

HEALTH & HUMAN SERVICES COMMITTEE MEETING MINUTES
JANUARY 25, 2017

HEALTH & HUMAN SERVICES COMMITTEE MEMBERS PRESENT: Shay, LaPointe, Campbell, Fedler, Moore

HEALTH & HUMAN SERVICES COMMITTEE MEMBERS ABSENT: Suprenant, Pitts

SUPERVISORS: Henke, Hicks, Gang, O'Brien, Idleman, Hogan

Sandy Huffer, Deputy Clerk

Roger Wickes, County Attorney

Gina Cantanucci-Mitchell, Director OFA

Mike Gray, Youth Director

Paul Michaud, Accounting Supervisor

Patty Hunt, Public Health Director

Al Nolette, Treasurer

Kathy Jo McIntyre, Asst. Director

Robert York, Director

Andy DePalo, Veterans Director

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1) Call to Order

2) Accept Minutes – November 30, 2017

3) Department Reports/Requests

A. Public Health

1. Request for Budget Amendment – Carryover 2016 Funds

2. D&T Survey – DOH – 12/12/16-12/14/16

3. Discuss Contract Maintenance

4. BSN Student – Clinical Placement Request

5. Request for Permission – Advertising on Busline/Billboards – Lead Grant

6. Request to Use County Logo – Tobacco Regional Outreach

7. Miscellaneous

B. Office of Community Services

1. Request for Resolutions

a.) 2017 Budget Amendments

b.) Community Services Board Appointments

2. Agency Updates

C. Youth Bureau

1. Request for Approval – Winter Fest 2017

2. Agency Updates

D. OFA/ADRC

1. Request for Resolution – Carryover 2016 Federal Funding

E. Social Services

1. Request for Budget Amendment – 2016

2. Code Blue Shelter Update

3. Overnight Stay Request

4. Program Updates

4) Other Business

5) Adjournment

Chairman Shay called the meeting to order at 10:01 A.M.

A motion to accept the minutes of the November 30, 2016 meeting, was moved by Mrs. Fedler, seconded by Mr. Moore and adopted.

PUBLIC HEALTH – Patty Hunt, Director addressed the following with the committee:

- Request for Budget Amendment – Carryover 2016 Funds
 - Lead Poisoning Prevention Program – Requesting to carryover \$15,286. These funds must be expended by May 1, 2017. A motion to approve carrying over lead poisoning prevention program grant funds of \$15,286 and forward a budget amendment to the Finance Committee, was moved by Mrs. Fedler, seconded by Mr. Campbell and adopted.

- Preparedness Grant Funds – Requesting to carryover \$32,198. A portion of this grant is for salaries that are already in the budget, therefore those funds will be placed in contingency. A motion to approve carrying over preparedness grant funds of \$32,198 and forward a budget amendment to the Finance Committee, was moved by Mr. Campbell, seconded by Mrs. Fedler and adopted.
- DSRIP Award – Requesting to carryover \$24,150. A motion to approve carrying over DSRIP funds of \$24,150 and forward to the Finance Committee, moved by Mr. LaPointe, seconded by Mr. Campbell.
- Tai Chi Award – Requesting to carryover \$200. A motion to approve carrying over Tai Chi award funds of \$200 and forward a budget amendment to the Finance Committee, was moved by Mrs. Fedler, seconded by Mr. Campbell and adopted.
- Prevention Agenda Funds – Requesting to carry over \$1,100. A motion to approve carrying over prevention agenda funds of \$1,100 and forward a budget amendment to the Finance Committee, was moved by Mrs. Fedler, seconded by Mr. Campbell and adopted.
- Passenger Seat Safety Grant – Requesting to carry over \$2,701. A motion to approve carrying over passenger seat safety funds of \$2,701 and forward a budget amendment to the Finance Committee, was moved by Mr. LaPointe, seconded by Mrs. Fedler and adopted.
- WIC 2016 Shortfall – The 2016 WIC personal services line is short about \$6,500 and they are requesting to transfer funds from the contractual line item. Al Nolette, Treasurer stated that at the Budget Officer's request, he is preparing a personal services 2016 budget amendment for all departments for consideration at the Finance meeting.
- D&T Survey – DOH 12/13/16-12/14/16 – Public Health has an Article 28 certificate which allows them to do clinics, i.e. immunization clinics, STD clinics. The state did a survey before Christmas and we fared quite well. There were two items that Patty wanted to inform the committee about. They want us to develop a transfer agreement with a local hospital. She is working with Roger Wickes and Glens Falls Hospital to develop that and will bring it back to committee next month. The Department of Health also wants to see that the Public Health Director is bringing to committee a recommendation to continue the contract for clinical related services. We've had a long standing contract with Warren County to share an STD clinic. We also have a partnership and contract to share TB Clinic services with Saratoga County. The third contract is with the Medical Director, Dr. Gara. Each year she will have to report to this committee that she is satisfied with these agreements and this needs to be reflected in the minutes. These contracts are open ended with the standard legal language with clauses for termination.
- Discuss Contract Maintenance – Reported they are very satisfied with the long standing contracts with Warren County (STD Clinic), Saratoga County (TB Clinic) and the Medical Director (Dr. Gara), who has been the Medical Director for the County for thirty years. A motion to approve continuation of these contracts, was moved by Mr. LaPointe, seconded by Mr. Campbell and adopted.
- Intern Request - Plattsburg State – Requesting permission for an unpaid internship for a SUNY Plattsburg Nursing student. This person would start in the spring and work 50 – 55 hours. A motion to approved unpaid intern request, moved by Mr. LaPointe, seconded by Mr. Moore and adopted.
- Request for Permission – Advertising on Busline/Billboard – Lead Grant – Requesting permission to advertise on the bus line. They did this before with immunization and it was quite successful and well received by the Health Department. They would also like to post

