



Health & Human Services Committee

Committee Meeting

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

~ Agenda ~

Tuesday, June 8, 2021

11:00 AM

Board Room

Call to Order

Attendee Name	Present	Absent	Late	Arrived
Committee Member Douglas Bentley	☐	☐	☐	
Committee Vice-Chair Ann Homer	☐	☐	☐	
Committee Member Richard Stock	☐	☐	☐	
Committee Chair Cathy Bischoff	☐	☐	☐	
Committee Member Susan Wilson	☐	☐	☐	
Committee Member Kevin Fitch	☐	☐	☐	
Committee Member Joseph Nauseef	☐	☐	☐	

Minutes Approval

1. Health & Human Services Committee - Special Meeting - Apr 22, 2021 4:30 PM
2. Health & Human Services Committee - Committee Meeting - May 11, 2021 11:00 AM

Resolutions

Area Agency on Aging

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 1

Create Aging Services Specialist Position (14 Hours/Week) - Area Agency on Aging

WHEREAS, the needs of the agency will be better served by creating one part time position of Aging Services Specialist (14 hours/week) in the Area Agency on Aging, AND

WHEREAS, the Health and Human Services Committee recommends the creation of this position, AND

WHEREAS, this position is dependent on the related grant and will be abolished with the termination of grant funding, NOW THEREFORE BE IT

RESOLVED, that one part time position of Aging Services Specialist (14 hours/week, CSEA, Grade 15, \$20.4342-25.6078/HR, competitive class) be created with approval to fill on July 1, 2021 through September 30, 2024, with no posting, 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, AND BE IT FURTHER

RESOLVED, the 2021 budget is amended as follows:

Decrease:	A677244 44772 4330	Federal Aid-Title IIIB	\$57,106
Increase:	A67725 51010 4330	Personal Services	\$50,343

A67725 58030 4330
A67725 58040 4330

Fica
Workers Comp

\$3,851
\$2,912

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 2

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

WHEREAS, bids were received on May 12, 2021 for the period July 1, 2021 through September 30, 2021, 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 the Area Agency on Aging, the Sheriff's Department, AND

WHEREAS, your 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 July 1, 2021 through September 30, 2021.

Health Department

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 3

Appoint Member Cortland County Board of Health - Health Department

WHEREAS, New York State Regulation requires that the County Legislature choose the medical members of the Board of Health from a list of physicians submitted by the County Medical Society, AND

WHEREAS, New York State Regulation requires that the County Legislature appoint at-large representative members of the Board of Health, AND

WHEREAS, the term of Marie Walsh on the Cortland County Board of Health expires on June 30, 2021, NOW THEREFORE BE IT

RESOLVED, that Susan Williams, 10 Kennedy Parkway, Cortland, NY 13045 be and hereby is appointed to said Board as an At-Large member, for a six (6) year term beginning on July 1, 2021 and ending December 31, 2026.

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 4

Amend 2021 Budget for Youth Bureau, Safe Harbour Program - Health Department

WHEREAS, the Office of Children and Family Services (OCFS) has awarded the Cortland County Health Dept. \$23,000 for the Safe Harbour program, AND

WHEREAS, these funds will be used to support costs to create a more effective and efficient response to youth who have experienced commercial sexual exploitation or trafficking, or who are vulnerable to it, AND

WHEREAS, the 2021 County Budget needs to be amended as follows:

Increase Revenue:		Current	Increase	Balance
A73125.43820.21SF	Safe Harbour Revenue	\$0	\$23,000	\$23,000
Increase Expenditure				
A73125.51005.21SF				
Personal				
Services				
\$0	\$10,115	\$10,115		
15				
A73125.54005.21SF	Office Supplies	\$0	\$500	\$500
A73125.54035.21SF	Education and Training	\$0	\$500	\$500
A73125.54045.21SF	Travel	\$0	\$700	\$700
A73125.54048.21SF	Program Supplies	\$0	\$2,000	\$2,000
A73125.54060.21SF	Advertising	\$0	\$1,500	\$1,500
A73125.54815.21SF	Contracted Svcs	\$0	\$4,650	\$4,650
A73125.58060.21SF	Health Insurance	\$0	\$3,035	\$3,035
			<u>\$23,000</u>	

, NOW THEREFORE BE IT

RESOLVED, that the County Administrator and the Public Health Director or Designee, upon review and approval by the County Attorney or designee, are hereby authorized and directed to accept these funds.

