



Health & Human Services Committee

Committee Meeting

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

~ Minutes ~

Tuesday, April 11, 2023

8:30 AM

Room B20

Call to Order

The meeting was called to order at 8:30 AM by Committee Member Joseph Nauseef

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Chair	Excused	
George Wagner	Cortland County, NY	Committee Member	Present	
Ann Homer	Cortland County, NY	Committee Vice Chair	Excused	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Member	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Patricia Dawson	Cortland County, NY	Deputy Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Nicole Anjeski	Cortland County, NY	Public Health Director	Present	
Tom Tedesco	Cortland County, NY	Director of Veterans Services	Present	
Kristen Monroe	Cortland County, NY	Commissioner of Social Services	Present	
Sharon MacDougall	Cortland County, NY	Director of Community Services	Present	
Shannon Phillips	Cortland County, NY	Employment & Training Director	Present	
Rebecca Smith	Cortland County, NY	Public Health Program Manager	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	

	NY			
Pamela Abbott	Cortland County, NY	Deputy Personnel Officer	Present	
Amy Buggs	Cortland County, NY	Grants Administrator	Present	
Mecke Nagel	Cortland County, NY	Resident	Remote	
Eddie Velazquez	Cortland Voice	Reporter	Remote	
Donald Chu	Cortland County, NY	Resident	Remote	
Margaret Mellot	Cortland Standard	Reporter	Remote	

Minutes Approval

1. Health & Human Services Committee - Committee Meeting - Mar 7, 2023 8:30 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kelly L. Fairchild-Preston, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Wagner, Fairchild-Preston, Heider, Stock, Nauseef
EXCUSED:	Sandra Price, Ann Homer

Resolutions

AGENDA ITEM NO. 1 – Accept Funds/Amend Budget for Office of Addiction Services and Supports (OASAS) Cortland Mental Health Department Opioid Settlement Funds (OSF) 2023 - Mental Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/27/2023 6:00 PM
MOVER:	Kelly L. Fairchild-Preston, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Wagner, Fairchild-Preston, Heider, Stock, Nauseef
EXCUSED:	Sandra Price, Ann Homer

ON MOTION OF PRICE

RESOLUTION NO.

Accept Funds/Amend Budget for Office of Addiction Services and Supports (OASAS) Cortland Mental Health Department Opioid Settlement Funds (OSF) 2023 - Mental Health Department

WHEREAS, the New York State (NYS) Office of Addiction Services and Supports (OASAS) has awarded the Cortland County Mental Health Department abatement Opioid Settlement Funds (OSF) in the amount of \$313,890 for NYS Attorney General and OASAS legally defined program and service, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is hereby authorized and directed to accept these funds and contract with the following providers, AND BE IT FURTHER

RESOLVED that the 2023 Cortland County Budget be amended as follows:

Increase:

Revenue:	A43115-42690.OPD	\$313,890.00
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Expense: A43115-54815-OPD

CCSI, Fiscal Administration & Reporting \$10,000.00

CACTC, Data Administration & Reporting \$15,000.00

Family Counseling Services of Cortland, Prevention & Treatment Integrated OASAS/OMH Clinic \$96,296.67

Cayuga Addiction Recovery Services (CARS), Treatment OASAS Clinic \$96,296.67

Alcohol & Drug Council of Tompkins, Treatment & Recovery OASAS Open Access Detox & Crisis \$96,296.66

AGENDA ITEM NO. 2 – Create Peer Specialist (Part-Time) - Mental Health Department

RESULT: APPROVED [UNANIMOUS]

Next: 4/13/2023 9:00 AM

MOVER: Paul Heider, Committee Member

SECONDER: Kelly L. Fairchild-Preston, Committee Member

AYES: Wagner, Fairchild-Preston, Heider, Stock, Nauseef

EXCUSED: Sandra Price, Ann Homer

ON MOTION OF PRICE

RESOLUTION NO.

Create Peer Specialist (Part-Time) - Mental Health Department

WHEREAS, the needs of the agency will be better served by creating one part-time position of Peer Specialist, AND

WHEREAS, the Health and Human Services Committee recommends the creation of this position, NOW THEREFORE BE IT

RESOLVED, that one position of Peer Specialist (CSEA, Grade 9, \$18.2559-23.1072/hr, competitive class, part-time, 17 hrs/week, no benefits) be created with approval to fill on April 28, 2023 at 12:01 AM.

AGENDA ITEM NO. 3 – Abolish One Position of Senior Account Clerk and Two Positions of Principal Account Clerk/Create One Position of Senior Medical Billing Clerk and Two Positions of Principal Medical Billing Clerk - Mental Health Department

RESULT: APPROVED [UNANIMOUS]

Next: 4/27/2023 6:00 PM

MOVER: Kelly L. Fairchild-Preston, Committee Member

SECONDER: Richard Stock, Committee Member

AYES: Wagner, Fairchild-Preston, Heider, Stock, Nauseef

EXCUSED: Sandra Price, Ann Homer

Abolish One Position of Senior Account Clerk and Two Positions of Principal Account Clerk/Create One Position of Senior Medical Billing Clerk and Two Positions of Principal Medical Billing Clerk - Mental Health Department

WHEREAS, the needs of the Mental Health Department will be better served by abolishing one position of Senior Account Clerk and two positions of Principal Account Clerk and creating one position of Senior Medical Billing Clerk and two positions of Principal Medical Billing Clerk, AND

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

RESOLVED, that one position of Senior Account Clerk (Grade 10, \$18.8329-23.8377/HR, CSEA, competitive, full time with benefits) and two positions of Principal Account Clerks (Grade 13, \$20.7293-26.2381/HR, CSEA, competitive, full time with benefits) be and hereby is abolished effective April 27, 2023 at midnight, AND BE IT FURTHER

RESOLVED, that one position of Senior Medical Billing Clerk (Grade 10, \$18.8329-23.8377/HR, CSEA, competitive, full time with benefits) and two positions of Principal Medical Billing Clerk (Grade 13, \$20.7293-26.2381/HR, CSEA, competitive, full time with benefits) be created with permission to fill effective April 28, 2023 at 12:01 am.

