



**Cortland County Health &
Human Services
Committee
Committee Meeting
~ Agenda ~**

60 Central Ave.
Cortland, NY 13045
www.cortlandcountyny.gov

Thursday, December 4, 2025

11:00 AM

Room 302

View Meeting Virtually

Webex Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m6fa91afa2e6be881a7c375798b82f89a>

Thursday, December 4, 2025 11:00 AM | 1 hour | (UTC-05:00) Eastern Time (US & Canada)

Meeting number: 2339 291 5474

Password: 3A2YrAAM9j

Join by phone

+1-415-655-0001 US Toll

Access code: 233 929 15474

Call to Order

Attendee Name	Present	Absent	Late	Arrived
Committee Member Douglas Bentley				
Committee Member Reed Cleland				
Committee Member William McGovern				
Committee Member Christopher Newell				
Committee Member Jason Prentice				
Committee Vice-Chair Keith VanGorder				
Committee Chair Ronald J. Van Dee				

Approval of Minutes

- 1. November 6, 2025 - Health & Human Services Committee Minutes**

Resolutions

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 1.

Authorize Agreement for Legal Services - Department of Social Services

WHEREAS, the Department of Social Services has had difficulty filling vacant Attorney positions and must meet deadlines involving appeals and other urgent matters; AND

WHEREAS, the Department is seeking an independent Attorney or law firm to assist with essential legal matters that are time sensitive; AND

WHEREAS, the funding needed for this Agreement will be in the budget due to position vacancies and moved from the Personal Services Account A60105.51005 to the Professional Services account A60105.54055; NOW THEREFORE BE IT

RESOLVED, the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to enter into an agreement for the time period of January 1, 2026 through December 31, 2026 with a qualified legal entity in an amount not to exceed \$50,000; AND BE IT FURTHER

RESOLVED, that the Director of Finance is authorized and directed to transfer \$50,000 from Personal Services Account A60105.51005 to the Professional Services account A60105.54055.

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 2.

Reappoint Members Community Services Board and Mental Health Subcommittee

WHEREAS, the Bylaws of the Cortland County Community Services Board (CSB), Article 3, Section 1 states that membership of the organization shall consist of fifteen (15) members appointed by the Cortland County Legislature, and Article 7, Section 1 states that the membership of the Mental Health (MH) Subcommittees shall consist of nine (9) members each, appointed by the Cortland County Legislature; AND

WHEREAS, the term of each member of the Board and Subcommittees shall be four (4) years except when completing the term created by a member's resignation or death; AND

WHEREAS, members may serve for a maximum of two (2) consecutive terms unless no recruitment is available; NOW THEREFORE BE IT

RESOLVED, that the following members be and hereby are reappointed to the Cortland County Community Services Board and Mental Health Subcommittees for a second four-year term beginning January 1, 2026 and ending December 31, 2029.

COMMUNITY SERVICES BOARD (CSB):

REAPPOINT

Jackie Cooper	189 Green Lake Rd., Little York Lake, NY 13087	Coalition Representative
Janet Johnson	2251 Greenwood Rd., Cortland NY 13045	Retired Medical Doctor

MENTAL HEALTH SUBCOMMITTEE (MH):

REAPPOINT

Alexandra Mikowski	98 Owego St, Cortland NY 13045	Peer Advocate and Agency
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		Executive
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ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 3.

Authorize Contract with Eves Digital - Child Advocacy Center

WHEREAS, the Cortland County Child Advocacy Center was awarded Safe Harbour Funds to maintain a system response for commercial sexual exploitation of children and child sexual abuse material including community awareness advertising; AND

WHEREAS, the Cortland County Child Advocacy Center desires to contract with Eves Digital, a Division of Eves Broadcasting Inc., Advertising of New York, Inc., 12 South Main Street, Homer, New York 13045 for the Radio and Social Media Advertising Services; AND

WHEREAS, the cost of the Radio Interviews, Ads, and Promos is \$3,500.00; AND

WHEREAS, the cost of the Streaming/Programmatic Displays is \$1,500.00; AND

WHEREAS, this contract shall be for the term January 1, 2026 through December 31, 2026 for a total cost not to exceed \$5,000; AND

WHEREAS, these expenses are budgeted in account Professional Services A40505-54060-SF; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, and subject to any appropriation of funding by the Legislature, are authorized to execute agreements for the provision of said services.

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 4.

