grant Program. Carried.

**Resolution to Follow**

**Other**

**Executive Session:**

Mr. Jeffrey stated that he is requesting to go into executive session in order to ask Mr. Flindt to update them on the status of a personnel related matter.

At 11:18 a.m. Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to enter into executive session to discuss matters as it pertained to the performance of a particular county employee. Carried.

At 11:27 a.m. Ms. Boudreau made a motion, seconded by Mr. Micklas, to adjourn the executive session, Carried.

**Adjournment:**

Mr. Blanchard adjourned the meeting at 11:27 a.m.

slh

**Health and Human Services Committee Meeting  
Chenango County Office Building – Committee Room  
Monday, February 24, 2020 – 10:00 am**

**Present Were:** Chairman Jeffrey B. Blanchard, Supervisor Robert M. Jeffrey, Supervisor Grace A. Nucero-Alger, Supervisor Jeremiah J. Micklas, Area Agency on Aging Director Brian Wessels, Commissioner of Social Services Daniel Auwarter, Community Services Director Ruth Roberts, CCSI Representative Kristi Empett, Public Health Director Marc Flindt and Administrative Services Officer Eric Depperman.

Absent: Supervisor Thomas P. Grace and Supervisor Jennifer B. Boudreau.

Chairman Jeffrey Blanchard called the meeting to order at 10:02 am.

**Ruth Roberts, Director, Community Services  
Transfer for Overtime - \$3,500:**

Ms. Roberts stated that she neglected to put OT funding in the 2020 ADAS budget and that she was requesting to transfer \$3,500 from personnel line #A4150-181 – Chem. Addiction Counselor to #A4150.190 – Overtime.

Mr. Micklas made a motion, seconded by Ms. Nucero-Alger, to refer to the Finance Committee in order to transfer \$3,500 from line #A4150-181 – Chem. Addiction Counselor to #A4150.190 – Overtime. Carried.  
Referral to Finance Committee

**CPL Charges:**

Ms. Roberts stated that the invoices were for a 31 day billing cycle for the month of December, 2019.

Ms. Roberts stated that the OMH invoice was for \$16,936.54 and the OPWDD invoice was for \$7,904.07.

Ms. Roberts stated that the County Attorney is working with the District Attorney's Office on the OPWDD invoice because it was her understanding that this individual was released to go back to the jail in November or December and that at that time all of the charges were dropped and the individual was released to go back to the CIT. Ms. Roberts stated that she was not going to pay the OPWDD invoice until she heard back from the County Attorney.

Ms. Roberts stated that she wanted to make the Committee aware of the possibility of the State making counties pay 100% of the invoices rather than the current 50%. Ms. Roberts stated that this was due to the State budget deficit.

**Club Lease update:**

Ms. Roberts stated that the lease for The Club is up for renewal and that she is requesting to renew the lease on a month by month basis with CHIPs until they can secure another location. Ms. Roberts stated that more than likely the new location will be at Leilani's Way, they were just waiting for the renovations to occur.

Ms. Roberts stated that the CHIPs manager was willing to work with us on a month by month basis.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refer to the next BOS meeting in order to adopt a resolution to authorize an agreement with CHIPs for The Club lease agreement for a month by month basis.  
Carried.

Resolution to Follow

**Brian Wessels, Director, Area Agency on Aging**  
**Implementation of a private pay model for AAOA services:**

Mr. Wessels stated that last month he spoke about the law change for elder care and that he had an update for the Committee.

Mr. Wessels stated that new law amends the 2006 law and that it included the AAOA to participate in private pay services. Mr. Wessels stated that this allowed the AAOA to generate additional program revenue that would be reinvested back into the programs in order to serve eligible individuals and activities with the greatest need.

Mr. Wessels stated that private pay was defined as the purchase of services that are either delivered directly by the AAOA or from contracted service providers. Mr. Wessels stated that the services are purchased by private individuals who would otherwise not be eligible to receive based on their income level.

Mr. Wessels stated that the income eligible guidelines were based on incomes at or above 400% of poverty. Mr. Wessels stated that in our region, which is the Southern Tier East Region, the monthly household income for a two person household would be \$5,600 or greater that would be charged a fee for their services.

Mr. Wessels stated that the NYS model would be the first in the nation to implement a private pay model for services that fell under the NYS Elder Law.

Mr. Wessels stated that by statute the money would come back into the County enabling them to provide program services for low income individuals who would otherwise be placed on a waiting list to receive services provided by AAOA.

Mr. Wessels stated that his office provided the following services:

- COMPASS Assessments
- Case Management Services
- Personal Care Levels I and II
- Consumer Directed Personal Care Levels I and II
- Ancillary Services
- Home Delivered Meals
- Social Adult Day Services
- Transportation Services
- Caregiver Support and Respite
- Personal Emergency Response Systems (Life Line)
- Other/emerging services provided by NYSOFA

Mr. Wessels stated that the revenue that would be coming into the County would be used to meet unmet needs for low income individuals.

Mr. Wessels stated that the program will be implemented by the State on April 11, 2020 and stated that there was an approval process that they would need to go through. Mr. Wessels stated that the County would need to adopt a resolution to opt into this program beforehand.

Ms. Nucero-Alger stated that regardless of income level all Senior Citizens should be entitled to those services. Ms. Nucero-Alger stated that they've earned it.

Mr. Jeffrey stated that this was a good program for individuals who were above the established poverty level because it allowed them to let the AAOA take care of the vetting process versus individual family members having to figure out if the private pay individuals were credible and trying to obtain a criminal history on those individuals.

Mr. Wessels stated that the income coming in would give them the opportunity to expand services for low income individuals who were on a waiting list. Mr. Wessels stated that he was unsure if there were a lot of people in the county that would utilize this, but he felt that this was a positive option to have in order to be able to provide some additional revenue options for services.

Mr. Jeffrey stated that he 100% supported this program because it would prevent seniors from being taken advantage of and that this would protect them.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refer to the next BOS meeting in order to adopt a resolution for the County to opt in to the Private Pay Model for AAOA Services. Carried.

Resolution to Follow

#### **Dan Auwarter, Commissioner, Social Services**

##### **Refill - Program Aide A6010.170:**

Mr. Auwarter stated that this individual accepted a position with one of their contract agencies. Her last day worked was February 14, 2020 and the last date paid was February 24, 2020.

Mr. Jeffrey made a motion seconded by Ms. Nucero-Alger, to refer to the Personnel Committee in order to refill Program Aide position #A6010.170. Carried.

Referral to Personnel Committee

##### **Appropriations for Eight Computers:**

Mr. Auwarter stated that he is requesting to purchase an additional eight computers on top of the computers he budgeted for. Mr. Auwarter stated that the initial budget for replacement computers was \$75,000 that enabled them to replace 62 computers this year. Mr. Auwarter stated that with the purchase of an additional eight computers, this would take care of all of the computers for DSS.

Mr. Auwarter stated that the funding for the additional computers in the amount of \$10,800 would come from HEAP and SNAP revenue.

Ms. Nucero-Alger made a motion, seconded by Mr. Jeffrey to refer to the Finance Committee in order to authorize the purchase of additional computers for DSS. Carried.

Referral to Finance Committee

##### **Safe Harbour Program Update:**

Mr. Blanchard asked Mr. Auwarter to provide an update to the Safe Harbour program that Ms. Clemens came to Committee for during last month's meeting.



Mr. Auwarter stated that he had a discussion with Ms. Clemens regarding where the members of the Youth Bureau Board stood with the proposal because some of the members were concerned with how those program dollars were going to be spent.

Mr. Auwarter stated that Ms. Clemens would be coming back to Committee next month with a revised proposal

Mr. Auwarter stated that he suggested that Ms. Clemens utilize service agencies that were being provided in Chenango County by Liberty Resources out of Madison County and the Broome County Crime Victims Assistance program. Mr. Auwarter stated that both of those organizations are involved in the Safe Harbour program and explained the services that each of those agencies are already providing in the County.

Mr. Jeffrey stated that after the meeting last month the Committee learned that the agency that Ms. Clemens was asking to contract with was run by her daughter and that this could be considered a conflict of interest because this involved tax dollars.

Mr. Jeffrey stated that INN did not currently have the staffing to provide the services and that it sounded like Liberty Resources and the Broome County Crime Victims Assistance Agency already had staffing in place.

Mr. Blanchard stated that Ms. Clemens was going to take this back to the Youth Bureau Board for discussion because Mr. Auwarter had some concerns with the plan that Ms. Clemens presented.

Mr. Blanchard stated that he told Ms. Clemens that he wanted Mr. Auwarter to be on board with the plans from day one since DSS will be responsible for a majority of the funding over the next five years.

Mr. Auwarter stated that he did not see the plan due to being out of town at a conference. Mr. Auwarter stated that he was approached by people after the fact asking him what he knew regarding the plan that was submitted by Ms. Clemens. Mr. Auwarter stated that Ms. Clemens already submitted the application to the State, however he asked her to notify the State of the possibility of a secondary plan that would be submitted.

Mr. Auwarter stated that the structure for this funding will end up with DSS for years two through five and that for some reason the first year of the program had to go through the Youth Bureau.

Mr. Auwarter stated that the services and staffing were already in place through DSS and that it only made sense to continue with those agencies.

Mr. Blanchard stated that an update would be provided next month.

**Marc Flindt, Director, Public Health**  
**Sliding Fee Schedule 2020:**

Mr. Depperman stated that on an annual basis they adjusted the sliding fee schedule to coincide with the federal poverty level guidelines. Mr. Depperman stated that they were required to have this in place for the lead and immunization programs.

Mr. Blanchard stated that this sliding fee schedule only affected a small portion of the population.

Mr. Jeffrey stated that this fee schedule was good for the community.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refer to the next BOS meeting in order to adopt a resolution that establishes the 2020 Sliding Fee Schedule for Public Health. Carried.

Resolution to Follow

### **Full Community Health Assessment:**

Mr. Flindt stated that the Community Health Assessment for 2019 – 2021 has been completed and is now available and posted on the County website.

Mr. Flindt stated that this assessment came in handy for the purpose of finding statistical data for grant programs.

### **Chest Clinic Agreement with Bassett Healthcare:**

Mr. Flindt stated that the agreement that he would be referring to as the Chest Clinic was for individuals with tuberculosis.

Mr. Flindt stated that he received a letter from the current physician that they contract for services with would be retiring on April 26, 2020.

Mr. Flindt stated that he has been negotiating a new Chest Clinic agreement with a physician from the Bassett Health Clinic whose name was Charles Hyman, M.D.

Mr. Flindt stated that the agreement was negotiated for \$5,400 which was around \$2,000 less than the previous agreement.

Ms. Nucero-Alger made a motion, seconded by Mr. Micklas, to refer to the next BOS meeting to obtain a resolution to authorize an agreement for the Chest Clinic. Carried.

### **Resolution to Follow**

### **Equipment Purchase – Laptops:**

Mr. Flindt stated that they were requesting to purchase four replacement laptops for the BIP program.

Mr. Depperman stated that the funds would be coming out of the BIP grant for the purchase of laptops used by Public Health staff for BIP related services.

Mr. Depperman stated that they were requesting to transfer \$8,400 from #A4010.461 – Other BIP to \$A4010.123 – Prevent Equipment.

Ms. Nucero-Alger made a motion, seconded by Mr. Micklas, to refer to the Finance Committee in order to transfer \$8,400 from #A4010.461 – Other BIP to \$A4010.123 – Prevent Equipment for the purchase of four laptops. Carried.

### **Referral to Finance Committee**

### **Other**

### **Executive Session:**

Mr. Blanchard stated that they needed to go into executive session to discuss a personnel related matter.

At 10:51 a.m. Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to enter into executive session to discuss matters as it pertained to the employment history of a particular individual. Carried.

At 10:54 a.m. Ms. Nucero-Alger made a motion, seconded by Mr. Jeffrey, to adjourn the executive session, Carried.

**Adjournment:**

Mr. Blanchard adjourned the meeting at 11:54 a.m.

slh

**Health and Human Services Committee Meeting  
Chenango County Office Building – Committee Room  
Monday, March 30, 2020 – 10:00 am**

**Present Were:** Chairman Jeffrey B. Blanchard, Supervisor Robert M. Jeffrey, Supervisor Grace A. Nucero-Alger, Supervisor Thomas P. Grace, Supervisor Jeremiah Micklas, Board Chairman Lawrence Wilcox, Clerk of the Board RC Woodford and Commissioner of Social Services Daniel Auwarter.

Absent: Supervisor Jennifer B. Boudreau.

Chairman Jeffrey Blanchard called the meeting to order at 10:05 am.

**Dan Auwarter, Commissioner, Social Services  
Refill – Part Time Parent Aide A6010.1661:**

Mr. Auwarter stated that this was terminated and that he was requesting to refill the position immediately.

Mr. Jeffrey made a motion seconded by Ms. Nucero-Alger, to refer to the Personnel Committee in order to refill Part Time Parent Aide position #A6010.1661. Carried.

Referral to Personnel Committee

**Refill Accounting Supervisor B Position A6010.165:**

Mr. Auwarter stated that this individual left due to accepting an employment opportunity with an outside agency. Mr. Auwarter stated that the last day worked will be April 10, 2020.

Ms. Nucero-Alger made a motion seconded by Mr. Micklas, to refer to the Personnel Committee in order to refill Accounting Supervisor B position #A6010.165. Carried.

Referral to Personnel Committee

**Authorizing Extension of Contractual Financial Services:**

Mr. Auwarter stated that they have an existing agreement with Mr. George Macomber for contractual financial services due to the departure of the current Accounting Supervisor. Mr. Auwater stated that he is requesting to extend those services through the hiring of the new Accounting Supervisor and the transition of duties over to the new individual hired for that position.

Mr. Grace made a motion, seconded by Ms. Nucero-Alger, to refer to the Finance Committee for the extension of contractual financial services for DSS. Carried.

Referral to Finance

**Other:**

1. Authorizing the Temporary Increase of Two (2) Part-Time Staff up to Full Time – Department Of Public Health – Refer to Personnel

2. Authorizing Appropriation of Federal Aid – Department Of Public Health – Bioterrorism Preparedness – Refer to Finance

3. Authorizing the Transfer of Funds for Overtime Expenses – Department of Public Health – Refer to Finance

Mr. Blanchard stated that Mr. Flindt would not be joining the meeting and asked the committee members if they had a chance to read the draft resolutions for referral to the Personnel Committee and the Finance Committee that were sent to them via email regarding the requests for the Department of Public Health.

Mr. Blanchard asked the committee members if they had any comments or questions regarding the referrals.

With no comments from committee members, Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refer to the Personnel Committee to authorize the temporary increase of two (2) part-time staff up to full time and to refer to the Finance Committee to authorize appropriation of federal aid and to authorize the transfer of funds for overtime expenses. Carried

Referrals to personnel and Finance Committees

**Adjournment:**

With no further action by the Committee, Mr. Blanchard adjourned the meeting at 10:13 a.m.

slh

**Health and Human Services Committee Meeting  
Chenango County Office Building – Committee Room  
Monday, April 27, 2020 – 10:00 am**

**Present Were:** Chairman Jeffrey B. Blanchard, Board Chairman Lawrence Wilcox, Clerk of the Board RC Woodford and Director of Area Agency on Aging Brian Wessels.

**Present Via Teleconference Were:** Supervisor Robert M. Jeffrey, Supervisor Grace A. Nucero-Alger, Supervisor Thomas P. Grace, Supervisor Jeremiah Micklas, Supervisor Jennifer Boudreau, Director of Community Services Ruth Roberts and Commissioner of Social Services Daniel Auwarter.

Chairman Jeffrey Blanchard called the meeting to order at 10:00 am.

**Brian Wessels, Director, Area Agency on Aging  
Authorizing Appropriation of Families First Coronavirus Response Act Funds:**

Mr. Wessels stated that they received federal funds from the Family First Coronavirus Act. Mr. Wessels stated that this funding was coming down from the state office for aging to the local offices for aging agencies and that this was money that was supposed to be used in support of their nutrition services program.

Mr. Wessels stated that he is requesting to establish a Federal Aid COVID-19 revenue account and allocate \$39,120 into it and then allocate \$39,120 under their food expense line #A7611.47.

Mr. Grace made a motion, seconded by Ms. Nucero-Alger, to refer to the Finance Committee in order to authorize the appropriation of Families First Coronavirus Response Act in the amount of \$39,120 for the AAOA. Carried.

Referral to Finance Committee

**Ruth Roberts, Director, Community Services  
Authorizing Appropriation of Delivery System Reform Incentive Payment (DSRIP) Program for Care Compass Network:**

Ms. Roberts stated that she is requesting to bring \$42,305.35 into both of their clinic budgets, Mental Health and ADAS.

Ms. Roberts stated that a few weeks ago they requested grant dollars from Care Compass Network in order to purchase equipment that would allow their clinicians to provide services remotely using tele-video and tele-health.

Ms. Roberts stated that as the committee knew they were required to reduce staff and that initially when they sent their staff home they did not have enough tablets or laptops to support the clinicians working from home.

Ms. Roberts stated that there have been some real challenges with the County IT infrastructure and that they have been working with the IT Department to resolve some of those problems.

Ms. Roberts stated that Care Compass Network approved the grant application for them to purchase 35 tablets, some additional headsets and video equipment.

Ms. Roberts stated that in essence they had clinicians providing services remotely from their homes and this equipment will enhance their ability to provide those services.

Ms. Roberts stated that she is requesting to bring those dollars in.

Mr. Grace made a motion, seconded by Ms. Nucero-Alger, to move to the Finance Committee in order to authorize the appropriation of DSRIP funding for the Care Compass Network in the amount of \$42,305.35 for Community Services. Carried.

Referral to Finance Committee

**Authorizing Transfers of Funds for Lourdes Hospital for Substance Abuse Prevention Services:**

Ms. Roberts stated this request was to move personnel dollars to a grant line. Ms. Roberts stated that the explanation provided to her for this request was that the 2018 grant dollars were not encumbered because she believed that they would receive the claim from Lourdes Hospital prior to the books closing in February 2019.

Ms. Roberts stated that Lourdes Hospital provided services for substance abuse prevention in the county.

Ms. Roberts stated that they received the third and fourth quarter 2018 after February so it was paid out of the 2019 budget allocation, which meant there wasn't enough in the 2019 budget line to cover the third and fourth quarter claims for 2019.

Ms. Roberts stated that they encumbered all that they could and that the difference between the claims and the 2019 encumbrance was \$24, 853.11. Ms. Roberts stated that she would like to move dollars from some personnel lines to the grant line to cover the difference. Ms. Roberts stated that state aid to cover this expense is in the deferred account.

Mr. Jeffrey stated that it sounded like there was a bill that needed to be paid. Ms. Roberts stated yes.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refer to the Finance Committee in order to authorize the transfer of funds for Lourdes Hospital for substance abuse services. Carried.

Referral to Finance Committee

Dan Auwarter, Commissioner, Social Services

**Refill - Senior Child Support Investigator A6010.147:**

Mr. Auwarter stated that this individual took a position with the Sheriff's Department and that the last day worked was April 17, 2020 and he is requesting to refill it effective April 20, 2020.

Mr. Auwarter stated that during the current situation they were examining a lot of their refill requests and that this particular position was important because they were responsible for overseeing the processing for child support and passing those monies to child support recipients which was obviously income for those folks. Mr. Auwarter stated that this was a supervisory position and was responsible for overseeing the quality and quantity of that work as well in that department.

Mr. Jeffrey made a motion, seconded by Ms. Boudreau, to refer to the Personnel Committee in order to refill the Senior Child Support Investigator position. Carried.

Referral to personnel Committee

Discussion: Mr. Blanchard asked if this person was currently working all of the time or full time at this time. Mr. Auwarter stated yes, the person that would be eligible for promotion was currently working full time.

Mr. Blanchard asked if this person was on a 50% work reduction. Mr. Auwarter stated that they were rotating people in and out of that office right now to comply with the reduction of workforce from the Chairman.

Mr. Blanchard stated that the question that was brought up at the full board meeting was the wisdom behind hiring someone right now and then laying them off for a week. Mr. Blanchard asked Mr. Auwarter what his thoughts were regarding that. Mr. Auwarter stated that it was a prudent question but for the management for this type of work this position was important for several reasons. Mr. Auwarter stated that his department was deemed essential because they dealt with the public welfare and economically disadvantaged people under the Governor's order and that from that respect the position could be deemed essential. Mr. Auwarter stated that if they were also going to hold off on filling positions he would rather have a supervisory position so that this individual could work both down and in the supervisory position rather than have someone in a position where they could not work up. Mr. Auwarter stated that if he was going to do anything he would prefer to promote someone and leave the backfilled position vacant than to lay someone off and not get the promotion at this point in time.

Mr. Blanchard stated that his next question was about the backfill and that at this time if the backfill will be requested. Mr. Auwarter stated that he was not going to ask for the backfill just to assist with the forecast with what was going on economically. Mr. Auwarter stated that he would manage the work flow and if it got to a point in time where he needed to come back and ask for that backfill he would, but at this point in time he would prefer to ask to leave the backfill position open and hire someone who could work as both a supervisor and a worker than just someone who was a worker.

**Authorizing the Appropriation of Funds for Purchase of Eight (8) Computers:**

Mr. Auwarter stated that he was requesting to appropriate some funds for the purchase of eight computers. Mr. Auwarter stated that this funding was specific to an allocation of SNAP bonus money that they received in 2018.

Mr. Auwarter stated that SNAP bonus funds was basically passed through to local districts to reward them for doing well with the administration of the SNAP program.

Mr. Auwarter stated that there was not a local share involved with this funding and that this was going to be SNAP reward dollars and federal dollars. Mr. Auwarter stated that because of the COVID crisis they extended the timeframe to utilize the funds to June 30, 2020. Mr. Auwarter stated that they had a balance of \$15,000 remaining in that line that they did not want to leave on the table.

Mr. Auwarter stated that they had some computers that were not in the replacement rotation plan that they currently have and that this funding would allow them to buy those computers without any local share. Mr. Auwarter stated that this would update the SNAP computers and enable them to be Windows 10 compliant.

Ms. Boudreau made a motion that was seconded by Ms. Nucero-Alger, to refer to the Finance Committee in order to authorize the appropriation of funds for the purchase of computers for DSS. Carried.