AGENDA ITEM NO. 4 – Appoint Community Services Board and Subcommittee Members - Mental Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/27/2023 6:00 PM
MOVER:	Kelly L. Fairchild-Preston, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Wagner, Fairchild-Preston, Heider, Stock, Nauseef
EXCUSED:	Sandra Price, Ann Homer

Appoint 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 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, 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 to the Cortland County Community Services Board and three Subcommittees for terms beginning January 1, 2023 and ending as

December 31, 2026.

APPOINT FIRST TERM (TERM EXPIRATION 12/31/2026) except as listed:

Community Services Board (CSB)

Jeanette Dippo	2444 Ridge Rd., McGraw, NY 13101 - Parent / Family
Pearl Reed-Klein	122 Indian Brook Rd., Greene, NY 13778 - Psychologist

Chemical Dependence Subcommittee (CD)

Darrin Jones	34 Charles St., Cortland, NY 13045 - Peer
Angela Romano	18 Old Dryden Rd., Cortland, NY 13045 - Professional

Development Disability Subcommittee (DD):

Crystol Benedict	31 Burgett Dr., Homer, NY 13077 - Parent/Family
Amanda Hudson	3914 Highland Rd., Cortland, NY 13045 - School SEC

Mental Health Subcommittee (MH)

Jeanette Dippo	2444 Ridge Rd., McGraw, NY 13101 - Parent/Family
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AGENDA ITEM NO. 5 – Abolish One Position of Senior Social Worker Examiner and One Position of Support Investigator/Create One Position of Senior Support Investigator and One Position of Social Welfare Examiner Trainee - Department of Social Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/27/2023 6:00 PM
MOVER:	Kelly L. Fairchild-Preston, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Wagner, Fairchild-Preston, Heider, Stock, Nauseef
EXCUSED:	Sandra Price, Ann Homer

ON MOTION OF PRICE

RESOLUTION NO.

Abolish One Position of Senior Social Worker Examiner and One Position of Support Investigator/Create One Position of Senior Support Investigator and One Position of Social Welfare Examiner Trainee - Department of Social Services

WHEREAS, the needs of the Department of Social Services will be better served by abolishing one position of Senior Social Welfare Examiner and one position of Support Investigator and creating one position of Senior Support Investigator and one position of Social Welfare Examiner Trainee, AND

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

RESOLVED, that one position of Senior Social Welfare Examiner (Grade 12, \$20.0654-25.3977/HR, CSEA, competitive, full time with benefits) and one position of Support Investigator (Grade 10, \$18.8329-23.8377/HR, CSEA, competitive, full time with benefits) be and hereby is abolished effective April 27, 2023 at midnight, AND BE IT FURTHER

RESOLVED, that one position of Senior Support Investigator (Grade 12, \$20.0654-25.3977/HR,

CSEA, competitive, full time with benefits) and one position of Social Welfare Examiner Trainee (Grade 9, \$18.2559-23.1072/HR, CSEA, competitive, full time with benefits) be created with permission to fill effective April 28, 2023 at 12:01 am.

AGENDA ITEM NO. 6 – Create Public Health Technician Position/Accept Funds - Health Department

RESULT: APPROVED [UNANIMOUS]

Next: 4/27/2023 6:00 PM

MOVER: Kelly L. Fairchild-Preston, Committee Member

SECONDER: Richard Stock, Committee Member

AYES: Wagner, Fairchild-Preston, Heider, Stock, Nauseef

EXCUSED: Sandra Price, Ann Homer

ON MOTION OF PRICE

RESOLUTION NO.

Create Public Health Technician Position/Accept Funds - Health Department

WHEREAS, Cortland County Health Department has been awarded a grant from Health Research Inc./New York State Department of Health (HRI/NYSDOH) in the amount of \$112,682 each year for the period of 12/1/22 - 11/30/27, for a total of \$563,411 for the life of the grant, AND

WHEREAS, the Cortland County Health Department will use this funding opportunity to address long-standing weaknesses due to chronic under investment in New York's public health system and strengthen preparedness to address new challenges and future public health emergencies, AND

WHEREAS, the investments in the local public health workforce and foundational capabilities supports Local Health Departments (LHDs) to address health inequities and disparities more effectively across populations and regions throughout their jurisdiction and better meet the ongoing and future public health needs of New Yorkers, AND

WHEREAS, the Cortland County Health Department would best benefit from this funding by creating a full-time Public Health Technician position, updating office and computer equipment and offering Education and Training opportunities for Health Department staff, AND

WHEREAS, the Cortland County Health Department needs to create one full-time Public Health Technician position (CSEA, Grade 15, \$22.1643-28.0544/HR, competitive class, full-time with benefits), AND

WHEREAS, the Health and Human Services Committee recommends the creation of one full-time Public Health Technician position effective May 1, 2023, NOW THEREFORE BE IT

RESOLVED, that this position is dependent on the related grant and will be abolished unless extended by resolution prior to grant funding being exhausted, AND BE IT FURTHER

RESOLVED, that funds be appropriated in the 2023 County Budget as follows:

