



Health & Human Services Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<http://www.cortland-co.org>

~ Agenda ~

Tuesday, March 8, 2022

8:30 AM

Board Room

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m4c713efa3b87590844cf09e5054f5546>

Tuesday, Mar 8, 2022 8:30 am | 1 hour 30 minutes | (UTC-05:00) Eastern Time (US & Canada)

Meeting number: 2343 681 7819

Password: XiGpYUvA686

Join by phone

+1-415-655-0001 US Toll

Access code: 234 368 17819

Call to Order

Attendee Name	Present	Absent	Late	Arrived
Committee Chair Sandra Price	☐	☐	☐	
Committee Member George Wagner	☐	☐	☐	
Committee Vice Chair Ann Homer	☐	☐	☐	
Committee Member Kelly L. Fairchild-Preston	☐	☐	☐	
Committee Member Paul Heider	☐	☐	☐	
Committee Member Richard Stock	☐	☐	☐	
Committee Member Joseph Nauseef	☐	☐	☐	

Minutes Approval

1. Health & Human Services Committee - Committee Meeting - Feb 8, 2022 8:30 AM

Resolutions

ON MOTION OF HARBIN

AGENDA ITEM NO. 1

Amend Budget for Rural Transit Assistance Program - Mobility Management

WHEREAS, the New York State Department of Transportation has a Rural Transportation Assistance Program (RTAP) which will reimburse the County 100% of the expenses for certain transportation related trainings, AND

WHEREAS, the Mobility Manager plans to attend several conferences which will be reimbursed 100% by NYSDOT RTAP, AND

WHEREAS, these conferences were originally budgeted under the Section 5311 Mobility Management program, AND

WHEREAS, the Director of Finance and Director of Planning have determined Section 5311 Mobility Management Program funds budgeted for education and travel would be better used for Mobility Management programming, NOW THEREFORE BE IT

RESOLVED, that the 2022 budget be amended as follows:

		<u>Current</u>	<u>Change</u>	<u>Revised</u>
<u>INCREASE:</u>				
A56305.44589.RTAP	Transportation Aid Revenue	\$ 0	\$6,000	\$6,000
A56305.54035.RTAP	Education and Training	\$ 0	\$6,000	\$6,000

ON MOTION OF PRICE

AGENDA ITEM NO. 2

**Abolish Executive Administrative Officer/Create Assistant Director of Administrative Services -
Department of Social Services**

WHEREAS, the needs of the Department of Social Services will be better served by abolishing one (1) full-time Executive Administrative Officer position and creating one (1) full-time Assistant Director of Administrative Services position, AND

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

RESOLVED, that one (1) position of Executive Administrative Officer (Grade 10 Management/Confidential, \$46,409-\$56,464/yr, competitive class, full-time, 35 hours/week with benefits) be and hereby is abolished effective March 24, 2022 at midnight, AND BE IT FURTHER

RESOLVED, that one (1) position of Assistant Director of Administrative Services (Grade 8 Management/Confidential, \$53,630-\$65,251/yr, competitive class, full-time 35 hours/week with benefits) be created with permission to fill effective March 24, 2022 at 12:01 am.

ON MOTION OF PRICE

AGENDA ITEM NO. 3

**Amend Budget for Adult Protective Services Administration for Community Living (ACL) Grant -
Department of Social Services**

WHEREAS, the Department of Social Services (DSS) has received an allocation of Federal funds provided by New York State through the Grants to Enhance Adult Protective Services to respond to COVID-19 and administered by the Administration for Community Living (ACL) to enhance, improve, and expand our ability to investigate allegations of abuse, neglect, and exploitation in the context of COVID-19, AND

WHEREAS, this money is intended specifically to support remote work, conduct community outreach, and acquire personal protection equipment and supplies, NOW THEREFORE BE IT

RESOLVED, that the 2022 County budget be and hereby is amended as follows:

Increase:

Expense:

A60105.52060.ACL	Computer Hardware	\$6,300.00
A60105.54005.ACL	Office Supplies	\$7,750.00
A60105.54800.ACL	Program Expense	\$60.00

Revenue:

A601044.44689.ACL	Admin. Of Community Living	\$14,110.00
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ON MOTION OF PRICE

AGENDA ITEM NO. 4

Authorize Agreement with Park Outdoor Advertising of New York to Advertise on Billboards for a Commercially Sexually Exploited Youth Public Awareness Campaign – Department of Social Services/CAC Division

