



Health & Human Services Committee

Committee Meeting

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

~ Agenda ~

Thursday, March 13, 2025

11:00 AM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m418402979fc5b25e8ca169672f62debf>

Thursday, March 13, 2025 11:00 AM | 1 hour | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 2341 386 8653

Password: BEm5CfRPH63

Join by phone

+1-415-655-0001 US Toll

Access code: 234 138 68653

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 - Feb 13, 2025 11:00 AM

Resolutions

ON MOTION OF VAN DEE

AGENDA ITEM NO. 1

Local Law "B" of 2025 - a Local Law Establishing Term Limits and Appointment Procedures for the Cortland County Community Services Board

WHEREAS, the Section 41 (11) of the New York State Mental Hygiene Law states that "No person may serve as a member of a board of a subcommittee for more than two terms consecutively unless otherwise provided by local law"; AND

WHEREAS, it is the recommendation of the Health and Human Services Committee of the Cortland County Legislature to enact a local law to allow for an additional one-year term for Community Services Board members and/or its subcommittees, if approved and recommended by unanimous vote of the Community Services Board, upon a finding by the Cortland County Legislature that an extension is necessary for the effective operation of the Community Services Board; NOW THEREFORE

BE IT ENACTED by the Legislature of the County of Cortland as follows:

SECTION 1. LEGISLATIVE INTENT

Pursuant to the authority granted under the New York State Mental Hygiene Law, the Cortland County Legislature hereby establishes term limits and appointment procedures for the Cortland County Community Services Board to ensure effective governance and continuity of service.

SECTION 2. APPOINTMENTS AND TERMS OF SERVICE

A. Following the initial staggered terms as provided by law, each member of the Cortland County Community Services Board shall be appointed for a four-year term.

B. All terms shall commence on the first day of the year of the appointment.

C. Any vacancies occurring on the Community Services Board shall be filled for the remainder of the unexpired term.

SECTION 3. TERM LIMITS

A. No person may serve as a member of the Community Services Board or any of its subcommittees for more than two consecutive terms.

B. A former member who has reached the term limit may be reappointed after a minimum one-year absence from the Board or subcommittee.

C. Exceptions to the term limit may be made for one additional one-year term, if approved and recommended by unanimous vote of the Community Services Board, upon a finding by the Cortland County Legislature that an extension is necessary for the effective operation of the Community Services Board.

SECTION 4. EFFECTIVE DATE

This Local Law shall take effect upon filing with the Secretary of State in accordance with the provisions of the Municipal Home Rule Law.

SECTION 5. SEVERABILITY

If any clause, sentence, paragraph, subdivision, or part of this Local Law, or the application thereof to any person, firm, or corporation, or circumstance, shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part thereof directly involved in the controversy in which such order or judgment shall have been rendered.

ON MOTION OF VAN DEE

AGENDA ITEM NO. 2

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 membership of the Mental Health (MH), Developmental Disabilities (DD) and Substance Use Disorder (SUD) Subcommittees shall consist of nine (9) members each, appointed by the Cortland County Legislature; AND

WHEREAS, a typical full 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, individuals have been nominated to fill 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 March 27, 2025, and ending as reflected below:

COMMUNITY SERVICES BOARD (CSB):**APPOINT:**

Alaina Zapf, Psy.D.	9 Forrest Ave, Cortland NY, 13045	Medical - Psychologist	12/31/2028
Michele Gravel	16 Lora Lane, Homer NY, 13077	IDD Agency	12/31/2028

REAPPOINT:

Alexandra Mikowski	98 Owego St, Cortland NY, 13045	Advocacy Agency	12/31/2028
*Kathryn Reynolds	4385 Cosmos Hill Rd., Cortland NY, 13045	Ret. CSE/Therapy dog	12/31/2025

***Special Term - one year extension - 12/31/2025**

MENTAL HEALTH SUBCOMMITTEE (MH):**APPOINT:**

Alaina Zapf, Psy.D.	9 Forrest Ave, Cortland NY 13045	Medical - Psychologist	12/31/2028
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REAPPOINT:

Christopher Bergene	795 Pheasant Run, Cortland NY, 13045	State Agency – Children	12/31/2028
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SUBSTANCE USE DISORDER SUBCOMMITTEE (SUD)**REAPPOINT:**

Amanda Howlett	2719 State Route 26, Cincinnatus NY 13040	Agency and Works with Homeless Population	12/31/2028
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DEVELOPMENTAL DISABILITIES SUBCOMMITTEE (DD)**APPOINT:**

Michele Gravel	16 Lora Lane, Homer NY, 13077	IDD Agency	12/31/2028
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ON MOTION OF VAN DEE**AGENDA ITEM NO. 3****Authorize Agreement Hearing Officer Services - Health Department**

WHEREAS, Cortland County requires a Hearing Officer to preside in cases for enforcement of the NYS Public Health Law, NYS Sanitary Code and the Cortland County Sanitary Code; AND

WHEREAS, Johnathan Wood, of 170 Myers Road, Lansing, New York, and Robert Spitzer, of 5333 Center St., Williamsburg, VA 23188 14882, will provide the services as necessary to meet the needs at a fee of \$200 per hour; AND

WHEREAS, monies for the above services are budgeted in Contracted Agencies expenditure account A40125.54815.EH; AND