Referral to Finance Committee

**Other:**

**Authorizing Extension of Transportation Management Agreements with First Transit, Inc.:**

Mr. Blanchard asked the committee members if they had any questions or discussion regarding the referral.



With no discussion being heard, Ms. Nucero-Alger made a motion, seconded by Ms. Boudreau, to refer to the next BOS meeting in order to adopt a resolution to authorize an extension of the agreement with First Transit Inc., for transportation services for various county departments. Carried.

Resolution to Follow

**Adjournment:**

With no further action by the Committee, Mr. Blanchard adjourned the meeting at 10:16 a.m.

slh

**Health and Human Services Committee Meeting  
Chenango County Office Building – Committee Room  
Tuesday, May 26, 2020 – 10:00 am**

**Present Were:** Chairman Jeffrey B. Blanchard, Board Chairman Lawrence Wilcox, Clerk of the Board RC Woodford and Director of Area Agency on Aging Brian Wessels.

**Present Via Teleconference Were:** Supervisor Robert M. Jeffrey, Supervisor Grace A. Nucero-Alger, Supervisor Thomas P. Grace, Supervisor Jeremiah Micklas, Youth Bureau Director Kathy Clemens and Public Health Director Marcus Flindt.

**Absent:** Supervisor Jennifer Boudreau.

Chairman Jeffrey Blanchard called the meeting to order at 10:00 am.

**Brian Wessels, Director, Area Agency on Aging  
Authorizing Appropriation of Families First Coronavirus Response Act Funds:**

Mr. Wessels stated that they received some additional appropriations from the Families First Coronavirus Response Act Funds and he was asking to increase revenue line #A4814 by \$50,000 and to increase their food line #A7611.47 by \$50,000.

Ms. Nucero-Alger made a motion, seconded by Mr. Grace, to refer to the Finance Committee in order to authorize the appropriation of Families First Coronavirus Response Act in the amount of \$50,000 for the AAOA. Carried.

Referral to Finance Committee

**Kathy Clemens, Youth Bureau Director  
Summer Programming:**

Ms. Clemens stated that she needed to provide an update to committee members based on what she knew regarding the Youth Bureau's recreation programs.

Ms. Clemens stated that recreations programs were supposed to be opening up under Phase IV and that she has not received any guidance yet. Ms. Clemens stated that she spoke with Mr. Sutton from the Environmental Health Department regarding the pools opening and he told her that he was reluctant to say yay or nay as far as permits until he received guidance from the Governor.

Ms. Clemens stated that she has not received any information for recreation programs but based on what she has heard, there will not be any this summer.

Ms. Clemens stated that before she sent out emails to Town Supervisors and Mayors she would like to let the committee know what she planned on saying to them.

Ms. Clemens stated that there were additional childcare subsidies available under the COVID-19 Childcare Subsidy. Ms. Clemens stated that she did not know what the income eligibility guidelines were for this funding.

Ms. Clemens stated that she spoke with Janet Pfromm, from Cornell Cooperative Extension. Ms. Clemens stated that the Cooperative Extension had a great deal of programs and activities online that kids could do. Ms. Clemens stated that Ms. Pfromm was also trying to look into potential zoom meetings with kids from across the county over the summer because once school was shut down children would not have any structure. Ms. Clemens stated that parents would probably have to keep children at home over the summer. Ms. Clemens stated that all of the staff for the beachfront, the pools and the playground programs were going to need jobs. Ms. Clemens stated that the County Attorney would probably tell her that she could not offer a babysitting list, but Ms. Pfromm was going to look into offering a babysitting course.

Ms. Clemens stated that she spoke with Elaine Genute regarding the Counseling in Training program that she was going to be administering with the kids that they were going to use at camp. Ms. Clemens stated that she was still willing to do that so that the kids could use that on their resumes for potential babysitting jobs.

Ms. Clemens stated that the YMCA was not looking at holding the YMCA Day Camp this summer at Camp Thompson because of the regulations. Ms. Clemens stated that the YMCA was very comfortable with what they have to deal with at their main center for babysitting services for essential workers and that they did not want to look beyond Norwich.

Ms. Clemens stated that as people begin to go back to work they were going to need daycare. Ms. Clemens stated that she was very concerned about the kids in Otselic because there were 125 kids in that program. Ms. Clemens stated that Greene had 225 kids in their program that parents were using as daycare.

Ms. Clemens stated that before she sent out some ideas in the email, she wanted to pass this on to committee members.

Ms. Clemens stated that the Safe Harbor program was approved and that after speaking with Chairman Wilcox, she would be administering that program but looking for someone to contract with for the actual training courses for it.

Ms. Clemens stated that she kind of felt like she needed the Committee's blessing to move ahead and give the recommendations or to wait for the Governor's Office until they knew affirmatively what to do with the kids summer programs.

Mr. Blanchard stated that he thought at this point Ms. Clemens needed to wait.

Ms. Nucero-Alger stated that she was not comfortable offering their summer trip to the Water Safari this year because social distancing was going to be a big problem. Ms. Nucero-Alger stated that she thinks that they should wait, but she did not feel comfortable doing anything with the youth program this summer. Ms. Clemens stated that was her concern too as far as getting groups of kids together. Ms. Clemens stated that Greene may choose to have summer youth programming because they were in the school and they may be able to utilize more classrooms if the school district was willing to allow them to.

Ms. Clemens stated that those with pools needed to come up with a plan to be able to keep these kids in either pods or six feet apart from one another. Ms. Clemens stated that the problem at this point was that the Governor's Office was trying to figure out guidance for the school districts, so she did not want to put themselves in a difficult position with trying to come up with recommendations on how to run the programs.

Ms. Clemens stated that none of the programs qualified as day camps but they should still adhere to those regulations as if they were summer day camps.

Mr. Jeffrey stated that if they had summer day camps, how would they be able keep everyone in face masks. Ms. Clemens stated that was her concern.

Mr. Jeffrey stated that there was so much information out there regarding businesses and the Kawasaki disease and that he did not know enough about a lot of things, but he has heard what other communities were doing. Mr. Jeffrey stated that in other counties communities were shutting down their pools. Mr. Jeffrey stated that pools in Broome, Onondaga and Oneida were not opening and that kind of told him that other counties have said there was too much of a liability. Mr. Jeffrey stated that the other issue was that you have to have a plan so now for example, somebody has it and how do you track and trace it. Mr. Jeffrey stated that he had to make a plan for work and that it was pretty detailed. Mr. Jeffrey stated that youth programs were not dealing with customers or visitors, they were dealing with a whole different parameter for children and their parents and the potential for exposure. Mr. Jeffrey asked would they even have a good turnout.

Mr. Jeffrey asked if the City of Norwich was opening up their pool. Ms. Clemens stated that he has not spoken with the program director or any mayors or additional supervisors because she wanted to come to this committee first.

Ms. Clemens stated that the only thing she was thinking of was letting them know what activities were out there. Ms. Clemens stated that she had the activity guide that she developed years ago that she could send out. Ms. Clemens stated that a lot of the locations that are listed in that guide are open for people to go to on their own, like Rogers Conservation Center and different nature centers. Ms. Clemens stated that they could visit those places for picnics or to walk the trails. Ms. Clemens stated that it would be their choice to visit those places and that those places were less structured so the liability would be less and it gave people something to do.

Mr. Jeffrey asked if they were assuming liability at this point if the towns or municipalities held structured summer programming. Ms. Clemens stated that was correct. Mr. Jeffrey stated that it was a matter for the County Attorney to look into and to find out what the other towns are doing and also for everyone to come up with a plan for every type of activity they were having. Mr. Jeffrey stated that there were so many things that they would have to look at as far as guidelines. Mr. Jeffrey stated that the thought that Ms. Clemens needed to get more information as Mr. Blanchard suggested before they could make any decisions, but he wouldn't be opening up anything until they got any agreements for this. Mr. Jeffrey stated that unfortunately he thought that this whole summer was going to be an aberration.

Ms. Clemens stated that she would keep track of what she was hearing and that if it was okay with the Committee she would like to get out the information on the childcare subsidy because that was important for people to know about.

Ms. Clemens stated that the other big concern that she had was the summer school lunch programs because those usually coincided with a lot of the programs. Ms. Clemens stated that she knew that was a decision for the schools to make as far as transporting that food out to people. Ms. Clemens stated that she has had a couple of phone calls from school officials and trying to figure out how it could work. Ms. Clemens stated that it was all a process and that she would just wait. Mr. Jeffrey asked if they were going to try to continue the home deliveries of school lunches. Ms. Clemens stated that the school districts have not figured that out at this point.

Mr. Jeffrey stated that the response was overwhelming for people who came in to get the free dairy products in the City of Norwich.

Mr. Jeffrey stated that he was very cautious because of the liability and the plans that needed to be submitted. Mr. Jeffrey stated that they would have to talk to the Health Department and the County Attorney.

Ms. Clemens stated that she has been speaking with the Health Department because she heard that Millbrook was open for camping and that she was assured by the Health Department that there were no permits issued to Millbrook to open for camping and that the Health Department was going to look into that. Ms. Clemens stated

that if people just choose to go to those locations there was nothing restrictive that they could do about those groups of more than ten people.

Mr. Blanchard stated that he did not think they needed to be making those recommendations and that it was not up to them to be doing. Mr. Blanchard stated that until they received more guidance from the State, they needed to wait and could move on when they got better direction. Ms. Clemens stated okay.

**Marcus Flindt, Public Health Director**

**Refill Supervising Community Health Nurse & Subsequent Backfills:**

Mr. Flindt stated that he received a letter from their Supervising Community Health Nurse letting him know that she would be retiring on June 20, 2020. Mr. Flindt stated that she was a compensation employee and that the budget line was #A4010.121 and that the current salary was \$71, 792.

Mr. Flindt stated that this position certainly is an essential position under the FEMA regulations. Mr. Flindt stated that under COVID-19 this position has been involved in a management position for in-home quarantining, contact tracing, managing nursing home testing, and has directed all of the Health Department Staffing regarding COVID-19.

Mr. Flindt stated that he was here to request permission to refill the position and as they knew they were in the middle of the COVID-19 issues and following COVID-19 this position would be involved in daily assignments for the nursing staff, screening in-coming work requests and monitoring and adjusting employee workloads. Mr. Flindt stated that it was a mandatory position in the nursing division.

Mr. Blanchard asked if Mr. Flindt expected to hire for the position from within his department and if so, would there be a request to refill any backfill positions. Mr. Flindt stated that there might be because he was looking to hire from within.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refer to the Personnel Committee in order to refill the Supervising Community Health Nurse and any subsequent backfill positions. Carried.

**Referral to Personnel Committee**

Discussion: Mr. Jeffrey stated that he would like to recommend the salary to be set at \$71,792. Mr. Flindt stated that was the current salary and they could, as they traditionally did, go down a little bit. Mr. Blanchard stated that it was up to the Personnel Committee. Mr. Jeffrey stated that the recommendation could be ready for the meeting a head of time.

**Accept Early Intervention Program Administrative Funds & Increase Early Intervention Service Coordinator from 19 to 22 Hours per Week:**

Mr. Flindt stated that a number of months ago the Committee gave permission for him to hire a registered nurse to work with the Childhood Lead Program's increased workload. Mr. Flindt stated that he also mentioned that this may be a requirement of the Early Intervention Program. Mr. Flindt stated that they have come around and made this a requirement of that program. Mr. Flindt stated that they are required to follow those kids around that have an elevated lead blood level in their early intervention program.

Mr. Flindt stated that the good part is that he received administrative monies from the State Health Department in the amount of \$23,500 per year. Mr. Flindt stated that they were going to increase the money for him at year four that ended on September 2020 by \$4,322 and in year five, ending September 2021 it would increase by \$5,765.

Mr. Flindt stated that he was requesting to increase their current part time Early Intervention Service Coordinator from 19 hours per week to 22 hours per week.

Mr. Flindt stated that if it was approved appropriation line #A4054.12 – Early Intervention Service Coordinator would increase by \$1,948.50. It would also increase #A4054.80 – Fringe Benefits by \$1,140.30, increase line #A4054.59 – Early Intervention Grant Expenses by \$2,159.84 and increase the revenue line for all of those services #A4451.A by \$5,248.64.

Mr. Flindt stated that this would be to increase the hours for the Early Intervention Service Coordinator position from 19 hours to 22 hours per week.

Mr. Jeffrey asked if this person would also be eligible for health care insurance and if so would this cover the cost of that. Mr. Flindt stated that this individual was already in the retirement system, but that for health insurance, she was a single mother of three children and was currently on public health insurance and this increase in hours would not be enough to disqualify her from public health insurance. Mr. Flindt stated that the fringe was for FICA, Mr. Jeffrey stated that he wondered if the grant would help offset that if it was offered. Mr. Flindt stated that under the grant at 19 hours per week she was making \$21,534 and if the increase was approved she would be making \$23,502.50.

Ms. Nucero-Alger made a motion, seconded by Mr. Micklas, to refer to the Personnel Committee in order to increase the hours for position #A4054.12 – Early Intervention Service Coordinator from 19 hours per week to 22 hours per week with an increase in salary from \$21,534 to \$23,502.50. Carried.

Referral to Personnel Committee

**Accept Performance Incentive Award:**

Mr. Flindt stated that he would like to accept NYS Health Department performance incentive award in the amount of \$10,000.

Mr. Flindt stated that the State has set a standard for all County Health Departments for the prenatal hepatitis prevention program. Mr. Flindt stated that they had to do a certain number of interactions with prenatal hepatitis patients and that they have achieved that and were eligible for the \$10,000.

Mr. Flindt stated that he would like to increase appropriation line #A4010.213 – Equipment Prevent Team by \$10,000 and also the offset State Aid revenue line #A340 by \$10,000.

Mr. Flindt stated that what he needed to do with the funding was purchase automatic emergency defibrillators for \$2,640, \$700 for a Wi-Fi Router and \$6,660 for Windows 10 desktop upgrades for the department. Mr. Flindt stated that he really wanted to move all of his office computers over to Windows 10 during COVID-19 so that they did not have any concerns over corruption or hackers getting into the data. Mr. Flindt stated that the IT Department is recommending that they make those purchases as well.

Ms. Nucero-Alger made a motion, seconded by Mr. Grace, to refer to the Finance Committee in order to accept the \$10,000 performance incentive award from the State Health Department.

Referral to Finance Committee

**Other:**

**DSS 2019 Annual Report:**

Mr. Blanchard stated that they have received the 2019 Annual Report for the Department of Social Services that needed to be moved before the full board.

Ms. Nucero-Alger made a motion seconded by Mr. Grace, to move the 2019 Annual Report for DSS to the full board to receive and file. Carried.

Mr. Blanchard stated that he was not sure when it would go before the full board because they normally present that during the meeting, but they would move it forward to get the process started.

**Executive Session:**

Mr. Blanchard stated that he would like to call for an executive session to discuss certain Compensation Schedule employees in light of response to COVID-19 for the Health Department.

At 10:31 a.m. Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger to enter into executive session to discuss the Comp Schedule regarding response to COVID-19. Carried.

At 10:41 a.m. Mr. Grace made a motion, seconded by Ms. Nucero-Alger to adjourn the executive session. Carried.

**Comp Schedule Recommendations:**

Mr. Grace made a motion, seconded by Ms. Nucero-Alger, to refer to the Personnel Committee in consideration of helping the employees who have gone above and beyond during the COVID-19 crisis to discuss how they should reward those specific comp schedule employees. Carried.

**Referral to Personnel Committee**

Mr. Blanchard stated that any of them could call in to the Personnel Committee meeting tomorrow to discuss this or that they could call members of the Personnel Committee directly to express their thoughts to them directly.

**Adjournment:**

With no further action by the Committee, Mr. Blanchard adjourned the meeting at 10:44 a.m.

slh

**Health and Human Services Committee Meeting  
Chenango County Office Building – Committee Room  
Monday, June 29, 2020 – 10:00 am**

**Present Were:** Chairman Jeffrey B. Blanchard, Supervisor Grace A. Nucero-Alger, Clerk of the Board RC Woodford and Director of Area Agency on Aging Brian Wessels.

**Present Via Teleconference Were:** Supervisor Robert M. Jeffrey, Supervisor Thomas P. Grace, Supervisor Jeremiah Micklas, Social Services Commissioner Daniel Auwarter, Public Health Director Marcus Flindt and Youth Bureau Director Kathy Clemens.

**Absent:** Supervisor Jennifer Boudreau.

Chairman Jeffrey Blanchard called the meeting to order at 10:00 am.

**Daniel Auwarter, Commissioner, Social Services  
Refill - A6010.137 - Social Welfare Examiner:**

Mr. Auwarter stated that he was requesting to refill Social Welfare Examiner position #A6010.137. Mr. Auwarter stated that the individual was retiring after 35 years of service with DSS. Mr. Auwarter stated that she was one of the longest standing employees with DSS. Mr. Auwarter stated that they were sorry to see her go but very happy for her at the same time.

Mr. Auwarter stated that the last day worked will be July 9, 2020 and the refill request for the position would be August 19, 2020.

Mr. Auwarter stated that this position works mostly in the services department working with foster care. Mr. Auwarter stated that he needed to fill this position and that he currently was holding off on refilling three other positions, however this position was essential to the operations in the services department.

Mr. Jeffrey asked Mr. Auwater if he needed to refill the position prior to August 19, 2020 for training purposes. Mr. Auwarter stated that they have already started to train someone for the position and that the individual who was being trained would shift over to this position, leaving a vacancy in the department.

Ms. Nucero-Alger made a motion, seconded by Mr. Grace, to refer to the Personnel Committee in order to refill Social Welfare Examiner position #A6010.137. Carried.

Referral to Personnel Committee

**Marcus Flindt, Director, Public Health  
Refill - Director of Patient Services - (A4010.112):**

Mr. Flindt stated that he received a letter of retirement from Darlene Gramstad, the Director of Patient Services effective August 10, 2020. Mr. Flindt stated that Ms. Gramstad has worked for the Health Department for 32 years.

Mr. Flindt stated that the budget line for the position was #A4010.112. Mr. Flindt stated that this was a Compensation Schedule position and the current salary was \$75,588.



Mr. Flindt stated that her last day worked would be August 10, 2020 and the last day paid would be September 19, 2020. Mr. Flindt stated that he is requesting to refill the position on September 21, 2020. Mr. Flindt stated that he was also requesting to backfill positions if he promoted from within his department.

Mr. Flindt stated that if the Public Health Nurse was promoted he would like to change the Public Health Nurse position to a lower Registered Professional Nurse position in the budget which would save them \$4,499.88.

Mr. Flindt stated that the Director of Patient Services was his second in command and supervised 12 people in the nursing division and was an essential position for COVID-19 policies and procedures. Mr. Flindt stated that she supervises home quarantine and contact tracings. Mr. Flindt stated that some of the regular duties included chronic disease prevention, communicable disease control, lead poisoning program and the nursing side of rabies control. Mr. Flindt stated that it was a pivotal position for them.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refer to the Personnel Committee in order to refill the Director of Nursing position and set salary and subsequent backfills and to also reclassify the Public Health Nurse position to a Registered Professional Nurse position in the Public Health Budget. Carried.

Referral to Personnel Committee

**Brian Wessels, Director, Area Agency on Aging**  
**2021 NY Connects Changes:**

Mr. Wessels stated that he wanted to let the Committee know what they would like to do with the 2021 NY Connects program.

Mr. Wessels stated that the NY Connects program provides options that are counseling related for long term services and support. Mr. Wessels stated that currently the program operated through a contract with the Public Health Department. Mr. Wessels stated that the contract covered the employee's salary, mileage and other expenses associated with the program.

Mr. Wessels stated that a Registered Nurse was in the position and that over time when a nursing position in the Public Health Department opened up the person from the NY Connects program would fill that vacancy and the NY Connects position would then be refilled. Mr. Wessels stated that they met with the Public Health Department about a year ago and made the decision to fill the position with an Outreach Worker instead. Mr. Wessels stated that having an Outreach Worker in that program has worked out well but the realization was that the bulk of the referrals to NY Connect were related to services for the elderly that were provided by the AAOA. Mr. Wessels stated that what ended up happening was the Outreach Worker would talk to someone from the AAOA office and then end up making the referral to the AAOA. Mr. Wessels stated that this was an extra step that did not need to happen.

Mr. Wessels stated that he and Mr. Flindt have discussed it and that Mr. Flindt was agreeable with terminating the NY Connects contract with the Public Health Department at the end of this year and then move the NY Connects program out of the Public Health Department and over to the AAOA.

Mr. Wessels stated that Mr. Flindt would zero out that program in the Public Health Department budget and lose an employee and that the AAOA would fund the program in his budget and gain an employee. Mr. Wessels stated that this would be covered under the NY Connects program that they already had. Mr. Wessels stated that it really was not a budget change for them it was more a matter of the Public Health Department losing an employee and the AAOA gaining an employee. Mr. Blanchard asked if it was going to be the same employee in the position. Mr. Wessels stated yes.

Mr. Wessels stated that he was requesting to go to the Personnel Committee in order to add that line item in his budget to create the position in the 2021 budget.

Mr. Woodford stated that typically if a department was looking for a personnel change to apply in the following year's tentative budget, a referral to the Personnel Committee would need to be requested and then the Personnel Committee would authorize that change and communicate that change to the Budget Officer. Mr. Woodford stated that Mr. Wessels would then include that proposed change in the 2021 tentative budget for this committee to see that the change had been included in the tentative budget. Mr. Jeffrey asked if it would go from the Personnel Committee to the Finance Committee for approval. Mr. Woodford stated no, it would not go from the Personnel Committee to the Finance Committee, it would come back through this committee with the budget for approval and then along to the Finance Committee with that change included in the tentative budget.

Ms. Nucero-Alger made a motion, seconded by Mr. Grace, to refer to the Personnel Committee in order to create the position of Outreach Worker in the 2021 tentative budget for the AAOA. Carried.

Referral to Personnel Committee

**Authorizing Appropriation of Families First Coronavirus Response Act (FFCRA) Funds:**

Mr. Wessels stated that he was requesting authorization to appropriate the Families First stimulus funding.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refer to the Finance Committee in order to authorize the appropriation of FFCRA funds. Carried.

