

**HUMAN SERVICES COMMITTEE**  
**August 3, 2022**

**Call to Order:** The meeting was called to order by Human Services Committee Chair Janice Burdick at 2:27 p.m.

**Roll Call:** J. Burdick, J. Ricketts-Swales, G. Hanchett, B. Harris, J. Rumpfelt, P. Stockin (Absent: D. Root)

**Other Attendees:** G. Barnes, E. Blake, T. Boyde, A. Carrow, P. Curran, A. Cyr, K. Demick, D. Fanton, S. Havey, D. Healy, E. Kayes, C. Knapp, T. Linn, A. Mattison, J. Ricci, B. Riehle, T. Ross, T. Shaw

**Approval of Minutes**

A motion was made by Legislator Ricketts-Swales, seconded by Legislator Rumpfelt, and carried to approve the July 6, 2022, Human Services Committee meeting minutes.

**PUBLIC HEALTH**

Public Health Director Tyler Shaw attended the meeting and submitted his monthly report to the committee for review. Mr. Shaw stated that they had an additional positive rabies specimen for a raccoon in Belmont and reminded everyone that it is also bat season. Mr. Shaw stated that Allegany County has finally reached the 50 percent COVID-19 vaccination threshold with approximately 23,000 vaccinated residents. Mr. Shaw stated that there has been an increase in the Monkeypox cases in New York State with the majority of cases occurring in New York City. Mr. Shaw asked the Confidential Secretary to include in the minutes, a letter dated July 25, 2022, from the New York State Department of Health regarding guidance for cleaning and disinfection of non-healthcare settings during and after isolation for Monkeypox. A copy of this letter has been included at the end of these minutes.

**Request for Resolution Approving an Agreement with LAMAR for Billboard Services**

Public Health Director Tyler Shaw requested a resolution approving an agreement with LAMAR for billboard services for a public information outreach campaign. This campaign will focus on vaccine outreach to include COVID-19 vaccinations as well as influenza. This agreement will run from September 5, 2022 – October 2, 2022, and is a requirement for some of our COVID-19 funding. This agreement is currently under review by the County Attorney. The cost to the County will be \$9,963 which is covered by a grant in Cost Center A2029.462 COVID-19 DOH LHD Vaccine Response. Legislator Harris asked what the subject matter will be and who is responsible for the design. Mr. Shaw stated that the subject will be COVID-19 and Flu vaccination and the design will be taken from New York State. The request was approved on a motion made by Legislator Harris, seconded by Legislator Hanchett, and carried.

**Prepare Resolution**

**Request for Memorandum of Understanding with Jones Memorial Hospital and Allegany County Department of Health WIC Program**

The Health Department requested a resolution approving a collaborating partner agreement with UR Jones Memorial Hospital. The agencies listed above will collaborate to provide Breastfeeding assistance and support to WIC eligible moms after delivery, while they are patients in the UR Jones Memorial Maternity Ward. This is an update and renewal of a previous MOU that dates back to 2015. This MOU will go into effect October 1, 2022 - September 30, 2027, unless either party chooses to modify or terminate in writing with a 30-day notice. This agreement has been reviewed and approved by the County Attorney. The request was approved on a motion made by Legislator Ricketts-Swales, seconded by Legislator Hanchett, and carried. **Prepare Resolution**

**Request for Transfer of Funds**

Public Health Director Tyler Shaw requested approval to transfer funds to maximize State grant funding already received as follows:

From:	Amount
A4010.101 Health Department Regular Pay	\$ 7286
A4190.405 WIC Conference Expense	\$ 900
A4190.414 WIC Rentals: Real Property	<u>\$ 924</u>
	<u>\$9,110</u>
To:	Amount
A4190.201 WIC Office Equipment	\$ 2000
A4190.406 WIC Insurance	\$ 825
A4190.407 WIC Office Supplies	\$ 750
A4190.408 WIC General Supplies	\$ 3400
A4190.409 WIC Fees	\$ 610
A4190.412 WIC Repairs: Real property	\$ 350
A4190.419 WIC Printing	\$ 175
A4190.428 WIC Natural Gas	<u>\$ 1000</u>
	<u>\$9,110</u>

