



Health & Human Services Committee

Committee Meeting

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

~ Minutes ~

Thursday, December 5, 2024

11:00 AM

Room 302

Call to Order

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

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County, NY	Committee Member	Present	
Cathy Bischoff	Cortland County, NY	Committee Member	Present	
Reed Cleland	Cortland County, NY	Committee Member	Present	
William McGovern	Cortland County, NY	Committee Member	Present	
Christopher Newell	Cortland County, NY	Committee Member	Present	
Keith VanGorder	Cortland County, NY	Committee Vice-Chair	Late	11:18 AM
Ronald J. Van Dee	Cortland County, NY	Committee Chair	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Patty Schaap	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	
Kristen Monroe	Cortland County, NY	Commissioner of Social Services	Present	
Lisa Perfetti	Cortland County, NY	Deputy Public Health Director	Present	
Rebecca Main	Cortland County, NY	Public Health Program Manager	Present	
Amy Buggs	Cortland County, NY	Workforce Development Director	Present	
Pearl Reed-Klein	Cortland County, NY	Director of the Area Agency on Aging	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
Allison Veintimilia	Cortland County, NY	Deputy Commissioner of Social Services	Present	
Morgan Spaulding	Cortland County, NY	Grants Administrator	Present	
Melanie Vilardi	Cortland County,	Deputy County Administrator	Present	

	NY			
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Kim Cameron	Cortland	Resident	Present	
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Remote	
Nicole Compton	Cortland County, NY	Paralegal	Remote	
Doug Schneider	Cortlad Standard	Reporter	Remote	
Lisa McGee	Cortland County, NY	Fiscal Officer	Remote	

Minutes Approval

1. Health & Human Services Committee - Committee Meeting - Nov 7, 2024 11:00 AM

RESULT:	APPROVED
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Resolutions

AGENDA ITEM NO. 1 – Authorize Agreement with GA Brooks Consulting, LLC Under the New York State Office of Children and Family Services MDT/CAC Supplemental Contract - Cortland County Child Advocacy Center

RESULT:	APPROVED [UNANIMOUS]
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Next: 12/19/2024 6:00 PM

MOVER: Reed Cleland, Committee Member

SECONDER: Cathy Bischoff, Committee Member

AYES: Bentley, Bischoff, Cleland, McGovern, Newell, Van Dee

ABSENT: Keith VanGorder

ON MOTION OF VAN DEE

RESOLUTION NO.

Authorize Agreement with GA Brooks Consulting, LLC Under the New York State Office of Children and Family Services MDT/CAC Supplemental Contract - Cortland County Child Advocacy Center

WHEREAS, the Cortland County Child Advocacy Center was awarded New York State Office of Children and Family Services Supplemental Funds to contract with a Multi-Disciplinary Team/Forensic Interviewer Consultant; AND

WHEREAS, the Cortland County Child Advocacy Center desires to contract with GA Brooks Consulting, 25 Richland St, Rochester, NY 14609; AND

WHEREAS, this contract shall be for an eight (8) month time period beginning on January 1, 2025 and ending on August 31, 2025 for a total cost not to exceed \$66,666.00; AND

WHEREAS, these expenses are budgeted in account Professional Services A40505.54055.MDT; 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, is hereby authorized to execute agreements for the provision of said services.

AGENDA ITEM NO. 2 – Appoint Member - Older Americans Act Advisory Council

RESULT:	APPROVED [5 TO 0]
	Next: 12/19/2024 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	William McGovern, Committee Member
AYES:	Bentley, Bischoff, Cleland, McGovern, Van Dee
ABSENT:	Keith VanGorder
RECUSED:	Christopher Newell

ON MOTION OF VAN DEE

RESOLUTION NO.

Appoint Member - 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
Cynthia Craig	Community Member	1 st Term	12/31/2027
Dixie Latimer	Community Member	2 nd Term	12/31/2027
Melissa Potter	Mobility Manager	2 nd Term	12/31/2027
Sharon Zeches	Community Member	2 nd Term	12/31/2027
Shawna Grinnell	Cortland Housing Assistance Council	2 nd Term	12/31/2027
Mary Coye-Robillard	Tompkins Trust Company	2 nd Term	12/31/2027

AGENDA ITEM NO. 3 – Amend 2024 Pre-K Transportation and Tuition Costs Budget - Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/19/2024 6:00 PM
MOVER:	Reed Cleland, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Bentley, Bischoff, Cleland, McGovern, Newell, Van Dee
ABSENT:	Keith VanGorder

ON MOTION OF VAN DEE

RESOLUTION NO.

Amend 2024 Pre-K Transportation and Tuition Costs Budget - 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 contracted Pre-K transportation costs, an increase in the NYS rate of tuition and an increase in children requiring higher needs and more services, our Pre-K budget accounts are short on funding in 2024; AND

WHEREAS, through retirements and personnel changes, the Health Department is able to reallocate money to cover these increased tuition and transportation costs; NOW THEREFORE BE IT

RESOLVED, the 2024 budget be and hereby is amended as follows:

Decrease Expenditure:

A40105.51010.4000	PART TIME PAY	\$15,000
A40105.58030.4000	FICA	\$3,500
A40105.58060.4000	HEALTH INSURANCE	\$10,000
A40125.51005.EH	PERSONAL SERVICES	\$66,500
A40125.58030.EH	FICA	\$5,500
A40125.58060.EH	HEALTH INSURANCE	\$30,500
A40465.51010.PREK	PART TIME PAY	\$12,000
A40595.51010.4055	PART TIME PAY	\$35,000
A40595.58030.4055	FICA	\$2,000

Increase Expenditure:

A40465.54445.PREK	PREK Tuition	\$115,000
A40465.54800.PREK	PREK TRANSPORTATION	\$65,000

AGENDA ITEM NO. 4 – Reappoint Member Cortland County Board of Health

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/19/2024 6:00 PM
MOVER:	Reed Cleland, Committee Member
SECONDER:	William McGovern, Committee Member
AYES:	Bentley, Bischoff, Cleland, McGovern, Newell, Van Dee
ABSENT:	Keith VanGorder

ON MOTION OF VAN DEE

RESOLUTION NO.

