

# Agenda

## Health and Human Services Committee

Monday, May 15, 2017 4:30 PM

Legislature Chambers

1. **Call to Order (4:30)**
2. **Changes to Agenda (4:30)**
3. **Public Comment (4:35)**
4. **Minutes Approval (4:40)**
  - a. April 17, 2017
5. **Chair's Report (4:40)**
6. **Comments from Committee Members (4:45)**
7. **County Administrator's Report (4:50)**
8. **Department of Social Services (4:55)**
  - a. **Resolution:** Acceptance of Anonymous Donation and Budget Adjustment - Department of Social Services (Pending Committee action 5-15-17) (ID #7049)
9. **Mental Health (5:05)**
  - a. Information Item: 2017 Office Furnishings - MH (ID #7042)
  - b. Information Item: 2016 Budget Adjustment for Racker - MH (ID #7041)
  - c. Information Item: Budget Transfer - Mental Health (ID #7040)
10. **Office for the Aging (5:10)**
  - a. **Resolution:** Appropriation from Contingent and Authorization to Increase Foodnet Meals on Wheels Subcontract (ID #7045)
11. **Human Rights Commission (5:20)**
  - a. **Report/Discussion:** Safe Space Training Video (ID #7046)
12. **Liaison Assignments (if time allows) (5:30)**
13. **Adjournment (5:35)**

**Health and Human Services Committee**  
 Regular Meeting Minutes – Draft 4-21-17  
 Monday, April 17, 2017 3:30 PM  
 Legislature Chambers

**Attendance**

Attendee Name	Title	Status	Arrived
Anna Kelles	Chair	Present	
Leslyn McBean-Clairborne	Vice Chair	Present	
Will Burbank	Member	Present	
Carol Chock	Member	Present	
Peter Stein	Member	Late	4:18 PM
Katrina McCloy	Deputy Clerk	Present	
Frank Kruppa	Public Health Director	Present	
Jessica Gosa	Executive Director, Foodnet	Present	
Joe Mareane	County Administrator	Present	
Lisa Holmes	Director, Office for the Aging	Present	
Karen Baer	Director of Human Rights	Present	
Amie Hendrix	Director of Youth Services	Present	
Marcia Lynch	Public Info. Officer, County Administration	Present	
Tierra Labrada	Continuum of Care Coordinator	Present	
Patricia Carey	Social Services Commissioner	Present	

**Call to Order**

Ms. Kelles, Chair, called the meeting to order at 3:33 p.m.

**Changes to Agenda**

There were no changes to the agenda.

**Public Comment**

There were no members of the public present.

**Minutes Approval**

March 20, 2017

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Will Burbank, Member
<b>SECONDER:</b>	Carol Chock, Member
<b>AYES:</b>	Kelles, McBean-Clairborne, Burbank, Chock
<b>ABSENT:</b>	Stein

**County Administrator's Report**

There has been a reduction of aid for the Foster Care program and the Department of Social Services has estimated that it will cost the County about \$230,000. Foster Care is a mandated program

Minutes Acceptance: Minutes of Apr 17, 2017 3:30 PM (Minutes Approval)

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Health and Human Services Committee  
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and the County will need to maintain it even though there is a funding cut. Mr. Mareane will provide the Committee members with the baseline for the Foster Care program as requested by Ms. Kelles.

Ms. Kelles inquired about a shift in child care support. Mr. Mareane stated he would look into that and provide additional information to Committee members.

**Appointments/Liaison Assignments**

**Advisory Board Appointment(s) (ID #6912)**

Youth Services Board

Gabriel Carrillo - At-large representative; term expires December 31, 2019

Liaison Assignments

Ms. Kelles stated she will be the liaison to the Tompkins County Youth Services Board and Mr. Burbank will be the liaison for the Health Planning Council.

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Will Burbank, Member
<b>SECONDER:</b>	Leslyn McBean-Clairborne, Vice Chair
<b>AYES:</b>	Kelles, McBean-Clairborne, Burbank, Chock
<b>ABSENT:</b>	Stein

\* \* \* \* \*

**Mental Health**

**Resolution No. - Authorization to Accept Grant for Mobile Crisis Technical Support - Mental Health Department (ID #6936)**

Mr. Stein arrived at this time.