Description of Expenses		Amount
Account Number	Description	Amount
A4190.201 Office Equipment	To replace a Broken Office Desk (Purchased in 2006), Replace 2 Office Chairs, replace 2 broken folding tables, purchase a changing table for the Breastfeeding room.	\$2,000.00
A4190.406 Insurance	To cover the increase in insurance cost	825.00
A4190.407 Office Supplies	Misc. Office Supplies including Printer Ink, folders, copy paper, pens, hanging file folders, 2022 Monthly planners, etc...	750.00
A4190.408	Misc. General supplies including office cleaning supplies, paper products, trash can liners, fluorescent bulbs, Face Mask, Ice Melt, Breast Pumps/Supplies, Toothbrushes, etc...	3,400.00
A4190.409	To cover the increase in the auto dialer (Teletask) program. Microsoft . gov accounts (6) \$360	610.00
A4190.412	To cover the cost of having Grant & Brinks move 2 telephone lines.	350.00
A4190.419	The cost of having envelopes and WIC Pamphlets printed	175.00
A4190.428	To cover the rising cost of Natural Gas at 112 Park Ave	1,000.00
TOTAL		\$9,110.00

The request was approved on a motion made by Legislator Harris, seconded by Legislator Ricketts-Swales, and carried. **Refer to Ways and Means**

**Request to Fill Public Health Technician**

Public Health Director Tyler Shaw requested permission to fill one Public Health Technician (AFSCME bargaining unit, Grade 13, Step: Base to 2) in the Health Department. This position will support the Department of Health by answering all incoming calls to the Environmental department, receiving and investigating all animal bites and rabies investigations, Adolescent Tobacco Use Prevention Act Program (ATUPA) compliance checks around the County, and completion of Sanitary Surveys in the County due to home sales. The annual salary is estimated to be between \$38,458.97 and \$40,835.89, with benefits estimated to be between \$16,783.49 and \$17,820.78. This position is funded with 100 percent State funding and is included in the 2022 Budget. The request was approved on a motion made by Legislator Harris, seconded by Legislator Ricketts-Swales, and carried. **Refer to Ways and Means**

### **Request to Fill Director of Environmental Health**

Public Health Director Tyler Shaw requested permission to fill one Director of Environmental Health (PEF bargaining unit, Grade 9, Step: Base to 2) in the Health Department. The annual salary is estimated to be between \$53,104 and \$56,338, with benefits estimated to be between \$27,175 and \$24,586. This position is funded with 100 percent State funding and is included in the 2022 Budget. Legislator Harris asked how long this position has been vacant. Mr. Shaw responded that he learned of the retirement last week. The request was approved on a motion made by Legislator Hanchett, seconded by Legislator Ricketts-Swales, and carried. **Refer to Ways and Means**

### **Request to Fill Medical Consultant**

Public Health Director Tyler Shaw requested permission to fill one Medical Consultant (Section IV) in the Health Department. The annual salary is estimated to be \$21,000 (\$1,750/month). This position is funded with 100 percent State funding and is included in the 2022 Budget (A4015.101 DOH Medical Consultant). The request was approved on a motion made by Legislator Ricketts-Swales, seconded by Legislator Hanchett, and carried. **Refer to Ways and Means**

## **SOCIAL SERVICES**

Social Services Commissioner Edna Kayes attended the meeting and submitted her monthly report to the committee for review.

### **Request to Fill Account Clerk Typist**

Social Services Commissioner Edna Kayes requested permission to fill one full-time Account Clerk Typist and any resulting backfills (AFSCME bargaining unit, Grade: 7, Step: Base to 7) in the Social Services Child Support Enforcement Unit. The annual salary is estimated to be between \$32,625 and \$38,195, with benefits estimated to be between \$14,237 and \$16,668. This position is funded with 66 percent Federal funding and offset by TANF collections in the County. This position is included in the 2022 Budget. The request was approved on a motion made by Legislator Rumfelt, seconded by Legislator Ricketts-Swales, and carried. **Refer to Ways and Means**

### **Request to Fill Two Senior Caseworkers**

Social Services Commissioner Edna Kayes requested permission to fill two full-time Sr. Caseworkers and any resulting backfills (AFSCME bargaining unit, Grade: 17, Step: Base to 7) in the Social Services Department. The annual salary is estimated to be between \$43,309 and \$54,376, with benefits estimated to be between \$18,900 and \$23,729. This position is funded with 35.57 percent County funds, 21.89 percent State funds, and 42.54 percent Federal funds and is included in the 2022 Budget. The request was approved on a motion made by Legislator Rumfelt, seconded by Legislator Harris, and carried. **Refer to Ways and Means**

## **OFFICE FOR THE AGING**

Office for the Aging Director Anita Mattison attended the meeting and submitted her monthly report to the committee for review. Ms. Mattison began by reading an email she had recently received from a client offering their thanks for their assistance specifically from Erica Blake. Ms. Blake gave the following presentation.