Reappoint Member Cortland County Board of Health

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; NOW THEREFORE BE IT

RESOLVED, that Erica Skipton, M.D. c/o Guthrie Cortland, 134 Homer Ave., Cortland, NY 13045 be and hereby is reappointed to said Board as a Medical Provider Representative member for a six (6) year term beginning on January 1, 2025 and ending December 31, 2030

AGENDA ITEM NO. 5 – Appointment of Youth Board Members

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/19/2024 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Reed Cleland, Committee Member
AYES:	Bentley, Bischoff, Cleland, McGovern, Newell, Van Dee
ABSENT:	Keith VanGorder

ON MOTION OF VAN DEE

RESOLUTION NO.

Appointment of Youth Board Members

WHEREAS, the members of the Cortland County Youth Board are appointed by the Cortland County Legislature; AND

WHEREAS, Youth Representatives on the Board serve one year terms and all other members serve three year terms; NOW THEREFORE BE IT

RESOLVED, that the following person be and hereby is appointed as members of the Cortland County Youth Board, to serve without compensation for the following terms:

NAME	CAPACITY	ADDRESS	TERM ENDING
Alex Aloï	Catholic Charities	9 ½ Argyle Place, Cortland NY 13045	12/31/2027

Monthly Reports

1. Mental Health Department Monthly Report

RESULT:	COMPLETED
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2. Health Department Monthly Report

RESULT:	COMPLETED
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Discussion Items

1. Opioid Settlement Funds Collaboration Proposal

RESULT:	COMPLETED
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Executive Session

It was MOVED by Mr. Cleland, seconded by Mr. Bentley, and unanimously approved by voice vote of members present, to enter into an executive session for discussions regarding pending litigation, with Savannah Hempstead, Rob Corpora, Melanie Vilardi, Kristin Monroe and Alison Veintimilia permitted to stay in the room. MOTION CARRIED.

An executive session was held from 11:37 a.m. to 12:15 p.m., at which time on motion of Mr. McGovern, seconded by Mr. Bentley, it was unanimously approved by voice vote to exit executive session.

Adjournment

The meeting was closed at 12:15 PM



Health & Human Services Committee

Committee Meeting

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

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~ Minutes ~

Thursday, November 7, 2024

11:00 AM

Room 302

Call to Order

The meeting was called to order at 11:30 AM by Committee Chair Ronald J. Van Dee

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County, NY	Committee Member	Present	
Cathy Bischoff	Cortland County, NY	Committee Member	Present	
Reed Cleland	Cortland County, NY	Committee Member	Present	
William McGovern	Cortland County, NY	Committee Member	Present	
Christopher Newell	Cortland County, NY	Committee Member	Present	
Keith VanGorder	Cortland County, NY	Committee Vice-Chair	Present	
Ronald J. Van Dee	Cortland County, NY	Committee 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	
Pearl Reed-Klein	Cortland County, NY	Director of the Area Agency on Aging	Present	
Nicole Anjeski	Cortland County, NY	Public Health Director	Present	
Rebecca Main	Cortland County, NY	Public Health Program Manager	Present	
Kristen Beard	Cortland County, NY	Child Advocacy Center Coordinator	Present	
Kristen Monroe	Cortland County, NY	Commissioner of Social Services	Present	
Tom Tedesco	Cortland County, NY	Director of Veterans Services	Present	
Amy Buggs	Cortland County, NY	Grants Administrator	Present	
Shannon Phillips	Cortland County, NY	Employment & Training Director	Present	
Patty Schaap	Cortland County, NY	Director of Community Services	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	

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	NY			
Sandra Price	Cortland County, NY	Board Member	Present	
Megan Guerrera	Cortland County, NY	Mental Health Department	Present	
Morgan Spaulding	Cortland County, NY	Grants Administrator	Present	
Karl Bush	Cortland County, NY	Clear Path for Veterans	Present	
Doug Schneider	Cortland Standard	Reporter	Present	
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Remote	
Jason DeRaiche	Cortland County, NY	Safety Officer	Remote	
Carlita Withers	Cortland County, NY	Deputy Director of Finance	Remote	
Victoria J. Monty	Cortland County, NY	County Attorney	Remote	

Minutes Approval

1. Health & Human Services Committee - Committee Meeting - Oct 10, 2024 11:00 AM

RESULT:	APPROVED
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Presentations

1. Child Advocacy Center Presentation

RESULT:	COMPLETED
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Resolutions

AGENDA ITEM NO. 1 – Authorize Various Contracts - Mental Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/21/2024 6:00 PM
MOVER:	Reed Cleland, Committee Member
SECONDER:	Douglas Bentley, Committee Member
AYES:	Bentley, Bischoff, Cleland, McGovern, Newell, VanGorder, Van Dee

ON MOTION OF VAN DEE

RESOLUTION NO.