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 5

Approval of Revised Cortland County Board of Health Bylaws

WHEREAS, the Cortland County Board of Health has submitted updated Bylaws for review and approval, AND

WHEREAS, the Health and Human Services Committee reviewed and recommends the approval of the proposed bylaws of the Cortland County Board of Health, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby the Bylaws of the Cortland County Board of Health, AND BE IT FURTHER

RESOLVED, that a copy of the bylaws shall be kept on file with the Clerk of the Legislature.

Mental Health

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 6

Create Position - Licensed Clinical Social Worker - Mental Health

WHEREAS, the needs of the agency will be better served by creating one full-time position of

Licensed Clinical Social Worker in the Mental Health Department, AND

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

RESOLVED, that one full-time position of Licensed Clinical Social Worker (CSEA, Grade 26, \$30.5057-38.2292/HR, competitive class) be created on June 25, 2021 at 12:01 am, with approval to fill, AND BE IT FURTHER

RESOLVED, that the 2021 County Budget be and hereby is amended as follows:

INCREASE:

A43105 51005 4200	Personnel Services	\$28,187
A43105 58020 4200	Retirement	3,946
A43105 58030 4200	FICA	2,156
A43105 58040 4200	Workers Comp	995
A43105 58060 4200	Health Insurance	10,254
A43105 58062 4200	Dental Insurance	45
A43105 58065 4200	Vision Insurance	10

DECREASE:

A431042 41620 4200	MH Fees	\$45,593
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ON MOTION OF BISCHOFF

AGENDA ITEM NO. 7

Appoint Member Chemical Dependency Subcommittee - Mental Health Department

WHEREAS, the By-Laws of the Cortland County CD Subcommittee, Article 7, Section 1 states that membership of the organization shall consist of nine (9) members appointed by the Cortland County Legislature, AND

WHEREAS, the term of each member of the Subcommittee shall be four years except when completing the term created by member resignation, AND

WHEREAS, there are currently one vacancy on the Chemical Dependence Subcommittee due to the resignation of Matthew Whitman, NOW THEREFORE BE IT

RESOLVED, that the following be and hereby is appointed to the Chemical Dependence Subcommittee for the term listed:

NAME/ADDRESS

TERM

Sara Watrous
455 Hunt Hill Rd
Ithaca, NY 14850

Ending December 31, 2024
(completing original term for Matthew Whitman)

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 8

Authorize Agreement Overdose Mapping and Application Program (ODMAP) - Mental Health Department

WHEREAS, Cortland County Mental Health Department seeks to execute a contract with High Intensity Drug Trafficking Area (HIDTA) to participate in the Overdose Mapping and Application Program (ODMAP) as the administrator function role for Cortland County at no cost, AND

WHEREAS, the overdose Mapping and Application Program (ODMAP) provides near real-time suspected overdose surveillance data to support public safety and public health efforts in mobilizing an immediate response to a sudden increase or spike in overdose events. It links first responders and records management systems to a mapping tool to track overdoses and stimulate real-time response and strategic analysis across jurisdictions, AND

WHEREAS, the Mental Health Department will provide access to relevant stakeholders and agencies to provide vital information to serve as an early warning feature if a spike in overdoses occurs to help improve response and treatment support, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee be and herby is authorized to execute agreements with High Intensity Drug Trafficking Area (HIDTA) for the access and use of their Overdose Mapping and Application Program (ODMAP).

Workforce Development

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 9

Reject Bid for Contract Payroll Services - Cayuga/Cortland Workforce Development Board

WHEREAS, a Request for Proposals (RFP) was issued for payroll services for various youth programs through the Cayuga-Cortland Workforce Development Board, AND

WHEREAS, bids were received from the following:

Sirius Workforce, LLC - 6215 Rangeline Road, Theodore, AL 36582

TES Staffing - 1150 University Avenue, Rochester, NY 14607

Datrose, Inc. - 660 Basket Road, Webster, NY 14580

WHEREAS, the proposals received did not fall under the amount of funding available for said services, NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby formally rejects all bid proposals, based upon the recommendation of the Cayuga-Cortland Workforce Development Board, for Contract Payroll Services.

Monthly Reports

1. Mental Health Department Monthly Budget Reports
2. Area Agency on Aging May 2021 Budget Report
3. Health Department Monthly Budget Report
4. Veterans' Services June Monthly Budget Report
5. Department of Social Services May Budget Report

Discussion Items

1. Grant Writer Position Discussion
2. Status of Senior Center Proposal - Satellites and Hub
3. HEALing Communities Grant - Opioid Addiction and Intervention
4. Department of Social Services Annual Report - a Top Level Review

Adjournment