Abolish Assistant Director of Administrative Services/Create Accounting Manager- Department of Social Services

WHEREAS, the needs of the agency will be better served by abolishing one position of Assistant Director of Administrative Services and creating one position of Accounting Manager; AND

WHEREAS, the Health and Human Services Committee recommends the abolishment and creation of these positions; NOW THEREFORE BE IT

RESOLVED, that one position of Assistant Director of Administrative Services (Grade 10, \$60,854-80,995, Management Compensation Plan, competitive class, full-time, 35 hours/week with benefits) be abolished effective July 31, 2026; AND BE IT FURTHER

RESOLVED, that one position of Accounting Manager (Grade 20, \$29.0528-36.7735/hr, CSEA, competitive class, full-time, 35 hours/week with benefits), be created with approval to fill on January 5, 2026.

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 5.

Authorize Agreement with Cayuga Addiction Recovery Services (CARS) for 2026 NYS OASAS State Aid - Mental Health Department

WHEREAS, the Cortland County Mental Health Department receives pass-through funding from OASAS and OMH for agencies to provide mental health and substance use services; AND

WHEREAS, the Office of Addiction Services and Support (OASAS) has made an addition to the State Aid pass through amount for 2026; AND

WHEREAS, Cortland County Mental Health Department will enter into a contract with Cayuga Addiction Recovery Services (CARS) to pass through funding from OASAS in the amount of \$283,854 in line item A43105.54815.CARS; NOW THEREFORE BE IT

RESOLVED, that the contract with CARS be added to acceptance of NYS OASAS State Aid funding for 2026; AND BE IT FURTHER

RESOLVED, the 2026 budget be amended as follows:
Increase:

A43105.43492	OASAS State Aid	\$283,854
A43105.54815.CARS	Contracted Agencies	\$283,854

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 6.

Amend 2025 County Budget - Department of Social Services

WHEREAS, expenditures for Daycare cases, Child Care out of home placements for children, Safety Net cash assistance, and Other Compensation are continuing to increase this year and are expected to exceed the amount appropriated in our 2025 budget; NOW THEREFORE BE IT

RESOLVED, that the 2025 County Budget be and hereby is amended as follows:

INCREASE:

EXPENDITURES:

A60105.56055 Daycare current \$2,080,000 INCREASE \$245,000 new = \$2,325,000

A60105.56119 Child Care current \$6,508,222 INCREASE \$523,000 new = \$7,031,222

A60105.56140 Safety Net current \$3,855,804 INCREASE \$732,000 new = \$4,617,804

A60105.51035 Other Compensation current \$200,000 INCREASE \$46,000 new = \$246,000

DECREASE:

EXPENDITURES:

A60105.51005 Personal Service current \$6,481,628 DECREASE \$450,000 new = \$6,031,628

A60105.51015 Temporary Payroll current \$47,809 DECREASE \$33,000 new = \$14,809

A60105.58060 Health Insurances current \$1,270,763 DECREASE \$100,000 new = \$1,170,763

A60105.58030 FICA current \$524,783 DECREASE \$55,000 new = \$469,783

A60105.56123 Juvenile Delinquent current \$66,000 DECREASE \$56,000 new= \$10,000

A60105.56129 State Training current \$276,000 DECREASE \$60,000 new = \$216,000

A60105.56070 Purchase of Service current \$1,246,386 DECREASE \$250,000 new = \$996,386

A60105.56119. Child Care RTA current \$738,000 DECREASE \$542,000 new = \$196,000

ON MOTION OF RONALD VANDEE

AGENDA ITEM NO. 7.

Authorize Lease Extension with 91-101 Main Street, LLC

WHEREAS, the Cortland County Legislature adopted Resolution No. 141-25, authorizing a further lease extension at 91-101 Main Street, LLC from through December 31, 2025; AND

WHEREAS, there is a need to extend the lease contract by six (6) months from December 31, 2025 to June 30, 2026 with no increase in rent; AND

WHEREAS, the parties have agreed that upon 45 days' notice, Cortland County may terminate the lease agreement on or after April 30, 2026 (resulting in a minimum of a four [4] month extension); NOW THEREFORE BE IT

RESOLVED, that the County Administrator is hereby authorized to execute an extension on the current lease for 91-101 Main Street, LLC through June 30, 2026 with no increase in rent and with a provision that the lease may be terminated on or after April 30, 2026 upon 45 days' written notice to the landlord.

Discussion Items

Monthly Reports

1. **Health Department Monthly Report**
2. **Child Advocacy Center Third Quarter Statistical Report**

Presentations

1. **Trellis Marketing Presentation**

Adjournment