A40125.51005.EH	Personnel	\$41,564
A40105.52005.4000	Office Equip	\$9,311
A40105.52060.4000	Computer Equip	\$15,000
A40105.54005.4000	Office Supplies	\$3,000
A40105.54035.4000	Education/Training	\$15,000
A40125.58020.EH	Retirement	\$5,819
A40125.58030.EH	FICA	\$3,810

A40125.58040.EH	Workers Comp	\$2,045
A40125.58060.EH	Health Ins	\$17,023
A40125.58062.EH	Dental Ins	\$90
A40125.58065.EH	Vision Ins	\$20
TOTAL Expense		\$112,682
A40105.44401	CDC Revenue	\$112,682

Discussion Items

Monthly Reports

1. Cortland County Health Department Monthly Report

RESULT: COMPLETED

Adjournment

The meeting was closed at 9:40 AM



Health & Human Services Committee

Committee Meeting

~ Minutes ~

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

2.1

Tuesday, March 7, 2023

8:30 AM

Room 302

Call to Order

The meeting was called to order at 8:30 AM by Committee Chair Sandra Price

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Chair	Present	
George Wagner	Cortland County, NY	Committee Member	Present	
Ann Homer	Cortland County, NY	Committee Vice Chair	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Member	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Member	Excused	
Patricia Dawson	Cortland County, NY	Deputy Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Tom Tedesco	Cortland County, NY	Director of Veterans Services	Present	
Pearl Reed-Klein	Cortland County, NY	Director of Area Agency on Aging	Present	
Sharon MacDougall	Cortland County, NY	Director of Community Services	Present	
Kristen Beard	Cortland County, NY	Child Advocacy Center Coordinator	Present	
Lisa Perfetti	Cortland County, NY	Deputy Public Health Director	Present	
Amy Buggs	Cortland County, NY	Grants Administrator	Present	
Allison Veintimilla	Cortland County, NY	Deputy Director of Department of Social Services	Present	
Shannon Phillips	Cortland County, NY	Employment & Training Director	Present	8:35 AM
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	9:00 AM

Minutes Acceptance: Minutes of Mar 7, 2023 8:30 AM (Minutes Approval)

Minutes Approval

1. Health & Human Services Committee - Committee Meeting - Feb 7, 2023 9:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	George Wagner, Committee Member
SECONDER:	Ann Homer, Committee Vice Chair
AYES:	Price, Wagner, Homer, Fairchild-Preston, Heider, Stock
EXCUSED:	Joseph Nauseef

Resolutions

AGENDA ITEM NO. 1 – Authorize Agreement for Rabies Program - Environmental Health/Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/9/2023 9:45 AM
MOVER:	Ann Homer, Committee Vice Chair
SECONDER:	Kelly L. Fairchild-Preston, Committee Member
AYES:	Price, Wagner, Homer, Fairchild-Preston, Heider, Stock
EXCUSED:	Joseph Nauseef

ON MOTION OF PRICE

RESOLUTION NO.

Authorize Agreement for Rabies Program - Environmental Health/Health Department

WHEREAS, New York State Public Health Law gives primary responsibility for the control and suppression of rabies to local health departments, AND

WHEREAS, the primary purpose of this program is to implement a rabies plan that will protect the residents of Cortland County from contracting rabies based on current New York State Department of Health guidelines, AND

WHEREAS, these activities include but are not limited to: specimen preparation and shipment; and pet vaccination clinics, AND

WHEREAS, the Cortland County Health Department is seeking to contract with Veterinary offices for an initial period of one year, 4/1/23-3/31/24 to help coordinate the efforts of the local rabies program, AND

WHEREAS, the cost of these services will range from \$125.00 to \$400.00 per service and are budgeted in Environmental Health Rabies Contracted Services account A40125.54615.RAB, NOW THEREFORE BE IT

RESOLVED, that the County Administrator and Public Health Director, upon review and approval by the County Attorney or designee, are hereby authorized to execute agreements for the provision of said services with fully qualified providers.

AGENDA ITEM NO. 2 – Authorize Agreement for Diagnosis and Treatment of Sexually Transmitted Diseases - Health Department

Minutes Acceptance: Minutes of Mar 7, 2023 8:30 AM (Minutes Approval)

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/23/2023 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Ann Homer, Committee Vice Chair
AYES:	Price, Wagner, Homer, Fairchild-Preston, Heider, Stock
EXCUSED:	Joseph Nauseef

ON MOTION OF PRICE**RESOLUTION NO.**

Authorize Agreement for Diagnosis and Treatment of Sexually Transmitted Diseases - Health Department

WHEREAS, the County Health Department, is required to provide services for the diagnosis and treatment of sexually transmitted diseases (STDs) through contract pursuant to the provision of Article 23 of the Public Health Law of the State of New York, AND

WHEREAS, the County Health Department desires to contract with clinics that have fully qualified clinician(s) to perform the necessary examination to detect the presence of such diseases and who will be in compliance with the professional licensing requirements of the New York State Education Department, AND

WHEREAS, the clinic shall seek third party reimbursement for services provided to the greatest extent possible and at no time will residents of the County be denied diagnosis and treatment for STDs due to the inability or refusal to pay for services, AND

WHEREAS, the County is responsible to pay the cost of services not covered by third party entities and said costs are budgeted in STD Contracted Services account A40115.54815.STD, AND

WHEREAS, the agreements will be in effect from April 1, 2023 until March 31, 2025 with the right to renew by the parties for 2 year terms, up to 3 renewals total, NOW THEREFORE BE IT

RESOLVED, that the County Administrator and Public Health Director, upon review and approval by the County Attorney or designee are hereby authorized to execute agreements for the provision of said services with fully qualified providers.