Authorize Various Contracts - 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 which are included in the approved budget; AND

WHEREAS, the Cortland County Mental Health Department must execute contracts with several Schools and Universities to provide internship opportunities to students; AND

WHEREAS, there are no costs to Cortland County associated with these internships; AND

WHEREAS, the Cortland County Mental Health Department must execute contracts with several

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insurance companies to be considered in network for optimal payment; AND

WHEREAS, there are no costs to Cortland County associated with these insurance carrier contracts; 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 2025 with each of the following:

Ability (Billing Clearinghouse)
 Access to Independence
 Binghamton University
 Catholic Charities of Cortland
 CDPHP
 Cigna
 Community Computer (Medent)
 Cornell University
 Excellus
 Fidelis
 Global Payment Integrated
 Humana
 Identrust (prescribing security)
 Ithaca College
 Kinney Drugs
 Keuka College
 LeMoyne College
 Molina
 MVP
 Oneida College
 Onondaga Cortland Madison Counties BOCES
 St. John Fisher University
 State University of New York at Cortland
 Sweeney Pest Control
 Syracuse University
 Tompkins Cortland Community College
 Tricare
 United Health Care (UHC)
 Upstate Medical University
 Utica College
 WellCare
 W2 Operator Training Group

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

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/21/2024 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Reed Cleland, Committee Member
AYES:	Bentley, Bischoff, Cleland, McGovern, Newell, VanGorder, Van Dee

ON MOTION OF VAN DEE

RESOLUTION NO.

Amend 2024 Budget - Department of Social Services

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WHEREAS, expenditures for Daycare cases, Child Care out of home placements for children, Safety Net cash assistance, and Other Compensation 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:

EXPENDITURES:

A60105.56055 Daycare current \$1,600,000 INCREASE \$240,000 new = \$1,840,000

A60105.56119 Child Care current \$6,184,635 INCREASE \$150,000 new = \$6,334,635

A60105.56140 Safety Net current \$2,878,386 INCREASE \$610,000 new = \$3,488,386

A60105.51035 Other Compensation current \$175,000 INCREASE \$32,000 new = \$207,000

REVENUES:

A601043.43655 Daycare current \$1,546,578 INCREASE \$240,000 new = \$1,786,578

DECREASE:

EXPENDITURES:

A60105.56109 Family Assistance current \$3,456,534 DECREASE \$400,000 new = \$3,056,534

A60105.56070 Purchase of Services current \$1,279,420 DECREASE \$200,000 new = \$1,079,420

A60105.51005 Personal Services current \$6,236,393 DECREASE \$192,000 new = \$6,044,393

AGENDA ITEM NO. 3 – Authorize the Use of Opioid Reserve Funds for Medical Treatment at the Cortland County Jail

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/21/2024 6:00 PM
MOVER:	William McGovern, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Bentley, Bischoff, Cleland, McGovern, Newell, VanGorder, Van Dee

ON MOTION OF VAN DEE

RESOLUTION NO.

Authorize the Use of Opioid Reserve Funds for Medical Treatment at the Cortland County Jail

WHEREAS, Resolution Nos. 238-21, 287-21, and 211-24 authorized Cortland County to accept settlement funds from legal actions against opioid manufacturers, distributors, and chain pharmacies; AND

WHEREAS, as specified in Resolution No. 171-22, these settlement funds were directed to be placed in Special Reserve Account A386300.OPD to address the opioid crisis within Cortland County; AND

WHEREAS, all funds in the Special Reserve account A386300.OPD are to be disbursed in

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accordance with the guidelines set by the New York State Office of the Attorney General and require approval by the County Legislature; AND

WHEREAS, the Cortland County Sheriff is mandated to provide medical treatment and support services for inmates at the Cortland County Jail impacted by opioid use disorder, including but not limited to medication-assisted treatment, behavioral health services, and other necessary interventions to address addiction and prevent relapse; AND

WHEREAS, the use of opioid reserve funds to provide medical treatment for inmates suffering from opioid addiction aligns with the intended purpose of these funds by mitigating the impact of the opioid crisis on the community, supporting the recovery of affected individuals, and promoting public safety by reducing the likelihood of recidivism; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the use of \$150,000 from Special Reserve Account A386300.OPD to support medical treatment services for inmates in the Cortland County Jail suffering from opioid addiction; AND BE IT FURTHER

RESOLVED, that the County Administrator, in consultation with the County Sheriff and other relevant departments, shall ensure that the use of these funds complies with the guidelines established by the New York State Office of the Attorney General and all applicable regulations; AND BE IT FURTHER

RESOLVED, that the 2024 budget is amended as follows:

INCREASE:

A31505.54006.OPD	Medical Supplies	\$150,000
A351100	Appropriated Reserves	\$150,000

; AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused funds to the subsequent year(s) budget.

AGENDA ITEM NO. 4 – Authorize Agreement with SUNY Cortland for Job Fair in March of 2025

RESULT: **APPROVED [UNANIMOUS]**

Next: 11/21/2024 6:00 PM

MOVER: Reed Cleland, Committee Member

SECONDER: Christopher Newell, Committee Member

AYES: Bentley, Bischoff, Cleland, McGovern, Newell, VanGorder, Van Dee

ON MOTION OF VAN DEE

RESOLUTION NO.

