



Health & Human Services Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<https://www.cortlandcountyny.gov>

~ Agenda ~

Thursday, February 13, 2025

11:00 AM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m4f5d59d0988de252ba30665bac7268cc>
Thursday, February 13, 2025 11:00 AM | 1 hour | (UTC-05:00) Eastern Time (US & Canada)
Meeting number: 2338 699 6598
Password: A3PeB4PP8J5

Join by phone
+1-415-655-0001 US Toll
Access code: 233 869 96598

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	☐	☐	☐	

Minutes Approval

1. Health & Human Services Committee - Committee Meeting - Jan 9, 2025 11:00 AM

Resolutions

ON MOTION OF VAN DEE

AGENDA ITEM NO. 1

Authorize Agreement for Legal Services - Department of Social Services

WHEREAS, the Department of Social Services has two (2) vacant Attorney positions and must meet deadlines involving appeals and other urgent matters; AND

WHEREAS, the Department of Social Services 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 is in the budget due to position vacancies;
NOW THEREFORE BE IT

RESOLVED, the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to sign an Agreement for the time period of March 1, 2025 through December 31, 2025 with a qualified legal entity in an amount not to exceed \$40,000; AND BE IT FURTHER

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

INCREASE:

Professional Services
A60105.54055 current \$7,000 Increase \$40,000 new = \$47,000

DECREASE

Personal Services
A60105.51005 current \$6,521,628 Decrease \$40,000 new = \$6,481,628

ON MOTION OF VAN DEE

AGENDA ITEM NO. 2

Appoint/Reappoint Members of the Cortland County Youth Board

WHEREAS, the members of the Cortland County Youth Board are appointed by the Cortland County Legislature; AND

WHEREAS, due to a resignation, a vacancy exists on the Cortland County Youth Board; AND

WHEREAS, Youth Representatives on the Board serve one year terms and all other members serve three year terms; AND

WHEREAS, pursuant to the Cortland County Youth Board By-Laws any person appointed to fill a vacancy due to resignation shall be appointed for the remainder of the term; NOW THEREFORE BE IT

RESOLVED, that the following persons be and hereby is appointed as members of the Cortland County Youth Board, to serve without compensation for the following terms:

NAME	CAPACITY	ADDRESS	TERM ENDING
Jennifer Sylstra	Children and Family Counseling Services	5139 Sears Road, Cortland, NY 13045	12/31/2027
Shannon Phillips	Cortland Works Career Center	60 Central Ave., Cortland, NY 13045	12/31/2027
Cristin Marshall	Cortland County Mental Health	34 Clinton Street, Homer NY 13077	12/31/2027
Kaylee Loveall-Whitin	Youth Representative		12/31/25
Julian Jenson	Youth Representative		12/31/25
Rowyn Grant	Youth Representative		12/31/25
Lincoln Dorsett	Youth Representative		12/31/25
Emileigh Eckstrom	Youth Representative		12/31/25

ON MOTION OF VAN DEE

AGENDA ITEM NO. 3

Amend Medicare Improvements for Patients and Providers Act (MIPPA) Budget - Office for Aging

WHEREAS, the New York State Office for the Aging has made available the sum of \$22,454 under the Medicare Improvements for Patients and Providers Act (MIPPA), for the period of September 01, 2024 through August 31, 2025, through Cortland County Office for Aging Revenue Account No. A677243-43772-4338; AND

WHEREAS, these funds reflect an increase of \$6,370 over what was originally anticipated under MIPPA; AND

WHEREAS, these funds are to be used for promotion and enhancement of services available under the Health Insurance Information, Counseling and Assistance Program (HIICAP); NOW THEREFORE BE IT

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

	Current	Change	Revised
Revenue:			
A677243-43772-4338	\$50,244.00	+6,370	\$56,614.00
Expense:			
A67725-51005-4338	\$46,637.56	+6,370	\$53,007.56