Referral to Finance Committee

Discussion: Mr. Jeffrey asked if this funding was received or if it had to be passed through first before receiving it. Mr. Wessels stated that this was advanced funding. Mr. Jeffrey asked if the County had received the funds. Mr. Wessels stated that they have received a portion of it.

**Kathy Clemens, Youth Bureau Director**

**Summer Programming Update:**

Ms. Clemens stated that new guidance has come out for programs and that many of the municipalities have opted out of offering programs over the summer.

Ms. Clemens stated that she has been notified by the Office for Youth Development that the budget numbers for this year have not come out yet.

Ms. Clemens stated that they have been told to be creative with their programs this year in regards to how they would be able to spend the funding because they still had to adhere to the requirements for the program funds.

Ms. Clemens stated that she was waiting to see how much money she would be receiving in order to know what they had to work with to then move forward with programming.

Ms. Clemens stated that she still had funds for the Safe Harbor program and that she was taking part of that funding for Youth Bureau administrative costs. Ms. Clemens stated that she would be coordinating the trainings and producing the publications and program book keeping. Ms. Clemens stated that with this funding some of the money would be coming back into the budget.

Mr. Jeffrey asked if Ms. Clemens was aware of any summer programs that would be taking place this year. Ms. Clemens stated that she has spoken with Mr. Mason from the City of Norwich Youth Bureau and that he was trying to be creative with their programming and looking at doing some things in the fall.

Mr. Jeffrey asked if this money was available until the end of the year. Ms. Clemens stated that she had no idea how much money was going to be available and until they came to some kind of an agreement with the budget, everything was kind of up in the air. Mr. Jeffrey stated that as of right now, nothing has been allocated by the State yet. Ms. Clemens stated no, with the exception of the Safe Harbor program.

Ms. Clemens stated that none of the towns had any idea how much money they were going to have for youth programs because of the sales tax issue. Ms. Clemens stated that the Town of Otselic was going to try to put something together but she has not heard back from Supervisor Davis following the release of the guidance. Ms. Clemens stated that the Greene Joint Recreation Commission was meeting and they were thinking of doing some group activities that adhered to the guidelines such as the drive in movie concept, but everything was up in the air for them. Ms. Clemens stated that the Village of New Berlin was contemplating doing something with their playground program but they were waiting for guidance, which did not come out until last week.

Mr. Jeffrey asked if monies could be allocated for the drive in movies at the fairgrounds and if the money could be used to purchase outdoor equipment for the towns. Ms. Clemens stated that at this point she did not know how much she was dealing with but that she probably could make it work if the funds were there.

Mr. Jeffrey stated that he was trying to be creative with outdoor activities because having them indoors seemed to be difficult to manage. Mr. Jeffrey stated that if the funding was available maybe it could be used towards updating some of the playground equipment or using some of the money for the drive in movies. Ms. Clemens stated that she could probably make it work for the drive in movies. Ms. Clemens stated that as far as playground equipment she had to link it to programs and that she could probably make it work, however she needed to wait and see what the funding would be.

### **Other:**

Mr. Jeffrey stated that during the previous meeting they talked about what would be happening with the summer programs and that the City of Norwich would not be opening the swimming pool this summer. Mr. Jeffrey stated that he thought that a lot of the programs were going to be shut down this summer.

Mr. Blanchard stated that it looked like Broome County was going to open some of their parks. Dorchester Park was open for swimming and another one in Harpursville was opening.

Ms. Nucero-Alger stated that the Town of Plymouth has canceled their annual trip to Water Safari and that they were not allowing anyone to reserve Foster Park over the summer either. Ms. Nucero-Alger stated that it was too hard to manage. Mr. Jeffrey stated that it was.

Mr. Jeffrey stated that if they looked at how things had to be cleaned and how the maintenance log and visitors log needed to be kept for tracing purposes it was almost impossible. If they did things properly they had to have different flows of traffic so that there was no cross traffic and they would have to make sure that the programs were safe.

Mr. Grace stated that the park was open for hiking and social distancing activities in the Town of Columbus, but would not be open for parties. Mr. Grace stated that it would be difficult to maintain the logs if it were to be fully opened for gatherings.

Ms. Nucero-Alger stated that they were hoping that they would be able to do something on a smaller scale in the fall, but they were waiting to see how things went with the guidance and with the budget as well if the money would even be coming in.

Mr. Blanchard asked when they would start seeing the budgets come before the committees. Mr. Woodford stated that the schedule for budgets would probably not be a lot different from past years. Mr. Woodford stated that the budgets for this Committee should be coming through towards the end of August.

Mr. Woodford stated that by the time they get into budget season they were going to need to have committee members present for the meetings and keep an eye on the Governor's Executive Orders regarding social distancing and gathering numbers. Mr. Woodford stated that they could accommodate a committee member sized meeting in the Board Room, and they would probably start to see committee members present during those meetings, to the extent possible, and hopefully make the budget process much easier than by doing them remotely.

**Adjournment:**

With no further action by the Committee, Mr. Blanchard adjourned the meeting at 10:27 a.m.

slh

**Health and Human Services Committee Meeting  
Chenango County Office Building – Committee Room  
Monday, July 27, 2020 – 10:00 am**

**Present Were:** Chairman Jeffrey B. Blanchard, Veterans Services Officer Joe Coe, Budget Technician Ellen Cleveland, Community Services Director Ruth Roberts and Board Chairman Lawrence Wilcox.

**Present Via Teleconference Were:** Supervisor Robert M. Jeffrey, Supervisor Thomas P. Grace, Supervisor Grace A. Nucero-Alger, Supervisor Jennifer B. Boudreau, Supervisor Jeremiah Micklas, Public Health Director Marcus Flindt and CCSI Representative Kristi Empett.

Chairman Jeffrey Blanchard called the meeting to order at 10:00 am.

**Joe Coe, Veterans Services Officer & Ellen Cleveland, Budget Technician  
Authorizing Transfer of Funds for Computer:**

Mr. Coe stated that he was requesting to transfer \$1,500 from Appropriation Account #A6510.41A – Conference & Training to Appropriations Account #A6510.21 – Equipment in order to purchase a desktop computer. Mr. Coe stated that following the transfer of funds, his conference and training budget line would have \$335 left in it.

Mr. Coe stated that this would allow him to work off of a bigger screen than the laptop that he currently uses.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refer to the Finance Committee in order to authorize the transfer of funds in the amount of \$1,500 from Appropriation Account #A6510.41A – Conference & Training to Appropriations Account #A6510.21 – Equipment in order to purchase a desktop computer. Carried.

Referral to Finance Committee

**Marc Flindt, Director, Public Health  
Accept NY Health Foundation COVID-19 Award - \$6,800:**

Mr. Flindt stated that he was requesting to accept and appropriate grant funds received in the amount of \$6,800 from the NY Health Foundation. Mr. Flindt stated that this funding was eligible to rural communities with a population of less than 80,000 with 50% of the community being rural.

Mr. Flindt stated that he would like to use this funding to get grocery store gift cards for 68 of his Early Intervention families, who are Medicaid eligible. Mr. Flindt stated that they were truly poor families that have physically or mentally challenged children aged zero to three. Mr. Flindt stated that this would enable them to buy some extra food.

Mr. Flindt stated that he called NYSHO, who was administering this program for the NYS Health Foundation, and was advised by them, that this was an eligible expense under the grant program. Mr. Flindt stated that this was a competitive process and that he would need to send in some paperwork to receive the funds. Mr. Flindt stated that this was for COVID-19 needs in the community and he thought that those Early Intervention families could use this little extra boost in their grocery budget.

Ms. Nucero-Alger asked if the families were also eligible for food stamps. Mr. Flindt stated that some of them were but he was unsure of how many of them were eligible for food stamps. Mr. Flindt stated that he honed in on these Medicaid eligible Early Intervention families with mentally challenged children because they were more needy than non-Medicaid eligible families.

Mr. Grace thanked Mr. Flindt for pursuing it and made a motion to refer to the Finance Committee in order to accept and appropriate \$6,800 received by the NYS Health Foundation COVID-19 award. The motion was seconded by Ms. Boudreau. Carried.

#### Referral to Finance Committee

Discussion: Mr. Flindt stated that this was one of those examples where if they didn't take the money it would go to other counties.

Ms. Nucero-Alger stated that it was wonderful that they wanted to help people out, but with the way in which this pandemic has affected everybody she would like to see some of those gift cards given to people who were not currently getting any kind of assistance whatsoever. Ms. Nucero-Alger stated that groceries have gone up and everyone was struggling. Ms. Nucero-Alger stated that the piece she was struggling with was that those people were already getting help, and there were other people who were not getting the help that could use it.

Mr. Jeffrey asked if this was mandated that it had to go to people with food stamps. Mr. Flindt stated no, the NY Health Foundation raised the funding and they would like this to go to rural county health departments. Mr. Flindt stated that was really the only requirement. Mr. Flindt stated that there were 28 counties in the state that were eligible to receive the funds. Mr. Jeffrey asked if it had to be earmarked for specific purposes. Mr. Flindt stated no.

Mr. Flindt stated that this would be budget neutral and he would like to increase Appropriation Account #A4054.59 – Early Intervention Grant Expenses by \$6,800 and create a new Revenue Account titled NY Health Foundation COVID-19 for \$6,800. Mr. Flindt stated that the newly created line would provide a budgetary history of accepting the award for future reference.

#### **COVID-19 Update:**

Mr. Flindt stated that they were in Phase IV of the Governor's Economic Opening.

Mr. Flindt stated that here in the county and the Southern Tier there has been a slow but steady increase in the number of confirmed cases of COVID-19 and also the number of people in home quarantine since June 15<sup>th</sup>. Mr. Flindt stated that this was probably the result of a couple of things. The result of the economy being opened and travelers from other states coming into NYS.

Mr. Flindt stated that the Governor has a plan in place that he has implemented, where people who were flying into NYS from one of the 38 hot spot states, were requested to fill out information of where they were going when they got into NYS. Mr. Flindt stated that health departments in each county were then notified to contact those people. Mr. Flindt stated that this was a voluntary request at this point to put them under a 14 day precautionary quarantine.

Mr. Flindt stated that bars and restaurants were beginning to open and last week the Governor put out an executive order that bars could not sell alcoholic beverages at the bar because it encouraged people to socialize and stand in groups together at the bar. Mr. Flindt stated that they could order an alcoholic beverage at a restaurant but it had to be served with food.

Mr. Flindt stated that as of today there were 194 laboratory confirmed cases in the county and that in the middle of June there were 137. Mr. Flindt stated that there were currently 145 under home quarantine and that back in the middle of June there were 64.

Mr. Flindt stated that they were still very active in trying to control it in the County. Mr. Flindt stated that he thinks that eventually if the numbers continued to increase, had no doubt that when the numbers exceeded the Governor's seven matrix for businesses remaining open, the Governor very well may choose to drop back to Phase III from Phase IV. Mr. Flindt stated that would be very difficult to do.

Mr. Flindt stated that compliance continued to be an issue. People were tired of this, we're all tired of this but we all need to continue to wear masks and maintain social distancing.

Mr. Flindt stated that we were going to be in this and fighting this at least until they could get a vaccine administered and distributed to the population in order to begin to get some herd immunity against COVID-19. Mr. Flindt stated that realistically he thinks that we would be fighting this for another six months to a year.

Mr. Flindt stated that they continue with press releases and Zoom meetings with community partners and businesses to let everyone know what was going on. Mr. Flindt stated that every other week they held Zoom meetings with department heads to let them know what was going on in the community and state wide.

Mr. Flindt stated that the reconstitution of the COB was in Phase IV, which meant that all county employees were back to work and departments were required to make appointments for people in the public that wanted to come in. Mr. Flindt stated that Mary Weidman, the County Clerk, through DMV was adhering to that and that she was very pleased to be able to serve more people this way as she did when the building was wide open a year ago. Mr. Flindt stated that Ms. Weidman planned on remaining open by appointments for quite a while longer into the future. Mr. Flindt stated that in his opinion that was very good. The more folks they can keep out of the COB and spread them out by appointments, the better they were.

Mr. Flindt stated that seeing the numbers increasing gradually meant that we needed to keep being diligent with wearing masks and social distancing.

Mr. Blanchard thanked Mr. Flindt and his staff and asked if they were able to keep up with the workload. Mr. Flindt stated that they were and one thing that he has done was utilize the State's remote Contact Tracing services. Mr. Flindt stated that he put steps in place that allowed them to access that group and that there was no charge for it either. Mr. Flindt stated that his concern was if they ended up with over 500 individuals quarantined he would need additional help. Mr. Flindt stated that other than that, they were doing okay at this point in time.

Ms. Nucero-Alger asked if Mr. Flindt heard how the vaccine clinical testing was going. Mr. Flindt stated that they were going well and that right now pharmaceutical companies were in Phase I of clinical trials, which mostly looked at safety. Mr. Flindt stated that they would be moving to Phase II which would include a lot more folks volunteering to receive the vaccine. Mr. Flindt stated that at Phase II they would be looking at anti-body production and so far it looked very promising. Mr. Flindt stated that when this first started it was very possible that there could not be a vaccine for COVID-19. An example would be HIV that was a virus that has been with us for years without a vaccine. Mr. Flindt stated that so early on they thought there might not be a vaccine but now it appears that there will be. Mr. Flindt stated that they were hopefully looking at around the first couple of months in the New Year to be available for manufacture and distributed.

Mr. Jeffrey asked if there were any plans in place with Emergency Management to have the vaccine distributed in a mass setting. Mr. Flindt stated yes, he has worked very closely with Matt Beckwith and through their Disaster Preparedness Coordinator, Ellen Cohen, they have had a plan in place for several years. Mr. Flindt stated that the plan was looked at as to how they would distribute a vaccine. It included the entire Health

Department staff, the Office of Emergency Management's staff, a list of per diem nurses, NYS resources for addition staff, pharmacies and Chenango Memorial Hospital. Mr. Flindt stated that this was one of the plans that they have had in place for many years in case of the eventuality of having to distribute a mass vaccine.

Mr. Flindt stated that this was a once in a lifetime kind of thing and he was proud of all of his staff. Mr. Flindt stated that as of right now there have only been seven deaths and he thinks that was a testament to their quarantine program and being able to identify positive cases and quarantining them from the general population.

**Dan Auwarter, Commissioner, Social Services**  
**Refill - A6010.135 - Social Welfare Examiner:**

Mr. Auwarter stated that he was requesting a refill of Social Welfare Examiner position #6010.135. This individual left work on June 1, 2020 and that she was still on probation when she resigned.

Ms. Nucero-Alger asked if they had someone in mind for the position. Mr. Auwarter stated no, they had several social welfare examiner positions open. They have been holding off on hiring people for several reasons, one of them being for budgetary reasons. Mr. Auwarter stated that another reason was having to hire people provisionally or waiting for a test to occur and waiting for those results to come back. Mr. Auwarter stated that they were also little bit off from having to deal with COVID-19 as well.

Ms. Nucero-Alger made a motion, seconded by Mr. Grace, to refer to the Personnel Committee in order to refill Social Welfare Examiner position #6010.135. Carried.

Referral to Personnel Committee

**Refill - A6010.1234 – Caseworker:**

Mr. Auwarter stated that he was requesting to refill Caseworker position #6010.1234 in the CPS Unit. This individual did not pass the probationary period. Mr. Auwarter stated that the last day worked for this individual was July 14, 2020 and the refill request was for July 27, 2020.

Ms. Nucero-Alger made a motion, seconded by Mr. Grace, to refer to the Personnel Committee in order to refill Caseworker position #6010.1234. Carried.

Referral to Personnel Committee

**Refill - A6010.108 – Caseworker:**

Mr. Auwarter stated that he was requesting to refill Caseworker position #6010.108, which was in the CPS Unit. Mr. Auwarter stated that this individual resigned in order to move to Florida.

Ms. Nucero-Alger made a motion, seconded by Mr. Micklas, to refer to the Personnel Committee in order to refill Caseworker position #6010.108. Carried.

Referral to Personnel Committee

**Placement agreement with OET:**

Mr. Auwarter stated that they have three employees that were assigned to work with OET at the Department of Labor's offices located on O'Hara Drive. Mr. Auwarter stated that around the 1<sup>st</sup> of July he was made aware of some situations that were going on in that office pertaining to some disputes occurring regarding cleaning services for the building. Mr. Auwarter stated that during the conversations he was made aware of the fact that there hasn't been an executed contract with the State Department of Labor for the office space for his DSS employees since 2014.



Mr. Auwarter stated that the Department of Labor made them aware of this situation and was looking for \$40,000 for back rent. Mr. Auwarter stated that his attorney was looking into the matter not only for legality reasons, but also for budgetary reasons because DSS was not in the position to pay the back rent nor should they have to pay the back rent for an oversight on the State's part for the past six years. Mr. Auwarter stated that he spoke with a State Department of Labor contact, Mr. Paul Danahar, and advised him that they were willing to come up with an agreement to lease the space moving forward, but not for the back rent. Mr. Auwarter stated that Mr. Danahar advised him that they really wanted to receive the back rent and if they did not receive the money for the back rent they were at a standstill. Mr. Auwarter stated that the burden was on the State to make sure there was a contract and that the contract was executed on their behalf. Mr. Auwarter stated that he did not see where it was his responsibility to make sure the State followed through on executing those agreements.

Mr. Auwater stated that since the building has been shut down and there were those space leasing issues, his employees have returned to work and are now located in the COB obviously for free because they had the office space for them. Mr. Auwarter stated that when the program was first set up under the WIOA Act it was mandatory that certain services be made to work together. TANIF being one of those major partners. Mr. Auwarter stated that it did not mandate that they be co-located, however it was set up to make it easier for individuals to receive assistance by having everyone located in the same building. Mr. Auwarter stated that this situation has brought to rise a significant roadblock to co-location because they were demanding all of that back rent. Mr. Auwarter stated that it also gave rise to the fact that his department paid for two OET staff under TANIF funds for that program to provide services to their clients. Mr. Auwarter stated that arrangement was born out of the idea that since that people would be working collectively together for the benefit of the client they would all work under the same roof. Mr. Auwarter stated that at the time it was more advantageous to have them all together in order for the clients to access multiple services at one time.

Mr. Blanchard stated that basically Mr. Auwarter was going to be in the process of reevaluating the need to co-locate those offices and if it was advantageous to continue to do so. Mr. Auwarter stated that yes, with the concern that they were trying to charge for \$40,000 in back rent, especially during these trying financial times for the County. Mr. Auwarter stated that the Department of Labor does not seem to want to be flexible with their oversight of not executing the contract and being opposed to having him pay rent going forward. Mr. Auwarter stated that his staff could not return to that building until the back rent that they were demanding was paid.

Mr. Blanchard asked when the contract was due to expire for paying for their staff under the TANIF funds. Mr. Auwarter stated that it was based on the calendar year and due to expire at the end of this year. Mr. Blanchard stated that they were required to do something with them, but not necessarily in the manner that they have been. Mr. Auwarter stated that was correct and the requirement under WIOA was that they collaborate. They have signed MOU's in place with CDO and OET that says that they will communicate the needs of our clients and refer clients to the services that they provide and partner with them. Mr. Auwarter stated that the space and the rent and having his staff located there was a separate conceptual idea but not a requirement. Mr. Blanchard stated he was looking at a bargaining thing and that maybe it was time to open up the contract and reevaluate the whole thing and decide what was best for the County and let them decide what the best thing was for their department and see how they could work together. Mr. Blanchard stated that because they were at an impasse at this point in time they basically needed to open up the whole thing.

Mr. Auwarter stated that he agreed with Mr. Blanchard and that he looked at the contract with his Deputy Commissioner and the reality was that the specialists down there were only seeing about 8 clients apiece each month. Mr. Auwarter stated that was due in part to a reduction of TANIF funds and less people seeking public assistance over the years. Mr. Auwarter stated that as they look at the entire situation and entire package, maybe it was time to take a look at it and reevaluate where they put those funds.

Mr. Blanchard asked what the rest of the Committee thought and if they wanted Mr. Auwarter to reevaluate the whole situation. Mr. Jeffrey stated that if they have the space at the COB and could move the people, maybe it was financially smarter to move them. Mr. Auwarter stated that years ago when rates and the needs were different it was helpful to have all of the different specialists there together to have warm hand offs from program to program all in one spot because every program provided different services and everyone needed different things. Mr. Auwarter stated that over the years, the Department of Labor has cut down on their staff and that there were some labor specialists there that have been phased out. Mr. Auwarter stated that times have changed somewhat and he did believe that this situation, given their demands and costs, was unreasonable.

Mr. Auwarter stated that there was a lot of legitimacy with the idea of keeping the clients from going place to place, and if they were not going to the labor department for services, they were certainly coming to DSS for services. Mr. Auwarter stated that if the labor specialists, through the flexible funds, were assisting with that caseload there was some validity in keeping them together at the offices of the Department of Labor, however it may be more fruitful to have those employees relocated to the COB. Mr. Auwarter stated that he was also a little bit hesitant to make the changes due to the complexities of COVID and having everyone all spread out and having to utilize interview spaces for all of his office staff to return to work. Mr. Auwarter stated that he did not have a lot of space left as it was and having them all there presented a lot of complexities during an already complex situation.

Mr. Auwarter stated that it did bear a hard look at shifting everyone back to the COB in regards to the cost and services provided. Mr. Jeffery stated that he as in favor of doing everything in house and within the county facilities that it made more sense. Mr. Jeffrey stated that they were probably receiving other assistance within the county and although it did make sense to have them co-located at the department of labor, it also made sense to have them at the COB as well.

The Committee agreed to let Mr. Auwarter look into the situation and his recommended outcome.

**Ruth Roberts, Director, Community Services & Kristi Empett, CCSI Representative  
Financial Update and 2019 End of Year Financial Report:**

Ms. Empett stated that 2019 ended the year with \$285,318 of CPL charges and \$6,900 was spent on the psychologist for court mandated 730 exams. Ms. Empett stated that those costs fell under the County's responsibility under state mandates.

Ms. Empett stated that if they pulled those costs out of the Mental Health expenses, all three of the budgets, Mental Health, ADAS and School Based, came in under budget for 2019.