Authorize Agreement with SUNY Cortland for Job Fair in March of 2025

WHEREAS, Cortland County Employment & Training (E&T) Grant Administration/Workforce Development Department desires to enter into an agreement with SUNY Cortland to use a space on their campus for the upcoming High School Job Opportunity Fair in March 2025; AND

WHEREAS, the college is a partner with this department and is offering the use of their space for this event and there may be a nominal fee associated with the use of this space; AND

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WHEREAS, the Cortland County E&T Grant Administration/Workforce Development Department is willing to pay the fee if requested; AND

WHEREAS, this agreement may stay in effect until March 30, 2025 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 execute agreements with SUNY Cortland for the High School Job Opportunity Fair.

AGENDA ITEM NO. 5 – Abolish One Position of Nutrition Program Manager/RD - Create One Position of Nutrition Program Manager - Office for Aging

RESULT: APPROVED [UNANIMOUS]

Next: 11/21/2024 6:00 PM

MOVER: Reed Cleland, Committee Member

SECONDER: Christopher Newell, Committee Member

AYES: Bentley, Bischoff, Cleland, McGovern, Newell, VanGorder, Van Dee

ON MOTION OF VAN DEE

RESOLUTION NO.

Abolish One Position of Nutrition Program Manager/RD - Create One Position of Nutrition Program Manager - Office for Aging

WHEREAS, the needs of the Office for Aging will be better served by abolishing one (1) full time position of Nutrition Program Manager/RD and creating one (1) full time position of Nutrition Program Manager; 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 Nutrition Program Manager/RD (Grade 9, Management Compensation Plan, \$61,842-\$82,312/YR, competitive class, full time with benefits) be and hereby is abolished effective November 21, 2024 at midnight; AND BE IT FURTHER

RESOLVED, that one (1) position of Nutrition Program Manager (Grade 10, Management Compensation Plan, \$57,528-\$76,569, competitive class, full time with benefits) be created with permission to fill effective November 22, 2024 at 12:01 am.

Monthly Reports

1. Mental Health Monthly Report

RESULT: COMPLETED

2. Department of Social Services Third Quarter Statistics

RESULT: COMPLETED

3. Health Department Monthly Report

RESULT: COMPLETED

Adjournment

The meeting was closed at 12:32 PM

Minutes Acceptance: Minutes of Nov 7, 2024 11:00 AM (Minutes Approval)

ON MOTION OF RONALD J. VAN DEE, COMMITTEE CHAIR

AGENDA ITEM NO. 1

**Authorize Agreement with GA Brooks Consulting, LLC Under the New York State Office of
Children and Family Services MDT/CAC Supplemental Contract - Cortland County Child
Advocacy Center**

WHEREAS, the Cortland County Child Advocacy Center was awarded New York State Office of Children and Family Services Supplemental Funds to contract with a Multi-Disciplinary Team/Forensic Interviewer Consultant; AND

WHEREAS, the Cortland County Child Advocacy Center desires to contract with GA Brooks Consulting, 25 Richland St, Rochester, NY 14609; AND

WHEREAS, this contract shall be for an eight (8) month time period beginning on January 1, 2025 and ending on August 31, 2025 for a total cost not to exceed \$66,666.00; AND

WHEREAS, these expenses are budgeted in account Professional Services A40505.54055.MDT;
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, is hereby authorized to execute agreements for the provision of said services.

ON MOTION OF RONALD J. VAN DEE, COMMITTEE CHAIR**AGENDA ITEM NO. 2****Appoint Member - 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
Cynthia Craig	Community Member	1 st Term	12/31/2027
Dixie Latimer	Community Member	2 nd Term	12/31/2027
Melissa Potter	Mobility Manager	2 nd Term	12/31/2027
Sharon Zeches	Community Member	2 nd Term	12/31/2027
Shawna Grinnell	Cortland Housing Assistance Council	2 nd Term	12/31/2027
Mary Coye-Robillard	Tompkins Trust Company	2 nd Term	12/31/2027

ON MOTION OF RONALD J. VAN DEE, COMMITTEE CHAIR**AGENDA ITEM NO. 3****Amend 2024 Pre-K Transportation and Tuition Costs Budget - 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 contracted Pre-K transportation costs, an increase in the NYS rate of tuition and an increase in children requiring higher needs and more services, our Pre-K budget accounts are short on funding in 2024; AND

WHEREAS, through retirements and personnel changes, the Health Department is able to reallocate money to cover these increased tuition and transportation costs; NOW THEREFORE BE IT

RESOLVED, the 2024 budget be and hereby is amended as follows:

Decrease Expenditure:

A40105.51010.4000	PART TIME PAY	\$15,000
A40105.58030.4000	FICA	\$3,500
A40105.58060.4000	HEALTH INSURANCE	\$10,000
A40125.51005.EH	PERSONAL SERVICES	\$66,500
A40125.58030.EH	FICA	\$5,500
A40125.58060.EH	HEALTH INSURANCE	\$30,500
A40465.51010.PREK	PART TIME PAY	\$12,000
A40595.51010.4055	PART TIME PAY	\$35,000
A40595.58030.4055	FICA	\$2,000

Increase Expenditure:

A40465.54445.PREK	PREK Tuition	\$115,000
A40465.54800.PREK	PREK TRANSPORTATION	\$65,000

ON MOTION OF RONALD J. VAN DEE, COMMITTEE CHAIR

AGENDA ITEM NO. 4

Reappoint Member Cortland County Board of Health

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;
NOW THEREFORE BE IT

RESOLVED, that Erica Skipton, M.D. c/o Guthrie Cortland, 134 Homer Ave., Cortland, NY 13045 be and hereby is reappointed to said Board as a Medical Provider Representative member for a six (6) year term beginning on January 1, 2025 and ending December 31, 2030

ON MOTION OF RONALD J. VAN DEE, COMMITTEE CHAIR**AGENDA ITEM NO. 5****Appointment of Youth Board Members**

WHEREAS, the members of the Cortland County Youth Board are appointed by the Cortland County Legislature; AND

WHEREAS, Youth Representatives on the Board serve one year terms and all other members serve three year terms; NOW THEREFORE BE IT

RESOLVED, that the following person be and hereby is appointed as members of the Cortland County Youth Board, to serve without compensation for the following terms:

NAME	CAPACITY	ADDRESS	TERM ENDING
Alex Aloï	Catholic Charities	9 ½ Argyle Place, Cortland NY 13045	12/31/2027

HEALTH AND HUMAN SERVICES (HHS) LEGISLATIVE COMMITTEE

MENTAL HEALTH OUTPATIENT TREATMENT REHABILITATION & SUPPORTS (MHOTRS CLINIC)

REPORT DATE		TOTAL NUMBER
November 2024	Total Sessions Provided	1662 Seen appointments
	Total Enrolled Patients	1072 (187 <18 years old)
	New Referrals	82 (14 <18 years old)
	New Admissions	40
	Mental Health Clinicians Caseload sizes	63-89
	Psychiatric Nurse Practitioner Caseload Sizes	290 each
	Crisis Appointments	33 (2024: monthly average of 20)

SUMMARY

We had a LMSW start 11/25/2024 and hope our last vacant position will be filled in December 2024. We have a clinician on maternity leave so a part-time LCSW is filling in December-February to assist with intakes and the high caseloads

HORIZON HOUSE DAY TREATMENT PROGRAM

REPORT DATE		TOTAL NUMBER
November 2024	Enrolled Clients	31

SUMMARY

Horizon House Day Treatment provides services to adults age 18+ that are Seriously Mentally Ill. This program operates Monday through Friday 9am to 1:30pm.

FAMILY SUPPORT SERVICES (FSS) AND CHILDREN AND FAMILY TREATMENT AND SUPPORT SERVICES (CFTSS)

REPORT DATE		TOTAL NUMBER
November 2024	Total clients enrolled	41
	Total Sessions Provided	104

SUMMARY

JAIL SERVICES

REPORT DATE		TOTAL NUMBER
November 2024	Inmates Seen	75
	Total mental health services provided	123

SAMHSA GRANT (4 YEAR SYSTEM OF CARE)

TASK	DETAILS
Project started 09/30/2024	The updated Budget Narrative has been submitted for year one, and monthly SAMHSA meetings are underway. We have a full time Project Director and an accepted offer for a full time Mental Health Rehabilitation Specialist (all grant funded). CAPCO has posted the Lead Family Coordinator position.

COMMUNITY SERVICES BOARD (CSB)

The Community Services Board is tasked with developing a Local Services Plan (LSP). This was done for 2024-2027 and submitted in the fall of 2024.

- **Goal One:** Increase adult and youth mental health, substance use and intellectual/developmental disability community housing access.
- **Goal Two:** Expand behavioral healthcare workforce recruitment and retention development to improve treatment, program/service capability and access to care.
- **Goal Three:** Expand substance use prevention and treatment efforts within Cortland to improve access to treatment and support services.
- **Goal Four:** Expand suicide prevention efforts lead by SPEAK UP Cortland Coalition.
- **Goal Five:** Expand cross system connections in Cortland with Forensics, schools and high risk/need placements.

In December, we have our large joint committee meeting on **Wednesday December 11th at 3pm**, location: TBD

Attachment: November 2024 (12657 : Mental Health Department Monthly Report)



Public Health
Prevent. Promote. Protect.

Cortland County Health Department

CORTLAND COUNTY HEALTH DEPARTMENT

COUNTY OFFICE BUILDING
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CORTLAND, NEW YORK 13045-2746
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<https://www.cortlandcountyny.gov/432/Health-Department>

Nicole Anjeski, MS, MPH
Public Health Director
Lisa Perfetti, BSN, RN
Deputy Public Health Director
Douglas MacQueen, MD, MS, FIDSA
Medical Consultant



Health and Human Services Committee Report December 2024

BOARD OF HEALTH

Bonni C. Hodges, Ph.D.
President

Susan Williams
Vice-President

Marisa Clifford, DMD

Matthew Noble, DO

Erica Skipton, MD

Mary Wright, RN

Ronald VanDee
Legislator

Cheryl Mrozowski
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Leadership Training and Development

As a result of Inclusive Leadership Training (3 hour self-paced training) that supervisory staff team completed in October, the group decided that all division supervisors would begin conducting yearly Stay Interviews with all staff, this will help us to stay in alignment with goals of our department Strategic Plan. These stay interviews will take place between November 18 through December 31. After all of the stay interviews are complete; the supervisory staff team will meet and discuss the general findings of the interviews to continue to work on improving workforce culture and retention efforts.

