



Health & Human Services Committee

Committee Meeting

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

~ Minutes ~

Thursday, May 9, 2024

11:00 AM

Room 302

Call to Order

The meeting was called to order at 11:09 AM by Committee Chair Ronald J. Van Dee

Attendee Name	Organization	Title	Status	Arrived	Departed
Christopher Newell	Cortland County, NY	Committee Member	Present		12:24 PM
Douglas Bentley	Cortland County, NY	Committee Member	Present		
Ronald J. Van Dee	Cortland County, NY	Committee Chair	Present		
Cathy Bischoff	Cortland County, NY	Committee Member	Present		
William McGovern	Cortland County, NY	Committee Member	Present		
Reed Cleland	Cortland County, NY	Committee Member	Present		12:08 PM
Keith VanGorder	Cortland County, NY	Committee Vice-Chair	Present		
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present		
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Present		
Rob Corpora	Cortland County, NY	County Administrator	Present		
Aaron Hammond	Cortland County, NY	Compliance Officer	Present		
Patricia Schapp	Cortland County, NY	Deputy Director of Community Services	Present		
Kristen Beard	Cortland County, NY	Child Advocacy Center Coordinator	Present		
Kristen Monroe	Cortland County, NY	Commissioner of Social Services	Present		
Rebecca Main	Cortland County, NY	Public Health Program Manager	Present		
Nicole Anjeski	Cortland County, NY	Public Health Director	Present		
Pearl Reed-Klein	Cortland County, NY	Director of the Area Agency on Aging	Present		
Andrea Herzog	Cortland County, NY	Director of Finance	Present		
Sandra Price	Cortland County, NY	Board Member	Present		
Margaret Mellott	Cortland County, NY	Cortland Standard Reporter	Present		

Kevin Fitch	Cortland County, NY	Ex-Officio Member/Chair of the Legislature	Remote		
Amy Buggs	Cortland County, NY	Grants Administrator	Remote		
Donald Chu	Cortland County, NY	Resident	Remote		

Minutes Approval

1. Health & Human Services Committee - Committee Meeting - Apr 11, 2024 11:00 AM

RESULT:	APPROVED
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Resolutions

AGENDA ITEM NO. 1 – Authorize Agreement for Enhanced Non-Residential Services for TANF Domestic Violence Funds with Cortland YWCA- Department of Social Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/23/2024 6:00 PM
MOVER:	Reed Cleland, Committee Member
SECONDER:	Douglas Bentley, Committee Member
AYES:	Newell, Bentley, Van Dee, Bischoff, McGovern, Cleland, VanGorder

ON MOTION OF VAN DEE

RESOLUTION NO.

Authorize Agreement for Enhanced Non-Residential Services for TANF Domestic Violence Funds with Cortland YWCA- Department of Social Services

WHEREAS, the New York State Office of Children and Family Services has allocated Temporary Assistance for Needy Families (TANF) funds for Non-Residential Domestic Violence Services; AND

WHEREAS, the Young Women’s Christian Association (YWCA) Aid to Victims of Violence (AVV) program is an authorized provider of such services; AND

WHEREAS, the funding needed for this agreement is provided through a State allocation of Federal TANF money and will be paid from Account A60105.54800.4693, Enhanced Non-Residential Domestic Violence, and the revenue will be posted in Account A601044.44689.4693; NOW THEREFORE BE IT

RESOLVED, the County Administrator, upon review and approval by the County Attorney or designee, and subject to appropriation of funding by the Legislature, be and hereby is authorized to enter into an agreement for the time period of July 1, 2024, through September 30, 2025, for an amount not to exceed \$31,250 with the YWCA of Cortland.