Mr. Jeffrey asked if they meant they came in \$230,000 to the negative or positive of the budget in 2019. Ms. Empett stated that they came in under the County budgeted support amount for all three budgets.

Ms. Empett stated that as they could imagine this year they were not showing as good a number as they were last year. Ms. Empett stated that their budgeted numbers were much higher for costs and the revenues were down.

Ms. Empett stated that in Mental Health the fees were down by almost \$100,000 and so far this year they have not received very much DISREP funding and the VAP grant was no longer available, so there were losses in comparison to 2019. Ms. Empett stated that the positive was their other than personal services costs were also down and that they were only purchasing things that were absolutely necessary.

Ms. Empett stated that in ADAS the fees were down by approximately \$70,000, but again their other than personal services costs were also down.

Mr. Blanchard asked if the reduction in fees was a reflection of not having people come in for services or was it a reflection of billing. Ms. Empett stated that it was a combination of both. Early on in the pandemic when everyone was sent home it took a little bit of time to get everyone up and running with telehealth services. Ms. Empett stated that since they have gotten that up and running they have been very productive. Ms. Empett stated that they were also a little bit behind on billing because not everyone has been in the office, which has been a hindrance as well. Mr. Blanchard stated that some of the billing was time sensitive and were they likely to lose some money because of not meeting those deadlines. Mr. Blanchard also asked if they were at least able to keep up with the billing in a timely fashion now. Ms. Roberts stated that since they moved into Phase III they have been able to have all of their billing staff return to work and it has been quite a job to get caught up. Ms. Roberts stated that there were some payers that had really tight turnaround times that they were required to submit claims for and they were still in the catch up mode. Ms. Roberts stated that they were trying to do the best they could and looking at the claim process again and doing everything they could to make sure they didn't leave any dollars on the floor. Ms. Roberts stated that she did expect that they would not be able to get all of the claims filed on time. They were required to provide services during the shutdown, but they were doing the best they could and were trying to make every effort to ensure that they recouped any revenue that was due them.

Ms. Empett stated that there was a 90 day window and that prior to COBID they were able to submit claims within 30 days. Ms. Empett stated that they have not reached the 90 day mark yet, but they did not have as quick of a turnaround as they had prior to COVID yet.

#### **OMH and OASAS 2020 Quarter Three Withholds:**

Ms. Roberts stated that withholds to her was a euphemism for a reduction or cuts. Ms. Roberts stated that early on during the shutdown they were alerted that there would likely be cuts to state aid. Ms. Roberts stated that at the time we were told anywhere from 20% - 50% and earlier this month they were informed by OMH and OASAS that the reductions would come in the form of a withhold that would impact them in the third quarter of this year. Ms. Roberts stated that the state agencies have indicated that if NYS received COVID response federal stimulus dollars, those dollars would be restored. Ms. Roberts stated that at this point in time they did not have any information about fourth quarter Withholds.

Ms. Roberts stated that earlier this month they received confirmation that there would be a 20% OMH withhold and a 31% OASAS withhold. Ms. Roberts stated that they received very little OPWDD state aid and at this time OPWDD has not announced any reductions or withholds in state aid.

Ms. Roberts stated that the OASAS withhold amount of 31% was a bit of a surprise.

Ms. Roberts stated that locally they used their OMH state aid dollars to primarily support programs operated by their contractual agencies, Rehabilitation Support Services and Catholic Charities of Chenango County. Ms. Roberts stated that she informed the two agencies of the withholds and asked them for input into which program areas they could withstand this reduction while preventing damage to their service delivery areas. Ms. Roberts stated that she was very aware that any loss of services impacted the level of delivery. Ms. Roberts stated that they heard back from those agencies and they were proceeding with those plans.

Ms. Roberts stated that since the county operates programs using the OASAS state aid dollars they proceeded in a similar manner. Ms. Roberts stated that programs that using state aid were vocational services, Jail-Based services and School-Based Prevention services. Ms. Roberts stated that they have dollars available in the Jail-Based Substance Use Disorder program due to a vacancy and planned to use those to offset the loss due to the OASAS withhold.

Ms. Roberts stated that was their current plan for dealing with the withholds and that they did not have any additional information about the fourth quarter for this year.

Mr. Blanchard stated that they were beginning to put together next year's budget and asked if the State has given them any indication of what to plan for during next year. Ms. Roberts stated that they have not provided them with any details and that she heard that the State has sent a desperate plea to the federal government for help. Ms. Roberts stated that depending on what happened there, it could really have an impact on what the state aid looked like for next year.

### **2020 CPL charges:**

Ms. Roberts stated that the 2020 CPL charges was always a moving target and the total CPL charges through June was \$47,682.38, most of which have occurred under the OPWDD.

Ms. Roberts stated that they budgeted \$100,000 for CPL charges in our 2020 budget. Ms. Roberts stated that they were midway through so she thinks that they were good.

Ms. Roberts stated the only concern that she had was that the courts were shut down for several months and there was a lot of crazy things now getting moved through the court system. Ms. Roberts stated that she was trying to what she could to divert and intercept any potential 730 orders, particularly the restorations because they primarily contributed to the expense. Ms. Roberts stated that she would guess that they would see some additional requirements to pay for those restorations.

Ms. Roberts stated that as of April 1, 2020 OMH was charging the County for 100% of those restoration costs. OPWDD, on the other hand, has continued to charge for only 50% of those costs. Mr. Jeffrey asked what the rationale was behind the change for the County being responsible for 100% of those costs. Ms. Roberts stated that those changes took effect as part of the Governor's budget deficit.

Mr. Jeffrey asked if this was a mandate from the State that the counties provide those services. Ms. Roberts stated yes and that it was also mandated that the counties pay for those services out of the county's local share. They could not charge those costs to other state aid funded programs.

### **COVID-19 Mental Hygiene Update:**

Ms. Roberts stated that since she hasn't been joining committee meetings for several months she wanted to give them an update on how their programs responded to meeting the needs of the mentally disabled throughout the pandemic shutdown and phased reopening.

Ms. Roberts stated that, like many other departments, they were required to very quickly put together plans to provide services remotely and ensure that individuals had access to continued support in the community.

Ms. Roberts stated that the Chenango Club closed before the County shut down because it was apparent very early on that they could not practice social distancing in that setting. Ms. Roberts stated that they quickly moved to providing daily support remotely and in some cases on an individual basis. Ms. Roberts stated that since the Club served individuals with more serious mental health conditions it was important for them to do what they could to make sure people remained safe and stable in the community and also wanted to keep them out of the traffic of healthcare workers, first responders and law enforcement who were busy responding to the pandemic.

Ms. Roberts stated that the Forensic Program continued to operate throughout the closure. Ms. Roberts stated that since the jail never shut down their Mental Health worker continued to see individuals in the jail. Ms. Roberts stated that with the courts and Drug Treatment Court closed their workers primarily worked with individuals in the county jail or individuals being released from state prisons and the local county jail. Ms. Roberts stated that their transitional workers provided a tremendous amount of support and services remotely.

Ms. Roberts stated that OMH, OPWDD, OASAS and DOH quickly issued waivers and some regulatory relief that allowed for the provision and the ability to bill for remote services.

Ms. Roberts stated that the continuation of outpatient mental health and substance use disorder clinic services was by far the most challenging. This was complicated by the lack of equipment that would allow clinicians to work from home and also due to the lack of reliable internet access. Ms. Roberts stated that early on they purchased phones for them to use while working at home and they scrambled to get laptops and tablets into the hands of clinicians so that more sessions could also include video technology. Ms. Roberts stated that because the electronic medical records system must be accessed through the County IT system it placed a great burden on the system and initially led to crashing the system multiple times. Ms. Roberts stated that they eventually had to develop a schedule where each clinician was given an assigned block of time so they could complete necessary documentation in the electronic medical records system.

Ms. Roberts stated that they applied for and were awarded a grant through Care Compass Network to purchase 32 tablets and some additional software that would allow clinicians greater televideo capability. Ms. Roberts stated that they were waiting for IT to complete the configuration of those tablets so that they could get them to the clinicians that needed them.

Ms. Roberts stated that their school-based clinicians continued to see children and families throughout the pandemic remotely and they were much busier during the summer months than they were during the school year. Ms. Roberts stated that with the uncertainties of the next school year they know how important it will be for them to remain flexible.

Ms. Roberts stated that throughout the pandemic they continued to see patients in the COB who required medication assistance or who were in need of crisis services.

Ms. Roberts stated that as the clinicians were working from home, things became busier during the shutdown and their support and billing staff were unable to keep up due to the reduction of hours they were permitted to be in the COB. Ms. Roberts stated that since moving into Phase III they have been trying to catch up, but she was quite certain there would be losses.

Ms. Roberts stated that it was important for the Committee to know that at no time did their County operated programs shut down. They simply had to quickly figure out how to do things differently and she was very proud of the way their employees stepped up and creatively responded to a very difficult situation.

Ms. Roberts stated that OPWDD providers, Catholic Charities, Springbrook and ACHIEVE continued to provide programming to the intellectually and developmentally disabled population. Ms. Roberts stated that they were able to keep the residents safe and she was not aware of one positive COVID case in those residential settings.

Ms. Roberts stated that throughout the process they learned a great deal and they continued to learn. Ms. Roberts stated that going forward they would continue to always have some clinicians working from home and rotating in and out of the office. Ms. Roberts stated that even when a clinician was in the COB they were likely to be conducting some sessions remotely. Ms. Roberts stated that group therapy was being conducted through GoToMeetings and supervision and staff meetings were being conducted remotely. Ms. Roberts stated that most of them have adapted to this new way of working.

Ms. Roberts stated that she anticipated, even after the COB was completely opened up to the public, they would continue to provide a hybrid of in-person and remote services. Ms. Roberts stated that social distancing in the main clinic was simply not possible if they were to return to doing business as they were prior to COVID. Ms. Roberts stated that they continued to consider ways to remain safe while also ensuring people can get the help that they needed.

Ms. Roberts stated that she hoped that there wasn't a second wave, but if there was a second wave she was confident that they were going to be ready and prepared.

**Other:**

Mr. Wilcox stated that he wanted to remind the Committee that when the budgets came through, 2021 was going to be an extremely difficult budget year. Mr. Wilcox asked Committee members to very strongly look at the day to day travel and other expenses lines. Mr. Wilcox stated that he was not saying that they should devastate those accounts, but they needed to look at them strongly. Mr. Wilcox stated that while looking over the 2020 budget there was \$3.6 million worth of other expenses in the departments that came before the HHS Committee. Mr. Wilcox stated that those costs needed to have a home. Mr. Wilcox stated that he did not mean to say that those expenditures were not important, but they needed to be someplace other than in the other expenses account. Mr. Wilcox stated that he was asking them to look at those expenditures very strongly when they went through the upcoming budgets.

**Adjournment:**

With no further action by the Committee, Mr. Blanchard adjourned the meeting at 11:07 a.m.

slh

**Health and Human Services Committee Meeting  
Chenango County Office Building – Committee Room  
Monday, August 31, 2020 – 10:00 am**

**Present Were:** Chairman Jeffrey B. Blanchard, Supervisor Grace A. Nucero-Alger, Supervisor Thomas P. Grace, Supervisor Jeremiah Micklas, Community Services Director Ruth Roberts, CCSI Representative Kristi Empett, Public Health Director Marcus Flindt, Administrative Services Officer Eric Depperman, Social Services Commissioner Daniel Auwarter, Senior Account Clerk Wendy Petry-Jones, Clerk of the Board RC Woodford and Chairman Lawrence Wilcox.

**Present Via Teleconference Was:** Supervisor Robert M. Jeffrey.

Chairman Jeffrey Blanchard called the meeting to order at 10:00 am.

**Ruth Roberts, Director, Community Services  
Refill Staff Social Worker A4320.185:**

Ms. Roberts stated that she wanted to let the Committee know that she held off on refilling the positions because she wanted to make sure that the positions were necessary and needed. Ms. Roberts stated that her department has been busy and continued to be busy.

Ms. Roberts stated that she was requesting to refill this position that became vacant prior to the shutdown. Ms. Roberts stated that this was a revenue generating position and this individual moved into a Senior Staff Social Worker position.

Ms. Roberts stated that she had a Staff Social Worker position that was currently vacant due to a resignation and at this time she was not going to ask for permission to refill the position until they have had time to assess the demand for the position.

Ms. Roberts stated that they were full and very busy and their caseload activity was where it needed to be in terms of the work that they were doing in revenue generating activities.

Ms. Nucero-Alger made a motion, seconded by Mr. Grace, to refill Sr. Staff Social Worker Position #A4320.185. Carried.

Referral to Personnel

**Refill Principal Account Clerk A4150.189:**

Ms. Roberts stated that she was requesting to refill Principal Account Clerk position #A4150.189 and any subsequent backfills as a result of filling the position internally.

Ms. Roberts stated that this position was recently vacated due to under performance of the individual in the position.

Ms. Roberts stated that this was a key lead within their billing department and the position could be refilled effective September 11, 2020.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refill position #A4150.189 – Principal Account Clerk and subsequent backfills. Carried.

Referral to Personnel

**Refill Account Clerk Typist A4150.113 and Account Clerk Typist A4150.111:**

Ms. Roberts stated that Account Clerk Typist position #A4150.111 was vacated due to poor performance and attendance. Ms. Roberts stated that this position provided customer service and supportive services for revenue generating positions.

Ms. Roberts stated that she was asking to refill this position immediately.

Mr. Blanchard asked if the A4150.111 position was vacant for similar reasons. Ms. Roberts stated yes.

Ms. Nucero-Alger made a motion, seconded by Mr. Grace, to refill Account Clerk Typist positions #A4150.111 and #A4150.113. Carried.

Referral to Personnel

**Attesting to Fund Utilization for Direct Care, Direct Support and Clinical Titles:**

Ms. Empett stated that they received Cost of Living Adjustments for 2019 and 2020 and they needed to attest to the State that they will use the Cost of Living Adjustments for salary increases and fringe increases. Ms. Empett stated that this did not mean anyone would be receiving a raise, it was already received as part of the contract.

Ms. Nucero-Alger made a motion, seconded by Mr. Grace, to refer to the next BOS meeting in order to obtain a resolution attesting to fund utilization for direct care, direct support and clinical titles for Community Mental Hygiene Services. Carried.

Resolution to Follow

**Amending Resolution #97-20P “Authorizing Appropriation of Delivery System Reform Incentive Payment (DSRIP) Program Funds for Care Compass Network:**

Ms. Empett stated that in April they were able to bring in some dollars from Care Compass Network. Ms. Empett stated that they offered to purchase some equipment for them and they neglected to put the additional \$7,350 in their budget.

Ms. Nucero-Alger made a motion, seconded by Mr. Micklas, to refer to the Finance Committee in order to appropriate DSRIP funding. Carried.

Referral to Finance

**2021 Tentative Budget 145 – Mental Health:**

Ms. Roberts stated that they were anticipating a retirement later in the year for position #4320.111 – Senior Typist. Ms. Roberts stated the amount in that position was likely to be adjusted to \$28,353, resulting in a little bit of a savings.

Ms. Roberts stated that position #4320.187 - \*Account Clerk/Typist was created last year for the schools and has remained vacant throughout the year. Ms. Roberts stated that they were not going to fund the position in next year's budget.

Ms. Roberts stated that the lease agreement for the Club was decreased and that they were currently in conversation with Catholic Charities to move The Club back to its former location.



Ms. Roberts stated that they continued to budget funding in line #A4320.26 – Commitment of Mentally Ill for the CPL charge services that they were required to provide. Ms. Roberts stated that they were required to pay for those services with county tax dollars because she could not use state aid for those expenses.

Mr. Blanchard stated that Consulting Psychologist funding was decreased and asked if that was due to a reduction in the need for those services. Ms. Empett stated that in 2019 they actually spent \$6,900 and they anticipate that the need would not be as great as it was in this year's budget.

Ms. Empett stated that #A4320.53 - CCSI Fiscal Support Contract was split between the mental health budget and the ADAS budget next year.

Mr. Micklas stated that the equipment line item was down quite significantly and asked if they were just expecting to have less equipment purchases next year. Ms. Empett stated that last year they requested more money to purchase more equipment and they moved the funding request into the 2019 budget in order to have less money in the 2020 budget for equipment. Ms. Empett stated that the 2021 request was for the replacement of two desktop computers as suggested by the IT Department.

Ms. Roberts stated that they were also able to receive grant funding this year to purchase tablets and necessary equipment, which put them in a stronger position.

Ms. Roberts stated that they were very aware of the need to be very careful with any discretionary types of spending and they took that into consideration while putting the budgets together.

Ms. Roberts stated that in looking at the revenue side of the budget, they were very careful about not inflating those numbers and they looked at previous years performances and looked at actuals versus what they might want or hope for.

Mr. Blanchard stated that line A1620E – NCSD Grant was decreased and asked why it was decreased by 26%. Ms. Empett stated that line was for salaries and fringes for the school based clinics and one position was cut.

Mr. Blanchard asked if the schools were budgeting for those services this year. Ms. Roberts stated that they were told they would be. When the schools looked at receiving counseling services for \$15,000 they realized the benefits and were continuing to fund it.

Ms. Nucero-Alger asked how the counseling services were working through the virtual learning process. Ms. Roberts stated that it was a little bit more challenging with younger kids, but they were taking steps to address that. Ms. Roberts stated that overall they have been very surprised by how successful tele-video has been working with youth and families, but it required them to work a bit differently. Ms. Roberts stated that it was still billable at the same rates as meeting in person at the clinics.

Mr. Grace made a motion, seconded by Ms. Nucero-Alger, to refer the 2021 Tentative Budget for 145-Mental Health as presented to the Finance Committee. Carried.

Referral to Finance

### **2021 Tentative Budget 146 – Mental Health School Clinic:**

Ms. Roberts stated that this budget was somewhat unusual because it did not capture some of the expenditures. For example, the expenses for the positions came out of the mental health budget. Ms. Roberts stated that as required this budget had to come out with zero local share.

Ms. Empett stated that you could see the same decreases in the mental health budget revenue for clinic repayment in this budget under the A4321.80 account expenses.

Ms. Empett stated that the grant increase was due to adding BOCES.

Mr. Blanchard stated that the Treasurer thought that the fringe calculations may be a little high in the Mental Health and ADAS budgets. Ms. Empett stated that she used the same formula calculations that were provided to her by Mr. Young, however she spoke to Mr. Williams and he indicated that the fringe calculations would be coming in less and she anticipated that he would make those changes during the Finance Committee meeting.

Ms. Boudreau asked if there was a reason for a 29% increase for the position that they just refilled. Mr. Woodford stated that it looked like the line was modified during the year taking \$6,000 out of it, which would make it appear that it had the 29% increase.

Mr. Jeffrey asked what was going on with the Norwich School District. Ms. Roberts stated that they continued to have a full time clinician assigned to the Norwich School District that was assigned to primarily work with primary and intermediate school aged children. Ms. Roberts stated that the clinician remained very busy throughout the shutdown and was busier this summer than last summer. Ms. Roberts stated that the clinician planned on being on location when schools reopened in September. Mr. Jeffrey asked if there was money in the budget for the Norwich School District. Ms. Roberts stated that there was.

Ms. Boudreau made a motion, seconded by Mr. Grace, to refer the 2021 Tentative Budget 146 – Mental Health School Clinic to the Finance Committee as presented. Carried.

Referral to Finance

### **2021 Tentative Budget 177 – Alcohol & Drug Abuse Services:**

Ms. Roberts stated that one notation that she wanted to make was regarding A4150.17 - \*Chemical Addiction Counselor. The individual in that position would be retiring at the end of this year and early in 2021 she planned to move the OASIS Prevention dollars over to a contract with an organization that provided only prevention work. Ms. Roberts stated that she believed that it made a lot more sense to contract with that agency and that they could actually get a bigger bang for their buck by moving those state aid prevention dollars out of County operations. Ms. Roberts stated that she would make the change after the first of the year.

Ms. Empett stated that as they looked at the expenses they would see that they added five accounts. One was the CCSI fiscal services contract and the other four they broke out as other expense so that it mirrored the break outs in the mental health budget. Mr. Blanchard asked if those changes were made in order to see those other accounts better. Ms. Empett stated yes, they had talked about making those changes in the past.

Ms. Roberts stated that in order for the County to continue to receive state aid for Maintenance of Effort it made sense to split those expenses out and it better positioned the County to be able to leverage those dollars.

Mr. Blanchard asked if they had a commitment on the amount of state aid for drug abuse that they budgeted for. Ms. Empett stated that they did not receive a state aid letter until December, so they were assuming that the level would remain the same. Ms. Empett stated that was how they have done that in the past. Ms. Empett stated that as the Committee knew, there have been some withholds happening this year and they did not know if some of that would translate into a cut for next year. Ms. Empett stated that they have made some tentative plans and were hoping that was not the case. Ms. Empett stated that they had to budget it where they hoped it would be rather than making the changes in January. Mr. Blanchard stated that the state aid drug abuse amount for this year was \$391,959 even though it says that they adopted a budget, but did they adopt a budget for last year's number? Ms. Empett stated yes, that would have been the state aid level for this time last year. Mr. Blanchard

stated so they didn't modify it, they didn't modify it come January when they knew for sure what it was. Ms. Empett stated no they haven't modified it yet.

Mr. Jeffrey asked if the state reimbursement had been paid up to date so far and if the State has said that they would not be paying for expenses that were already incurred in 2020. Ms. Empett stated that they have been receiving their quarterly and monthly payments as normal for OASIS and Mental Health. Ms. Empett stated that there was a withhold for quarter 3 for OASIS and Mental Health. Those payments were short 20%, however if the federal government replenished those funds they would get paid. Mr. Jeffrey asked how much the 20% equated to. Ms. Empett stated approximately \$20,000. Mr. Jeffrey stated he was concerned that the 4<sup>th</sup> quarter might look the same.

Ms. Nucero-Alger made a motion, seconded by Ms. Boudreau, to refer the 2021 Tentative Budget 177 – Alcohol & Drug Abuse Services to the Finance Committee as presented. Carried.

Referral to Finance Committee

Mr. Blanchard thanked Ms. Roberts and Ms. Empett for their work on the budgets and commended them for being able to save money and come in under budget.