In general, the purpose of a Stay Interview is:

- Learn what leaders can do or influence to help every employee stay longer and feel fully engaged at work
- Strengthen Employee Engagement
- Encourage building open and trusting relationships between Supervisor and Employee
- Provide insight into trends occurring within the workforce / workforce culture

Community Health Improvement Plan-2024 July-September Quarter 3 Update

Community Health Improvement Plan partners did amazing work in Quarter 3! For more information detailed information please visit: [CHIP Quarter 3 Update](#)

		Tobacco & Vaping 1 Social media posts on CCHD page related to LGBTQ disparities/menthol/flavors or tobacco marketing/sales 1 Non-Reality Check Youth groups to support tobacco free activities 2 Youth focused organizations to announce support to protect youth from tobacco marketing 4 Schools participating in Too Good For Drugs 1314 Average reach of posts on related to related to LGBTQ disparities/menthol/flavors or tobacco marketing/sales on CCHD Facebook 11421 Patients screened for tobacco/vaping (at Guthrie hospital and clinics)



COVID-19/Flu

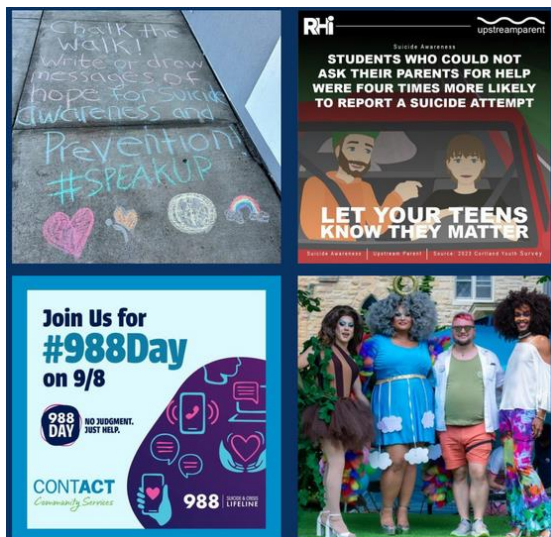
5	Unpaid social media posts on CCHD Meta promoting immunizations
6	Immunization Ambassador trainings conducted
44	% of FHN patients opted in for patient portal utilizations
750	Amabassdor outreach activities completed
773	Average post reach of unpaid social media posts on CCHD Facebook promoting immunizations
3964	Total impressions (paid & unpaid) on Meta promoting immunizations



Opioids & Other Substances

552 Narcan Kits Distributed

* All data provided by Healing Cortland/Rural Health Institute and reflects only data collected from HCS partners.



Suicide

2	Schools incorporate Gizmo's Pawsome Guide to Mental Health
22	Cortland County locations are handing out gun locks
26	Individual's attended cultural competency trainings provided by the LGBTQ Center
58	% of 988 calls from Cortland County (confirmed during call) that were confirmed to be de-escalated
1221	Homes weatherized by CAPCO programs
5231	FHN patients screened with PHQ-2 or PHQ-9



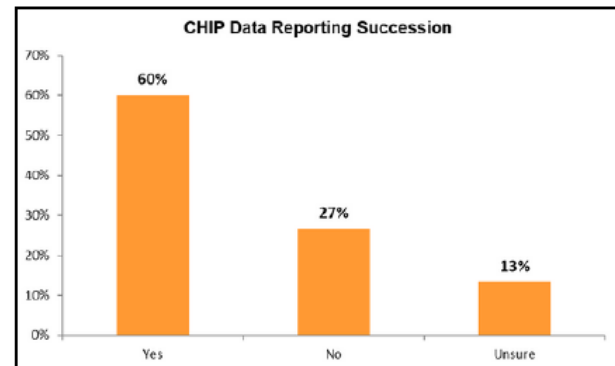
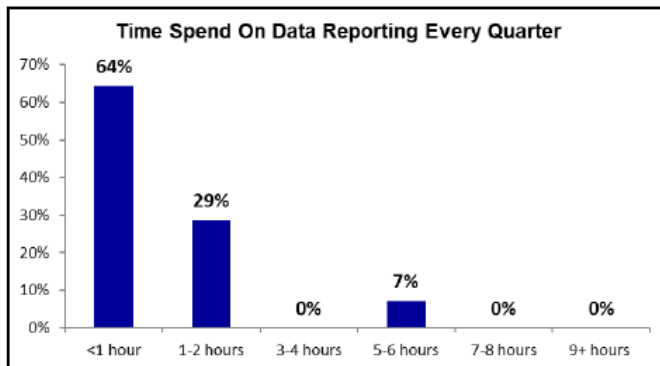
CHIP EVALUATION OF PARTNER USE OF DATA

SURVEY SUMMARY AND RECOMMENDATIONS FOR IMPROVEMENT

The Community Health Improvement Plan (CHIP) data collection survey assessed partner organizations' experiences, challenges, and usage of data reporting tools. The survey focused on the ease of data reporting, challenges encountered, the integration of CHIP reporting into organizational workflows, and the perceived impact of the CHIP dashboard on partner activities.