AGENDA ITEM NO. 2 – Amend 2024 Daycare Budget - Department of Social Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/23/2024 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Newell, Bentley, Van Dee, Bischoff, McGovern, Cleland, VanGorder

Amend 2024 Daycare Budget - Department of Social Services

WHEREAS, expenditures for Daycare cases are continuing to increase this year and are expected to exceed the amount appropriated in our 2024 budget; NOW THEREFORE BE IT

RESOLVED, that the 2024 County Budget be and hereby is amended as follows:

INCREASE:

Daycare Expenditures

A60105.56055 current \$900,000.00 INCREASE \$450,000.00 new = \$1,350,000.00

Daycare Revenues

A601043.43655 current \$846,578.00 INCREASE \$450,000.00 new = \$1,296,578.00

AGENDA ITEM NO. 3 – Appoint Members - Older Americans Act Advisory Council

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/23/2024 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Douglas Bentley, Committee Member
AYES:	Newell, Bentley, Van Dee, Bischoff, McGovern, Cleland, VanGorder

Appoint Members - Older Americans Act Advisory Council

WHEREAS, the By-Laws of the Older Americans Act Advisory Council of the Cortland County Office for Aging state membership shall be 15-25 voting members with at least fifty percent of the membership to be at least sixty years of age that represent target group seniors according to the Older Americans Act of 1965, as amended, and shall also include representatives of health care provider organizations, including veterans and supportive services provider organizations, be broadly representative of all aspects of the county, and include local elected official and the general public; AND

WHEREAS, Article 4, Section 4, states the term shall be for three years, or appointed to complete a term of a person who has resigned, the new person's length of term is defined as the period of the original member's term, with a maximum of two consecutive terms; NOW THEREFORE BE IT

RESOLVED, that the following be and hereby is appointed to the Older Americans Act Advisory Council of the Cortland County Office for Aging:

Name	Capacity	Term Number	Term Expiration
Regina B. Grantham	Community Member	1 st Term	12/31/2026
Fan Zhang	Community Member	1 st Term	12/31/2026

AGENDA ITEM NO. 4 – Authorize Expanded In-Home Services for the Elderly (EISEP) and Caregiver Respite Programs - Office for Aging

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/23/2024 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Reed Cleland, Committee Member
AYES:	Newell, Bentley, Van Dee, Bischoff, McGovern, Cleland, VanGorder

ON MOTION OF VAN DEE

RESOLUTION NO.

Authorize Expanded In-Home Services for the Elderly (EISEP) and Caregiver Respite Programs - Office for Aging

WHEREAS, the Expanded In-Home Services for the Elderly and Caregiver Respite programs provide critical services to frail older adults; AND

WHEREAS, the Office for Aging requires the services of outside service providers and private organizations to fulfill its charge; AND

WHEREAS, the Office for Aging wishes to enter into a contract with Stafkings Healthcare Systems, Inc. for the provision of non-medical personal care, chore/housekeeping services, and caregiver respite; AND

WHEREAS, the total amount of all EISEP and Caregiver Respite contracts shall not exceed the available funds allocated to each program as follows:

Total Allocation for EISEP Services is \$130,652

Total Allocation for Caregiver Respite is \$2,500

; NOW THEREFORE BE IT

RESOLVED, that the Chairman of the Cortland County Legislature, upon review and approval by the County Attorney or designee, and subject to any appropriation of funding by the Legislature, be and hereby is authorized to execute said agreement.

AGENDA ITEM NO. 5 – Authorize Intern Agreements for Cortland County - Mental Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/23/2024 6:00 PM
MOVER:	Reed Cleland, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Newell, Bentley, Van Dee, Bischoff, McGovern, Cleland, VanGorder

ON MOTION OF VAN DEE

RESOLUTION NO.

Authorize Intern Agreements for Cortland County - Mental Health Department

WHEREAS, Cortland County Mental Health Department desires to enter into an agreement with the following colleges to allow students to obtain training and experience; AND

WHEREAS, the colleges with potential interns that would benefit the county include:

Binghamton University
Broome Community College

Cornell University
Fordham University
Houghton College
Ithaca College
Keuka College
LeMoyne College
Marywood University
Onondaga Community College
Rutgers University
State University of New York at Cortland
State University of New York at Upstate
Syracuse University
St. Bonaventure University
St. John Fisher University
Tompkins-Cortland Community College
Utica College

; AND

WHEREAS, the Cortland County Mental Health Department is willing to accept said students for such purposes; AND

WHEREAS, this list and agreements may stay in effect for up to five years unless otherwise terminated; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to sign agreements for internship placements.