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Leslyn McBean-Clairborne, Vice Chair
<b>SECONDER:</b>	Carol Chock, Member
<b>AYES:</b>	Kelles, McBean-Clairborne, Burbank, Chock, Stein

WHEREAS, as established in Resolution 2016-266, adopted December 21, 2016, the Tompkins County Mental Health Department (Department) has developed a Mobile Crisis Team (Team) in order to serve individuals and families who are experiencing urgent concerns related to mental health and/or substance abuse issues, and

WHEREAS, as indicated in the Resolution, the Care Compass Network will provide startup funds for the first two years of participation in this Delivery System Reform Incentive Payment (DSRIP) Program-supported project, and

WHEREAS, it is vital that the department provide compact, mobile, efficient systems in order for clinicians to gain access to client medical records and complete their documentation in an accurate and

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timely manner, and

WHEREAS, the department has received approval for \$12,000 in startup funds for technical support through the Care Compass Network for the purchase of tablet laptop computers and upgrades to current field telephones, now therefore be it

RESOLVED, on recommendation of the Health and Human Services Committee, That the Mental Health Department is authorized to accept said funds,

RESOLVED, further, That the County Administrator or his designee be and hereby is authorized to execute any and all agreements necessary to complete the requirements of the grant,

RESOLVED, further, That the Finance Director be and hereby is authorized to make the following budget adjustment on his books for the Care Management Program for 2017:

REVENUE:	4311.43489	Other State Grants	\$ 12,000
APPROPRIATION:	4311.52206	Computer Equipment	\$ 8,000
	4311.54472	Telephone	\$ 4,000

SEQR ACTION: TYPE II-20

\* \* \* \* \*

**Resolution No. - Authorization to Accept Grant Funds for Technical Support for the Health Home Care Management Program - Mental Health Department (ID #6935)**

<b>RESULT:</b>	<b>RECOMMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Will Burbank, Member
<b>SECONDER:</b>	Leslyn McBean-Clairborne, Vice Chair
<b>AYES:</b>	Kelles, McBean-Clairborne, Burbank, Chock, Stein

WHEREAS, Circare of Syracuse, New York, a Behavioral Care Management Program, and Health Homes of Upstate New York (HHUNY) Services of Syracuse, New York, provide administrative oversight to the Health Home Care Management program in Tompkins County, and

WHEREAS, the Tompkins County Mental Health Department Care Management Team has been providing Health Home services to individuals in Tompkins County, and

WHEREAS, there are strict requirements regarding the technical aspects of providing Health Home services, such as documentation within a specific electronic client record, requirements regarding client signatures, retention and encrypted transfer of documentation and the need for the Care Management team to do the majority of their work in the field, and

WHEREAS, it is vital that the department provide compact, mobile, efficient systems in order for clinicians to gain access to client medical records and complete their documentation in an accurate and timely manner, and

WHEREAS, the department has applied for and has been given approval for an \$18,000 grant

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Monday, April 17, 2017

from Circare and HHUNY for technical support through the purchase of tablet laptop computers and upgrades to current field telephones, now therefore be it

RESOLVED, on recommendation of the Health and Human Services Committee, That the Mental Health Department is authorized to accept said funds,

RESOLVED, further, That the County Administrator or his designee be and hereby is authorized to execute any and all agreements necessary to complete the requirements of the grant,

RESOLVED, further, That the Finance Director be and hereby is authorized to make the following budget adjustment on his books for the Care Management Program for 2017:

REVENUE:	4330.43489	Other State Grants	\$ 18,000
APPROPRIATION:	4330.52206	Computer Equipment	\$ 15,000
	4330.54472	Telephone	\$ 3,000

**SEQR ACTION: TYPE II-20**

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**Human Services Coalition**

Update on development of transitional housing plan (ID #6985)

The Human Services Coalition is preparing to release the RFP and applications are due on May 12<sup>th</sup>; she will keep the Committee up-to-date.

Ms. Kelles requested a summary of RFP responses received.

\* \* \* \* \*

**Adjournment**

The meeting adjourned at 4:50 p.m.

Minutes Acceptance: Minutes of Apr 17, 2017 3:30 PM (Minutes Approval)



**Tompkins County Legislature**

Governor Daniel D. Tompkins Building  
Ithaca, NY 14850

Meeting: 05/15/17 04:30 PM  
Department: Social Services Department  
Category: Fiscal (Budget)  
Functional Category: Social Services

**SCHEDULED**

**RESOLUTION NO.**      *DOC ID: 7049*

**Acceptance of Anonymous Donation and Budget Adjustment -  
Department of Social Services (Pending Committee action 5-15-17)**

WHEREAS the Department of Social Services (DSS) has received an anonymous donation of \$83,000 with a request that it be used to support Children's Services programs, and

WHEREAS the Social Services Commissioner wishes to use the funds as follows:

\$62,000 - Training and certification of Social Services' mental health service providers to practice evidence-based Child Parent Psychotherapy

\$6,000 - Safe Care 'train-the-trainer' training for our sole home visitation provider's staff

\$1,500 - Consultation services from Community Dispute Resolution Center

\$5,000 - "Seeking Safety" training for DSS staff

\$5,000 - "Peer Recovery Advocate" training for DSS staff

\$3,500 - "Solution-Focused Trauma-informed Care" training for DSS staff,

, now therefore be it

RESOLVED, on recommendation of the Health and Human Services Committee, That the Department of Social Services is authorized both to accept this donation and to enter into agreements as necessary to effect the above,

RESOLVED, further, That the Director of Finance be and hereby is authorized to make the following adjustments to the 2017budget:

Appropriation:	6010.54412 Travel/Training	\$13,500
	6010.54442 Professional Services	\$69,500
Revenue:	6010.42705 Gifts and Donations	\$83,000

**SEQR ACTION: TYPE II-20**

**Tompkins County Legislature**

Governor Daniel D. Tompkins Building  
Ithaca, NY 14850

Meeting: 05/15/17 04:30 PM  
Department: Social Services Department  
Category: Fiscal (Budget)  
Functional Category: Social Services

**SCHEDULED**

**RESOLUTION NO.**      *DOC ID: 7049*

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- 1
- 2 Social Services has received an anonymous donation of \$83,000 targeted for support of its Children's Services
- 3 programs, and would like to use the funds to pay for training and support of both department staff and providers
- 4 toward maintaining and improving clients service.



**Health and Human Services Committee**

Governor Daniel D. Tompkins Building  
Ithaca, NY 14850

Meeting: 05/15/17 04:30 PM  
Department: Mental Health Department  
Category: Fiscal

**BDGT ADJ. & TRANSFERS (INFO. ONLY) NO.  
(ID # 7042)**

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**2017 Office Furnishings - MH**



Department: **MENTAL HEALTH**

Date: **4/17/2017**

# \_\_\_\_\_ (for Finance use)

FROM:		TO:		AMOUNT	Department Budget Account	Title	Detailed Explanation Required:
Department Budget Account	Title	Department Budget Account	Title				
1	4311.54354	MEDICAL SUPPLIES	4312.52214	\$5,000	OFFICE FURNISHINGS	TRANSFER FROM MEDICAL SUPPLIES IN 4311 CLINICS (CURRENT COSTS IN THIS LINE ITEM HAS BEEN DECREASING DUE TO CHANGES IN INSURANCE COVERAGE FOR SPECIFIC MEDICAL SUPPLIES). THE TRANSFER IS TO PURCHASE WINDOW BLINDS AND GRADIATION FILM FOR THE PROS UNIT OFFICES ON THE 2ND FLOOR.	
2							
3							
4							
5				b			
6							
7	Date of Program Committee			Date Sent to Program Committee			
8	Director of Finance			Sender's Initials __BLD__			

Department Head \_\_\_\_\_ Date Signed 4/17/17  
 Director of Finance \_\_\_\_\_ Date Signed \_\_\_\_\_  
 for County Administration use only

SIGNATURES

Routing: Submit 4 (four) copies to Finance-Comptroller  
 Submit 1 (one) copy to Program Committee for next agenda



**Health and Human Services Committee**

Governor Daniel D. Tompkins Building  
Ithaca, NY 14850

Meeting: 05/15/17 04:30 PM  
Department: Mental Health Department  
Category: Fiscal

**BDGT ADJ. & TRANSFERS (INFO. ONLY) NO.  
(ID # 7041)**

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**2016 Budget Adjustment for Racker - MH**





**Health and Human Services Committee**

Governor Daniel D. Tompkins Building  
Ithaca, NY 14850

Meeting: 05/15/17 04:30 PM  
Department: Mental Health Department  
Category: Fiscal

**BDGT ADJ. & TRANSFERS (INFO. ONLY) NO.  
(ID # 7040)**

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**Budget Transfer - Mental Health**