**Marc Flindt, Director, Public Health  
Medical Examiner:**

Mr. Flindt stated that as the Committee was aware they were looking into the Medical Examiner's position and on August 28, 2020 the current Medical Examiner, Dr. Cruz, voluntarily and verbally submitted his retirement to the County Attorney. Mr. Flindt stated that his retirement would be effective on September 27, 2020 at 11:59pm.

Mr. Flindt stated that he was recommending the appointment of Dr. Martin Masarech for the position of Medical Examiner with an annual salary of \$50,000. Mr. Flindt stated that the position was a department head position that was on the compensation schedule.

Mr. Flindt read a brief description of Dr. Masarech's qualifications to the Committee and stated that he along with Mr. Wilcox, Mr. Blanchard, Mr. Gordon and Mr. Woodford interviewed Dr. Masarech for the Medical Examiner's position. Mr. Flindt stated that they were very pleased with Dr. Masarech and how he approached the position. Mr. Flindt stated that Dr. Masarech did a lot of research and looked into how it worked and all aspects of the position. Dr. Masarech asked Mr. Woodford how the budget worked, asked about the Deputy Medical Examiners and asked every question that there was to be asked. Mr. Flindt stated that all of them unanimously recommended Dr. Masarech for the Medical Examiner position.

Ms. Nucero-Alger stated that it sounded like he had a lot going on and asked if he had time for the position and if he lived locally. Mr. Flindt stated that he lived in Greene and he felt confident that Dr. Masarech would be able to have the time that the position required. Mr. Flindt stated based on the detail of the questions that he asked during his interview, he was going into this with his eyes wide open. Mr. Flindt stated that they were very fortunate that Dr. Masarech was interested in the position.

Ms. Nucero-Alger made a motion, seconded by Mr. Grace, to refer to the Personnel Committee with the recommendation to appoint Dr. Martin Masarech as the Medical Examiner for the County and to recommend the annual salary of \$50,000. Carried.

Referral to Personnel Committee

Mr. Blanchard thanked Mr. Flindt for taking the lead on finding someone for the position even though it wasn't his responsibility. Mr. Flindt stated you're welcome and thanked Mr. Blanchard for his support throughout the process. Mr. Flindt stated that Dr. Masarech would make a good Medical Examiner.

Ms. Nucero-Alger asked if they thought there would be any concerns from Dr. Cruz. Mr. Flindt stated that based on the fact that his retirement was a mutual agreement he felt that there were no concerns.

**Authorizing Increase in the Rate for Death Investigations and On-Call Stand By Duty:**

Mr. Woodford stated that there was a draft resolution in their packets to amend the on call agreement for the Medical Examiners. Mr. Woodford stated that they agreement was last amended in 2007 and he was asking for a referral to the Board to adopt the fee schedule.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refer to the full Board for a resolution authorizing an increase in the rates for death investigations and on-call duties for the Medical Examiner's Office. Carried.

**Resolution to Follow**

Discussion: Mr. Jeffrey asked how the positions were being funded. Mr. Woodford stated that they were contracted individuals who were not a part of County payroll.

**Authorizing the Creation of Two Positions and Making Appropriations Therefore – Covid-19 Case Investigations:**

Mr. Flindt stated that they were awarded \$255,577 to enhance detection, surveilling, and prevention of COVID-19 from July 1, 2020 to July 31, 2022.

Mr. Flindt stated that he would like to use the funding to hire a Registered Nurse and Licensed Practical Nurse for contact tracing related to COVID-19.

Mr. Blanchard asked if those services could be contracted out. Mr. Flindt stated that they could be through the State Department of Health out of Albany and NYC. Mr. Flindt stated that they met to discuss this and felt that they wanted to have key control over this and that they should keep the money local by hiring local people to fill the positions.

Mr. Blanchard stated that the positions should be starred. Mr. Flindt agreed.

Mr. Blanchard asked if they would have difficulty hiring people to fill the temporary positions. Mr. Flindt stated that because of the length of the position he felt that they would be able to and that he had nine applicants for a previous nursing position that they recently filled.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refer to the Personnel Committee in order to create the COVID-19 grant funded Registered Nurse and Licensed Practical Nurse positions. Carried.

**Referral to Personnel**

Discussion: Mr. Blanchard asked if there was a budget for the positions. Mr. Woodford stated that there was a draft resolution in their packets and that this would also result in the creation of a separate budget unit, which was also included in the packet.

Ms. Boudreau asked why the 2022 budgeted numbers were less than the 2021 numbers. Were they planning on decreasing the hours worked? Mr. Depperman stated that the funding expired on July 31, 2022 so the amount budgeted reflected that.

Mr. Flindt thanked the Committee and stated that if they had 35 cases it would be 700 phone calls that would need to be made.

**2021 Tentative Budget 141 (Proposed) – Case Investigation – COVID:**

Mr. Woodford stated that the three year budget for the program was in their packets and that this needed to be moved to the Personnel Committee in order to create it in the 2020 budget and then it would be passed along into the 2021 tentative budget.

Ms. Nucero-Alger made a motion, seconded by Mr. Grace, to refer to the Personnel Committee for the creation of budget 141 – Case Investigations COVID in the 2020 budget. Carried.

Referral to Personnel

**2021 Tentative Budget 133 – Public Health:**

Mr. Depperman stated that the biggest change from 2020 to 2021 was a grant with the AAOA called BIP that was being reallocated to the AAOA so they would see all of the lines associated with that program zeroed out.

Mr. Depperman stated that the recent filling of vacant positions from within the department created a lot of backfill positions. Mr. Depperman stated that there would be salary adjustments for those positions in the budget.

Mr. Depperman stated that other than salaries he tried to keep everything about the same and that there was not much change from this year to next year.

Mr. Blanchard stated that this budget came in \$781 less than the 2020 budget.

Ms. Nucero-Alger made a motion, seconded by Mr. Grace, to refer the 2021 Tentative Budget 133 – Public Health to the Finance Committee as presented. Carried.

Referral to Finance

**2021 Tentative Budget 134 – Tobacco Education:**

Mr. Depperman stated that this was a budget that they have had for 18 years and was funded solely from the tobacco settlement funds that the County received.

Mr. Depperman stated that it funded the Public Health Educator's position and computer support.

Mr. Blanchard stated that this was a zero local share budget.

Mr. Grace asked if the amount of the budget represented the total amount of money the County received under its share of the tobacco settlement money. Mr. Depperman stated no, it did not funnel through their department, it was handled by the Treasurer's Department. Mr. Depperman stated that he did not see the dollar amount received. Mr. Depperman stated that it was in the hundreds of thousands of dollars and that maybe Mr. Woodford would be able to provide more input.

Mr. Woodford stated that tobacco settlement dollars were under shared revenues. Mr. Woodford stated that if Mr. Grace looked at a budget he could find that in shared revenue line #A1287. Mr. Woodford stated that the 2020 budgeted number was \$550,000.

Mr. Grace stated not that he was complaining about it, but this budget was a small percentage of the tobacco settlement money that they received.

**2021 Tentative Budget 136 – Rabies:**

Mr. Depperman stated that this budget funded both animal control and human exposure expense.

Mr. Depperman stated that under Public Health directive they were required to hold one clinic every quarter for dogs, cats and ferrets. Mr. Depperman stated that they held a drive through clinic three weeks ago at the fairgrounds where they vaccinated over 400 animals. Mr. Depperman stated that they plan to hold a similar event in the fall.

Mr. Jeffrey stated that this was a very important budget and made a motion to refer the 2021 Tentative Budget 136 – Rabies Control to the Finance Committee as presented. The motion was seconded by Ms. Nucero-Alger. Carried.

Referral to Finance

**2021 Tentative Budget 138 – Adult Polio:**

Mr. Flindt stated that they maintained a very small budget for adult polio and that it was used from time to time for braces or crutches.

Mr. Depperman stated that this budget has been \$750 for over two decades. Mr. Depperman stated that there were two individuals in the County who had polio when they were young that utilize this funding from time to time. Mr. Depperman stated that both of the individuals know that this funding is on a first come first serve basis up to the \$750.

Mr. Depperman stated that they just went through this with one of the individuals with the purchases of braces for \$550.

Mr. Jeffrey made a motion, seconded by Ms. Boudreau, to refer the 2021 Tentative Budget 138 – Adult Polio to the Finance Committee as presented. Carried.

Referral to Finance

**2021 Tentative Budget 140 – Bioterrorism:**

Mr. Depperman stated that this budget funded the Bioterrorism Coordinators position for about 20 years through grant funding.

Mr. Depperman stated that they had a lot of carry over for COVID money that they received in April. Mr. Depperman stated that the COVID lines were related to the \$90,000 COVID related grant that they received.

Ms. Nucero-Alger made a motion, seconded by Ms. Boudreau, to refer the 2021 Tentative Budget 140 – Bioterrorism Coordinator to the Finance Committee as presented. Carried.

Referral to Finance Committee

**2021 Tentative Budget 144 – Children’s Services:**

Mr. Flindt stated that this budget was for early intervention preschool special education services.

Mr. Depperman stated that this program funded children with special healthcare needs education from birth to age 2 and then they will fund them from age three up to the year they start kindergarten.

Mr. Depperman stated that it was a budget within the Health Department with the biggest local share. Mr. Depperman stated that they were all mandated programs.

Mr. Depperman stated that this budget was always based on his best guess because he had no control over the children entering the program or the severity of their needs. Mr. Depperman stated that a child's needs could cost anywhere from a couple of thousand dollars up to \$100,000.

Mr. Depperman stated that if one child came in unbudgeted it would throw the whole program out of whack.

Ms. Boudreau made a motion, seconded by Mr. Grace, to refer the 2021 Tentative Budget 144 – Children's Services to the Finance Committee as presented. Carried.

Referral to Finance

Mr. Blanchard thanked Mr. Flindt and Mr. Depperman for their work on the budgets and commended them for being able to save money and come in under budget.

**Dan Auwarter, Commissioner, Social Services**

**Refill A6010.127 Senior Social Welfare Examiner:**

Mr. Auwarter stated that he was requesting to refill Senior Social Welfare Examiner position #A6010.127 because an individual would be retiring after 33 years of service. Mr. Auwarter stated that the last day worked would be August 25, 2020 and the last day paid would be September 21, 2020.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger to refer to the Personnel Committee to refill position #A6010.127 – Senior Social Welfare Examiner. Carried.

Referral to Personnel

**Refill A6010.179 Senior Clerk:**

Mr. Auwarter stated that he was requesting to refill Senior Clerk position #A6010.179 because the individual would be retiring after 27 years of service. Mr. Auwarter stated that the last day worked would be September 8, 2020 with the refill request would be for October 20, 2020.

Ms. Boudreau made a motion, seconded by Mr. Grace, to refer to the Personnel Committee to refill position #A6010.127 – Senior Clerk. Carried.

Referral to Personnel

**2021 Tentative Budget 150 – Preston Manor:**

Mr. Auwarter stated that he wanted to say that his department, particularly his accounting staff, worked really, really hard on drafting a budget that reflected the challenges that they would be facing in 2021. Mr. Auwarter stated that they were very realistic with the expenses that they would be incurring to operate their programs.

Mr. Auwarter stated that in 2020 the appropriations in their budget for Preston Manor was \$1,388,920 and in the 2021 projected budget it would be \$1,330,298, which was a significant decrease in their operating expenses. Mr. Auwarter stated it also reflected the fact that there was an increase to the cost for staffing.

Mr. Auwarter stated that most of the budget increases were in the salary lines, of about \$12,000. Mr. Auwarter stated that they made up for that increase by decreasing their expenses. Mr. Auwarter stated that most of the

decreases were based on utilization and expenses for 2020 and a hard study of what most of the money was spent on.

Mr. Auwarter stated that they decreased the supplies and materials line by \$10,000, the other expense line was decreased by \$11,500, and one of the significant decreases was made to the fuel line. Mr. Auwarter stated that they were able to study their fuel costs and negotiated a better rate for fuel, and were able to decrease the fuel line by \$30,000.

Mr. Auwarter stated that overall they decreased the budget by \$58,000.

Mr. Grace asked how many residents were currently at Preston Manor. Mr. Auwarter stated currently they were a little over half of their capacity due to COVID crisis. Mr. Auwarter stated that when that hit in March they were unable to take in new residents for obvious safety reasons. Mr. Auwarter stated that they had 28 residents at this current time out of 45.

Mr. Grace asked what they anticipated the year would bring. Mr. Auwarter stated that they have a waiting list at the moment and they were in the process of working with the State on a safe operating plan to begin admitting people. Mr. Auwarter stated that they had to have some pretty stringent things in place before they could begin letting people in from the outside to not only ensure the safety of their vulnerable residents, but their staff as well.

Ms. Nucero-Alger asked if they were able to put people on the second floor of the facility. Mr. Auwarter stated that they were, based on the mobility of the individual.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refer the 2021 Tentative Budget 150 – Preston Manor to the Finance Committee as presented. Carried.

Referral to Personnel

### **2021 Tentative Budget 149 – DSS Administration:**

Mr. Auwarter stated that they typically begin to start the process for this budget in early May and Ms. Petry-Jones and her staff were a big help in preparing this budget.

Mr. Auwarter stated that the local share cost decreased by 3.94%, which he felt was a significant decrease.

Mr. Auwarter stated that the largest increase was in staffing, which was based on contract increases of \$37,000.

Mr. Auwarter stated that they were able to save \$15,000 in overtime costs.

Mr. Auwarter stated that equipment came in at a significant lower cost because most of their computers were updated in 2019 and 2020 to reflect the Windows 10 upgrades. They decreased the budget line by \$55,000.

Mr. Auwarter stated that overall they were able to save about \$69,000 in operating costs for 2021.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refer the 2021 Tentative Budget 149 – DSS Administration to the Finance Committee as presented. Carried.

Referral to Finance

### **2021 Tentative Budget 151 – DSS Contractual:**

Mr. Auwarter stated that the expenses for 2021 remained static, most of the programs were mandated expenses for services. Mr. Auwarter stated that they were able to maintain a flat budget.



Ms. Nucero-Alger made a motion, seconded by Ms. Boudreau, to refer the 2021 Tentative Budget 151 – DSS Contractual to the Finance Committee as presented. Carried.

Referral to Finance

**2021 Tentative Budget 153 – DSS Programs:**

Mr. Auwarter stated that they studied patterns and trends for how the community used their services. Mr. Auwarter stated that notably for 2021 was in A6102.46 - Medicaid Services. Mr. Auwarter stated that due to COVID there was a federal enactment of assistance to states and counties that reflected a 6.2% increase in federal aid, which reduced the local cost for those programs. Mr. Auwarter stated that it reflected a savings of about \$525,000 to the County.

Mr. Auwarter stated that they anticipated a higher utilization of daycare costs with the reality of more children being home from school resulting in an increased demand for daycare services.

Mr. Auwarter stated that maintained a balance in the Payment to State Schools line in the event that they needed to make a state school placement. Mr. Auwarter stated that they have not had to make a placement in some time, but they recently had a close call this year. Mr. Auwarter stated that they try everything they can to prevent placement, but there may be a time when it became necessary.

Mr. Blanchard asked about the Raise the Age program. Mr. Auwarter stated that they have not had a Raise the Age placement since the law was enacted. Mr. Auwarter stated that they currently had a person that may actually go that route depending on what was happening with that case. Mr. Auwarter stated that was 100% State share at the moment. Mr. Auwarter stated that most of those expenses primarily occurred on the Probation Department's side.

Ms. Boudreau made a motion, seconded by Mr. Grace, to move the 2021 Tentative Budget 153 – DSS Programs to the Finance Committee as presented. Carried.

Referral to Finance

Discussion: Mr. Jeffrey asked what the amount was that the State has not reimbursed them for so far in 2020. Mr. Auwarter stated that right now the State owed them \$2.4 million in reimbursements and that was not counting some child welfare programming costs that they have not tabulated yet. Mr. Auwarter stated at the moment they had quite a significant outstanding bill to the State. Mr. Auwarter stated that as they were all aware the State was withholding 20% of their state aid reimbursements, pending any federal action. Mr. Auwarter stated that they did not anticipate seeing anything until November. Mr. Auwarter stated that was a significant amount that was due to the County and they were keeping an eye on that daily, if not hourly.

Mr. Blanchard thanked Mr. Auwarter for his work on the budgets and commended him for being able to save money and come in under budget.

Mr. Wilcox stated that DSS and Mr. Auwarter represented about 135 personnel members and that 27 of those positions remained unfilled. Mr. Wilcox stated it certainly was in the best interest of the County to be helping in that manner and it was certainly appreciated.

**Adjournment:**

With no further action by the Committee, Mr. Blanchard adjourned the meeting at 11:38 a.m.

**Health and Human Services Committee Meeting  
Chenango County Office Building – Committee Room  
Monday, September 28, 2020 – 10:00 am**

**Present Were:** Chairman Jeffrey B. Blanchard, Supervisor Robert M. Jeffrey, Supervisor Thomas P. Grace, Supervisor Grace Nucero-Alger, Supervisor Jeremiah J Micklas, Clerk of the Board/County Auditor RC Woodford, Youth Bureau Director Kathy Clemens, Veterans Services Officer Joe Coe, Budget Technician Ellen Cleveland, Area Agency on Aging Director Brian Wessels, Social Services Commissioner Dan Auwarter, Public Health Director Marc Flindt and Board Chairman Lawrence Wilcox.

**Absent:** Supervisor Jennifer B. Boudreau.

Chairman Blanchard called the meeting to order at 10:00 am.

**Kathy Clemens, Director, Youth Bureau  
2021 Tentative Budget 163 – Youth Bureau:**

Ms. Clemens provided an update to her programs to the committee prior to presenting the budget.

Ms. Clemens stated that she held onto the Safe Harbor Program and will act as the coordinator for the program because she had no idea what was happening with the State budget and how much aid she would be getting. Ms. Clemens stated that maintaining the program guaranteed that she had some way of receiving revenue.

Ms. Clemens stated that they were conducting two different webinar trainings, twice each. Ms. Clemens stated that the trainings being offered were Sex Trafficking 201 and Sex and Drug Trafficking. Both classes will be offered in October and again in November.

Ms. Clemens stated that she wished she had some concrete numbers to give to the committee, but she did not.

Ms. Clemens stated that she was able to submit all of the 2019 claims before the end of the year, which did not get hit with the 20% hold back.

Ms. Clemens stated that as far as 2020 funding and with the Safe Harbor program, it was a liquid system. Ms. Clemens stated that the State has told her to hold off putting through the allocation resource package until they could come up with the Youth Bureau funding. Ms. Clemens stated that if it went on too much longer she was going to claim under the Safe Harbor Program. Ms. Clemens stated that she could not project anything for 2021 at this point because she did not know what was going on with 2020.

Ms. Clemens stated that there were two summer programs this past summer. Ms. Clemens stated the City of Norwich Youth Bureau had some giveaways and were giving away tickets to different venues that were funded by grants. Ms. Clemens stated that the Greene Joint Recreation Commission held programs this summer with a lot of help from Raymond Corporation.

Mr. Jeffrey asked if the two municipalities would be reimbursed for the costs that they had that were associated with those activities. Ms. Clemens stated that as soon as she found out what was going on she would be able to deal with a number. Mr. Jeffrey stated they have not received any funding for 2020. Ms. Clemens stated that she could not send an application in because there was no funding in that line. Ms. Clemens stated that she could

not do anything until the State let her know how much money she would be getting. Ms. Clemens stated that it was really the Office of the Budget, they had an allotment but because they wouldn't put the money in the line items her hands were tied. Mr. Jeffrey stated they have not received any money at all from the State for 2020. Ms. Clemens stated that she has not been able to put in an application so they had no application to claim against. Mr. Jeffrey stated that he did not know that. Mr. Jeffrey stated that when they passed the budget last year for 2020 he was assuming that they would be receiving money after April 15<sup>th</sup> for this year's activities. Ms. Clemens stated that she would like to say to the Board that she has not submitted an application and as soon as she was able to submit an application she would then be able to look at how much everyone would be getting. Ms. Clemens stated that the only programs that she was aware of that functioned were Greene and the City of Norwich. Mr. Jeffrey asked how the programs that they offered this year were funded. Ms. Clemens stated that the programs were primarily funded through donations and grant funding and the directors for those programs were putting in a lot of their own time. Mr. Jeffrey stated that they never received any money from the County or the State. Ms. Clemens stated no.

Ms. Nucero-Alger stated that the Town of Plymouth held an activity and asked if they could receive funding for it. Ms. Clemens stated that they could, but until she knew how much money she would be getting she could not let the towns know. Ms. Clemens stated that for the County's sake she did not want to promise money that they might not get.

Ms. Clemens stated that she and Deputy Treasurer John Williams put together the tentative budget and the only increase to the budget was in her Maintenance line for IT expenses.

Ms. Clemens stated that the Safe Harbor revenues were put in revenue line #A3845 – State Aid-YS/Rec.

Mr. Blanchard stated that the computer time was not separated out in her budget. Ms. Clemens stated no, it was included in the Maintenance line #A7310.43. Mr. Blanchard asked what else was in that line. Ms. Clemens stated office reimbursement and IT.

Ms. Nucero-Alger made a motion, seconded by Mr. Grace, to refer the 2021 Tentative Budget 163 – Youth Bureau to the Finance Committee as presented. Carried.

**Joe Coe, Veterans Services Officer**  
**Veteran's Services Activities:**

Mr. Coe stated that in NYS there were 718,900 veterans and in Chenango County there were 37,038 veterans as of 2019.

Mr. Coe stated in 2018, being a new office, he handled 207 calls and filed 11 claims.

Mr. Coe stated in January of 2019 he purchased software to assist him in completing veteran benefits. From January 2019 through December 2020 Chenango County veterans will receive compensation for claims that he filed in the amount of \$779,956.24. Mr. Coe stated that it would be ongoing income for those veterans.

Mr. Coe stated that he has to establish powers of attorney for family members in order to file claims and currently he had 174 powers of attorney.

Mr. Coe stated in 2019 he has handled 535 calls and 386 calls so far this year.

Mr. Coe stated that he assisted with the IRT that was held at the high school last year.

Mr. Coe stated that in 2019 he attended Senior Day at the County Fair, the health clinic at the YMCA and Veteran's Recognition Day ceremony at the Council of the Arts.

