

**Health and Human Services Committee**  
 Regular Meeting Minutes – Approved 10-16-17  
 Monday, August 21, 2017 4:30 PM  
 Legislature Chambers

**Attendance**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Anna Kelles	Chair	Present
Leslyn McBean-Clairborne	Vice Chair	Present
Will Burbank	Member	Present
Carol Chock	Member	Present
Peter Stein	Member	Excused
Katrina McCloy	Deputy Clerk	Present
Amie Hendrix	Director of Youth Services	Present
Lisa Holmes	Director, Office for the Aging	Present
Karen Baer	Director of Human Rights	Present
Kit Kephart	Acting Commissioner, Social Services	Present
Kathleen Schlather	Exec. Director, Human Services Coalition	Present
Frank Kruppa	Public Health Director	Present
Joe Mareane	County Administrator	Present

Guests: Julianna Garcia and Nick Filippini, Open Doors; Amanda Champion, Town of Ithaca; Shawna Black, Town of Ithaca; Rob Statham, New York Association of Psychiatric Rehabilitation Services, Inc., and Media

**Call to Order**

Ms. Kelles, Chair, called the meeting to order at 4:35 p.m.

**Changes to Agenda**

There were no changes to the agenda.

**Youth Services**

**Housing Runaway and Homeless Youth Services 2017 (ID #7238)**

Ms. Chock inquired about the total cost of programs and the local share of those costs. Ms. Hendrix will provide that information to Committee members.

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**Public Comment**

No one from the public wished to comment.

**Youth Services - Continued**

**Resolution No. - Budget Adjustment Related to Acceptance of 2017 New York State Office of Children and Family Services Funding - Youth Services (ID #7205)**

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

WHEREAS, pursuant to Administrative Manual Policy 05-02, budget adjustments exceeding \$5,000 require Legislative approval, and

WHEREAS, the New York State Office of Family and Children Services has notified the County of our final 2017 state-aid figures, and

WHEREAS, the County's state aid is re-allocated to municipalities, programs, and our department, and

WHEREAS, the department has amended existing contracts and accounts, now therefore be it

RESOLVED, on recommendation of the Health and Human Service Committee, That the Director of Finance be directed to make the following 2017 budget adjustment as follows:

<u>Revenue Acct</u>	<u>Title</u>	<u>Amount</u>
7022.43820	Programs for Youth, State Aid	\$28,006
<u>Appropriation Acct</u>	<u>Title</u>	<u>Amount</u>
7026.54400	Program Expense	\$28,006

**SEQR ACTION:** TYPE II-20

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**Department of Social Services**

Brief overview of Child Protective Services (ID #7235)

Ms. Chock inquired about a comparison of numbers and percentages of CPS cases and how they have changed, if they have, as they relate to the population changes. Ms. Kephart will provide that information to Committee members.

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**Mental Health**

**Resolution No. - Authorizing the Continuation of Salary for Position Above the Salary Range - Medical Director, Tompkins County Mental Health (ID #7222)**

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

WHEREAS, in 2007 the Legislature determined that the system utilized by Tompkins County to assign salaries to positions based on job description was unable to match the market-rate salary of the specialized professional position of Medical Director of the Mental Health Department, and

WHEREAS, a salary was, accordingly, set by Resolution No. 38 of 2007, and

WHEREAS, the Legislature desired to revisit that salary upon a vacancy in the position, and

WHEREAS, circumstances with regard to the assignment of salaries based on the job description have not changed in relationship to market-rate salary for this position, and

WHEREAS, the Medical Director at the Mental Health Clinic holding the position for the last 20 years resigned as of the 21<sup>st</sup> of July, 2017, and

WHEREAS, the Mental Health Department has a fully qualified Medical Doctor certified in Psychiatry on staff who is able to take on the duties and responsibilities for Medical Director and has been appointed by the Commissioner of Mental Health, now therefore be it

RESOLVED, on recommendation of the Health and Human Services and the Budget, Personnel, and Capital Committees, That the salary be approved in the amount of \$102.81 per hour (\$213,845 annually) for the Medical Director of Tompkins County Mental Health Services, effective immediately.

RESOLVED, further, That no new monies are needed to fund this.