AGENDA ITEM NO. 6 – Appoint Community Services Board and Subcommittee Members - Mental Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/23/2024 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Newell, Bentley, Van Dee, Bischoff, McGovern, Cleland, VanGorder

ON MOTION OF VAN DEE RESOLUTION NO.

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 Substance Use Disorder (SUD) 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 May 24, 2024 and ending as December 31, 2028:

APPOINT FIRST TERM (TERM EXPIRATION 12/31/2028) except as listed:

Community Services Board (CSB)

Lisa Roos	134 Homer Ave, Cortland, NY - Hospital Rep
Felicia Outlaw	3727 Westvale Dr., Cortland, NY - Advocate versed in multiple disciplines
Amanda Hudson	3914 Highland Rd., Cortland, NY - School SEC

Substance Use Disorder Subcommittee (SUD)

Brittany VanWinkle	21 Sears Rd., Groton, NY 13073 - Hands on experience SUD community
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Development Disability Subcommittee (DD):

Felicia Outlaw	3727 Westvale Dr., Cortland NY - Advocate with DD experience
Kathryn Reynolds	4385 Cosmos Hill Rd., Cortland, NY - Retired School CSE - Current advocate and owner of Sadie the therapy dog!

Mental Health Subcommittee (MH)

Pearl Reed-Klein	122 Indian Brook Rd., Greene, NY 13778 - Psychologist
Brittany VanWinkle	21 Sears Rd., Groton, NY 13073 - Agency rep and advocate

AGENDA ITEM NO. 7 – Authorize Agreement with Eves Digital, a Division of Eves Broadcasting Inc. to Provide Website Design and Social Media Concierge Services Under the National Children’s Alliance Domestic Trafficking Victims Fund Grant – Child Advocacy Center

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/23/2024 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Reed Cleland, Committee Member
AYES:	Newell, Bentley, Van Dee, Bischoff, McGovern, Cleland, VanGorder

ON MOTION OF VAN DEE

RESOLUTION NO.

Authorize Agreement with Eves Digital, a Division of Eves Broadcasting Inc. to Provide Website Design and Social Media Concierge Services Under the National Children’s Alliance Domestic Trafficking Victims Fund Grant – Child Advocacy Center

WHEREAS, the Cortland County Child Advocacy Center was awarded Domestic Trafficking Victims Funds to develop a system response for commercial sexual exploitation of children and child sexual abuse material including the creation and maintenance of a Cortland Safe Harbour website, Facebook and Instagram Pages; AND

WHEREAS, the Cortland County Child Advocacy Center desires to contract with Eves Digital, a

Division of Eves Broadcasting Inc., Advertising of New York, Inc., of 12 South Main Street, Homer, New York 13077 for the Website Design and Maintenance and Social Media Concierge Services; AND

WHEREAS, the cost of the Website (creation and maintenance) is \$5,400.00; AND

WHEREAS, the cost of the Social Media Concierge Service is \$2,100.00; AND

WHEREAS, this contract shall be for the term January 1, 2024 through December 31, 2024 for a total cost not to exceed \$7,500; AND

WHEREAS, these expenses are budgeted in account Professional Services A40505-54015-DTVF; NOW THEREFORE BE IT

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

Discussion Items

1. Mental Health Department Compliance & Privacy Officer 2023 Report

RESULT:	COMPLETED
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2. 2024 Mental Health Department Healthcare Compliance Plan

RESULT:	COMPLETED
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Monthly Reports

1. Health Department Monthly Report

RESULT:	COMPLETED
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2. Department of Social Services 2024 First Quarter Statistics

RESULT:	COMPLETED
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Adjournment

The meeting was closed at 12:26 PM