Mr. Coe stated that he was now accredited through the American Legion and the NYS Department of Veterans Services.

Mr. Coe stated that he was working anywhere from 20 to 30 plus hours each week for the County's veterans.

**2021 Tentative Budget 157 – Veterans Service Agency:**

Mr. Coe stated that he held his budget basically at \$20,000 and \$10,000 of it was provided by the State of NY. Mr. Coe stated that basically all the duties and responsibilities that he had he was doing for about \$10,000.

Mr. Jeffrey stated to Mr. Coe that he did a great job and he has heard that throughout the community. Mr. Jeffrey stated that the services that he provided to the veterans of our community did not go unnoticed. He heard very positive comments about how active Mr. Coe has been and thanked Mr. Coe.

Ms. Nucero-Alger made a motion, seconded by Mr. Grace, to refer the 2021 Tentative Budget 157 – Veterans Service Agency to the Finance Committee as presented. Carried.

**Brian Wessels, Director, Area Agency on Aging**

**2021 Tentative Budget 166 – Area Agency on Aging:**

Mr. Wessels stated that line #A7610.123 – Outreach Worker was the position that was transitioning over to AAOA from Public Health under the NY Connects Program.

Mr. Wessels stated that #A7610.43 – Rental Building was the same amount of money. Mr. Wessels stated that they were in discussion with Father Ralph at St. Bartholomew's Church to rent space for the Norwich site. Mr. Wessels stated that currently they were at the YMCA and whenever there was program scheduling issues, the Senior Center ends up getting bumped from the schedule. Mr. Wessels stated that if they move the site to St. Bartholomew's the rental cost would be decreasing.

Mr. Wessels stated that they zeroed out line #A7610.53 – Flu Shot Program because the numbers have dwindled over the year. Mr. Wessels stated he and Marc Flindt discussed that and with their staffing being pretty tight they decided to discontinue that program. Mr. Wessels stated that four or five years ago when they held a senior flu clinic the numbers were around 300, now they were lucky if they got 100. Mr. Wessels stated that people were still getting their flu shots, but they were getting them from their doctor's or at the pharmacy.

Mr. Wessels stated that line #7610.54 – Public Health NY Connect/BIP was zero as a result of the program moving over to AAOA from Public Health. Mr. Wessels stated that they were putting the whole program back into their budget rather than contracting with Public Health. Mr. Jeffrey stated that he needed a little more understanding of that. Last year they allocated \$83,200. Mr. Jeffrey asked what that program provided because it was pretty substantial going from \$80,000 to zero. Ms. Cleveland stated that they paid that on a quarterly basis to Public Health and because there was no longer a contract they put that funding in other areas. Ms. Cleveland stated that a portion of it was in the salary line for the Outreach Worker that transitioned over into their budget from Public Health and the rest went to telephone expense and other expenses.

Mr. Wessels stated on the revenue side line #A2190 – Repayment AAA Nutrition, they expected a little bit of a reduction because the sites have been closed. Mr. Wessels stated that it would not reduce too much because they transitioned folks that were going to the sites to home deliveries.

Mr. Jeffrey stated that he had a question on line #A7611.47 – Food. They budgeted \$89,920 in 2020 and as of the end of August they spent \$47,600 but next year they only budgeted \$800. Mr. Wessels stated that was federal stimulus dollars received under the CARES Act that they used to purchase shelf stable meals during the shutdown. Mr. Wessels stated during the shutdown they had to purchase canned foods and that was where they put the revenue for that. Mr. Jeffrey stated that it was a onetime grant. Ms. Cleveland stated it was a onetime stimulus payment.

Mr. Jeffrey asked what happened with any money left over at the end of the year. Ms. Cleveland stated that it went into the general fund.

Ms. Nucero-Alger made a motion, seconded by Mr. Grace, to refer the 2021 Tentative Budget 166 – Area Agency on Aging to the Finance Committee as presented. Carried.

**Authorize Appropriation of Families First Coronavirus Response Act (FFCRA) Funds:**

Mr. Wessels stated that they received \$3,600 and they were asking to appropriate the funding.

Mr. Wessels stated that they were asking to increase revenue line #A4814 by \$3,600 and then to appropriate \$1,500 to #A7610.21 – Equipment, \$1,500 to #A7610.42 – Supplies & Materials and \$600 to #A7610.44 – Other Expense.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refer to the Finance Committee in order to authorize the appropriation of \$3,600 received under the FFCRA. Carried.

Referral to Finance

**Dan Auwarter, Commissioner, Social Services**  
**Refill Clerk - #A6010.1871:**

Mr. Auwarter stated that he was requesting to refill the #A6010.1871 – Clerk position. Mr. Auwarter stated that the individual would be promoted to a new position effective October 19th, which was also the refill date for the Clerk's position.

Mr. Auwarter stated that the clerk position was a clerical position at the front desk that handled client services.

Mr. Auwarter stated that he currently had 15 open positions.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger to refer to the Personnel Committee in order to refill position #A6010.1874 – Clerk. Carried.

Referral to Personnel

**Refill Social Welfare Examiner - #A6010.131:**

Mr. Auwarter stated that he was requesting to refill this position due to a promotion. Mr. Auwarter stated that the refill date was for today.

Ms. Nucero-Alger made a motion, seconded by Mr. Micklas, to refer to the Personnel Committee in order to refill position #A6010.131 – Social Welfare Examiner. Carried.

Referral to Personnel

**Re-title/Refill Account Clerk/Typist - #A6010.174:**

Mr. Auwarter stated that he was requesting to refill this position because the individual passed away.

Mr. Auwarter stated that the last day of pay out would be October 16<sup>th</sup>.

Mr. Auwarter stated that he was requesting to remove the typist designation from the position because the typist definition was not really required for the position. Mr. Auwarter stated that it would be the same pay grade.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refer to the Personnel Committee in order to retitle the position from #A6010.174 - Account Clerk/Typist to Account Clerk and refill the position. Carried.

Referral to Personnel

**Refill Child Support Investigator - #A6010.145:**

Mr. Auwarter stated that he was requesting to refill the position due to a promotion. Mr. Auwarter stated that they position was vacated in April and when the individual was promoted he did not request to backfill the position at that time.

Mr. Jeffrey made a motion, seconded by Mr. Grace, to refer to the Personnel Committee in order to refill position #A6010.145 – Child Support Investigator. Carried.

Referral to Personnel

Mr. Jeffrey asked Mr. Auwarter how many open positions he had. Mr. Auwarter stated that he had 15 open positions. Mr. Jeffrey told Mr. Auwarter that he was doing a great job and thanked him.

**Marc Flindt, Director, Public Health**

**Refill Account Clerk Typist PT - #A4010.152:**

Mr. Flindt stated that he was requesting to refill this position due to a resignation. Mr. Flindt stated that the individual was retiring.

Mr. Flindt stated that the position was in the Nursing Division's receptionist. She handled the rabies scheduling, entered the nurses' activity reports and also served as a backup for payroll.

Mr. Flindt stated that the position was for 19 hours per week without benefits and the hourly rate was \$14.25.

Ms. Nucero-Alger made a motion, seconded by Mr. Grace, to refer to the Personnel Committee in order to refill the Account Clerk Typist PT - #A4010.152 position. Carried.

Referral to Personnel

**Flu Readiness Program:**

Mr. Flindt stated that he received \$13,566 under the Flu Readiness program from the NYSDOH.

Mr. Flindt stated that the funding was for the promotion of the flu vaccine and that it was important to get as many people vaccinated as possible.

Mr. Flindt stated that he was going to use the funding to replace their pharmacy grade refrigerators that were ten years old and were used to store vaccines.

Mr. Blanchard made a motion, seconded by Mr. Micklas, to refer to the Finance Committee in order to appropriate \$13,566 received under the Flu Readiness Program. Carried.

Referral to Finance

**Appoint New Early Intervention Official:**

Mr. Flindt stated that this was an internal change that he wanted to make, which was the beginning of some succession planning for him and the Health Department.

Mr. Flindt stated that he was currently the Early Intervention Official and Mr. Depperman was the Early Intervention Manager. Mr. Flindt stated that Mr. Depperman did not qualify for the Official position and he would like to appoint his Nursing Director, Barb Ryan as the new Official.

Mr. Flindt stated that Ann Callahan and Sara Brady would be appointed as the Early Intervention Official Designees and Carrie Sullivan would be appointed as the Early Intervention Services Coordinator.

Mr. Flindt stated that the appointments would be effective on the date of the next BOS meeting on October 13<sup>th</sup>.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refer to the next BOS meeting in order to authorize the appointment of the Early Intervention Official and the Early Intervention Official Designees and Services Coordinator. Carried.

**Resolution to Follow**

Discussion: Mr. Blanchard asked if there was any money attached to the appointment. Mr. Flindt stated that there was, but he would revisit this in December to slide \$1,000 from Mr. Depperman's \$4,000 stipend over to Ms. Ryan.

Mr. Flindt stated that Mr. Woodford asked him to wait because they were comp schedule employees and once the 2021 budget was passed it would be easier to pass the changes in December.

Mr. Wilcox stated that a big thank you needed to go out to Mr. Flindt and his staff for handling the Early Intervention Program. Mr. Wilcox stated that the program struggled for years and under the supervision of Mr. Flindt and Mr. Depperman it was running much better.

**2021 Tentative Budget 106 – Medical Examiner:**

Mr. Blanchard stated that the budget reflected the recent changes that were made to this office.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger to refer the 2021 Tentative Budget 106 – Medical Examiner to the Finance Committee as presented. Carried.

**2021 Tentative Budget 141 - Case Investigation – COVID:**

Mr. Flindt stated that this was a new division under his department.

Mr. Flindt stated as the committee recalled he received \$225,000 to fund this.

Mr. Flindt stated that the sole purpose of this money was to hire Contact Tracers.

Mr. Flindt stated that the budget covered one full time RPN and one full time LPN.

Mr. Jeffrey stated that it was all grant funded with no local share. Mr. Flindt stated that was correct.

Mr. Flindt stated that the budget did not add up to \$225,000 because this budget covered 2021 and the funding covered the positions from June 1, 2020 to June 30, 2022.

Ms. Nucero-Alger made a motion, seconded by Mr. Micklas to refer the 2021 Tentative Budget 141 – Case Investigation - COVID to the Finance Committee as presented. Carried.

**Adjournment:**

Mr. Blanchard adjourned the meeting at 10:51 a.m.

slh



**Health and Human Services Committee Meeting  
Chenango County Office Building – Board Room  
Monday, October 26, 2020 – 10:00 am**

**Present Were:** Chairman Jeffrey Blanchard, Supervisor Robert Jeffrey, Commissioner of Social Services Dan Auwarter, Public Health Director Marc Flindt, Coordinator of Services Nicole Ross, Budget Technician Ellen Cleveland, Director of Community Services Ruth Roberts, CCSI Representative Kristi Empett and Clerk of the Board/County Auditor RC Woodford.

Present via Teleconference Were: Supervisor Grace Nucero-Alger and Supervisor Jeremiah Micklas.

**Absent:** Supervisor Thomas Grace and Supervisor Jennifer B. Boudreau.

Chairman Jeffrey Blanchard called the meeting to order at 10:03 am.

**Dan Auwarter, Commissioner, Social Services  
Refill Caseworker Position #6010.1233:**

Mr. Auwarter stated he was requesting to refill caseworker position #A6010.1233 in the services division. Mr. Auwarter stated the person did not pass the probationary period. Mr. Auwarter stated the last day worked was October 19, 2020 and he was requesting to refill the position on October 29, 2020.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger to refer to the Personnel Committee in order to refill Caseworker position #A6010.1233. Carried.

Referral to Personnel

**Refill Account Clerk Position #A6010.182:**

Mr. Auwarter stated he was requesting to refill position #A6010.182 – Account Clerk in the Child Support Division. Mr. Auwarter stated the individual resigned to accept a position in another department. The last day worked will be November 6, 2020 and the date of refill would be November 9, 2020.

Ms. Nucero-Alger made a motion, seconded by Mr. Micklas, to refer to the Personnel Committee in order to refill Account Clerk position #A6010.182. Carried.

Referral to Personnel

Mr. Jeffrey asked Mr. Auwarter how many positions were not refilled. Mr. Auwarter stated he had around 15 right now. Mr. Jeffrey thanked Mr. Auwarter for everything that he was doing.

**Marc Flindt, Public Health Director  
COVID-29 Update:**

Mr. Flindt stated that there was a spike in the number of cases in the county. There were 346 confirmed cases from February and in the last three weeks that number increased by 94. Mr. Flindt stated that there were 230 in quarantine, up from 162 three weeks ago. There were currently 3 hospitalizations and were still at only 7 deaths, which he was very thankful for.

Mr. Flindt stated that the spike was occurring in the southern part of the county in the Afton, Bainbridge and Greene area. Mr. Flindt stated that he was surmising that we were seeing an increase in those areas due to our residents who work and shop in Broome County. Mr. Flindt stated Broome County had an explosion of COVID-19 cases over the last couple of weeks and were still at 500 current cases, but were trending down a little bit. Mr. Flindt stated since Sunday they were down 60 cases.

Mr. Flindt stated he was also seeing throughout the county that people were having COVID fatigue. People were just tired of wearing masks, tired of social distancing.

Mr. Flindt stated they were dealing with residents who have traveled to hot spot states, and were not quarantining for 14 days or wearing masks. Mr. Flindt stated the other thing he was seeing was people in the 20 to 30 year old category getting together with a group of friends for the weekend, no social distancing, and no masks that time of thing.

Mr. Flindt stated three weeks ago, the county's positivity rate was 0.9% and as of Friday it was 5.4%. Mr. Flindt stated the positivity rate was those folks get a test and then what percent of those tests come back positive.

Mr. Flindt stated his thoughts were that NYS would deem the southern part of the county as a yellow zone. Mr. Flindt stated that would be his guess in the next couple of days because it met the criteria. Mr. Flindt stated that it would not be the entire county, just the southern region. Mr. Flindt stated that yellow zone meant precautionary. Mr. Flindt stated what would happen, worship services 50% capacity, mass gatherings restricted to 25 people maximum both inside and outside, dining 4 persons per table both inside and outside and schools would remain open. Mr. Flindt stated pretty much what they were doing now, but it was just a warning that they needed to be looking at it. Mr. Flindt stated the State had yellow, orange and red precaution steps.

Mr. Flindt stated that Norwich Middle School had a positive case late last week, the school was closed today for deep cleaning.

Mr. Flindt stated that the other thing that was going on this week that was very positive was that he got a call from his counterpart in Otsego County, Heidi Bond Public Health Director, that they had 300 test kits left over from the testing that she did with Hartwick College and SUNY Oneonta College. Mr. Flindt stated that he was in touch with Bassett Health Care and he was about 80% sure that they would be down in the ball park field in Greene on Wednesday this week offering free rapid testing to the residents down there. Mr. Flindt stated that they were going to see if they could make that happen.

Mr. Flindt stated the FDA has approved therapeutics, Remdesivir and Dexamethasone, so they were moving forward with getting some therapeutics approved by the FDA. Mr. Flindt stated from what he was hearing a vaccine, he was hoping, would start to be manufactured the first quarter of 2021. Mr. Flindt stated that of course then it had to be manufactured and then distributed and administered. Mr. Flindt stated that he submitted paperwork last week to NYSDOH to be a health department organization or site to be able to receive the vaccine when it became available.

Mr. Flindt stated that they were moving along and would keep monitoring the spike down in the southern part of the county. Mr. Flindt stated that it has really been a challenge this past week with the computers down because they do a lot of education to the public. Mr. Flindt stated that the IT Director, Herman Ericksen, visited him this morning and said that he would be working on getting Nursing up and running this week. Mr. Flindt stated that they have been using hot spots from their smart phones to enter contact tracing and positive results to the State this past week. Mr. Flindt stated that it has been cumbersome but they have been able to move along.

Mr. Jeffrey asked how many rapid testing sites were in the southern tier because he knew there was one in Binghamton and also Oneonta. Mr. Flindt stated the sites were still in Binghamton and Oneonta and the Bassett

Health care tents were in the county and if you were a Bassett patient you could be tested there, but it was not rapid testing, it took a couple of days to get results.

Mr. Jeffrey asked if there were any rapid testing sites anywhere in Chenango County. Mr. Flindt stated no. The only other place was Chenango Memorial Emergency Room and that it was not rapid testing either.

Mr. Flindt stated that Bassett had some rapid testing machines that they would be bringing down to Greene on Wednesday from Cooperstown.

Mr. Jeffrey asked how much the rapid testing machines cost. Mr. Flindt stated that he did not know.

Ms. Nucero-Alger stated that last night on the news, she saw that Costco was selling them and they ran \$130. Mr. Flindt stated that there may be a difference between what Costco was selling and medical grade kits.

Mr. Jeffrey asked if there were certain storage requirements for the vaccine, such as refrigeration, and were they ready for that. Mr. Flindt stated he was hearing that there were potentially three vaccines that may come on the market, one required a super deep freeze, -80°. Mr. Flindt stated he has heard that if they did get those distributed from the State, they would be packed and shipped in dry ice and they could keep those on dry ice for a number of days. Mr. Flindt stated they have asked DOH if they needed to purchase something now and DOH said no, if a vaccine was distributed that needed to be frozen, the State would purchase and ship the freezers.

Ms. Nucero-Alger stated that she was confused by how they would just designate one area of the county as yellow, she assumed it had to be the whole county that was designated. The other question she had was the teacher that was confirmed positive at the Norwich Middle School, how were they going to make sure the kids were safe to return to school, had any of the kids been in contact with that teacher, what kind of testing were they going to do in the school to make sure everyone was going to be safe to go back and should there be any kind of a quarantine period. Mr. Flindt stated what the State was looking for with the zones was an outbreak in a certain specific area. Mr. Flindt stated if you looked at what happened in Broome County, the State put them in a yellow zone in the City of Binghamton, right along the river. Mr. Flindt stated in Tioga County it was in Richfield. The State wanted to pinpoint where the problems were. Ms. Nucero-Alger stated they were just hotspots that they could designate one color for. Mr. Flindt stated hotspots or a cluster. Mr. Flindt stated regarding Norwich Middle School, Isaiah Sutton and he have worked, for months, with the eight school superintendents and school districts in the county to get plans put together. Mr. Flindt stated that the plans were approved by them and the State and Norwich's plan was approved. Mr. Flindt stated that his nursing staff did contact tracing at the Middle School. Mr. Flindt stated that they were closed today to deep clean the area, with deep cleaning and contact tracing that was really what was required.

Mr. Nucero-Alger stated that she also heard last night that there was a confirmed positive case of a staff member at BOCES and asked if that was true. Mr. Flindt stated that it could be true, he was not aware of that this morning as he sat here in the meeting. Mr. Flindt stated again, they would do the same thing. They would be in touch with them and contact tracing would be done, make sure their primary care provider was aware and cleaning was done and reopen.

Mr. Micklas stated that Mr. Flindt mentioned the yellow zone limits and asked what the current limits were because he was starting to notice gatherings in his community in Pharsalia and had concerns about that. Mr. Micklas stated he would also like to know what the town's role was in that process if they saw larger gatherings, do they contact the Health Department, go right to the State. Ms. Nucero-Alger stated that was a good question and she was also going to ask that question. Mr. Flindt stated mass gatherings would be reduced from 50 people to 25 people if they were designated a yellow zone. Mr. Flindt stated he would appreciate him getting a call at 337-1650, because he would like to know about those gatherings. Mr. Flindt stated when they heard of something like that ideally beforehand so that it gave them time to work with folks and the organizers of an event at the place it was going to be held. Mr. Flindt stated the local government, which would be the

Health Department, was responsible for enforcement. Mr. Flindt stated to let him know and they would be in touch with the folks. Mr. Flindt stated that he has even sent the Sheriff's Department out to try to reason with folks that were going to have large gatherings. Mr. Flindt stated most of the time, they were successful.

### **Transfer of Funds for Overtime:**

Mr. Blanchard stated that there was a draft resolution for a request to authorize the transfer of funds in the amount of \$15,000 from Appropriation Account #A4010.17-RN Lead to Appropriation Account #A4010.190-Overtime.

Mr. Blanchard stated he was assuming it had to do with COVID and the extra stuff that they had to do in the Health Department. Mr. Flindt stated yes it was, it was for their general overtime line to cover across the board staffing.

Mr. Blanchard stated the account it was coming out of was a lead account. Mr. Flindt stated that the committee may recall a number of months ago they created a Registered Nurse position for their lead program, since the State was requiring them to do more work with childhood lead because there was regulation change made. Mr. Flindt stated the account was a personnel line that was never filled and was vacant. Mr. Blanchard stated that it was not a grant related line it was all local funding, correct. Mr. Flindt stated yes.

Ms. Nucero-Alger made a motion, seconded by Mr. Micklas, to refer to the Finance Committee in order to request a transfer in the amount of \$15,000 from Appropriation Account #A4010.17-RN Lead to Appropriation Account #A4010.190-Overtime for overtime expenses in the Health department. Carried.

### **Referral to Finance Committee**

Discussion: Mr. Jeffrey asked if the funding would potentially be reimbursable by the State or Federal because it was potentially COVID related. Mr. Jeffery stated the State hasn't been giving them reimbursement or support or doing anything like that in regards to if its COVID related, meaning the testing, the contact tracing, and things like that. Mr. Flindt stated no. Mr. Blanchard stated he was assuming they were keeping track of those thing so that if there was something that came along in the future that they could go back on they would do that. Mr. Flindt stated yes.

### **Nicole Ross, Coordinator of Services and Ellen Cleveland, Budget Technician** **Authorize the Renewal of Various Agreements for the Year 2021:**

Ms. Ross stated that they were requesting all 2021 agreements to move forward in 2021. Mr. Blanchard asked if there were any new agreements. Ms. Ross stated that they were all basically the same, they had one that they were going to talk about later. Mr. Blanchard asked if any of the contracts changed. Ms. Ross stated no.

Ms. Ross stated the one difference was that there was no longer a contract for the Oxford Senior Center and needed to be removed from the draft resolution before them.

Ms. Ross stated the only real changes were for the price increases that the contract agencies requested.