two billboards. This would be 100% grant funded. A motion to approve advertising on busline/billboards using lead poisoning prevention grant funds, was moved by Mr. LaPointe, seconded by Mr. Moore and adopted.

- Request to Use County Logo – Tobacco Regional Outreach – The world health network likes to do regional health messaging. Last year it was done on physical activity and nutrition. They like to use the county logos of all the counties that participate to show they are a partner in the project. This year they want to use it for tobacco awareness. A motion to allow use of the county logo for tobacco awareness regional outreach, was moved by Mr. LaPointe, seconded by Mr. Fedler and adopted.
- Miscellaneous – Lead Program – Last year we received \$2,500 for prevention agenda work. They did a senior safety day last fall. There are leftover funds \$1,100 and would like to use these funds for a community level project to host lead abatement meetings and education in three areas of the county, Whitehall, Fort Edward and one in the southern end of the county. They would like to use these funds to provide food, a light lunch. This training program would be for builders, contractors and Code Enforcement. It will take about eight hours. The trainers will be provided by the state for free. A motion to approve request to provide food (light lunch) for lead abatement meetings and education, was moved by Mr. LaPointe, seconded by Mrs. Fedler and adopted.
- Announced Retirement of 28 Year Public Health Nurse Veteran who does infection control. Retirement is scheduled for the beginning of March. She has mentioned before that we'll be seeing a lot of long term staff retiring. All but three will be eligible for retirement in the next five years. Patty would like permission to backfill this critical position. The state prefers a bachelor prepared nurse. She would like to bring on the new person to train before the retirement. There are no bachelor prepared nurses on staff to fill this position. A motion to approve backfill and allow shadowing, was moved by Mr. Campbell, seconded by Mr. LaPointe. The Treasurer pointed out that there may not be much shadowing time because this can't move forward until after the February Board meeting. A motion to approve backfill and allow shadowing, was moved by Mr. Campbell, seconded by Mr. LaPointe and adopted.
- Lead Program Promotional Purchases – They would like to purchase magnets, sippy cups and draw-string bags. A motion to approve purchase of promotional items for the lead program, was moved by Mr. Campbell, seconded by Mrs. Fedler and adopted.

OFFICE OF COMMUNITY SERVICES – Rob York, Director addressed the following items with the committee:

- Request for Resolutions
 - He has an overview presentation on their department he would like to make at a future meeting.
 - 2017 Budget Amendment – Requesting an amendment to the 2017 budget to allow pass through of \$113,700 from NYS OASAS for the Council for Prevention to operate a program to assist heroin and other opiate abuse among young adults (ages 18-25). A motion to approve a budget amendment for OASAS funding in the amount of \$113,170, was moved by Mr. LaPointe, seconded by Mrs. Fedler and adopted.
 - Community Services Board Appointment – A motion to appoint/reappoint members, Christina Bessen of Granville, Heather Adams-Wendell of Fort Edward (replacing Kathy Flanagan) and Claire Bromley of Fort Ann (replacing Richard Demers) to the Community Services Board, moved by Mr. LaPointe, seconded by Mr. Campbell and adopted.

- Agency Updates – The Washington County Community Services Board held their organizational meeting on January 12, 2017 and Sam Hall was elected Chairman and Tammy DeLorme was elected Vice Chair. Rob also provided list of Standing Committees and subcommittees and 2016 highlights/achievements and 2017 Goals (attached).

