

HUMAN SERVICES COMMITTEE MEETING MINUTES

Date: Tuesday, June 25, 2019 @ 1:00 PM

Present: **Grant**, Granger, Davis, Tallman, Brunner, King, Copeland

Absent: **Ryan**, Vasile

Also Present: C. Ketchum/Board Clerk; A. D. Berwanger/Board Chair; J. Cook/Budget Officer (1:03 PM); J. Brick, T/Perry; B. Kehl, T/Attica; M. Wolcott, Leadership Wyoming

Department Agenda Item	Discussion	Decision	Action
1:00 PM Veterans Services w/L. Harvey			
<p>1. Vehicle Update:</p> <ul style="list-style-type: none"> • 6/17/2019 received the VIN Number (2C4RDGBG7KR657059) so the PO could be generated. • Bid Award --Upstate Chrysler Dodge Jeep Ram \$24,824.00 • Board appropriation • Still need to add to Tompkins Insurance 		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p><i>At 1:03 PM Budget Officer Cook entered the meeting during the below agenda item.</i></p>			
<p>2. Dwyer Wyoming Update:</p> <ul style="list-style-type: none"> • Fishing on Suckerbrook Road 6/29/2019 <ul style="list-style-type: none"> ○ Legal has reviewed ○ See attached <u>Permission to Conduct Community-Type Dinner</u> from Department of Health • Future: <ul style="list-style-type: none"> ○ Canteen Lunch at Veteran Services Office on July 25th, August 8th and September 12th <ul style="list-style-type: none"> ▪ Lunch of Hamburgers/Hot Dogs, dish to pass and dessert with nonalcoholic drinks of choice ▪ 11:30 am – 1:00 pm ▪ Will meet with Steve Perkins to obtain the proper documentation ○ Picnic @ Health Dept. Offices on Mungers Mill Road. <ul style="list-style-type: none"> ▪ Aug. 24th 11:45 am – 2:00 p.m. ▪ Chicken BBQ, ▪ The JVC will have a Chinese auction and basket raffles. Proceeds to go toward Honor Flight – Veterans fly for free but they need a Guardian. 		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>3. Overnight Travel Authorization:</p> <p>L. Harvey to attend American Legion Advance Training (Veteran Service Officer Training) in Albany, NY, October 14-18, 2019. The county car will be used. Cost to County will be for hotel, gas and food.</p>		<p>Motion: Tallman</p> <p>Ayes: 7</p> <p>Noes:</p> <p>Absent: 2 Vasile; Ryan</p>	<p>Carried: XXX</p> <p>Defeated:</p> <p>Referred to:</p> <p>APPROVED</p>
<p><i>Director Harvey was instructed to talk to the Health Department about answering phones for their department while she and Asst. Director Kruppa are away for training in Albany 10/14 through 10/18. Report back next month. Chairman Berwanger pointed this situation out as another good reason to establish a clerical pool for departments needing temporary clerical support.</i></p>			
<p>4. See attached worksheet for <u>VSO numbers</u>.</p>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>

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Department Agenda Item	Discussion	Decision	Action
1:15 PM OFA & Youth w/A. Aldinger			
<p>1. OFA Advisory Council Reports:</p> <ul style="list-style-type: none"> • EISEP ~ 77 Participants / 67 Active <ul style="list-style-type: none"> ○ Life Line ~ ____ <ul style="list-style-type: none"> ▪ Private Pay ~ 29 ○ PCA I ~ 34 ○ PCA II ~ 33 • Respite ~ 30 <ul style="list-style-type: none"> ○ Life Line ~ 21 ○ Adult Day Care ~ 6 ○ PCA I ~ 1 ○ PCA II ~ 1 ○ SNF Overnight ~ 1 • HDM (Home Delivered Meals) ~ 236 active participants with 205 meals being served today • Congregate Meal Sites ~ Avg. 11 /day <ul style="list-style-type: none"> ○ Pine Lounge ~ 63 /week <i>81 different seniors</i> 		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>2. Grant Application and Acceptance: Authorize Chairman to sign a grant application and acceptance award with <i>New York State Office for the Aging</i>, 2 Empire State Plaza, Albany, NY 12223 for the provision of funding for unmet needs in an <i>approximate</i> amount of \$ 43,562.00; effective April 1, 2019 through March 31, 2020</p>		<p>Motion: Brunner</p> <p>Ayes: 7</p> <p>Noes:</p> <p>Absent: 2 Vasile; Ryan</p>	<p>Carried: XXX</p> <p>Defeated:</p> <p>Referred to:</p> <p>*RESOLUTION</p>
Youth Bureau			
<p>1. Review of NYSAC's white paper, <u>"The State of NYS Early Intervention Program"</u></p>	<p>@ Board Chair Berwanger</p>	<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>2. Youth Bureau statistics:</p> <ul style="list-style-type: none"> • Pre-School ending May 2019 – 128 kids • Early Intervention ending May 2019 – 70 active with 12 in process 		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>