Mr. Jeffrey stated last month there was discussion regarding the Norwich site at the YMCA and the agreement moving forward was with them then. Ms. Ross stated at this time, there has been discussion with St. Bart's Parish Center, however no agreement has been reached as of yet.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refer to the next BOS meeting in order to authorize various agreements for AAOA during the 2021 year. Carried.

### **Resolution to Follow**

Discussion: Mr. Blanchard stated just to clarify the new amounts for the contracts were in the 2021 budget. Ms. Ross stated yes.

### **Mom's Meals:**

Ms. Ross stated that they would like to seek permission to go into agreement with Mom's Meals. Ms. Ross stated that with COVID, unfortunately, they accumulated a large waiting list for home delivered meals. Ms. Ross stated that they were able to get some of the people off the list while working with the kitchen for frozen meals. However there were some people, due to the kitchen's capacity to hold the meals and where the people lived, that would never be able to be served by them, unfortunately. Ms. Ross stated with Mom's Meals, they would be able to be served.

Mr. Blanchard asked what exactly Mom's Meals was. Ms. Ross stated that Mom's Meals was a senior nutrition program out of Iowa that delivered USDA approved meals by mail. Ms. Ross stated that they were very similar to them and would use them to supplement the meals and not provide them to everybody. Mr. Blanchard stated they came in frozen packages. Ms. Ross stated they came in frozen packages delivered twice per week and was based on the individuals dietary needs. Ms. Ross stated the individuals would work with them through a caseworker and Mom's Meals to make sure their dietary needs were met.

Mr. Blanchard asked how it was going to be funded. Ms. Ross stated stimulus money. Mr. Blanchard asked if they had enough funding left to do it. Ms. Cleveland stated yes. Mr. Jeffrey asked if it was through the end of the year or through next year, what was the term. Ms. Cleveland stated the stimulus money that they currently had allocated was good through the end of September, 2021. Ms. Cleveland stated whether more stimulus money would be coming, probably based on who won the Presidency. Ms. Cleveland stated for now they had enough to carry over into next year to pay for the Mom's Meals.

Mr. Jeffrey asked how much the projected cost was. Ms. Ross stated the meals were \$6.99 per meal and asked Ms. Cleveland what they figured. Ms. Cleveland stated that it depended on the need, and how many they were actually going to hand out. Ms. Cleveland stated it would be monitored strictly to ensure that they did not spend more than they currently had in the budget for meals.

Mr. Jeffrey asked if there would be an agreement between AAOA and Mom's Meals that would need to be sent to the Finance Committee, and if so, they would need to have a ballpark figure for it. Mr. Blanchard asked if there would be some sort of a contract with them. Ms. Ross stated this was a pay as you go service. Mr. Blanchard stated it was a pay as you go service that did not have a contract. Ms. Ross stated yes.

Ms. Ross stated what they were doing was purchasing frozen meals from Walmart or Tops, but they had 41 people on their waiting list. Ms. Ross stated without going into Top's or Walmart and wiping their shelves off Mom's Meals was probably their best option.

Mr. Jeffrey asked if they were going to be ordered online and shipped to the residences. Ms. Ross stated they would order them over the phone with help from their caseworker if needed.

Mr. Blanchard stated they really did not need anything from them, it was just an FYI for the committee. Ms. Ross stated she guessed so.

Mr. Woodford asked just to confirm, there was no agreement that they would be setting up with Mom's Meals? Ms. Ross stated not that she believed, the representative set them up as a pay as you go. Mr. Woodford stated okay and he thought Mr. Blanchard's assessment would be correct. Mr. Woodford stated it may well be worth to report to the committee in the future on a periodic basis. Mr. Woodford stated as they implemented this, if there were agreements they would need to be Board authorized and could be taken care of down the road if necessary.

Ms. Nucero-Alger stated that she thought this was a wonderful option geared towards senior citizens.

Prior to the meeting's adjournment, Ms. Ross returned to the meeting and stated that they would need to authorize a contract agreement with Mom's Meals for those services.

Ms. Nucero-Alger made a motion, seconded by Mr. Jeffrey, to refer to the Finance Committee for approval to enter into an agreement with Mom's Meals for the delivery of meals to seniors in the County. Carried.

Referral to Finance

**Ruth Roberts, Director of Community Services and Kristi Empett CCSI Representative**  
**Refill Sr. Typist Position #A4320.111:**

Ms. Roberts stated that this individual was retiring and they were aware of this when they submitted their 2021 budget and there would be a bit of a savings when they were given permission to refill the position.

Ms. Roberts stated the last day of work was 10/29/20 and the individual would be paid out until 11/20/20 so they were requesting to refill the position effective 11/23/20.

Ms. Nucero-Alger made a motion, seconded by Mr. Jeffrey, to refer to the Personnel Committee to refill Sr. Typist Position #A4320.111. Carried.

Referral to Personnel Committee

Discussion: Mr. Jeffrey asked if this was an account clerk/typist position. Ms. Roberts stated no, it was really a typist position. This person mainly supported them by typing information into their medical records system.

Mr. Blanchard stated there was probably a list to hire off from. Ms. Roberts stated she was not sure and she thought that it was the only sr. typist position that they had in their department.

**Authorizing Lease Agreement with Catholic Charities for the Club:**

Ms. Roberts stated several months ago she advised the committee that they were planning on moving the location of the Club.

Ms. Roberts stated that they have been on a month by month agreement with CHIP for several months and at this point she would like to move into a formal agreement with Catholic Charities. Ms. Roberts stated that the new location was actually the old location at 103 Leilani's Way. Ms. Roberts stated that she had, for their consideration, a five year lease agreement, every year it was for \$110,000. Ms. Roberts stated they haggled out all of the terms in regards to what would be required and Catholic Charities was in the process of making renovations and construction to get the space ready for them.

Ms. Roberts stated that they planned to make the move sometime in January. Ms. Roberts stated that she received an estimate from Miller Movers for between \$2,000 and \$2,400 to move the Club. Ms. Roberts stated that she hasn't had time to meet with Mr. Woodford to figure out how to handle that.

Ms. Roberts stated at this point she would like to get permission to forward a competent lease to the full Board for consideration.

Mr. Blanchard asked if this was taken into account in the 2021 budget proposal. Ms. Roberts stated yes and that it was actually a slight reduction of \$1,000 from what they have been paying CHIP's.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refer to the next BOS meeting in order to authorize a lease agreement between the County and Catholic Charities for the Club. Carried.

Resolution to Follow

**Agreement with Miller Movers:**

Ms. Roberts stated that they had dollars left in the Club's budget this year, due to the shutdown because there have been less gatherings and the need to purchase items for the Club. Ms. Roberts stated they had those dollars left over to pay Miller Movers but she was not sure logistically what she was asking for.

Mr. Blanchard stated it was happening in January and asked if they were asking to keep the money from this year into next year. Ms. Roberts stated the move would occur in December.

Mr. Woodford stated that he and Ms. Roberts held a brief discussion a week or so ago and he believed in the past when they used Miller Movers they haven't authorized them by contract because essentially it was a day or two in and out and they certainly have been very pleased with the services that they provided, especially for the dollars. Mr. Woodford stated just off the cuff he thought that they were just good to go if the committee agreed.

**Authorizing Appropriation of Upper Payment Limit Funds:**

Ms. Empett stated that the Department of Health and Human Services, for their support of the Medicaid and Medicare program, authorized a payment based on 2019 services. Ms. Empett stated the payment was the difference between Medicaid fee for service payment and the Medicare payment for the same service, which made up the upper payment.

Ms. Empett stated based on their CFR report, they have been allocated \$158,451.18. Ms. Empett stated of that, 50% was federal and 50% was local state portion. Ms. Empett stated the State has pushed it down to the local government. Ms. Empett stated that meant that the local government was required to pay 50% of the \$158,000 in order to get the \$158,000. Ms. Empett stated the procedure was that the County was required to make an intergovernmental transfer to the State of half of the \$158,000 and then they told us by the end of this week they would get the whole of it back. Ms. Empett stated basically the County paid 50% and then they sent the County 100% back.

Mr. Blanchard stated this sounded like the things you saw on the internet that were scams, send me some money and I'll send you some more. Ms. Empett stated that this was something that has been going on for many years with County nursing homes and was common and they did this every year. Ms. Empett stated that she spoke with Broome County's financial group for their nursing home and this was part of their procedure. Ms. Empett stated other counties said this was a common event and it was just new for behavioral health. Ms. Empett stated that they have been told that this will happen going forward every year if they qualified.

Ms. Empett stated what this essentially did for them was the 50% federal piece would offset the County support in their department.

Mr. Blanchard asked if this went back to 2019's revenue. Ms. Empett stated no, they received that in 2020. Mr. Blanchard stated it was for stuff they've already paid for. Ms. Empett stated correct, it was based on revenue, so the amount of revenue that they did not receive that they calculated they should have received.

Mr. Blanchard asked what they were planning on doing with the money. Ms. Empett stated that it would offset County support.

Mr. Woodford stated the way that the resolution was structured at the moment, he and Ms. Empett held on conversation last Friday, essentially what it did was accounted for the nonfederal share and set up a dedicated

expense account in both ADAS and Mental Health. Mr. Woodford stated what it did not do was book the federal revenue and, if he understood it correctly, the intent would be that those federal dollars would come in unanticipated and potentially decrease local share this year and as Ms. Roberts has said in the past, it was kind of a tough year to do business given all the limitations that they have had to deal with. Mr. Woodford stated essentially it just amounted to the amount of that intergovernmental transfer the matching federal dollars would come in unanticipated.

Mr. Woodford stated the resolution showed two new federal revenue accounts with a zero amount that the Treasurer's Office was allowed to authorize without Board approval and whether that stayed in the final draft, he did not know but it demonstrated the intent better that way.

Mr. Blanchard stated this needed to move to the Finance Committee.

Ms. Nucero-Alger made a motion, seconded by Mr. Micklas, to refer to the Finance Committee to authorize the appropriation of Upper Payment Limit funds for Mental Hygiene Services. Carried.

#### Referral to Finance Committee

Discussion: Mr. Jeffrey asked if this was mandated by the State. Ms. Empett stated this was an allocation that was pushed out by the federal government based on Medicaid rates and that was why it was split between the feds, the county and the state. Ms. Empett stated that was how Medicaid was paid out.

Mr. Blanchard stated the State wasn't going to hold back half of it or 20% of it. Ms. Empett stated no, it was not part of any of the withholds. Mr. Woodford stated that in the memo that was received from the State, it did indicate that 100% of the Upper Payment Limit dollars.

#### Overtime Transfers:

Ms. Roberts stated as they were aware they were pretty much entirely dependent on access to the internet, access to electronic medical records, electronic prescribing, which they were not able to write scripts anymore in NYS it had to be electronic, and having the entire system down went beyond just being inconvenient they were pretty much behind the eight ball here. Ms. Roberts stated that it also included processing of the claims, all of her billing folks were quite limited at this point as to what they could do without having access to those systems. Ms. Roberts stated they had contracts with payers, including Medicare, Medicaid and over 70 commercial insurance products, all of which required electronic claim submission.

Ms. Roberts stated that this was a challenging time. Ms. Roberts stated that they were anticipating and were also hopeful that this would improve and once it did they would have some additional overtime. Ms. Roberts stated that they would like to request an additional \$3,500 in each of the budgets, Mental Health and ADAS to increase the amount that was currently sitting in the overtime lines and they had some ideas or suggestions for where they would pull those dollars from.

Ms. Roberts stated that it looked like they had additional dollars sitting in #A4320.187 and #4150.18 due to vacancies.

Mr. Blanchard stated they were having overtime although they couldn't do the work. Ms. Roberts stated they anticipated that when they did come back online that there would be a real serious backlog, similar to what they experienced during the shutdown. Ms. Roberts stated they haven't gotten caught up from the shutdown yet and now they were dealing with this.

Mr. Jeffrey made a motion, seconded by Mr. Micklas, to refer to the Finance Committee for the transfer of funds for Mental Health and ADAS from personnel lines into the Overtime lines in the amount of \$3,500 for each department. Carried.



## Referral to Finance Committee

Discussion: Mr. Blanchard asked if there were any other avenues that Ms. Roberts could take, not knowing how long it was going to take, to pursue in order to keep moving forward for prescriptions and other matters. Ms. Roberts stated that they were looking at another platform that would allow their prescribers to be able to continue prescribing. Ms. Roberts stated there were challenges with that because they could not access the electronic medical records that indicated the history of the individual they were prescribing for. Ms. Roberts stated keep in mind that at any given moment they had over 1,400 patients open to clinic services so the prescribers didn't keep that information on the top of their heads, but yes they were looking at a platform that would allow them to begin to do that. Ms. Roberts stated that they have reached out to their primary care providers to let them know that they might need to call on them to help them because it was going to be a challenge to figure out how to do that.

Mr. Blanchard asked if the information was available out there on a cloud where they could get onto some other device or did it have to totally be done through the County's servers. Ms. Roberts stated that she did not quite know how to answer that. Ms. Empett stated some of that information sat on the server. Mr. Blanchard stated he believed that a lot of the time medical records were out there so you could get them from different places. Ms. Roberts stated that they have reached out to their electronic medical records vendor and they were looking at how they might be able to help them and in essence rebuild the system, but that was going to take some time.

Ms. Roberts stated in the meantime her clinicians were continuing to provide services and were operating much the same way they did back in March and April. Ms. Roberts stated that services were being provided, probably not at the level of volume that they would normally be operating, but hopefully they would be able to get caught up and get the required documentation back into the EMR and get the claims generated.

## **Other**

### **Declaring Vehicles Surplus:**

Mr. Blanchard stated they had a resolution to declare vehicles surplus for various departments and the 2008 Chevy Impala for Preston Manor was the one that they were authorizing to be declared as surplus.

Mr. Jeffery made a motion, seconded by Mr. Micklas, to refer to the next BOS meeting in order to declare the 2008 Chevy Impala as surplus. Carried

### **Resolution to Follow**

### **Adjournment:**

Mr. Blanchard adjourned the meeting at 11:03 a.m.

**Health and Human Services Committee Meeting  
Chenango County Office Building – Board Room  
Monday, November 30, 2020 – 10:00 am**

**Present Were:** Chairman Jeffrey Blanchard, Supervisor Robert Jeffrey, Area Agency on Aging Director Brian Wessels, Director of Community Services Ruth Roberts, CCSI Representative Kristi Empett, Commissioner of Social Services Dan Auwarter, Director of Services Beth Beers, Public Health Director Marc Flindt, and Chairman of the Board Lawrence Wilcox.

Present via Teleconference Were: Supervisor Grace Nucero-Alger and Supervisor Jeremiah Micklas.

**Absent:** Supervisor Thomas Grace and Supervisor Jennifer B. Boudreau.

Chairman Jeffrey Blanchard called the meeting to order at 10:00 am.

**Brian Wessels, Director, Area Agency on Aging  
Authorizing Nutrition Site Agreement - Area Agency on Aging:**

Mr. Wessels stated that he was requesting permission to authorize an agreement with St. Bartholomew's Parish Center to relocate the Norwich senior center to the parish center from the Norwich Family YMCA. Mr. Wessels stated that this move was at no fault to the YMCA, there was a conflict between the YMCA's youth programs and the limited kitchen space. Mr. Wessels stated that this was mutually agreed upon between the AAOA and the YMCA because both agencies found it problematic to run both of the programs at the YMCA.

Mr. Wessels stated that the parish center offered them a space with a larger, commercial sized kitchen and space where they would not be competing with children's programs. Mr. Wessels stated that it was overall a better location for the senior center.

Mr. Blanchard asked what the cost would be to relocate to the parish center. Mr. Wessels stated the contract was for \$6,000 per year which was about \$2,500 less than the agreement they had with the YMCA.

Mr. Blanchard asked if the County Attorney was in agreement with the new contract with the parish center. Mr. Wessels stated yes, the County Attorney looked over the agreement and was okay with it.

Mr. Jeffrey asked if this would be effective on January 1<sup>st</sup>. Mr. Wessels stated yes.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refer to the next BOS meeting in order to authorize an agreement between the AAOA and St. Bartholomew's for the Norwich nutrition site. Carried.  
Resolution to Follow

**Chairman Lawrence Wilcox  
Computer Ransomware Update:**

Mr. Blanchard stated he asked Mr. Wilcox to provide an update with the County's computer systems.

Mr. Wilcox stated that he has been meeting with the IT Director, Herman Ericksen, on a regular basis, about three days a week. Mr. Wilcox stated they review what his department has been doing and Mr. Ericksen is getting 12 PC's back into the departments daily.

Mr. Wilcox stated that Mr. Ericksen was trying to make sure that everybody had some access. Mr. Wilcox stated, obviously, at the start of the ransomware attack the Board of Elections was a top priority. NYS came in and helped them have a successful election process.

Mr. Wilcox stated that following the Board of Elections, payroll was the next priority and that was now working smoothly. Mr. Wilcox stated the billing process was working.

Mr. Wilcox stated everyday things were getting better but building a new system was going to take some time and it would be several more weeks before they were back to normal. Mr. Wilcox stated he was talking to a counterpart in one PA county that got attacked and it took them close to 15 months before things got back to normal. Mr. Wilcox stated this was going to be a long, slow process but he thought once things were done the County would have a better system and more state of the art. Mr. Wilcox stated that everyone needed to be patient.

Mr. Wilcox stated there were \$40 million in tax bills that needed to be printed within the next week, which was up and ready to go.

Mr. Wilcox stated there have been some big hurdles and a lot of people have said that no one was paying any attention to them but they have tried to make a big picture out of it in order to take care of it.

Mr. Wilcox stated he could not give a definitive timeline for when things would be done, but it was progressing and if people had problems to let them know.

Mr. Jeffrey asked if they needed additional resources and if there would be added expenses. Mr. Wilcox stated as they looked downstream from this, there would be additional financial needs for the IT Department. Mr. Wilcox stated that the IT Department was short a staff member, but Mr. Ericksen has indicated that he did not want to bring in someone new and be involved in training them at this point in time. Mr. Wilcox stated as they moved forward, he had no doubt that the IT Department would need to grow. Mr. Wilcox stated he believed that this experience has shown them that they needed to be up to snuff with what went on in that department.

Mr. Jeffrey asked if they needed to bring in an outside vendor or contractor to help. Mr. Wilcox stated that the NYS Information Technology Services has been here and involved in the process right away. Mr. Wilcox stated in meeting with them and the County Attorney, the NYSITS has been happy with the progress of our IT Department.

Mr. Wilcox spoke to Mr. Ericksen prior to the meeting's adjournment and was advised that he was working on getting the Youth Bureau Director's computer as they spoke, The next department would be the Highway Department and they have been working with the State on getting the billing interface set up for Community Services Department.

### **Ruth Roberts, Director, Community Services**

#### **Authorizing the Renewal of Various Agreements for the Year 2021:**

Ms. Roberts stated they were asking for authorization to renew their contracts for 2021. Ms. Roberts went over the list of contracts with the committee.

Ms. Roberts stated that a large portion of their contracts were supported by state aid and although they have not heard if the State would be withholding any funding next year, like they have done this year, they were holding their breath and knew that as they went into 2021 the contracts may be subject to change. Ms. Roberts stated that they accounted for the 20% withhold in the contract agreements.

Mr. Jeffrey asked how much was withheld this year from payments that they should have received from the State. Ms. Empett stated they withheld 20% from the 3<sup>rd</sup> and 4<sup>th</sup> quarter payments. Ms. Empett stated that she expected a withhold for 2021, but they have not been told for sure that they will. Ms. Empett stated the State withheld \$188,000 on the OMH side and \$33,000 from OASIS.

Ms. Roberts stated they were notified that if there was a federal stimulus package put out, they may be receiving those State withholds from the federal government.

Ms. Roberts stated that they spoke with their contract agencies and asked them to make recommendations for where they could experience the 20% withhold with the least amount of impact for their services.

Ms. Nucero-Alger made a motion, seconded by Mr. Micklas, to refer to the next BOS meeting in order to authorize the renewal of various agreements for Community Services for the year 2021. Carried.

#### Resolution to Follow

#### **CPL Charge - \$31K:**

Ms. Roberts stated that she had an invoice for 25 days of services for the month of September for CPL charges. The invoice was for \$31,9406, of which the County was responsible to pay 100% of it.

Ms. Roberts stated that she anticipated being invoiced for all of October, November and December and that she would need to be able to move dollars into that budget line to pay the invoices. Ms. Roberts stated that she was requesting permission to work with the Treasurer's Office. Mr. Blanchard stated that they were expecting Ms. Roberts to work with the Treasurer's Office to figure out how to come up with the money to pay those invoices.

Mr. Jeffrey asked if this needed to go to the Finance Committee. Mr. Blanchard stated the September invoice had already been paid but they needed to know the line numbers and the dollar amounts before they could move this to the Finance Committee to pay the other invoices.

#### **Computer Update:**

Mr. Blanchard asked Ms. Roberts how things were in her department regarding the ransomware attack. Ms. Roberts stated that things were slowly moving in the right direction. Ms. Roberts stated that they did not have access to their AccuMed system or their billing systems. Ms. Roberts stated that they were still pretty dead in the water for getting paid for the services that they have provided.

Mr. Blanchard stated that they have not had any billing since October 19<sup>th</sup>. Ms. Roberts stated that was correct. Mr. Wilcox stated that Mr. Ericksen was working on it.

Mr. Jeffrey asked if Mr. Wilcox knew what the status was for this department. Mr. Wilcox stated that Mr. Ericksen was working on it. Mr. Jeffrey asked if there was any timeline as far as restoral. Ms. Roberts stated not that they were aware of.

Ms. Nucero-Alger asked how the priority list for IT's help was determined. Mr. Wilcox stated that he met with Mr. Ericksen, Mr. Craine, Mr. Gordon and Mr. Woodford to establish the priorities and those priorities have changed on an almost day to day basis as things were brought to their attention. Mr. Wilcox stated that there was no golden rule as to how things were getting done. Mr. Wilcox stated he was not going to say that the

squeaky wheel hasn't gotten the grease in some cases, but he believed that they were moving forward and that was the best he could say.