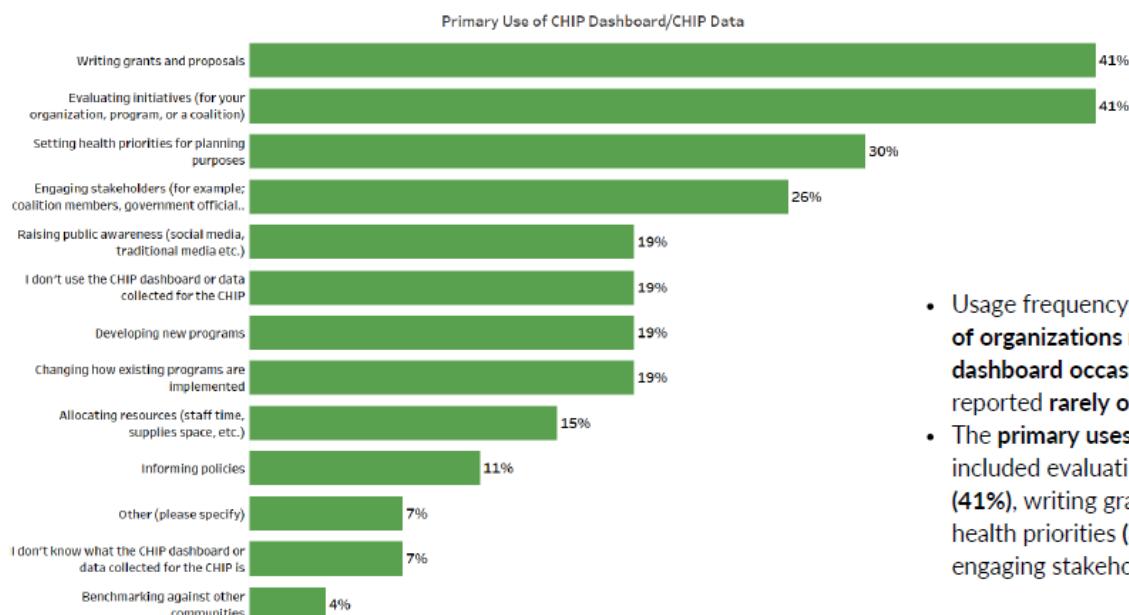
29 people participated in this survey

EASE OF USE & DATA REPORTING



- Among the **14 respondents** who used the SurveyMonkey tool for CHIP data, **64%** found it "easy" or "very easy" to use.
- **60%** of respondents indicated that CHIP data reporting was systematically incorporated into their roles, facilitating continuity in case of staff changes.
- Approximately **57%** required data from other team members, highlighting collaborative efforts.

CHIP DASHBOARD USAGE, EFFECTIVENESS & IMPACT

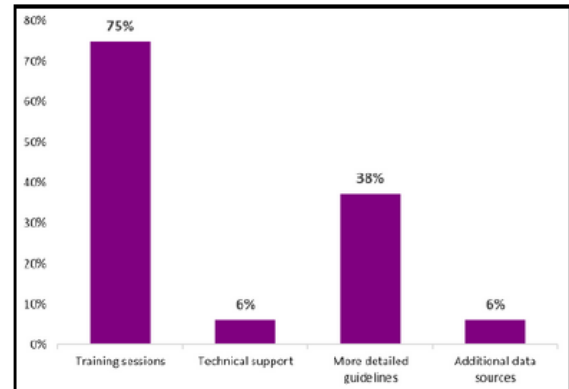
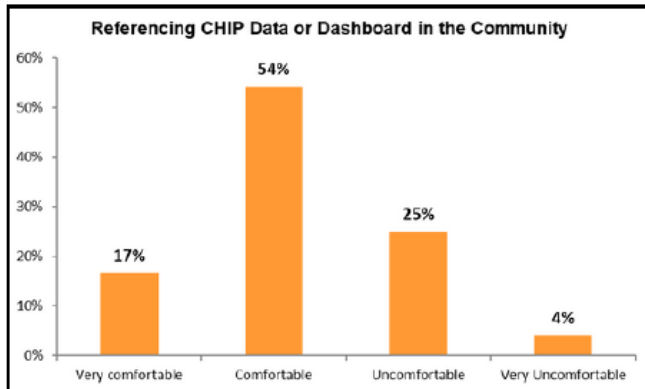


- Usage frequency varied, with **42% of organizations** referencing the dashboard occasionally, while **33%** reported rarely or never using it.
- The **primary uses of CHIP data** included evaluating initiatives (**41%**), writing grants (**41%**), setting health priorities (**30%**), and engaging stakeholders (**26%**).

- 59% of respondents found the CHIP dashboard "effective" or "very effective" for supporting their purposes, such as resource allocation and policy development.
- 54% felt comfortable using the dashboard, while 25% were uncomfortable, indicating room for training to improve confidence in navigating the data.
- 50% of respondents referenced the CHIP dashboard in meetings or coalitions, suggesting it serves as a tool for collaboration, while 33% expressed an interest in using it more in the future.

- About 54% felt the dashboard somewhat aided in implementing activities related to CHIP focus areas, while 32% were unsure of its impact on community programs.
- The dashboard was reported to align with various program plans, such as tobacco prevention, cancer services, and youth health programs, demonstrating its integration across multiple health initiatives.

SUGGESTIONS FOR IMPROVEMENT



WHAT WE HEARD

"Technical issues were cleared up rather quickly. Team was quite responsive."

"It highlights the community focus for resources/programming, it is used in grant applications, it is used to highlight the community's 4-year plan of services through the community services board."

"Specifically where to access the dashboard."

"Being that I am newer to the world of CHIP initiatives, any details are always appreciated! I think the information we have been offered is helpful, as is."