AGENDA ITEM NO. 3 – Accept Funds Sports Opportunity Funding Youth Bureau-Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/7/2023 10:00 AM
MOVER:	Ann Homer, Committee Vice Chair
SECONDER:	Kelly L. Fairchild-Preston, Committee Member
AYES:	Price, Wagner, Homer, Fairchild-Preston, Heider, Stock
EXCUSED:	Joseph Nauseef

ON MOTION OF PRICE**RESOLUTION NO.**

Accept Funds Sports Opportunity Funding Youth Bureau-Health Department

WHEREAS, The NYS Office of Children and Family Services, through the Resource Allocation Plan has made available the sum of \$17,580 to Cortland County Youth Bureau, AND

WHEREAS, each municipal youth bureau will receive an allocation for the Sports Opportunity Funding to serve children and youth ages 6-17 based on the population of eligible youth in the county,

Minutes Acceptance: Minutes of Mar 7, 2023 8:30 AM (Minutes Approval)

AND

WHEREAS, the County Youth Bureau has designated the funds to the various county municipalities and agencies from January 1, 2023 through September 30, 2023, and for which a copy is in the County Youth Bureau Office, AND

WHEREAS, part of the funding has already been budgeted, AND

WHEREAS, the 2023 County Budget will need to be amended as follows:

Revenue:		Current	Inc/Dec	Balance
A73125.43820. YB	Youth Bureau	(\$68,686)	(\$409)	(\$69,095)
Expenditure:		Current	Inc/Dec	Balance
A73125.51005	Personnel	\$17,000	(\$2,935)	\$14,065
A73125.54005	Office Supplies	\$0	\$500	\$500
A73125.54020	Postage	\$100	(\$65)	\$35
A73125.54035	Educ/Train	\$0	\$500	\$500
A73125.54040	Membership/Dues	\$0	\$300	\$300
A73125.54045	Mileage	\$0	\$200	\$200
A73125.54048	Program Supplies	\$0	\$1500	\$1500
A73125.54815	Program Exp - SDPP	\$51,686	<u>\$409</u> \$409	\$52,095

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 Planning Agreement with the NY State Office of Children and Family Services and contract with approved agencies, 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 NY 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, 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.

AGENDA ITEM NO. 4 – Abolish One Position of Social Services Attorney/Create One Position of Associate Social Services Attorney/Social Services Attorney - Department of Social Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/23/2023 6:00 PM
MOVER:	Ann Homer, Committee Vice Chair
SECONDER:	Kelly L. Fairchild-Preston, Committee Member
AYES:	Price, Wagner, Homer, Fairchild-Preston, Heider, Stock
EXCUSED:	Joseph Nauseef

Minutes Acceptance: Minutes of Mar 7, 2023 8:30 AM (Minutes Approval)

Abolish One Position of Social Services Attorney/Create One Position of Associate Social Services Attorney/Social Services Attorney - Department of Social Services

WHEREAS, the needs of the Department of Social Services will be better served by abolishing one (1) Social Services Attorney and creating one (1) Associate Social Services Attorney/Social Services Attorney, AND

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

RESOLVED, that one (1) position of Social Services Attorney (Grade 6, Management Compensation Plan, \$73,873-\$98,324/YR, competitive, full time with benefits) be and hereby is abolished effective March 23, 2023 at midnight, AND BE IT FURTHER

RESOLVED, that one (1) position of Associate Social Services Attorney/Social Services Attorney (Grade 7, Management Compensation Plan, \$68,718-\$91,464 competitive, full time with benefits OR Grade 6, Management Compensation Plan, \$73,873-\$98,324/YR, competitive, full time with benefits) be created with permission to fill effective March 24, 2023 at 12:01 am.

AGENDA ITEM NO. 5 – Create Age Well Center Manager (Full-Time) and Food Service Helper (Part-Time) - Area Agency on Aging

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/23/2023 6:00 PM
MOVER:	Ann Homer, Committee Vice Chair
SECONDER:	Kelly L. Fairchild-Preston, Committee Member
AYES:	Price, Wagner, Homer, Fairchild-Preston, Heider, Stock
EXCUSED:	Joseph Nauseef

Create Age Well Center Manager (Full-Time) and Food Service Helper (Part-Time) - Area Agency on Aging

WHEREAS, the needs of the agency will be better served by creating one full-time position of Age Well Center Manager and one part-time position of Food Service Helper, AND

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

RESOLVED, that one position of Age Well Center Manager (CSEA, Grade 10, \$18.8329-23.8377/hr, competitive class, full-time with benefits) and one position of Food Service Helper (CSEA, Grade 3, \$15.0557-19.0567/hr, labor class, part-time, 15hrs/week, no benefits) be created with approval to fill on March 23, 2023.

Minutes Acceptance: Minutes of Mar 7, 2023 8:30 AM (Minutes Approval)

Discussion Items

1. New Part Time Peer Specialist Position

RESULT:	COMPLETED
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Monthly Reports

1. Health Department Monthly Report

RESULT:	COMPLETED
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Adjournment

The meeting was closed at 9:39 AM

ON MOTION OF SANDRA PRICE, COMMITTEE CHAIR**AGENDA ITEM NO. 1****Accept Funds/Amend Budget for Office of Addiction Services and Supports (OASAS) Cortland Mental Health Department Opioid Settlement Funds (OSF) 2023 - Mental Health Department**

WHEREAS, the New York State (NYS) Office of Addiction Services and Supports (OASAS) has awarded the Cortland County Mental Health Department abatement Opioid Settlement Funds (OSF) in the amount of \$313,890 for NYS Attorney General and OASAS legally defined program and service, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is hereby authorized and directed to accept these funds and contract with the following providers, AND BE IT FURTHER