Ms. Nucero-Alger stated that Ms. Roberts needed to make everybody aware of what it meant by not being able to access the AccuMed system and there was a possibility that someone from her group could prescribe the wrong medication. Ms. Roberts stated not having access to the electronic medical records has definitely put them in a difficult position in terms of continuity of care and also thinking about risk. Ms. Roberts stated that they have tried to, very carefully on a daily basis, mitigate those risks and figure out how to work with the providers. Ms. Roberts stated that they have been able to work with local pharmacies to obtain historical information. Ms. Roberts stated sometimes the patient was a good self-reporter and was able to produce their own records for them. Ms. Roberts stated at times some of the individuals were less able to accurately self-report. Ms. Roberts stated that they have really worked from a number of different angles. Ms. Roberts stated right now, the prescribers were able to use a different platform allowing them to process prescriptions. Ms. Roberts stated that it was certainly a challenging situation.

Mr. Blanchard stated in regard to billing, he knew that they had some deadlines that they could not fulfill after a certain amount of time. Mr. Blanchard stated he wondered if there was anything they could do as far as getting with the state legislators and asking to speak on their behalf to ask for a variance because of the current situation with the computers and this unusual situation. Mr. Blanchard stated that it certainly merited a variance but if Ms. Roberts was not getting anywhere by asking through her channels maybe it would be good for her to do something like that. Ms. Roberts stated that she did not think about contacting some of their local officials but that was something she could do. Ms. Roberts stated they reached out to Fidelis, their largest Medicaid payor, and they verbally gave them a commitment to look at extending the 90-day period that Medicaid required. Ms., Roberts stated that she asked them for something in writing. Ms. Roberts stated the process will include their claims being denied and they have agreed to work with her department to have them paid. Ms. Roberts stated that it was not a super clean process, but she understood that there were some limits in terms of what decisions could be made at the State level regarding payments because Medicaid was also primarily federal dollars. Ms. Roberts stated sometimes it was more difficult to get the regulations relaxed. Ms. Roberts stated that she could certainly reach out to their local state officials. Mr. Blanchard stated he wondered if it would be prudent of her to get with Mr. Woodford to draft a resolution to that effect. Mr. Blanchard stated that it was something to try. Ms. Roberts stated that she agreed and would meet with Mr. Woodford.

Mr. Jeffrey asked Ms. Roberts if it would be causing a backlog for her team into the new year once they were able to submit the claims. Ms. Roberts stated yes, she anticipated having to catch up on the billing. Ms. Roberts stated if the committee recalled she came to committee last month asking for an increase to her overtime line in order to catch up on the billing in this year's budget and she expected this to continue into 2021.

**Dan Auwarter, Commissioner, Social Services and Beth Beers, Director of Services, Social Services Refill A6010.14 Senior Social Welfare Examiner (retirement):**

Mr. Auwarter stated he was requesting to refill Senior Social Welfare Examiner position #A6010.14. Mr. Auwarter stated the position was in their Medicaid unit and this person retired. Her last day worked was November 25<sup>th</sup> and the refill date he asked for was January 5<sup>th</sup>.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refer to the Personnel Committee in order to refill Senior Social Welfare Examiner position #A6010.14. Carried.

**Referral to personnel**

Discussion: Mr. Blanchard stated that the individual must have been with the County for quite some time in order to have that much pay out time. Mr. Auwarter stated yes, she was with the County for quite a while and was retiring. Mr. Auwarter stated he has had a lot of individuals retiring from his department recently. Mr.

Blanchard asked if that was a reaction to the COVID pandemic. Mr. Auwarter stated yes, one would speculate that it was enough to push people in that direction.

**Refill A6010.171 Account Clerk/Typist (resignation) and reclassify as Account Clerk:**

Mr. Auwarter stated the second position on the list was Account Clerk/Typist position #A6010.171 in their accounting division. Mr. Auwarter stated the individual resigned to accept a position with another agency.

Mr. Auwarter stated they were also asking to reclassify this position from Account Clerk/Typist to Account Clerk.

Mr. Auwarter stated the last day worked for the individual was November 6<sup>th</sup> and they could refill it as of November 19<sup>th</sup>.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refer to the Personnel Committee in order to reclassify position #A6010.171 – Account Clerk/Typist to Account Clerk and to refill it. Carried.

**Referral to Personnel**

**Request for Senior Caseworker Position (new) and Request to make Part time Parent Aide into Full Time Position:**

Mr. Auwarter stated that he asked Ms. Beers to attend the meeting in order to explain to the Committee the need to create a Senior Caseworker position and increase the Parent Aide position in the CPS unit from a part time position to a full time position. Mr. Auwarter stated he would be asking to defund several positions in the 2021 budget in order to fund those positions.

Ms. Beers stated in September 2021 the Family First Act was going into effect and included many changes and they would need to have better oversight of the CPS caseworkers. Ms. Beers stated right now there were six caseworkers assigned to each supervisor, which was a lot for them and adding another supervisor would mean that they would manage four caseworkers. This would enable them to have direct supervision and more oversight and help with the changes that would be coming.

Mr. Jeffrey stated that made sense and thanked Ms. Beers for the information.

Mr. Blanchard asked when they were looking to create the positions. Mr. Auwarter stated after the first of the year.

Mr. Blanchard asked if they were in the initial 2021 budget proposals. Mr. Auwarter stated no, they were not.

Mr. Auwarter stated to accommodate the positions they were proposing to eliminate several positions to fund them, by basically creating a zero increase to the 2021 budget.

Mr. Auwarter stated he worked with Mr. Woodford on drafting a resolution to eliminate a vacant Administrative Assistant position that was vacant and no longer needed and to eliminate a vacant part time Account Clerk/Typist position that was no longer needed. Mr. Auwarter stated along with that they would eliminate a part time Parent Aide position. Eliminating those positions equated to \$70,796 and the creation of the two positions equated to \$70,796.

Mr. Auwarter stated the changes better reflected the needs of the department without adding costs while allowing them to do the work that was in line with the work that was needed.

Mr. Jeffrey stated that it was a smart decision, and they were using very good judgement in doing so.

Mr. Jeffrey made a motion, seconded by Mr. Micklas, to refer to the Personnel Committee in order to create a Senior Caseworker position and Parent Aide position and eliminate an Administrative Assistant position and a Part Time Parent Aide position. Carried.

**Referral to Personnel**

Mr. Auwarter stated they currently had a part time parent aide position that they were requesting to make into a full-time position. Mr. Auwarter stated that the parent aides provided a lot of support to the caseworkers by working with families with a variety of services and in order to run that division efficiently and deal with the changes that were coming, they will be required to provide more support that the caseworkers didn't provide. Mr. Auwarter stated the parent aides could provide that support at a lower financial threshold while moving the cases forward. Mr. Auwarter stated the parent aide basically freed up the caseworkers' time to enable them to do the more complex work involved in their cases.

**Computer Update:**

Mr. Jeffrey asked Mr. Auwarter how the computer issues have impacted his department. Mr. Auwarter stated that they have been affected by the issues, however his department has been able to find ways to work around them because he had a lot of creative folks in his department. Mr. Auwarter stated fortunately for them they worked with a lot of State networks outside of the County's system and they were able to continue their core functions, but a lot of their files and documents and the day to day needs of his department were affected by the unfortunate circumstance with the County's servers. Mr. Auwarter stated they were able to recreate some of their work from emails and other sources and have been able to keep things going. Mr. Auwarter stated that it has definitely been difficult, but he had great staff members who pushed right on through. Mr. Auwarter stated he thought that a lot of the lessons they received as a result of the current pandemic has taught them they could deal with just about anything.

**Marc Flindt, Director, Public Health**

**Authorizing the Renewal of Various Agreements for the Year 2021:**

Mr. Flindt stated that as a yearly administrative function he had a number of agreements to renew for 2021. Mr. Flindt stated that there were two changes made and all of the others remained the same. The contract with Marylou Eddy for medical record consultation would not be renewed because she submitted a resignation that would be effective on December 31, 2020. The second change was the agreement with Bassett Healthcare for the hours for the Medical Director, they will be increasing from 53.7 hours to 107 hours, increasing the dollar amount from \$13,056 to \$25,359. Mr. Flindt stated the Medical Director, Dr. Scott Cohen, had more than doubled his hours recently and he would be coming in after the first of the year to ask for the change to the 2021 budget to pay for that out of their existing passed 2021 budget. Mr. Flindt stated it was well worth it and they were required to have a Medical Director.

Ms. Nucero-Alger made a motion, seconded by Mr. Micklas, to refer to the next BOS meeting in order to authorize the renewal of various agreements for the year 2021 for the Department of Public Health. Carried.

**Resolution to Follow**

**Appointment of Medical Director for 2021:**

Mr. Flindt stated that the State Health Department required on an annual basis a resolution from the full Board appointing Dr. Scott Cohen as the Medical Director.

Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refer to the next BOS meeting in order to appoint Dr. Scott Cohen as the Medical Director for the County. Carried.

**Resolution to Follow**

### **Temporarily Increase Part Time Staff to Full Time:**

Mr. Flindt stated that he was requesting to temporarily increase part time staff to full time. Mr. Flindt stated that he had a part time public health technician in the Environmental Health division, who actually was increased from part time to full time on a three-month temporary basis back when COVID-19 started.

Mr. Flindt stated that he was looking to increase their contact tracing capacities and this individual worked out well in the past and he would like to request to increase this staff member's hours from part time to full time temporarily for a three month period. Mr. Flindt stated, if approved, it would take effect on December 14<sup>th</sup>, the date of the Board meeting.

Ms. Nucero-Alger made a motion seconded by Mr. Micklas, to refer to the Personnel Committee in order to increase the part time Public Health Technician from part time hours to full time hours. Carried.

#### **Referral to Personnel**

Mr. Flindt stated that he may have been remiss in asking, but he would like approval to transfer \$1,000 from appropriation account #A4010.17 – Reg. Prof. Nurse-Lead to appropriation account #A4010.149 – Public Health Technician-PT.

Ms. Nucero-Alger made a motion, seconded by Mr. Micklas, to refer to the Finance Committee to authorize the transfer of \$1,000 from appropriation account #A4010.17 – Reg. Prof. Nurse-Lead to appropriation account #A4010.149 – Public Health Technician-PT. Carried.

#### **Referral will follow approval by the Personnel Committee**

### **Accept Health Foundation Funds for COVID Relief - \$892**

Mr. Flindt stated that he was requesting to accept \$892 that they received from the Health Foundation for COVID related expenses. Mr. Flindt stated they allocated funding earlier in the year and as they did at that time the funding would go to the Chenango United Way to help pay for food, clothing and shelter for individuals affected by COVID.

Mr. Flindt stated he would be requesting to increase revenue account #A2723 – NY Health Foundation COVID and increase appropriation account #A4054.56 – Early Intervention Grant Expense.

Ms. Nucero-Alger made a motion, seconded by Mr. Micklas, to refer to the Finance Committee in order to appropriate the \$892 received by the Health Foundation. Carried.

#### **Referral to Finance**

### **Director of Patient Services Salary Increase for Early Intervention:**

Mr. Flindt stated that Barb Ryan, his Director of Patient Services, was appointed as the Early Intervention Official as a result of succession planning for him. Mr. Flindt stated he was asking to increase her salary by \$1,000. Mr. Flindt stated that Ms. Ryan was appointed to that position in September and he did not request the salary increase at that time due to the timing of the appointment in relation to the timing of the adoption of the 2021 budget. Mr. Flindt stated if this were approved it would take effect on January 1, 2021.

Mr. Flindt stated he was requesting to transfer the dollars from appropriation account #A4010.17 - Reg. Prof. Nurse-Lead to appropriation account #A4010.112 – Director of Patient Services.



Mr. Jeffrey made a motion, seconded by Ms. Nucero-Alger, to refer to the Personnel Committee in order to increase the Director of Patient Services salary by \$1,000 to accommodate her appointment to the Early Intervention Officer. Carried.

#### Referral to Personnel

Discussion: Mr. Jeffrey asked if the \$1,000 was sufficient because he wanted to make sure it would be current. Mr. Flindt stated he thought it was fair given the amount of work that was involved. Mr. Flindt stated his concern was that this person received something for the additional responsibility.

#### COVID Update:

Mr. Flindt stated that he wanted to put COVID on the agenda to answer any questions that the committee might have and to let them know that he was looking at and working on two major things for COVID-19 right now.

Mr. Flindt stated they were probably aware that the CDC and the NYSDOH recommended people not to travel during the Thanksgiving holiday in order to keep community spread down. Mr. Flindt stated he was very concerned that within five to ten days from now they would see a spike in the county related to people traveling during the holiday.

Mr. Flindt stated he was trying to increase his contact tracing capabilities because they would need a little bit more capacity if a surge in numbers occurred. Mr. Flindt stated he hired a full time RN to exclusively conduct contact tracing and he was also looking at hiring a full time LPN. Both positions would be paid for under the state grant they received.

Mr. Flindt stated he asked Dan Auwarter from DSS if they had any folks that could help, and they indicated that they were looking at having two to four people that could help. Mr. Flindt stated he also asked Ruth Roberts from Community Services if she had any individuals that could help, and she indicated that she may have as many as ten people. Mr. Flindt stated if they could do everything that he just mentioned, he believed that they would be alright.

Mr. Flindt stated there were currently 324 people in quarantine in the county, which was down from 410 people last Wednesday, November 25<sup>th</sup>. Mr. Flindt stated thankfully there were only 10 COVID related deaths since the pandemic began. Mr. Flindt stated their hearts went out to those families, that was 10 families impacted by this, but thank goodness it was not more. Mr. Flindt stated as of this morning there were 6 residents who were hospitalized. Mr. Flindt stated positive cases were going up by about 10 to 20 a day in the County right now. Mr. Flindt stated that they were keeping their fingers crossed that the cases did not go up by 50 to 100 per day.

Mr. Flindt stated the second item he was working on was the distribution of the vaccine. Mr. Flindt stated he would be holding a senior staff meeting later this week to discuss it. Mr. Flindt stated he has not received anything official from NYDOH as to when they would receive their first shipment but in listening to the state and national news they feel counties in NYS may be receiving shipments as soon as the last week of December, first week of January. Mr. Flindt stated he had no idea. The first shipment might be 100 doses, 1,000 doses.

Mr. Flindt stated they needed to begin to make an internal plan to distribute, store and administer the vaccine to the people of Chenango County. Mr. Flindt stated that he heard that State was going to relax some of the licensing regulations for administering the vaccine so that Veterinarians could give the shot to folks. Mr. Flindt stated he believed that it would be all hands on deck, the Health Department, hospitals, medical providers, dentists and possibly medical students with proper supervision would be administering the shots. Mr. Flindt stated it was quite an undertaking with a lot of logistics. Mr. Flindt stated that Matt Beckwith has been great to work with through COVID-19 and would be involved in some of the logistics. Mr. Flindt stated they were going to start planning for this because they wanted to be able to begin administering the vaccine in the county when it became available to them.

Mr. Flindt stated he also heard that small rural counties would most likely not be receiving the vaccine from Pfizer that required super freezing storage, which was great. Mr. Flindt stated AstraZeneca and Moderna had vaccines that only required refrigeration that they could handle just fine.

Mr. Flindt stated those were the two main areas that he was working on right now, contact tracer capacity and preparation for the vaccine.

Mr. Jeffrey stated the information that Mr. Flindt provided to this committee was very informative, but the problem was that the public called him because they were not hearing it in the public. Mr. Jeffrey stated they had to get the information in the paper. Mr. Jeffrey stated he has asked for that to happen for at least a month or so and Mr. Flindt had to do that. Mr. Jeffrey stated they had a plan and the public needed reassurance that the County was ready to handle the expected surge. Mr. Jeffrey stated he received calls daily at his house that he had to return at night. Mr. Jeffrey stated they were elderly people who were their constituents that were stressed and they had to get that information out there. Mr. Jeffrey stated he appreciated it, it was good information for the committee but the problem was the public, the majority of the elderly public received the newspaper. They were not going on Facebook. Mr. Jeffrey stated there were seven times, seven different ways to get that information out there.

Mr. Jeffrey stated that he appreciated their efforts, they were working twelve straight days with two days off, those kinds of things needed to be publicized. Mr. Jeffrey stated the Health Department has gone above and beyond and the public needed to know that as well.

Mr. Jeffrey stated they were going to be going through a stressful time in the next several months and he appreciated the other departments being team players on this.

Mr. Flindt stated they had a nice front page article in the newspaper last week and they planned to submit an article to the newspaper concerning contact tracing items and the vaccine.

### **Computer Update:**

Mr. Jeffrey stated that they have asked the other departments how much of an impact the computer situation has had on them and wanted to know how much of an impact they had had on their end.

Mr. Flindt stated that the ransomware situation started on October 19<sup>th</sup> and it probably increased their workload by 30%. All of their legal documents had to be recreated or handwritten to the residents.

Mr. Flindt stated a lot of health departments across the state have had resignations from their staff that they just couldn't do it anymore or put in the additional hours. Mr. Flindt stated they have not had that happen. His staff has been great. He asked for volunteers in the nursing division to come into work over the Thanksgiving holiday to work and they had more volunteers than they needed come in to work on Thanksgiving Day, Friday, Saturday and Sunday. Mr. Flindt stated he believed his staff really had a concern about serving the people of Chenango County and were on a real mission to do that.

Mr. Flindt stated he was more concerned if they had further problems with the computers through the vaccine distribution process. Mr. Flindt stated it would really be a problem because people's lives would be impacted. Mr. Flindt stated that they would need to maintain records on everyone that received the vaccine, maintain records and follow up appointments for the second vaccine shot.

Mr. Flindt stated they did the best they could, they continued working because he had a great staff.

Mr. Jeffrey asked if they would have any type of mass inoculation sites. Mr. Flindt stated he had a plan in place with every school district that in a disaster he could use their staff and facilities.

Mr. Flindt stated a huge effort was going to be put into the vaccine administration and if they did not really make a huge effort for the administration of the vaccine it would cost the County down the road and they would never be able to reach a point where they could tackle this and do less contact tracing.

Mr. Jeffrey asked if the vaccines were going to be an annual thing because no one really had any idea as to how long the antibodies lasted. Mr. Flindt stated he had not heard anything yet on the length of immunity, this could be an annual thing, at least for many years to come. Mr. Flindt stated the shots required an initial shot and a follow up shot a month later. Mr. Flindt stated this also was a computer related issue. They need to maintain records of everyone receiving the vaccine, which vaccine they received and making and tracking the follow up appointments for the second shot. Mr. Flindt stated he has heard that the State was going to have a software program available to assist them.

Mr. Flindt stated he also heard the State was going to send out a schedule of order for who can receive the shot, such as health care officials first, then people over 65 with pre-existing conditions, then people just over 65 and etc. Mr. Flindt stated they would need to keep track of that too and train people how to use the software.

Mr. Flindt stated they needed to figure out all the logistics, figure out what equipment needed to be purchased, when and where the clinics would be held, there was a lot involved.

Ms. Nucero-Alger asked if they would be tracking adverse reactions to the vaccine. Mr. Flindt stated yes, absolutely, just like the influenza vaccines that they now did.

Mr. Flindt stated all of his RN staffing would be administering the shots and they would be supervising LPNs and maybe student nurses.

Ms. Nucero-Alger stated, let's say someone had an adverse reaction to the vaccine, would they be able to try one of the other vaccines. Mr. Flindt stated he did not know, that guidance would have to come from the manufacturer and the Medical Director. They just made sure they received the care they needed right then and there from the reaction.

**Kathy Clemens, Director, Youth Bureau**  
**State Funding Update:**

Mr. Blanchard stated that he wanted to discuss the funding allocations. He and Ms. Clemens were talking about this earlier and he received some further clarification from the Treasurer's Office and Mr. Woodford on how the process worked.

Mr. Blanchard stated if there were any youth programs that operated this year and had claims, the claims would be sent into Ms. Clemens and Ms. Clemens would process them at 100%. The checks would be sent out by the County to the Towns before the claims were sent into the State with a 20% withhold.

Mr. Blanchard stated to Ms. Clemens that he was asking her to write a letter to the Towns stating to them that they would be receiving 100% of the money upfront but if there came a time when the County found out that the 20% withhold would not be coming back to the County, the Towns would then be billed and expected to pay back that 20%. Mr. Blanchard stated this was really a town issue, not necessarily a county issue. The County provided the pass through for the monies. Mr. Blanchard asked Ms. Clemens to write the letter and show it to the County Attorney or Mr. Woodford to make sure the letter accurately explained what they were doing.

Ms. Clemens stated that she received a call from Joe Henning, the Greene Town Supervisor, and he indicated that they were willing to do whatever was needed. Ms. Clemens stated their program included the Village of Greene and the Town of Smithville. She already had their claim and justification for their expenses. Ms. Clemens stated she was going to do everything she could to pay them. Ms. Clemens stated she would be meeting with the Youth Bureau Board next week and her attitude was, if she could find any justifiable information to submit their application she would. Ms. Clemens stated the Town of Bainbridge was looking for justifiable expenses. Ms. Clemens stated she was aware of the City of Norwich's programs. Ms. Clemens stated as far as her office expenses, 50% would be under Safe Harbor and 50% under Youth Bureau.

**Other Resolutions:**

**AUTHORIZING SUPPLEMENTAL APPROPRIATION OF FUNDS FOR MEDICAL EXAMINER EXPENSES**

Ms. Nucero-Alger made a motion, seconded by Mr. Micklas, to refer to the Finance Committee for the supplemental appropriation of \$10,000 to the Medical Examiner's Office. Carried.

Referral to Finance

**Year End Resolutions:**

**1. AUTHORIZING YOUTH BUREAU DIRECTOR TO SIGN AMENDMENTS FOR YOUTH BUREAU BUDGET**

**2. AUTHORIZING CHAIRMAN OF THE BOARD AND YOUTH BUREAU DIRECTOR TO SIGN AGREEMENTS WITH SUBCONTRACT AGENCIES**

**3. AUTHORIZING YOUTH BUREAU DIRECTOR AND CHAIRMAN OF THE BOARD TO SIGN ALL NECESSARY CONTRACTS AND FORMS – YOUTH BUREAU:**

All three resolutions were moved at once by Ms. Nucero-Alger, seconded by Mr. Micklas. Carried.  
Resolutions to follow

**Adjournment:**

Mr. Blanchard adjourned the meeting at 11:20 a.m.