Department: MENTAL HEALTH		Date: 4/17/2017	# _____ (for Finance use)			
FROM: Department Budget Account		Title	AMOUNT	TO: Department Budget Account		Detailed Explanation Required:
4311.54442	PROFESSIONAL SERVICES		\$6,061	4310.54303	OFFICE SUPPLIES	TRANSFER FROM 4311 CLINIC LINE THAT WAS UNDERSPENT IN 2016 TO COVER THE OVERAGE IN SUPPLIES IN ADMINISTRATION
4311.54442	PROFESSIONAL SERVICES		\$30,677	4310.54442	PROFESSIONAL SERVICES	TRANSFER FROM 4311 CLINIC LINE THAT WAS UNDERSPENT IN 2016 TO COVER THE OVERAGE IN PROFESSIONAL SERVICES IN ADMINISTRATION. THE ADDITIONAL COSTS ARE ASSOCIATED WITH THE ELECTRONIC HEALTH RECORDS OPERATING SYSTEM BILLABLE HOURS
4311.54442	PROFESSIONAL SERVICES		\$2,771	4311.52214	OFFICE FURNISHINGS	TRANSFER FROM 4311 CLINIC LINE THAT WAS UNDERSPENT IN 2016 TO COVER THE OVERAGE IN OFFICE FURNISHINGS IN THE SAME UNIT.
4311.54606	ADMINISTRATION AND OVERHEAD		\$8,422	4311.54354	MEDICAL SUPPLIES	TRANSFER FROM 4311 CLINIC LINE THAT WAS UNDERSPENT IN 2016 TO COVER THE OVERAGE IN MEDICAL SUPPLIES IN THE SAME UNIT.
			h			
Date of Program Committee		Date Sent to Program Committee				
<input type="text"/>		<input type="text"/>				
						Sender's Initials: BLD _____

Department Head	Date Signed	for County Administration use only
<i>[Signature]</i>	5/4/17	
Director of Finance	Date Signed	

SIGNATURES

Routing: Submit 4 (four) copies to Finance-Comptroller  
Submit 1 (one) copy to Program Committee for next agenda



**SCHEDULED**

**RESOLUTION NO.**      *DOC ID: 7045*

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**Appropriation from Contingent and Authorization to Increase  
Foodnet Meals on Wheels Subcontract**

WHEREAS, the Tompkins County Office for the Aging recognizes the importance of Foodnet Meals on Wheels in the provision of both home-delivered and congregate meals to adults sixty (60) and over, and

WHEREAS, Foodnet strives to maintain certification as a living-wage employer, and

WHEREAS, upon understanding that New York State Direct Care Worker funding would be ongoing in 2017, the Tompkins County Office for the Aging reduced its original 2017 budget over-target request by \$12,500 to enable Foodnet to maintain its staff at the living wage, and

WHEREAS, the removal of the New York State Direct Care Worker Program from the New York State Office for the Aging 2017 budget has adversely affected Foodnet Meals on Wheels, and

WHEREAS, this unforeseen decrease in New York State funding causes an operating deficit of \$19,500 for Foodnet in 2017, affecting its ability to maintain its staff at the living wage, and

WHEREAS, Foodnet intends to address its operating deficit through a combination of decreasing expenditures and raising revenues, and

WHEREAS the Tompkins County Office for the Aging requests \$12,500 in Contingency Funding in 2017 and as an ongoing increase in target funding to assist Foodnet in closing its structural deficit, now therefore be it

RESOLVED, on recommendation of the Health and Human Services and the Budget, Capital, and Personnel Committees, That the request for contingency funding be granted,

RESOLVED, further, That the Finance Director be and hereby is authorized to make the following adjustments:

FROM:	A1990.54440	Contingent Fund	\$12,500
TO:	A6776.54491	Subcontract	\$12,500

RESOLVED, further, That the target budget for Office for the Aging to assist Foodnet shall be increased by \$12,500.

**SEQR ACTION: TYPE II-20**

**Tompkins County Legislature**

Governor Daniel D. Tompkins Building  
Ithaca, NY 14850

Meeting: 05/15/17 04:30 PM  
Department: Office for the Aging  
Category: Livable Wage  
Functional Category: Contingent Fund

**SCHEDULED**

**RESOLUTION NO.**      *DOC ID: 7045*

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- 1  
2 The Tompkins County Office for the Aging removed an over-target request from its budget request for the year 2017.  
3 The request was removed in the expectation that the New York State Direct Care Worker Program would make up for  
4 the amount contained within the request. Because of the New York State has eliminated funding for the Direct Care  
5 Worker Program the Office for Aging is requesting contingency funding to make up for the loss of revenue.

**Health and Human Services Committee**

Governor Daniel D. Tompkins Building  
Ithaca, NY 14850

Meeting: 05/15/17 04:30 PM  
Department: Human Rights Department  
Category: Diversity and Inclusion

**REPORT OR DISCUSSION ITEM NO.  
(ID # 7046)**

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**Safe Space Training Video**

Presentation of video developed by the Office of Human Rights to increase awareness and understanding among County staff of what a "Safe Space" is and how to ensure a welcoming and respectful workplace culture.