RESOLVED that the 2023 Cortland County Budget be amended as follows:

Increase:

Revenue:	A43115-42690.OPD	\$313,890.00
Expense:	A43115-54815-OPD	
	CCSI, Fiscal Administration & Reporting	\$10,000.00
	CACTC, Data Administration & Reporting	\$15,000.00
	Family Counseling Services of Cortland, Prevention & Treatment Integrated OASAS/OMH Clinic	\$96,296.67
	Cayuga Addiction Recovery Services (CARS), Treatment OASAS Clinic	\$96,296.67
	Alcohol & Drug Council or Tompkins, Treatment & Recovery OASAS Open Access Detox & Crisis	\$96,296.66

ON MOTION OF SANDRA PRICE, COMMITTEE CHAIR

AGENDA ITEM NO. 2

Create Peer Specialist (Part-Time) - Mental Health Department

WHEREAS, the needs of the agency will be better served by creating one part-time position of Peer Specialist, AND

WHEREAS, the Health and Human Services Committee recommends the creation of this position, NOW THEREFORE BE IT

RESOLVED, that one position of Peer Specialist (CSEA, Grade 9, \$18.2559-23.1072/hr, competitive class, part-time, 17 hrs/week, no benefits) be created with approval to fill on April 28, 2023 at 12:01 AM.



Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create

Position Name (s): Create Peer Specialist Abolish _____

Bargaining Unit: CSEA

Purpose and Background:

Position will support the MH Dept. youth and family services. PT peer advocate is a positive workforce addition and recommended by OMH for outpatient services. Positive support to youth and families while also covered by billing revenue and state aid for fiscal stability.

Fiscal Impact: ☐ County Funded 000 % ☒ Grant Funded 50/50 % Grant Exp. Date state aid + revenue

Current Grade/Salary of Position: Grade _____ Salary Range \$ _____

Requested Grade/Salary of Position: Grade 9 Salary Range \$ _____

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: 1, 0.5 FTE 17hr/wk

Goals:

Position will support the MH Dept. youth and family services. Provide services and support to youth and parents in Family support services for engagement, skills building and community engagement support.

Operational Impact:

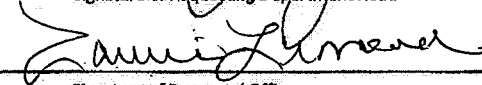
Budget neutral using state aid and revenue to cover salary costs. Only PT 17hrs/week for fiscal sustainability. Positive expansion of workforce to add peer and parent peers with lived experience to support to support youth and parents.

Requested By:


Signature of Requesting Department Head

3-30-23
Date

Personnel Officer Approval

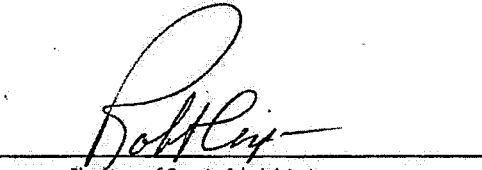

Signature of Personnel Officer

4/3/23
Date

County Administrator Budget Impact Statement:

XX

County Administrator Approval


Signature of County Administrator

4/3/2023
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date

ON MOTION OF SANDRA PRICE, COMMITTEE CHAIR**AGENDA ITEM NO. 3****Abolish One Position of Senior Account Clerk and Two Positions of Principal Account Clerk/Create One Position of Senior Medical Billing Clerk and Two Positions of Principal Medical Billing Clerk - Mental Health Department**

WHEREAS, the needs of the Mental Health Department will be better served by abolishing one position of Senior Account Clerk and two positions of Principal Account Clerk and creating one position of Senior Medical Billing Clerk and two positions of Principal Medical Billing Clerk, AND

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

RESOLVED, that one position of Senior Account Clerk (Grade 10, \$18.8329-23.8377/HR, CSEA, competitive, full time with benefits) and two positions of Principal Account Clerks (Grade 13, \$20.7293-26.2381/HR, CSEA, competitive, full time with benefits) be and hereby is abolished effective April 27, 2023 at midnight, AND BE IT FURTHER

RESOLVED, that one position of Senior Medical Billing Clerk (Grade 10, \$18.8329-23.8377/HR, CSEA, competitive, full time with benefits) and two positions of Principal Medical Billing Clerk (Grade 13, \$20.7293-26.2381/HR, CSEA, competitive, full time with benefits) be created with permission to fill effective April 28, 2023 at 12:01 am.



Personnel Change Justification Form

Requested Change: ☒ Abolish/Create ☐ Reallocation ☐ Abolish ☐ Create

Position Name (s): Create Billing Clerk series Abolish _____

Bargaining Unit: CSEA

Purpose and Background:

Position will support the MH Dept. youth and family services. PT peer advocate is a positive workforce addition and recommended by OMH for outpatient services. Positive support to youth and families while also covered by billing revenue and state aid for fiscal stability.

Fiscal Impact: ☐ County Funded 000 % ☒ Grant Funded 50/50 % Grant Exp. Date state aid + revenue

Current Grade/Salary of Position: Grade _____ Salary Range \$ _____

Requested Grade/Salary of Position: Grade _____ Salary Range \$ _____

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: 3 FTEs

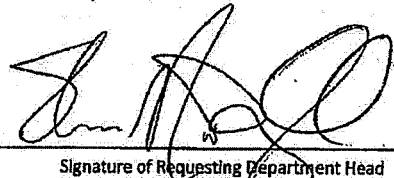
Goals:

Correctly align job responsibilities within revenue generating/ billing staff responsibilities at MH Dept. Abolish MH Dept. account clerk series 3 FTEs (1 Senior Account Clerk, 2 Principal Account Clerks) and create Billing Clerk series 3 FTEs (1 Senior Billing Clerk & 2 Principal Billing Clerks). Utilize recently NYS civil service county exam series for Billing Clerk series.

