



Health & Human Services Committee

Committee Meeting

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

~ Minutes ~

Thursday, June 13, 2024

11:00 AM

Room 302

Call to Order

The meeting was called to order at 11:24 AM by Committee Chair Ronald J. Van Dee

Attendee Name	Organization	Title	Status	Arrived
Christopher Newell	Cortland County, NY	Committee Member	Present	
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	
Keith VanGorder	Cortland County, NY	Committee Vice-Chair	Present	
Kevin Fitch	Cortland County, NY	Ex-Officio Member/Chair of the Legislature	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Sharon MacDougall	Cortland County, NY	Director of Community Services	Present	
Tom Tedesco	Cortland County, NY	Director of Veterans Services	Present	
Kristen Beard	Cortland County, NY	Child Advocacy Center Coordinator	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	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
Margaret Mellott		Cortland Standard Reporter	Present	

Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Remote	
Amy Buggs	Cortland County, NY	Grants Administrator	Remote	
Nicole Compton	Cortland County, NY	Paralegal	Remote	
Shannon Phillips	Cortland County, NY	Employment & Training Director	Remote	
Karl Bush		Clear Path	Present	
Brian Moore		Deputy Commissioner of DSS	Present	
Allison Veintimilia		Deputy Commissioner of DSS	Present	

Minutes Approval

1. Health & Human Services Committee - Committee Meeting - May 9, 2024 11:00 AM

RESULT:	APPROVED
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Resolutions

AGENDA ITEM NO. 1 – Appoint Members - Cayuga/Cortland Workforce Development Board - Employment and Training/Grant Administration

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/27/2024 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 PRICE

RESOLUTION NO.

Appoint Members - Cayuga/Cortland Workforce Development Board - Employment and Training/Grant Administration

WHEREAS, pursuant to the Workforce Innovation and Opportunity Act of 2017, the Governor of the State of New York has authorized and directed the Chief Local Elected Officials of Cortland and Cayuga Counties, which have been designated as a workforce area, to appoint/reappoint members to the Workforce Development Board for said area, NOW THEREFORE BE IT

RESOLVED, that the following be and hereby are appointed effective immediately to serve on the Cayuga/Cortland Workforce Development Board for the term and from the sector listed below:

Name	Sector	Term Ending
Trisha Hiemstra	Cortland County Planning Director	6/30/2029
Carrie Coates Whitmore	Business - TC3	6/30/2029

AGENDA ITEM NO. 2 – Authorize Intern Agreements for Cortland County - Mental Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/27/2024 6:00 PM
MOVER:	Reed Cleland, Committee Member
SECONDER:	William McGovern, 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 some additional colleges to allow current staff and students to obtain training and experience; AND

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

Cappella University
State University of NY at Delhi

; 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. 3 – Authorize Insight Public Sector State, Local and Education (SLED) Agreement - Child Advocacy Center

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/27/2024 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Douglas Bentley, Committee Member
AYES:	Newell, Bentley, Van Dee, Bischoff, McGovern, Cleland, VanGorder

ON MOTION OF VAN DEE

RESOLUTION NO.

Authorize Insight Public Sector State, Local and Education (SLED) Agreement - Child Advocacy Center

WHEREAS, the Cortland County Child Advocacy Center was awarded New York State Office of Children and Family Services Funds to purchase a replacement video recording system with cloud functions and maintenance services; AND

WHEREAS, OMNIA purchasing network is a New York State approved vendor processor; AND

WHEREAS, New York State Finance Law Article 11 empowers municipalities to authorize purchases from contracts let by OMNIA; AND

WHEREAS, the Cortland County Child Advocacy Center desires to contract with Insight Public

Sector SLED 2701 E. Insight Way, Chandler, AZ 85286-1930; AND

WHEREAS, Insight Public Sector State, Local and Education (SLED) is currently under contract with OMNIA purchasing network; AND

WHEREAS, the cost of the iRecord and iCloud Systems is \$22,540.00; AND

WHEREAS, the cost of the iRecord and iCloud Services is \$12,661.00; AND

WHEREAS, this purchase and contract shall be for a three (3) year period including equipment, installation, cloud storage and extended warranty covering the initial term of July 1, 2024 – June 30, 2027 for a total cost of \$35,201.00 with automatic renewal for successive periods of one (1) year unless either party gives at least sixty (60) days prior written notice of non-renewal before expiration of the then-current renewal term; AND

WHEREAS, these expenses are budgeted in account Computer Equipment A40505-52060-MDT; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator upon review and approval by the County Attorney or designee, to enter into an agreement with Insight Public Sector SLED, and any other entities necessary to fulfill contract, for the initial time period of July 1, 2024 – June 30, 2027, for an amount not to exceed \$35,201.00.

AGENDA ITEM NO. 4 – Abolish One Caseworker and One Senior Case Aide/Create One Senior Housing Coordinator and Two Housing Coordinators - Department of Social Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/27/2024 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.

Abolish One Caseworker and One Senior Case Aide/Create One Senior Housing Coordinator and Two Housing Coordinators - Department of Social Services

WHEREAS, the needs of the Department of Social Services will be better served by abolishing one (1) position of Caseworker, and one (1) position of Senior Case Aide, and creating one (1) position of Senior Housing Coordinator and two (2) positions of Housing Coordinator, which affects the budget as referenced on the attached Personnel Justification Forms; 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 Caseworker (Grade 18, CSEA, \$25.5703-32.3653/hr, competitive class, full time with benefits) and one (1) position of Senior Case Aide (Grade 10, CSEA, \$19.5862-24.7912/hr, competitive class, full time with benefits) be abolished effective July 1, 2024; AND BE IT FURTHER

RESOLVED, that one (1) position of Senior Housing Coordinator (Grade 19, CSEA, \$26.4962-33.5375/hr, competitive class, full time with benefits) and two (2) positions of Housing Coordinator (Grade 16, CSEA \$23.8479-30.1854/hr, competitive class, full time with benefits) be created with permission to fill effective July 1, 2024.

AGENDA ITEM NO. 5 – Authorize Agreement with Cortland Area Communities that Care (RHI) - Mental Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/27/2024 6:00 PM
MOVER:	Douglas Bentley, 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 Cortland Area Communities that Care (RHI) - Mental Health Department

WHEREAS, the Cortland County Mental Health Department must execute contracts with several organizations and businesses to operate on a day to day basis; AND

WHEREAS, Cortland County Mental Health allocated 2024 budget \$50,000 to Cortland Area Communities That Care (RHI) for local services planning consultation and data management, and is requesting a four (4) year contract (2024-2027) with annual 2% increase; AND

WHEREAS, the Cortland County Legislature's Health and Human Services Committee recommends authorizing this contract; 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, is hereby authorized to execute an agreement for 2024-2027 with Cortland Area Communities That Care (RHI), with offices at 45 Crandall Street, Cortland, New York 13045 for the provision of local services planning and data management.

Discussion Items

Monthly Reports

1. Health Department Monthly Report

RESULT:	COMPLETED
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2. Mental Health Department Monthly Report

RESULT:	COMPLETED
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Adjournment

The meeting was closed at 12:04 PM