ON MOTION OF VAN DEE

AGENDA ITEM NO. 4

Authorize Agreement for Veterans Claim Software with Vet Pro - Veterans Services

WHEREAS, the Cortland County Veterans Service Office currently utilizes VetraSpec for claims processing software; AND

WHEREAS, after careful evaluation, the Veterans Services Officer and the Health and Human Services Committee recommend transitioning to VETPRO to enhance efficiency and effectiveness in processing veterans' claims; AND

WHEREAS, funding for the annual subscription to VETPRO is available in the 2025 Veterans Services budget; AND

WHEREAS, the County will maintain access to VetraSpec until the end of the current contract term (August 2025) to ensure a smooth transition; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is hereby authorized and directed to enter into an agreement with VETPRO, of 32932 Pacific Coast Highway #14-482, Dana Point, CA 92629, for the Veterans claim software in an amount not to exceed \$995.

ON MOTION OF VAN DEE

AGENDA ITEM NO. 5

Abolish Medical Director/Psychiatrist (17HR/WK) - Create Medical Director/Psychiatrist (10HR/WK) and Medical Director/Psychiatrist (4HR/WK) - Mental Health Department

WHEREAS, the needs of the Mental Health Department will be better served by creating one Medical Director/Psychiatrist (10HR/WK) and one Medical Director/Psychiatrist (4HR/WK) position and abolishing one Medical Director/Psychiatrist (17HR/WK) position; AND

WHEREAS, the Health & Human Services Committee recommends the creation of one Medical Director/Psychiatrist (10HR/WK) and one Medical Director/Psychiatrist (4HR/WK) position and the abolition of one Medical Director/Psychiatrist (17HR/WK) position; NOW THEREFORE BE IT

RESOLVED, that one part-time position of Medical Director/Psychiatrist (Management, \$238.1875/HR, competitive class, part time, 17HR/WK, no benefits) hereby is abolished on or after March 1, 2025; AND BE IT FURTHER

RESOLVED, that one part-time position of Medical Director/Psychiatrist (Management, \$238.1875/HR, competitive class, part-time, 10HR/WK, no benefits) and one part-time position of Medical Director/Psychiatrist (Management, \$238.1875/HR, competitive class, part-time, 4HR/WK, no

benefits) be created effective March 1, 2025 at 12:01 am with approval to fill.

ON MOTION OF VAN DEE

AGENDA ITEM NO. 6

Award Bid/Authorize Agreement - Transportation of Children with Children with Special Needs - Health Department

WHEREAS, the County of Cortland is responsible for providing transportation for children with special needs (ages birth through 5 years) for therapy and program participation; AND

WHEREAS, the County issued a Request for Proposal (RFP) for transportation of children with special needs for the 2024-2026 contract years; AND

WHEREAS, all proposals were solicited in accordance with County policy; AND

WHEREAS, one proposal was received and the contractor meets all of the County's requirements; AND

WHEREAS, the funding for this agreement is available in account number A40465.54800.PREK; NOW THEREFORE BE IT

RESOLVED, that the contract for transportation of children with special needs for the 2024-2026 contract years be and hereby is awarded to Birnie Bus Service, Inc., of 1300 Floyd Ave., Suite B, Rome, NY 13440 at the bid prices as listed per the RFP response; AND BE IT FURTHER

RESOLVED, the Legislature authorizes the County Administrator, upon review and approval of the County Attorney or designee, to enter into an agreement with Birnie Bus Service, Inc., of 1300 Floyd Ave., Suite B, Rome, NY 13440, for the term of April 1, 2025 through September 30, 2026, with an optional one year extension.

Discussion Items

1. Safe Harbour Trafficking Presentation

Monthly Reports

1. Mental Health Department Monthly Report
1. 12789 : CCHD Monthly Report February 2025
3. Fourth Quarter 2024 Statistics - Department of Social Services
4. Health Department Monthly Report

Adjournment