Operational Impact:

Budget neutral using same budget 2023 approved cost for 3 FTEs. No change in salary/fringe. Help improve future hiring in case of future retirements/vacancies, so job responsibilities match title and civil service test requirements.

Requested By:


Signature of Requesting Department Head

3-30-23
Date

Personnel Officer Approval

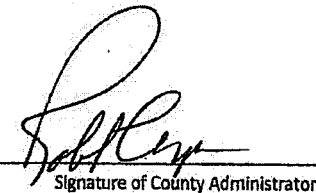

Signature of Personnel Officer

4-3-23
Date

County Administrator Budget Impact Statement:

XX

County Administrator Approval


Signature of County Administrator

4/3/2023
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date

ON MOTION OF SANDRA PRICE, COMMITTEE CHAIR**AGENDA ITEM NO. 4****Appoint 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 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, 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 to the Cortland County Community Services Board and three Subcommittees for terms beginning January 1, 2023 and ending as December 31, 2026.

APPOINT FIRST TERM (TERM EXPIRATION 12/31/2026) except as listed:**Community Services Board (CSB)**

Jeanette Dippo	2444 Ridge Rd., McGraw, NY 13101 - Parent / Family
Pearl Reed-Klein	122 Indian Brook Rd., Greene, NY 13778 - Psychologist

Chemical Dependence Subcommittee (CD)

Darrin Jones	34 Charles St., Cortland, NY 13045 - Peer
Angela Romano	18 Old Dryden Rd., Cortland, NY 13045 - Professional

Development Disability Subcommittee (DD):

Crystol Benedict	31 Burgett Dr., Homer, NY 13077 - Parent/Family
Amanda Hudson	3914 Highland Rd., Cortland, NY 13045 - School SEC

Mental Health Subcommittee (MH)

Jeanette Dippo	2444 Ridge Rd., McGraw, NY 13101 - Parent/Family
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ON MOTION OF SANDRA PRICE, COMMITTEE CHAIR**AGENDA ITEM NO. 5****Abolish One Position of Senior Social Worker Examiner and One Position of Support Investigator/Create One Position of Senior Support Investigator and One Position of Social Welfare Examiner Trainee - Department of Social Services**

WHEREAS, the needs of the Department of Social Services will be better served by abolishing one position of Senior Social Welfare Examiner and one position of Support Investigator and creating one position of Senior Support Investigator and one position of Social Welfare Examiner Trainee, AND

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

RESOLVED, that one position of Senior Social Welfare Examiner (Grade 12, \$20.0654-25.3977/HR, CSEA, competitive, full time with benefits) and one position of Support Investigator (Grade 10, \$18.8329-23.8377/HR, CSEA, competitive, full time with benefits) be and hereby is abolished effective April 27, 2023 at midnight, AND BE IT FURTHER

RESOLVED, that one position of Senior Support Investigator (Grade 12, \$20.0654-25.3977/HR, CSEA, competitive, full time with benefits) and one position of Social Welfare Examiner Trainee (Grade 9, \$18.2559-23.1072/HR, CSEA, competitive, full time with benefits) be created with permission to fill effective April 28, 2023 at 12:01 am.

Personnel Change Justification FormRequested Change: X Abolish/Create ___ Reallocation ___ Abolish ___ Create**Purpose and Background:**This proposal seeks to abolish a Sr. Social Welfare Examiner and create a Sr. Child Support Investigator.Fiscal Impact: X County Funded 35 % ___ Grant Funded ___ % Grant Exp. Date _____Current Grade/Salary of Position: Grade Gr 12 CSEA Salary \$20.0654Requested Grade/Salary of Position: Grade Gr 12 CSEA Salary \$20.0654Annual Increase/Decrease: \$0 County Share: \$0_ Positions Affected: 1Goals: This will allow us to better meet our supervision needs in the Child Support Unit.**Operational Impact:**

The senior level position can be best used in the Child Support Unit at this time. It has been assigned to the Home Energy Assistance Program, but we can more easily cover the work in that area without it. The Child Support Unit currently has one supervisor, a Coordinator, and 5 Investigators. There has been much turnover and the unit would have more depth and consistency if a Sr. Investigator were to be added. At this time, when the Coordinator is out of the office, there is no person designated as in charge as all remaining positions are equal. The position will help with training new Investigators as well.

Requested By: [Signature] 3/30/23

Signature of Requesting Department Head

Date

Personnel Officer Approval [Signature] 3/30/23

Signature of Personnel Officer Approval

Date

County Administrator Budget Impact Statement: This is cost neutral.County Administrator Approval [Signature] 3/30/2023

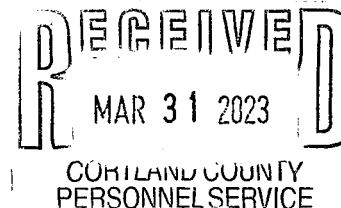
Signature of County Administrator

Date

Statutory Committee Approval _____

Signature of Committee Chair

Date



Personnel Change Justification Form

Requested Change: ☒ Abolish/Create ☐ Reallocation ☐ Abolish ☐ Create

Purpose and Background:

This proposal seeks to abolish a Child Support Investigator and to create a Social Welfare Examiner Trainee.