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Department Agenda Item	Discussion	Decision	Action
1:30 PM Department of Social Services w/K. Barber			
<p>1. Overnight Travel Authorization: A. Fenton will travel to Albany to attend week 1 of 7 of the Child Welfare Foundations Program at the OCFS Human Services Training Center, 164 Columbia Turnpike, Rensselaer, NY 12144; hotel stay at Comfort Inn Glenmont, 37 Route 9W, Glenmont, NY 12077 on 7/28/19 to 8/2/19. Total cost \$297.50; budgeted, county car, EZ pass and gas will be used.</p>		Motion: Granger Ayes: 7 Noes: Absent: 2 Vasile; Ryan	Carried: XXX Defeated: Referred to: <p style="text-align: center;">APPROVED</p>
<p>2. Overnight Travel Authorization: A. Fenton will travel to Albany to attend week 2 of 7 of the Child Welfare Foundations Program at the OCFS Human Services Training Center, 164 Columbia Turnpike, Rensselaer, NY 12144; hotel stay at Comfort Inn Glenmont, 37 Route 9W, Glenmont, NY 12077 on 8/12/19 to 8/16/19. Total cost \$237.00; budgeted, county car, EZ pass and gas will be used.</p>		Motion: Granger Ayes: 7 Noes: Absent: 2 Vasile; Ryan	Carried: XXX Defeated: Referred to: <p style="text-align: center;">APPROVED</p>
<p>3. Overnight Travel Authorization: A. Fenton will travel to Albany to attend week 3 of 7 of the Child Welfare Foundations Program at the OCFS Human Services Training Center, 164 Columbia Turnpike, Rensselaer, NY 12144; hotel stay at Comfort Inn & Suites East Greenbush – Albany, 99 Miller Road, Castleton, NY 12033 on 8/25/19 to 8/30/19. Total cost \$245.00; budgeted, county car, EZ pass and gas will be used.</p>		Motion: Granger Ayes: 7 Noes: Absent: 2 Vasile; Ryan	Carried: XXX Defeated: Referred to: <p style="text-align: center;">APPROVED</p>
<p>4. Overnight Travel Authorization: A. Fenton will travel to Albany to attend week 4 of 7 of the Child Welfare Foundations Program at the OCFS Human Services Training Center, 164 Columbia Turnpike, Rensselaer, NY 12144; hotel stay at Comfort Inn Glenmont, 37 Route 9W, Glenmont, NY 12077 on 9/9/19 to 9/12/19. Total cost \$171.50; budgeted, county car, EZ pass and gas will be used.</p>		Motion: Granger Ayes: 7 Noes: Absent: 2 Vasile; Ryan	Carried: XXX Defeated: Referred to: <p style="text-align: center;">APPROVED</p>