WHEREAS, the Department of Social Services - CAC Division was awarded Safe Harbour funds to develop a system of response for commercially sexually exploited children and trafficked at-risk youth, including an awareness campaign, AND

WHEREAS, the Department of Social Services - CAC Division desires to contract with Park Outdoor Advertising of New York, Inc., Finger Lakes Division, 2516 Corning Rd., Elmira, New York 14903 for advertisements on various digital billboards located in Cortland County, AND

WHEREAS, the cost of the advertising (display and maintenance) is \$1,400.00 per month, AND

WHEREAS, this contract shall be for the term March 1, 2022 through September 30, 2022 for a total cost not to exceed \$9,800, AND

WHEREAS, these expenses are budgeted in account Professional Services A40505.54055.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 an agreement with Park Outdoor Advertising of New York, Inc., Finger Lakes Division, for the provision of said services.

ON MOTION OF PRICE

AGENDA ITEM NO. 5

Authorize 2022 Contract with Linstar, Inc. to Support the Department of Social Services - CAC Division

WHEREAS, the Department of Social Services (DSS) Child Advocacy Center (CAC) Division purchased a Video Recording System in November, 2019 to record Forensic Interviews for the prosecution of sex abuse cases, AND

WHEREAS, Linstar, Inc. of 430 Lawrence Bell Drive, Ste. 16, Buffalo, NY 14221 has agreed to contract with Cortland County to provide on-site contract services to include the replacement of hardware components, labor, and travel when equipment needs repair and any needed telephone support at a cost of \$724.55 split between the NYS OCFS (A40505.54015.OCFS) and NYS OVS (A40505.54015.VOCA) budgets, AND

WHEREAS, the Health & Human Services Committee supports a contract with Linstar on an annual basis, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to sign an agreement with Linstar, Inc. of 430 Lawrence Bell Drive, Ste. 16, Buffalo, NY 14221 for an annual service contract with a term commencing on March 1, 2022 - February 28, 2023.

ON MOTION OF PRICE

AGENDA ITEM NO. 6

Authorize Agreement with New York State Office of Victim Services (NYS OVS) - Department of Social Services - CAC Division

WHEREAS, the Department of Social Services (DSS) Child Advocacy Center (CAC) Division

applied for and was awarded a three year grant scheduled to end on September 30, 2022 with the New York State Office of Victim Services (NYS OVS) and desires to apply for new grant funding with the NYS OVS, AND

WHEREAS, this grant shall be for the term October 1, 2022 through September 30, 2025 covering personnel, fringe, supplies, and other expenses, AND

WHEREAS, these expenses will be budgeted in account A40505.44489.VOCA, 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 an agreement with the New York State Office of Victim Services for Victims of Crime Act (VOCA) Victim and Witness Assistance Grant, for the provision of said services, AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

ON MOTION OF PRICE

AGENDA ITEM NO. 7

Authorize Agreement with Monique Burr Foundation - Department of Social Services - CAC Division

WHEREAS, the Department of Social Services (DSS) Child Advocacy Center (CAC) Division desires to apply for new grant funding with the Monique Burr Foundation, AND

WHEREAS, this grant shall be for the term September 1, 2022 through August 31, 2023 covering personnel, fringe, supplies, and other expenses for the Community Outreach Educator position, AND

WHEREAS, these expenses will be budgeted in account A40505.44489.MB, 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 an agreement with the Monique Burr Foundation, for the provision of said services, AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

ON MOTION OF PRICE

AGENDA ITEM NO. 8

Accept Funds-Resource Allocation Plan NYS Office of Children and Family Services-Youth Bureau/Health Department

WHEREAS, the NYS Office of Children and Family Services, through the Resource Allocation Plan, has made available the sum of \$68,686 to Cortland County, for the Youth Bureau, AND

WHEREAS, the County Youth Bureau has designated the funds to the various County municipalities and agencies for the year 2022 and for which a copy is in the County Youth Bureau Office, AND

WHEREAS, \$53,186 will be allocated to Cortland County municipalities and \$15,500 will be allocated to the Cortland County Youth Bureau administration, \$14,703 which has already been budgeted, AND

WHEREAS, the 2022 County Budget will need to be amended as follows:

		<u>Current</u>	<u>Amendment</u>	<u>Adjusted</u>
Increase:				
A73125.43820.YB	Youth Bureau	\$15,000	\$53,686	\$68,686
A73125.51005	Personal Services	\$9,784	-0-	\$9,784
A73125.58020	Retirement	\$1,268	\$297	\$1,565
A73125.58030	FICA	\$748	-0-	\$748
A73125.58040	Workers' Comp	\$299	-0-	\$299
A73125.58060	Health Insurance	\$2,604	-0-	\$2,604
A73125.54045	Travel/Mileage	\$0	\$200	\$200
A73125.54048	Program Supplies	\$0	\$300	\$300
A73125.54815	Program Exp - SDPP	<u>\$0</u>	<u>\$53,186</u>	<u>\$53,186</u>
		\$14,703	\$53,983	\$68,686
Decrease:				
A40455.58020	Health Ed Retirement	\$35,283.40	\$(297)	\$52,986.40

, NOW THEREFORE BE IT

RESOLVED, that the County Administrator and Public Health Director, upon review and approval by the County Attorney or designee, and subject to appropriation of the funding by the Legislature, is hereby authorized and directed to execute the Resource Allocation Plan with the New York State Office of Children and Family Services to accept these funds, AND BE IT FURTHER

RESOLVED, that the Treasurer's office is authorized to pay from the appropriate expense account and that in the event that the County does not receive the appropriate funds from the New York State Office of Children and Family Services, the County shall not be liable to pay any of its own funds to meet any deficiency under the terms of the contract.

ON MOTION OF PRICE

AGENDA ITEM NO. 9

Accept Bids/Authorize Purchase of Miscellaneous Groceries and Frozen Foods - Area Agency on Aging

WHEREAS, bids were received on February 9, 2022 for the period April 1, 2022 through June 30, 2022, for the purchase of miscellaneous groceries and frozen foods in accordance with specifications on file in the Office of the Clerk of the Cortland County Legislature, for use by Area Agency on Aging and the Sheriff's Department, AND

WHEREAS, the Health and Human Services Committee recommends that bids be awarded to the lowest responsible bidder, AND

WHEREAS, bids were received from the following:

Ginsberg's, PO Box 17, Route 66, Hudson, NY 12534
 Smith Packing Co., PO Box 520, Utica, NY 13503-0520
 Renzi Food Service, 901 Rail Drive, Watertown, NY 13601

, NOW THEREFORE BE IT

RESOLVED, that bids of the said vendors, in accordance with the specifications, be and hereby are accepted at the bid prices on a per item basis, AND BE IT FURTHER

RESOLVED, that said departments have the right to award bids based on price and quality, AND BE IT FURTHER

RESOLVED, that the above departments are authorized and directed to purchase said items from the lowest responsible bidders and best value for the period April 1, 2022 through June 30, 2022.

ON MOTION OF PRICE

AGENDA ITEM NO. 10

Amend 2022 Budget Consolidated Appropriations Act for Nutrition Services Title III C - Area Agency on Aging

WHEREAS, the New York State Office for the Aging has made available the sum of \$20,979 under the Consolidated Appropriations Act for Nutrition Services, for the period December 27, 2020 through September 30, 2022, for the purpose of COVID disaster relief services, NOW THEREFORE BE IT

RESOLVED that the 2022 County budget be and hereby is amended as follows:

Increase:

Revenues:

A677444.44772.HDC5	Federal Aid - HDC5	\$20,979
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Expenses:

A67745.54800.HDC5	Program Expense	\$20,979
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, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, and subject to appropriation of the funding by the Legislature, is hereby authorized and directed to sign an agreement to accept these funds.

ON MOTION OF PRICE

AGENDA ITEM NO. 11

Amend Budget for New York State Office for the Aging Unmet Need Funding - Area Agency on Aging

WHEREAS, the New York State Office for the Aging has allocated one-time supplemental funds in the amount of \$85,000 for services under Unmet Need, AND

WHEREAS, Unmet Need funding for the Area Agency on Aging is allocated annually for the period of April 1 through March 31, AND

WHEREAS, the supplemental funds need to be added to the 2022 budget, NOW THEREFORE BE IT

RESOLVED, that the 2022 County budget be and hereby is amended as follows:

Increase:

Expenses:

A67725.51005.UNAS	Personnel	\$36,625
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A67725.58020.UNAS	Retirement	\$5,397
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A67725.58030.UNAS	FICA	\$2,949
A67725.58040.UNAS	Worker's Comp	\$1,597
A67725.58060.UNAS	Health	\$3,382
A67725.58062.UNAS	Dental	\$41
A67725.58065.UNAS	Vision	\$9
A67725.54055.UNAS	Professional Services	\$30,000
A67725.54800.UNAS	Program Expense	\$5,000

Revenues:

A677243.43772.UNAS	State Aid - Unmet Need	\$85,000
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ON MOTION OF PRICE

AGENDA ITEM NO. 12

Appoint/Reappoint Community Services Board and Subcommittee Members - Mental Health Department

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

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

WHEREAS, members may serve for a maximum of two consecutive terms unless no recruitment is available, AND

WHEREAS, first terms have expired for the some members of the Cortland County Community Services Board and three Subcommittees, and members has been nominated to fill a vacancies on the Community Services Board and all the Subcommittees, NOW THEREFORE BE IT

RESOLVED, that the following members be and hereby are appointed / reappointed to the Cortland County Community Services Board and three Subcommittees for terms beginning January 1, 2022 and ending as shown below

APPOINT FIRST TERM (TERM EXPIRATION 12/31/2025) except as listed:

Development Disability Subcommittee (DD):

Cynthia Van Patten	2678 State Route 13, Cortland NY 13045 - Geriatric Services
Gwendolyn Barbato	10 Circle Dr, Cortland NY 13045 - School System, Special Ed
Erin Vallely	1 Goodrich Way, Dryden NY 13053 - Peer / Professional - Term end 12/2024 complete term a deceased member
Jeff Beal	Route 41A 407, Homer NY 13077

Chemical Dependence Subcommittee (CD)

Dean O'Gorman 23 Louise Dr., Cortland, NY 13045 - Parent / family

Mental Health Subcommittee (MH)

Jennifer Sylstra 5139 Searls Rd., Cortland NY 13045 - Prevention
Alexandra Mikowski 98 Owego St., Cortland NY 13045 - Professional / Peer

COMMUNITY SERVICES BOARD (CSB)

Cynthia Van Patten 2678 State Route 13, Cortland NY 13045 - 12/31/2023 - Complete term
of resigning member
Alexandra Mikowski 98 Owego Street, Cortland NY 13045 - 12/31/2024 - Complete term of
resigning member
Jackie Leaf 1895 Green Lake Road, Little York NY 13087
Dean O'Gorman 23 Louise Dr., Cortland NY 13045

REAPPOINT SECOND TERM (TERM EXPIRATION 12/31/2025):

Community Services Board (CSB):

Tiffanie Parker 18 Hamlin Street, Cortland NY
Amanda Rainbow 2719 State Rt 26, Cincinnatus NY 13040

Mental Health Subcommittee (MH):

Ellen Wright

Chemical Dependence Subcommittee (CD):

Tiffanie Parker 18 Hamlin Street, Cortland NY 13045
Aris Dysert 104 Winners Way, Warners NY 13164

ON MOTION OF PRICE

AGENDA ITEM NO. 13

**Authorize Agreement for Dwyer Veteran Peer to Peer Counseling Between Clear Path for Veterans
and Cortland County Mental Health - Veterans Services**

WHEREAS, Cortland County Department of Mental Health wishes to execute a contract for Dwyer Veteran Peer to Peer, funding in the amount of \$75,000.00 from the Office of Mental Health in partnership with Cortland Veterans Services, AND

WHEREAS, the Cortland County Legislature approved Resolution No. 336-21 to authorize the County Administrator to accept funding from the New York State Office of Mental Health for Dwyer Peer to Peer funding in an amount not to exceed \$75,000 for Veterans who are experiencing post-traumatic stress symptoms, AND

WHEREAS, Resolution No. 60-22 which authorized the amended funding to be accepted from the Office of Mental Health and amended the 2022 Cortland County budget, AND

WHEREAS, Clear Path for Veterans, 1223 Salt Springs Rd., Chittenango, NY 13037 provides Peer to Peer programming, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to execute an agreement with Clear Path for Veterans, 1223 Salt Springs Rd., Chittenango, NY 13037 for the grant period September 1, 2021 through December 31, 2022.

**Authorize Agreement to Accept Funds for Healthy Neighborhoods Grant Health Education -
Health Department**

WHEREAS, the New York State Department of Health has awarded Cortland County Health Department \$820,000 for funding of the Healthy Neighborhoods Program Grant, Contract C35565GG, for the contract period of 4/1/2022-3/31/2027, AND

WHEREAS, for the grant year 4/1/22-3/31/23, the New York State Department of Health has awarded Cortland County Health Department \$164,000, AND

WHEREAS, these funds will be used for implementation of specific activities related to reducing the burden of housing related illness and injury, AND

WHEREAS, \$116,545 has already been budgeted in the 2022 County budget, NOW THEREFORE BE IT