*I'm one of 5 Aging Services Specialists among our office staff. We conduct assessments for the Meals on Wheels Program, provide case management for our homecare clients, and provide insurance counseling.*

*The client whose email Anita shared today initially called with an insurance question. The fact that the conversation resulted in a number of referrals for additional services is an example of how we*

*are all trained to screen for dozens of services so that, no matter if we are conducting a home delivered meals assessment or taking a call about an insurance question, we are all able to answer general questions on dozens of Local, State, and Federal supportive services available to our clients such as: Medicaid, Food Stamps, HEAP, tax saving programs, Social Security programs, housing and home repair grants and programs, mental health services, long term care services, veterans' services, transportation programs, legal resources, programs and services for caregivers, homecare services, and many others that I am likely forgetting.*

*I thought today would be a good opportunity to highlight the services we offer through our Health Insurance Information Counseling and Assistance Program, or HIICAP program, which focuses on providing education and advocacy to Medicare beneficiaries.*

*We do this by:*

- Assisting new beneficiaries in understanding Medicare benefits, navigating enrollment periods, and meeting enrollment requirements in order to ensure full coverage and avoid late enrollment penalties, and incomplete coverage, both in one on one counseling sessions as well as through our Medicare Basics class held monthly.*
- We review client's current coverage and plan options to help them find the best plan for their health needs both during open enrollment and throughout the year.*
- We communicate with pharmacists and providers to help clients understand their insurance needs and maximize coverage at the least cost to our clients*
- We screen for low-income assistance and help clients apply for money saving programs such as Medicaid, Extra Help, MSP, and EPIC*
- We counsel our clients on how Medicare works with other insurances such as Medicaid, retiree coverage, NY marketplace insurance, veterans' health benefits, and Federal Employee Health Benefits*
- And we assist clients in identifying provider billing errors and advocating for corrections*

*The demand for help through our HIICAP program has continued to grow over the years to meet Allegany County resident's needs.*

*In 2013, our insurance counseling program staffed 5 insurance counselors and offered 12 Medicare Basics classes, serving a total of 583 Allegany County residents throughout the year.*

*In 2021, our 7 insurance counselors served a total of 955 Allegany County residents through our HIICAP program and offered 15 Medicare Basics Classes.*

*In 2022, we have already seen a 16 percent increase in the demand for insurance counseling services. So far this year we have served 421 Allegany County residents, up from 364 at this time last year, and we plan to offer 15 Medicare Basics Classes.*

*Our HIICAP program keeps us very busy, but it is time well spent helping our residents. Having the right combination of insurance coverage, at the least cost, equates to dollars and cents that our clients can then use to pay for other critical needs. A client who saves hundreds of dollars a year will use that money in a way that benefits our local community, by supporting our local businesses, paying taxes, or for other services that will help them stay in their homes and remain independent longer.*

*Our HIICAP program is an investment in our clients and our community as a whole.*

### **Request for Addendum to Agreement with Erika Zerkowski**

Office for the Aging Director Anita Mattison requested a resolution approving an addendum to the agreement dated January 1, 2022, through December 31, 2025, with Erika Zerkowski, MS, RDN, CDE, CDN to reflect the increase in a required minimum of eight (8) hours per week to a minimum of sixteen (16) hours per week in accordance with NYSOFA 19-PI-26 at the current rate of \$60 per hour. The addendum also reflects the reimbursement for any reasonable expenses associated with any subscription or publication related to her duties as the Registered Dietician. This has been budgeted for in the 2022 Budget. The request was approved on a motion made by Legislator Hanchett, seconded by Legislator Harris, and carried. **Prepare Resolution**