YOUTH BUREAU – Mike Gray, Director addressed the following items with the committee:

- Request for Approval – Winter Fest 2017 – Distributed Winterfest flyer. The Winter Fest will be held on Saturday, February 4, 2017 from 10 – 3 at Lauderdale Park. Asking for permission to provide food prepared by the Jail kitchen (about \$600). A motion to approve food request for 2017 winter fest, was moved by Mr. LaPointe, seconded by Mrs. Fedler and adopted. They have wanted to provide horse drawn wagon rides in the past but have had liability issues. Have found a local provider, Larry Newcomb of Hampton who has adequate liability coverage. The insurance was reviewed by the County Attorney. The cost is \$350. A motion to approve contracting for horse drawn wagon rides, was moved by Mr. LaPointe, seconded by Mrs. Fedler and adopted. A motion to provide portable toilets with a maximum cost of \$250, was moved by Mrs. Fedler, seconded by Mr. Campbell and adopted. Also requesting to spend \$20 for ice fishing bait. Chairman Bob Henke offered to cover the cost of the bait. All these expenses are within budget.
- Request to open Lauderdale Park February 21 – 24 for winter activities. Mike has discussed this with Harrison. The cost to the county will be about \$100 for gas for staff to drive back and forth. This will be existing staff from his office (no overtime). The Superintendent of Public Works will provide plowing if necessary. A motion to approve opening Lauderdale Park during school winter break, February 21 – 24, was moved by Mrs. Fedler, seconded by Mr. Campbell and adopted.
- Agency Updates
 - Announced Life Guard training during April school vacation at Hudson Falls School.
 - Youth Leadership Forum - Requesting permission to purchase lunch for four Youth Leadership students on February 7th to visit the state legislature to discuss youth issues. A motion to purchase lunch for four students, was moved by Mrs. Fedler, seconded by Mr. Campbell and adopted.

OFA/ADRC – Gina Cantanucci-Mitchell addressed the following items with the committee:

- Request for Resolution – Carryover 2016 Federal Funding, DSRIP Funds – Received an additional \$11,750 from Adirondack Health Institutes funding award under the DSRIP program for a total of \$21,750. Plans to move the money into office equipment, computer equipment, telephone expense and office supplies line items. In December, they purchased ipads and protective cases, taking advantage of end of year sales. A motion to approve carryover of unspent funds, moved by Mr. LaPointe, seconded by Mrs. Fedler and adopted.

DSS – Paul Michaud, Accounting Supervisor addressed the following items with the committee:

- Request for Budget Amendment – 2016 – Distributed Washington County DSS Foster Care Case Count and Cost per Month handout (attached). Anticipating a shortage of \$500,000 in the Foster Care account. He will be meeting with the Budget Officer, Administrator and Treasurer before the Finance meeting. He anticipates having to use about \$80,000 in fund balance in a worst case scenario. A resolution amending the 2016 budget will be brought to

the Finance Committee for consideration.

- Homeless unit has been created. Hope to have the unit fully staffed within a month. They need more space and desks and have been working with Harrison.
- Code Blue Shelter Update – In 2016, the Governor issued an executive order that said we had to house homeless individuals when the temperature goes below 32 degrees. That has expired. There's a new initiative called Emergency Measures for Homeless During Inclement Weather. Last year, our allocation from the state was \$37,500 and we only spent \$12,250. However, the order came out late in the winter and it was a warm winter. This year we submitted a new plan for \$75,400, all of which will be 100% state reimbursed. Commissioner DeLorme worked with Open Door Mission and they will be handling the whole program. Open door will bill us and handle all the placements.
- Overnight Stay Request – Requesting permission for the Commissioner Feb. 23 – 24 in Saratoga. She is on the Board of the NY Public Welfare Association. All costs will be covered by the NY Public Welfare Association. A motion to approve overnight stay request for the Commissioner to attend the NY Public Welfare Association conference in Saratoga February 23 – 24, moved by Mr. Moore, seconded by Mr. Campbell and adopted.
- Program Updates – Emergency HEAP opened January 3, 2017. Once regular HEAP benefits are exhausted, people can apply for an emergency benefit of \$350.
- Meal Reimbursement for transport clients – Chris DeBolt, Administrator distributed a draft handbook amendment. Occasionally caseworkers have to transport clients and the current handbook doesn't allow reimbursement for the client's meal if it is within the County. The handbook amendment would allow meals to be purchased for clients within the County at the Commissioner's discretion. A motion to approve handbook amendment and forward to the Personnel Committee for consideration, was moved by Mr. Campbell, seconded by Mrs. Fedler and adopted.

Meeting adjourned at 11:18 AM.