**SEQR ACTION:** TYPE II-20

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**Office for the Aging**

**Resolution No. - Revenue Adjustment for Balancing Incentives Program New York Connects Expansion and Enhancement and Budget Transfers Necessary to Fund One (1) Full-time Information Aide within Tompkins County Office for the Aging (ID #7217)**

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

WHEREAS, pursuant to Administrative Manual Policy 05-02, SECTION 4.02 B, All adjustments

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over \$5,000 must be reviewed and upon the recommendation of the Director of Finance must be approved by the program committee of the budgeting unit and the Legislature, and

WHEREAS, pursuant to Administrative Manual Policy 05-02, SECTION 4.01 A, Transfers from program accounts to personnel lines may require further explanation and are made at the discretion of the Director of Finance and notification to the County Administrator, as well as optional approval or disapproval by the appropriate program committee, and

WHEREAS, the County Office for the Aging, hereafter known as COFA, has received a 2017 Notification of Grant Awards that results in a \$38,574 decrease in funding in the Balancing Incentives Program New York Connects Expansion and Enhancement, and

WHEREAS, COFA has deemed it necessary to cut one position on its staff and to decrease Program Expense funding in order to sustain the decrease, and

WHEREAS, COFA has within its means funding to sustain one full-time Information Aide, now therefore be it

RESOLVED, on recommendation of the Health and Human Services Committee, That the Director of Finance is hereby directed to make the following adjustments:

***Office for the Aging Budget Adjustments***

<u>Revenue Account</u>	<u>Title</u>	<u>Amt</u>	<u>Approp Acct</u>	<u>Title</u>	<u>Amt</u>
A6797-43803	State Revenue	\$-38,574	A6797-51000081	Salary	\$-10,099.62
			A6797-52230	Comp. Softw.	-353.70
			A6797-54400	Prog. Exp.	-24,798.68
			A6797-58800	Fringes	-3,322.00

***Office for the Aging Budget Transfers***

<u>From: Expenditure Account</u>	<u>Amount</u>	<u>To: Expenditure Account</u>	<u>Amount</u>
A6797-51000081 Salary	\$1,901.68	A6797-51000214 Salary	\$4,702
A6797-54412 Travel/Training	2,800.32		
A6777-54400 Program Expense	\$7,241	A6777-51000214 Salary	\$5,049
		A6777-58800 Fringes	2,192

**SEQR ACTION: TYPE II-20**

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**County Administrator's Report**

**Resolution No. - Budget Adjustment and Appropriation of Unspent Funds from 2016 and Prior Years to Various Accounts of the Departments that Report to the Health and Human Services Committee (ID #7221)**

<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>EXCUSED:</b>	Stein

WHEREAS, Section 4.06 of Tompkins County Fiscal Policy on “Re-appropriation (Carryover or Rollover)” authorizes County Department Heads to “request re-appropriation of unspent funds from the previous year, provided that they are certified by the Director of Finance to be available and provided that this re-appropriation is authorized by the established appropriation procedures of the Legislature,” and

WHEREAS, various departments have been certified by the Director of Finance to have available unspent appropriations and excess revenues from 2016 totaling \$698,168, which, combined with balances from prior years, results in an available rollover balance of \$1,135,477 on the County’s books as of December 31, 2016, and

WHEREAS, pursuant to County Fiscal Policy, surplus funds of \$159,635 have been requested by departments that report to the Health and Human Services Committee, of which \$156,635 have been recommended for use in the current year budget by the County Administrator, now therefore be it

RESOLVED, on recommendation of the Health and Human Services and the Budget, Capital, and Personnel Committees, That the following transactions are approved:

**BUDGET APPROPRIATION:**

**FROM:** General Fund Balance \$156,635.00

<b>TO:</b>		<u>Account</u>	<u>Requested Rollover</u>
<u>Dept.</u>	<u>Use of Funds</u>		
<b>Health Department</b>			
	Electronic Health Record for Early Intervention	4047.54442	\$150,000.00
<b>Office of Human Rights</b>			
	Enforcement Effort: Law Books/Legal Database	8040.54332	\$0.00*
	Outreach Effort: Office of Human Rights Tabling Banner	8040.54333	\$100.00
	Technology Package: Desktop upgrades, notebooks (2), & multimedia projector/screen	8040.52206	\$4,600.00
	Equipment: Office Furniture	8040.54412	\$1,500.00
	Software: Adobe Acrobat Pro DC	8040.52230	\$250.00
	Membership: NYSBA Affiliation	8040.54416	\$185.00

*\*See County Administrator’s recommendation on attached Office of Human Rights Rollover Request (PDF)*

**SEQR ACTION:** TYPE II-20

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**Minutes Approval**

July 17, 2017

<b>RESULT:</b>	<b>ACCEPTED [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>EXCUSED:</b>	Stein

**Appointments**

**Advisory Board Appointment (ID #7186)**

Office for the Aging Advisory Committee  
Wilma Lawrence - At-large representative; term expires December 31, 2019

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

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**Adjournment**

The meeting adjourned at 6:18 p.m.