### **Requesting Approval to Increase the Suggested Contribution Amount for Services**

Office for the Aging Director Anita Mattison requested a resolution approving an increase to the suggested contribution amounts effective August 1, 2022, as follows:

- Home Care from \$3.00/hr. to \$4.00/hr.
- Personal Emergency Response Systems from \$3.00/month to \$4.00/month
- Transportation from \$4.00/ride to \$5.00/ride
- Home Delivered Meals and Congregate Meals from \$3.00/meal to \$4.00/meal
- Go & Dine from \$4.00/voucher to \$5.00/voucher

Allegany County Senior Advisory Council approved this request at the June 2022 meeting. Legislator Harris asked how much of an annual impact in revenue there would be as a result of these increases. Ms. Mattison stated that they had reviewed the numbers while they were working on their 2023 Budget before they presented it to the Advisory Council. Ms. Mattison stated that there is a significant impact and the 2023 Budget they have submitted will reflect that savings. Legislator Harris asked what the savings would be. Ms. Mattison stated that she did not have that number available at the moment but estimated that it was reduced from a 20 percent increase to an 8 percent increase. Legislator Harris asked if that savings was directly related to the increases. Ms. Mattison stated that the increases, along with a contract at lower rates resulted in the savings. Legislator Harris stated that he would like to know if the increase is worth the look, and that he did not know if he could support a couple thousand dollar difference, and voted in opposition of the request. Ms. Mattison apologized for not having the numbers available for the meeting, but that the 5 areas listed in the requests were chosen because that is where the revenue comes from. Ms. Mattison stated that this is a suggested contribution and it is made very clear that if you cannot afford the full suggested contribution amount, that any amount you can contribute is acceptable. Legislator Ricketts-Swales asked to clarify that this is the suggested contribution from the client. Ms. Mattison stated, "correct." Committee Chair Burdick asked if most clients are contributing. Ms. Mattison stated that they are contributing what they can afford, but all contributions are kept confidential. Legislator Burdick stated that she did not realize that there was any suggested contribution for tax return assistance because she did not see it listed anywhere. Committee Chair Burdick stated that it might help to increase the revenue if they make people aware of the suggested contributions when they make the appointments. Ms. Mattison stated that they will be sure to include that in the future. The request was approved on a motion made by Legislator Hanchett, seconded by Legislator Ricketts-Swales, opposed by Legislator Harris, and carried. **Refer to Ways and Means**

### **Request to Fill Two Center Manager Positions**

Office for the Aging Director Anita Mattison requested permission to fill two part-time Luncheon Center Managers (Non-Unit) in the Office for the Aging. The annual salary is estimated to be \$5,512 each, with benefits estimated to be \$1,361 each. This position is funded with 10 percent County funds, and 90 percent Federal funds and is included in the 2022 Budget. The request was approved on a motion made by Legislator Harris, seconded by Legislator Ricketts-Swales, and carried. **Refer to Ways and Means**

**Request to Fill Part-Time Typist**

Office for the Aging Director Anita Mattison requested permission to fill one part-time Typist (Non-Unit, Grade: 4, Step: Base) in the Office for the Aging. The annual salary is estimated to be \$10,379, with benefits estimated to be \$4,245. This position is funded with 20 percent County funds, 57 percent State funds, 10 percent Federal funds, and 13 percent Other funds. This position is included in the 2022 Budget. The request was approved on a motion made by Legislator Hanchett, seconded by Legislator Ricketts-Swales, and carried. **Refer to Ways and Means**

**Request to Create and Fill Intensive Case Manager**

Community Services Director Robert Anderson requested permission to fill one full-time Intensive Case Manager (PEF bargaining unit, Grade: 7, Step: Base) in the Community Services Department. The annual salary is estimated to be \$47,194, with benefits estimated to be \$20,596. This position is funded 100 percent with revenues generated by services authorized to bill Medicaid, and is included in the 2022 Budget. The request was approved on a motion made by Legislator Harris, seconded by Legislator Ricketts-Swales, and carried. **Prepare Resolution to create and Refer to Ways and Means to fill**

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 2:57 p.m. following a motion made by Legislator Rumfelt, seconded by Legislator Ricketts-Swales, and carried.

Respectfully Submitted,

Tiffany Linn, Confidential Secretary  
Allegany County Board of Legislators