Fiscal Impact: ☒ County Funded 35 % ☐ Grant Funded % Grant Exp. Date

Current Grade/Salary of Position: Grade Gr 10 CSEA Salary \$18.8329

Requested Grade/Salary of Position: Grade Gr 10 CSEA (trainee is Gr 9) Salary \$18.8329

Annual Increase/Decrease: \$0 County Share: \$0 Positions Affected: 1

Goals: This will allow us to better meet our supervision needs in the Child Support Unit.

Operational Impact:

This request is the result of creating a Sr. Child Support Investigator for the Child Support Unit from a Sr. Social Welfare Examiner position. In doing that, we would abolish one Child Support Investigator position and create a Social Welfare Examiner position to work in the Home Energy Assistance Program where the Sr. Social Welfare Examiner position came from. Each unit will end up with the same number of employees, but the higher-level senior position will be moved to Child Support.

Requested By: [Signature] 3/30/23

Signature of Requesting Department Head

Date

Personnel Officer Approval: [Signature] 3/30/23

Signature of Personnel Officer Approval

Date

County Administrator Budget Impact Statement: This is cost neutral.

County Administrator Approval: [Signature] 3/30/2023

Signature of County Administrator

Date

Statutory Committee Approval:

Signature of Committee Chair

Date

ON MOTION OF SANDRA PRICE, COMMITTEE CHAIR**AGENDA ITEM NO. 6****Create Public Health Technician Position/Accept Funds - Health Department**

WHEREAS, Cortland County Health Department has been awarded a grant from Health Research Inc./New York State Department of Health (HRI/NYSDOH) in the amount of \$112,682 each year for the period of 12/1/22 - 11/30/27, for a total of \$563,411 for the life of the grant, AND

WHEREAS, the Cortland County Health Department will use this funding opportunity to address long-standing weaknesses due to chronic under investment in New York's public health system and strengthen preparedness to address new challenges and future public health emergencies, AND

WHEREAS, the investments in the local public health workforce and foundational capabilities supports Local Health Departments (LHDs) to address health inequities and disparities more effectively across populations and regions throughout their jurisdiction and better meet the ongoing and future public health needs of New Yorkers, AND

WHEREAS, the Cortland County Health Department would best benefit from this funding by creating a full-time Public Health Technician position, updating office and computer equipment and offering Education and Training opportunities for Health Department staff, AND

WHEREAS, the Cortland County Health Department needs to create one full-time Public Health Technician position (CSEA, Grade 15, \$22.1643-28.0544/HR, competitive class, full-time with benefits), AND

WHEREAS, the Health and Human Services Committee recommends the creation of one full-time Public Health Technician position effective May 1, 2023, NOW THEREFORE BE IT

RESOLVED, that this position is dependent on the related grant and will be abolished unless extended by resolution prior to grant funding being exhausted, AND BE IT FURTHER

RESOLVED, that funds be appropriated in the 2023 County Budget as follows:

A40125.51005.EH	Personnel	\$41,564
A40105.52005.4000	Office Equip	\$9,311
A40105.52060.4000	Computer Equip	\$15,000
A40105.54005.4000	Office Supplies	\$3,000
A40105.54035.4000	Education/Training	\$15,000
A40125.58020.EH	Retirement	\$5,819
A40125.58030.EH	FICA	\$3,810
A40125.58040.EH	Workers Comp	\$2,045
A40125.58060.EH	Health Ins	\$17,023
A40125.58062.EH	Dental Ins	\$90
A40125.58065.EH	Vision Ins	\$20
TOTAL Expense		\$112,682
A40105.44401	CDC Revenue	\$112,682

**Personnel Change Justification Form**Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☒ CreatePosition Name (s): Create Public Health Technician Abolish _____Bargaining Unit: CSEA**Purpose and Background:**

CCHD has been awarded a grant from NYSDOH that must be used to strengthen the County's Public Health Department and these funds may not be used to supplant existing public health department resources. This new position would be located in CCHD's Environmental Health Division, and would be responsible for activities that would support the Public Health Sanitarians, through various EH programs and services. CCHD is anticipating a few retirements in EH this year and this position will help maintaining continuity of programs and services within this division. This position's minimum qualifications are an Associate's degree or higher, where the typical sanitarian requires a Bachelor's degree or higher.

Fiscal Impact: ☐ County Funded _____ % ☒ Grant Funded 100 % Grant Exp. Date 11/30/2027Current Grade/Salary of Position: Grade 15 Salary Range \$ 22.1643-28.0544Requested Grade/Salary of Position: Grade 15 Salary Range \$ 22.1643-28.0544Annual Increase: \$ 0 County Share: \$ 0 # of Positions Affected: 1**Goals:**

-Training with the current staff that are set to retire this year in public water, individual sewage, and individual wells to continue the continuity of these programs and responsibilities.

-Maintain various elements of prevention and control programs affecting public health, continuing compliance with state and the local sanitary code requirements.

Operational Impact:

-Increasing the amount of staff in the EH division, this position will help by decreasing the stress of an already burden-staff that are responsible for over fifteen programs/services.

-The opportunity for hands on training with current staff before retirements.

Requested By:

Nicole Anjeski
Digitally signed by Nicole Anjeski
Date: 2023.04.04 12:02:17 -04'00'
Signature of Requesting Department Head03/28/2023
Date

Personnel Officer Approval

Laurie Leonard
Laurie Leonard (Apr 4, 2023 12:16 EDT)
Signature of Personnel Officer_____
Date**County Administrator Budget Impact Statement:**

This will be no cost to the County as long as grant lasts at which time the position should be abolished unless extended by resolution prior to grant funding being exhausted.

County Administrator Approval

ROBERT CORPORA
ROBERT CORPORA (Apr 4, 2023 13:57 EDT)
Signature of County Administrator4/4/2023
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote_____
Date



Public Health
Prevent. Promote. Protect.