RESOLVED, that the 2022 Budget be amended as follows:

<u>Increase Revenue</u>		<u>Increase</u>
A40105.43450.HNP	22-23 HNP	\$47,455
<u>Increase Expenditure</u>		
A40455.54000	Phone	\$840
A40455.54005	Office Supplies	\$1,628
A40455.54020	Postage	\$63
A40455.54045	Travel	\$1,098
A40455.54048	Program Supplies	\$39,724
A40455.54060	Advertising	\$4,000
A40455.54078	Fuel	\$100
A40455.54213	Copy/Print	<u>\$2</u>
		\$47,455

, AND BE IT FURTHER

RESOLVED, that the County Administrator and Public Health Director, upon review and approval by the County Attorney or designee, and subject to appropriation of the funding by the Legislature, is hereby authorized and directed to sign an agreement with New York State Department of Health to accept these funds, AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

**Create Temporary Public Health Fellow Positions - Public Health Fellow (4 Positions) and Public
Health Fellow Coordinator - Health Department**

WHEREAS, the Cortland County Health Department has been awarded a grant by Health Research, Inc. for the NYS Public Health Corps (NYSPHC) Fellowship Program in the amount of \$849,912 for the period of 9/1/21 - 7/31/23, AND

WHEREAS, Cortland County Health Department will use these funds to recruit, train, deploy and manage NYSPHC Fellows in order to augment LHD capacity to respond to current and emerging public health emergencies, to provide health education services to inform and protect communities, improve

outreach and assistance to vulnerable populations and to directly assist with the local COVID-19 public health response, AND

WHEREAS, the Cortland County Health Department needs to create four (4) temporary Public Health Fellow positions (CSEA, Grade 16, \$22.4261-28.2445/HR, competitive, with benefits) and one temporary Public Health Fellow Coordinator (CSEA, Grade 22, \$27.7991-35.0115/HR, competitive, with benefits), AND

WHEREAS, the Health and Human Services Committee recommends the creation of four temporary Public Health Fellow positions and one temporary Public Health Fellow Coordinator position with approval to fill effective March 24, 2022 through July 31, 2023, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature approves the creation of four (4) temporary Public Health Fellow positions (CSEA, Grade 16, \$22.4261-28.2445/HR, competitive, with benefits) and one temporary Public Health Fellow Coordinator (CSEA, Grade 22, \$27.7991-35.0115/HR, competitive, with benefits), with approval to fill effective March 24, 2022 through July 31, 2023, AND BE IT FURTHER

RESOLVED, that the 2022 County Budget be amended as follows:

A40455.51005	Personnel	\$491,042
A40455.52005	Office Equip	\$22,500
A40455.52060	Computer Equip	\$9,700
A40455.54000	Phone	\$990
A40455.54005	Office Supplies	\$11,330
A40455.54015	Software/Maint Agree	\$3,612
A40455.54020	Postage	\$1,000
A40455.54035	Educ/Train	\$5,000
A40455.54045	Travel	\$27,500
A40455.54213	Copy/Print	\$1,000
A40455.58020	Retirement	\$78,567
A40455.58030	FICA	\$37,565
A40455.58040	Workers Comp	\$14,993
A40455.58060	Health Ins	\$144,288
A40455.58062	Dental Ins	\$675
A40455.58065	Vision Ins	\$150
TOTAL Expense		\$849,912
A40455.43450 PHCF Revenue		\$849,912

, AND BE IT FURTHER

RESOLVED, that the County Administrator and Public Health Director, upon review and approval by the County Attorney or designee, and subject to appropriation of the funding by the Legislature, is hereby authorized and directed to sign an agreement to accept these funds, AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

ON MOTION OF PRICE

AGENDA ITEM NO. 16

Appointment of Youth Board Member - Health Department

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

WHEREAS, there are vacancies 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, NOW THEREFORE BE IT

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

NAME	CAPACITY	ADDRESS	TERM
Michael Eastman	Access to Independence	48 West Academy St, McGraw, NY 13101	1/1/2022 - 12/31/2024

Monthly Reports

1. Grant Administration Monthly Report
2. Employment and Training Monthly Report
3. Department of Social Services February 2022 Budget Report
4. Monthly Budget Report - Mental Health Department
5. Veterans Services Monthly Budget Report
6. Area Agency on Aging February Budget Report
7. Health Department Monthly Budget Report
8. CCHD Monthly Committee Report

Presentations

1. Cortland County Child Advocacy Center Presentation
2. Mental Health Department Restructuring Presentation

Adjournment