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Department Agenda Item	Discussion	Decision	Action
<p>5. Overnight Travel Authorization: A. Fenton will travel to Albany to attend week 5 of 7 of the CPS Bridge Program & Child Welfare Foundations Program at the OCFS Human Services Training Center, 164 Columbia Turnpike, Rensselaer, NY 12144; hotel stay at Comfort Inn & Suites East Greenbush – Albany, 99 Miller Road, Castleton, NY 12033 on 9/16/19 to 9/19/19. Total cost \$150.00; budgeted, county car, EZ pass and gas will be used.</p>		Motion: Granger Ayes: 7 Noes: Absent: 2 Vasile; Ryan	Carried: XXX Defeated: Referred to: APPROVED
<p>6. Overnight Travel Authorization: A. Fenton will travel to Albany to attend week 6 of 7 of the Child Protective Services Response Training (CPSRT) at the OCFS Human Services Training Center, 164 Columbia Turnpike, Rensselaer, NY 12144; hotel stay at Comfort Inn & Suites East Greenbush – Albany, 99 Miller Road, Castleton, NY 12033 on 9/23/19 to 9/27/19. Total cost \$190.00; budgeted, county car, EZ pass and gas will be used.</p>		Motion: Granger Ayes: 7 Noes: Absent: 2 Vasile; Ryan	Carried: XXX Defeated: Referred to: APPROVED
<p>7. Overnight Travel Authorization: A. Fenton will travel to Albany to attend week 7 of 7 of the Child Protective Services Response Training (CPSRT) at the OCFS Human Services Training Center, 164 Columbia Turnpike, Rensselaer, NY 12144; hotel stay at Comfort Inn & Suites East Greenbush – Albany, 99 Miller Road, Castleton, NY 12033 on 10/7/19 to 10/11/19. Total cost \$190.00; budgeted, county car, EZ pass and gas will be used.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>At 1:51 PM Budget Officer Cook left the committee meeting.</p>			
<p>8. FYI ~ <u>WMS</u> Contract (\$3,000 and under):</p> <ul style="list-style-type: none"> • John W. Martin Funeral Home, 37 Chapel Street, PO Box 6, Mt. Morris, NY 14510 to provide funeral payments for indigents; effective 6/1/19 through 12/31/19. <ul style="list-style-type: none"> ○ This is an original new service contract with a variable amount depending on services provided. (likely only one burial). 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>9. FYI ~ Contract (\$3,000 and under):</p> <ul style="list-style-type: none"> • Interpretation and Translation Services, 4511 Hammocks Drive, Geneseo, NY 14454 to provide interpretation and translation services to fulfill NYS requirements and agency need; effective 7/1/19 through 6/30/20. <ul style="list-style-type: none"> ○ This is an original new service contract in an amount not to exceed \$2,000.00. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
<p>10. Professional Services Contract – Authorization for State WMS Contracts (5,001 or greater): Authorize Chairman to sign an original new service contract through the <i>State WMS System</i>, pursuant to General Municipal Law § 104(b), to provide Day Care Services. Contract has a variable amount depending on the services provided.</p> <ul style="list-style-type: none"> <i>Amy's After School Adventures ~ Amy Yencer</i>, 10 Erie Street, Mt. Morris, NY 14510; effective 5/22/19 through 12/31/19. 	<p>** Resolution Required **</p>	Motion: Brunner Ayes: 7 Noes: Absent: 2 Vasile; Ryan	Carried: XXX Defeated: Referred to: * RESOLUTION
<p>11. Professional Service Contract \$3,001 - \$5,000: Authorize Chairman to sign a contract, pursuant to General Municipal Law § 104(b), with <i>U & S Services, Inc.</i>, 95 Stark Street, Tonawanda, NY 14150 to provide fire alarm preventative maintenance in an amount not to exceed \$1,920.00 per year; effective 7/1/19 and will be ongoing. This is a renewal contract with only one change, the Attachment A wording has been updated, the cost remains the same. This is under state contract number PT63600.</p>	<p>** Resolution Required **</p>	Motion: Davis Ayes: 7 Noes: Absent: 2 Vasile; Ryan	Carried: XXX Defeated: Referred to: * RESOLUTION
<p>12. Permission to request the Dept. of Social Services have three (3) Procurement Cards to use for only gas purchase for staff going to training.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><i>Commissioner Barber explained that upon direction from Treasurer Mayer, procurement cards could be issued to the department without being issued to a specific employee. After a brief discussion by the committee it was decided that permission would be granted for Ashley Fenton to receive a procurement card with a credit limit not to exceed \$2,000.00. Commissioner Barber will come back next month with a decision on other DSS employees that should carry a county procurement card.</i></p>			
<p>Permission to issue a county procurement card to Ashley Fenton, DSS Caseworker for expenses associated with overnight travel & trainings with a credit limit not to exceed \$2,000.00.</p>		Motion: Granger Ayes: 7 Noes: Absent: 2 Vasile; Ryan	Carried: XXX Defeated: Referred to: APPROVED
<p>13. <u>Monthly Report:</u></p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
Committee Chair's Agenda			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Wyo. Co. Community Action w/R. Shader			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Signature of Committee Chairman: p/E. Grant (minutes prepared by C. Ketchum).

Next Human Services Committee Meeting scheduled for **Tuesday, July 30, 2019 @ 1:00 PM.**

Committee Chair Initials: _____