Cortland County Health Department

CORTLAND COUNTY HEALTH DEPARTMENT

COUNTY OFFICE BUILDING
60 CENTRAL AVENUE
CORTLAND, NEW YORK 13045-2746
(607) 753-5036
FAX: (607) 753-5209
<http://www.cortland-co.org/432/Health-Department>

Nicole Anjeski, MS, MPH
Public Health Director
Lisa Perfetti, BSN, RN
Deputy Public Health Director
Ngozi Mezu-Patel, MD
Medical Advisor

Health and Human Services Committee Report April 2023

BOARD OF HEALTH

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Cheryl Mrozowski
Secretary

COVID-19 Update

COVID-19 cases:

- a. 3/5-3/11=59
- b. 3/12-3/18=52
- c. 3/19-3/25=35
- d. 3/26-4/1=20

4 week total of **166** new cases.

As of March 30: Cortland County's community level is Low

FLU 2022-2023 Season Update

Flu cases:

- a. 3/5-3/11=1
- b. 3/12-3/18=1
- c. 3/19-3/25=0
- d. 3/26-4/1=8

4 week total of **10** new cases.

Strengthening U.S. Public Health Infrastructure, Workforce and Data Systems Funding

We will be receiving a PH Infrastructure award from the NYSDOH in the amount of \$563,411 for a 5-Year grant period: December 1, 2022 through November 30, 2027. These funds **must be used to strengthen the county public health department** and may not supplant existing public health resources. This money has specific requirements we must choose in order to receive the funds.

These allowable costs that we plan to implement include:

- hire new staff
- Possibly retain staff whose grant funding sources are expiring
- Staff training opportunities that may include travel to conferences and events
- Equipment/Tuition assistance

The first thing we would like to do this year with the money is to create and hire a Public Health Technician to work in our Environmental Health Division. The other portion for this year will be used for equipment, staff training and education opportunities.



Public Health Technician (CSEA, Grade 15, Salary-22.1643-28.0544, 100% grant funded)

Purpose and Background- CCHD has been awarded a grant from NYSDOH that must be used to strengthen the County's Public Health Department and these funds may not be used to supplant existing public health department resources. This new position would be located in CCHD's Environmental Health Division, and would be responsible for activities that would support the Public Health Sanitarians, through various EH programs and services. CCHD is anticipating a few retirements in EH this year and this position will help maintaining continuity of programs and services within this division. This position's minimum qualifications are an Associate's degree or higher, where the typical sanitarian requires a Bachelor's degree or higher.

Fiscal Impact- 100% grant funded

Goals

- Training with the current staff that are set to retire this year in public water, individual sewage, and individual wells to continue the continuity of these programs and responsibilities
- Maintain various elements of prevention and control programs affecting public health, continuing compliance with state and the local sanitary code requirements

Operational Impact

- Increasing the amount of staff in the EH division
- This position will help by decreasing the stress of an already burden-staff that are responsible for over fifteen programs/services
- The opportunity for hands on training with current staff before retirements

NYSDOH Public Health Works Honor Roll 2021/2022

We would like to congratulate Lisa McGee (Fiscal Manager) and Jen Hillman (Health Educator) for being nominated by Lisa Perfetti in 2021, and selected by the New York State Department of Health to be on the Public Health Works Honor Roll for 2021/2022! The Public Health Works Honor Roll recognizes the local public health workforce as an essential component of New York State Department of Health's public health agenda to improve the health and well-being of all New Yorkers and to promote health equity in all populations who experience disparities.

Jennifer Hillman, Health Educator, Emergency Preparedness Coordinator, Cortland County Health Department



- 4 Years of Service

Jennifer Hillman came to the Cortland County Health Department in August of 2018 as a Health Educator whose main duties include Public Health Emergency Preparedness Coordinator and Injury Prevention and Traffic Safety Coordinator. She immediately and systematically established strong working relationships with already known partners and developed working relationships with several new community partners. Her military experience allowed her to jump right into the planning and elevate our program to be impressively prepared for our COVID-19 Pandemic Response. Her attention to detail ensured we were able to stand up a POD that was ready to execute thousands of doses of vaccine per week to our community in record time. She attended every COVID-19 vaccine clinic and adjusted operations based on her observations and other staff suggestions to ensure each clinic was more efficient and effective than the previous clinic. Additionally, throughout COVID-19 response, she was involved with case investigations and other quarantine activities while simultaneously supporting the health department with accreditation efforts.

**Lisa McGee, Fiscal Officer, Emergency Preparedness Coordinator,
Cortland County Health Department**



- 11 Years of Service

Lisa's title is Fiscal Officer, but her contribution to our workforce encompasses far more than budgets. Lisa developed our initial program for documentation management of COVID-19 cases. She was paramount to our transition to the "CommCare" system and managed data and reports to organize our Isolation & Quarantine response efforts. She spearheaded our COVID-19 POD staffing efforts and managed "no-shows" and other scheduling difficulties at every event. In addition, Lisa expertly manages all aspects of our budget, paying particular attention to grant funding responsibilities. She also plays a lead role in coordinating support staff activities for the department for improved processes that increase efficiencies related to all billing activities resulting in improved reimbursement. At the height of our COVID-19 activities, she additionally managed the duties of our PreK billing/coordinator support staff during that staff-person's maternity leave. Lisa participates in new and ongoing QI projects and other accreditation efforts. Her tireless efforts allow more time for other staff to focus on providing services in support of their divisions, leading to improved outcomes.

Staffing

- Active recruitment for one nursing position
- Active recruitment for one senior account clerk

Sincerely,

Nicole Anjeski, MS, MPH
Public Health Director