Respectfully submitted,

*Sandy Huffer, Deputy Clerk
Washington County Board of Supervisors*

Washington County Community Services Board

Standing Committees:

Nominating: Michelle Burke (Chair), Patricia Hunt, vacant
Personnel: Sam Hall (Chair), Tammy DeLorme, Sue Clary
Budget Review: Sam Hall (Chair), Christina Bessen, vacant

Subcommittees:

Developmental Disabilities: Christina Bessen
Mental Health and Chemical Dependency: Tammy DeLorme, Sam Hall, Patricia Hunt
Children and Youth: Michelle Burke, Sue Clary

2016 Highlights/Achievements - Office of Community Services

- Actively participated in local DSRIP project planning committees for Crisis Stabilization and Integration of Behavioral Health and Primary Care
- System accomplishment : GFH awarded \$3.2 million DSRIP funds to integrate primary care and mental health services through their health centers
- System accomplishment: GFH awarded \$1.15 million DSRIP funds to establish a behavioral health Crisis Care Center
- Actively participated in Hometown versus Heroin and Addiction Coalition
- Actively participated in local Suicide Prevention Coalition to advance development of specific strategies to reduce suicide/suicide attempts and address impact to those impacted by the suicide or sudden loss of a loved one
- System accomplishment: Development and launch of a trained Postvention Team (Council for Prevention) to respond to situations of suicide and tragic loss
- Promoted development of behavioral health clinic open access capacity for C&Y and adults through facilitation of collaboration meetings among local providers and development of DSRIP Innovation Fund proposal to fund a consultant to transition our outpatient clinics to "open access" model
- Refined the data tracking process to document/track C&Y ECC presentations and dispositions
- Arranged for local presentations of Adult and Youth Mental Health First Aid Community Training through contract with Council for Prevention
- Improved process to ensure regular, routine posting of Community Services Board meeting minutes online (Washington County)
- Advanced Regional Planning Consortium (RPC) implementation in conjunction with the NYS Conference of Local Mental Hygiene Directors (CLMHD) through active involvement as North Country RPC lead
- Developed OMH-licensed school-based clinic services at Queensbury Union Free School District through Parsons Child and Family Center
- Advanced planning for OMH-licensed school-based clinic services in Cambridge School District (EZ PAR application in process—Parsons Child and Family Center)
- 2016 CSB Appointment of new members: Sue Clary, Salem (family representative); Amy Molloy, Queensbury
- Single Point of Access (SPOA): Reviewed/processed applications for 116 children and youth/213 adults
- Assisted Outpatient Treatment (AOT): 31 people on AOT court-orders; 4 new orders; 8 expirations, and 14 referrals for investigations

2017 Goals – Office of Community Services

- Advance local DSRIP projects related to Crisis Stabilization and Integration of Behavioral Health and Primary Care
- Advance community and provider education/awareness regarding prescription drug abuse/heroin use through participation in the Hometown vs. Heroin and Addiction Coalition and their Treatment Subcommittee
- Continue quarterly facilitation of Crisis Coordination Committee meetings to improve linkages and coordination among community mental health crisis services to develop and promote alternatives to Emergency Room utilization when appropriate
- Decrease C&Y ECC presentations through improved coordination of community crisis services
- Implement Open Access models in two OMH-licensed outpatient mental health clinics
- Implement specific strategies as identified through the Suicide Prevention Coalition in an effort to reduce the number of suicide attempts and deaths by suicide, as well as to address the needs of survivors of suicide (family and friends) of those who die by suicide
- Arrange for at least five additional local presentations of Adult and Youth Mental Health First Aid Community Training through the Council for Prevention
- Continue to advance launch of North Country Regional Planning Consortium, in conjunction with the NYS Conference of Local Mental Hygiene Directors by serving as the North Country DCS lead and co-chair of their Board to advance regional collaboration and problem-solving related to the transition of the behavioral health system to Medicaid Managed Care
- In conjunction with Warren County IT Department, implement new data back-up system to ensure data security in full compliance with HIPAA standards and all other applicable laws/regulations
- Continue schedule of staff training in use of PSYCKES Medicaid database to assist in system oversight/monitoring and planning
- Recertify the County Disaster Mental Health Team and offer at least two new training opportunities. This will involve collaboration and cross-training with Glens Falls Hospital's internal Crisis Response Team.
- Solicit additional Veterans Services representatives to participate in the CSB MH/CD Subcommittee and the annual Local Services Planning process
- Incorporate performance targets in agency contracts to move toward pay-for-performance contracting
- Develop process/procedures for posting Community Services Board meeting materials online (Warren Co)
- Advocate with NYS OMH for approval of the EZ PAR applications for school-based services in the Granville and Cambridge School Districts
- Explore options for development of school-based services in Warrensburg Central School District
- Reconvene annual or bi-annual coordination meetings with local law enforcement agencies and jails regarding behavioral health issues
- Develop processes for annual program/fiscal reviews of unlicensed programs operated by contract agencies
- Promote family and peer input and participation in policy-making through recruitment of additional family/peer representatives for Community Services Board appointment

**Washington County DSS
Foster Care
Case Count and Cost per Month**