WHEREAS, the term for this agreement shall be from April 1, 2025 to March 31, 2027; AND

WHEREAS, this agreement shall include a ninety (90) day extension clause allowing the agreement to be extended until June 30, 2027 if a successor agreement is not executed by March 31, 2027; NOW

THEREFORE BE IT

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

ON MOTION OF VAN DEE

AGENDA ITEM NO. 4

Accept Funds HUD Healthy Homes Production Grant - Health Department

WHEREAS, The U.S. Department of Housing and Urban Development (HUD has awarded \$1,933,255.30 to the Cortland County Health Department; AND

WHEREAS, these funds will be used to address multiple childhood diseases and injuries in the home by focusing on housing-related hazards in a coordinated fashion. The program will expand the Health Department's efforts to address a variety of high-priority environmental health and safety hazards; AND

WHEREAS, the Cortland County Health Department will partner and contract with CAPCO and RHI to help facilitate the grant deliverables; NOW THEREFORE BE IT,

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to execute all documents related to the HUD Health Homes Production Grant; AND BE IT FURTHER

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

Increase Revenue:

A40115.44401.HUD	PUBLIC HEALTH - FEDERAL	\$1,933,255.30
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Increase Expenditure:

A40115.51005.HUD	PERSONAL SERV	\$62,131.48
A40115.54815.HUD	CONTRACTED SERVICES	\$1,843,148.77
A40115.58020.HUD	RETIREMENT	\$8,698.41
A40115.58030.HUD	FICA	\$4,753.06
A40115.58060.HUD	HEALTH INS	\$14,523.58

ON MOTION OF VAN DEE

AGENDA ITEM NO. 5

Accept Funds Performance Incentive Initiative 2024-Health Department

WHEREAS, the New York State Dept. of Health has awarded the Cortland County Health Dept. \$20,286 for the 2024 Article Six Year 12 Performance Incentive; AND

WHEREAS, these funds will be used to support costs associated with chronic disease prevention focusing specifically on implementation of active community strategies for promoting physical activity; NOW THEREFORE BE IT

RESOLVED, the 2025 adopted budget is hereby amended as follows:

Increase Expenditure:

A40105.54060.4000	Advertising	\$20,286
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Increase Revenue:

A40105.43401.4000	Public Health State Aid	\$20,286
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ON MOTION OF VAN DEE

AGENDA ITEM NO. 6

Amend 2024 Budget Pre-K Tuition Costs - Health Department

WHEREAS, Cortland County's Pre-K Program, a mandatory program in which the County is required to pay for preschool services to children ages 3-5 with developmental disabilities, requires a budget amendment to the 2024 County budget to cover the increased costs of these services; AND

WHEREAS, due to the increase in the NYS rate of tuition and an increase in children requiring higher needs and more services, our PREK budget accounts are short on funding in 2024 in the amount of \$124,924; AND

WHEREAS, the Health Department can reallocate \$36,505 of the required amount but will need an additional \$88,419 to cover the 2024 expenses; NOW THEREFORE BE IT

RESOLVED, the 2024 adopted budget is hereby amended as follows:

Increase Expenditure:

A40465.54445.PREK	PREK TUITION	\$124,924
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Decrease Expenditure:

A40465.51010.PREK	PART TIME PAY	(\$6,712)
A40465.54015.PREK	MAINT AGRMT	(\$2,832)
A40465.58020.PREK	RETIREMENT	(\$1,723)
A40465.58030.PREK	FICA	(\$4,027)
A40595.51005.4052	PERS SERV	(\$10,017)
A40595.54045.4052	TRAVEL	(\$2,283)
A40595.58060.4052	HEALTH INS	(\$3,745)
A40595.58020.4055	RETIREMENT	(\$2,623)
A40595.58030.4055	FICA	(\$2,543)

ON MOTION OF VAN DEE

AGENDA ITEM NO. 7

Create Part Time Public Health Educator - Health Department

WHEREAS, the needs of the agency will be better served by creating one part-time position of Public Health Educator; AND

WHEREAS, the Health and Human Services Committee recommends the creation of this position, which is 100% grant funded; NOW THEREFORE, BE IT

RESOLVED, that one part-time position of Public Health Educator (Grade 18, 26.3374-33.3363/hr, CSEA, non-competitive class, part-time, 17 hrs/week, no benefits), be created with approval to fill on March 27, 2025; AND BE IT FURTHER

RESOLVED, that the position shall be abolished upon termination of the grant funding for the position.

Abolish Sr. Case Aide/Create Social Welfare Examiner - Department of Social Services

WHEREAS, the needs of the Department of Social Services will be better served by abolishing one (1) position of Senior Case Aide, and creating one (1) position of Social Welfare Examiner; 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 Senior Case Aide (Grade 10, CSEA, \$20.1738-\$25.5349/hr, competitive class, full time with benefits) be abolished effective March 27, 2025; AND BE IT FURTHER

RESOLVED, that one (1) position of Social Welfare Examiner (Grade 12, CSEA \$21.4940-\$27.2060/hr, competitive class, full time with benefits) be created with permission to fill effective March 28, 2025.

Discussion Items

Monthly Reports

1. Health Department Monthly Report
2. Mental Health Department Monthly Report

Adjournment