"The data collected for the CHIP was helpful in informing our crisis center on the number of calls we receive from the Cortland area and what resources we might need more information on to provide support, highlighting post-vention, for those who have experienced a crisis/suicidal ideation."

"The work we do with Cortland County has been referenced in meeting with other counties that we cover. I have mentioned it to other health departments to try to leverage that work so that we can do something similar. We use the CHIP information specific to Cortland County with legislators when we are referencing program sustainability activities."

"The data from the CHIP dashboard has been utilized in grant applications; as well as, has been utilized to change job duties for some staff. Additionally, we have increased resources to increase digital collection of this data."

KEY TAKEAWAYS

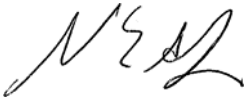
- Survey responses show that most partners find CHIP data reporting manageable and value the dashboard for grant applications, evaluation, and resource tracking. However, some encounter navigation and clarity issues, and not all are familiar with the dashboard's features.
- Improvement Opportunities:
 - Offer training and clearer guidelines to boost dashboard usage.
 - Promote dashboard benefits to encourage more frequent, impactful use in planning.

For further information, questions or to provide additional feedback, please contact: Margaret Broderick, MPH; Hinal Patel, MPH; CCHD

Staffing

The department is currently looking for a Public Health Educator. This person will coordinate the Children and Youth with Special Healthcare Needs Program. They will serve as a referral and education source for families of children ages birth to 21 for health services and community resources. We have received a few application and interviews are taking place, with the hope to fill in December.

Sincerely,



Nicole Anjeski, MS, MPH
Public Health Director

Opioid Settlement Funds Collaboration Proposal (December 2024)

Purpose and Background

The Cortland County Director of Community Services (DCS), in collaboration with the Community Services Board (CSB) and the Cortland County Legislature, will issue a joint Request for Proposals (RFP) to seek qualified not-for-profit organizations and community providers to utilize the Opioid Settlement Funds allocated to Cortland County and the Local Governmental Unit (LGU).

These funds represent a transformative opportunity to address the opioid crisis by investing in impactful solutions aimed at improving the lives of individuals affected by substance use disorders (SUD). Through this partnership, Cortland County, the CSB, and the LGU will create expanded opportunities for not-for-profit organizations and community providers to implement effective strategies focused on prevention, treatment, recovery, and harm reduction.

The Cortland County Director of Community Services (DCS) holds statutory authority for overseeing and managing the local mental hygiene system, ensuring that the needs of individuals experiencing mental illness, developmental disabilities, and substance use disorders are effectively addressed. The DCS is responsible for developing and supervising integrated, cost-effective systems of care, working in close collaboration with New York State agencies, including the Office of Mental Health (OMH), the Office of Addiction Services and Supports (OASAS), and the Office for People with Developmental Disabilities (OPWDD).

By joining efforts for the Request for Proposal (RFP) process, the DCS and County Legislature can further support Cortland County in managing a comprehensive system of care that benefits the entire community.

Collaboration and Evaluation Process

To ensure effective use of these funds, the DCS, CSB and Cortland County Officials would collectively identify a committee to evaluate and select proposals. This committee, representing a collaborative approach, would include stakeholders from:

- Cortland County Legislature
- Cortland County Community Services Board Chair(s)
- Behavioral Health Provider/CSB Members
- Public Health
- Department of Social Services
- Law Enforcement
- Substance Use Disorder (SUD) Recovery Providers/SUD Subcommittee Members
- A community member with lived experience

Proposals will be reviewed and scored based on a detailed rubric that assesses:

1. Organizational History and Experience (10%)
2. Readiness (10%)
3. Outcomes and Goals (30%)
4. Alignment with Approved Uses (20%)
5. Value, Cost, and Sustainability Plan (30%)

All proposals must include a detailed one-year budget with sustainability plans for the program after the funding period ends.

Approved Uses of Funds

Both the LGU and Cortland County Attorney General funds require the following categories:

1. Prevention

- a. Funds may support evidence-based strategies to prevent opioid misuse and over-prescription. Proposals addressing gaps in prevention services or expanding existing initiatives in Cortland County will be prioritized.
- b. This could also include education and training efforts in the community.
 - i. **County AG Funds** could cover this category.

2. Treatment

- a. Proposals should focus on evidence-based treatment for individuals with Opioid Use Disorder (OUD) or co-occurring SUD/Mental Health conditions. Applications must clearly define measurable goals and outcomes, with priority given to addressing unmet treatment needs in Cortland County.
 - i. **CSB** recommendation for LGU Funds: 40% (125,000) of the LGU funds would cover expanding MOUD Treatment through availability including targeted Mobile/ Street Outreach for real-time MOUD inductions, harm reduction services (overdose education and naloxone distribution), and interventions to Link to MOUD
 - ii. **County AG Funds** could cover an additional amount for this.

3. Recovery

- a. Funding can support recovery programs, including supportive housing, medical detox services, peer support, counseling, case management, and transportation. Proposals should emphasize expanding or enhancing the recovery continuum in the county.
 - i. **CSB** recommendation for LGU Funds: 40% (\$125,000) of the LGU funds would cover enhanced recovery support services and Improve access to housing for people with OUD and any co-occurring SUD/MH conditions.
 - ii. **County AG Funds** could cover an additional amount for this.

4. Harm Reduction

- a. Proposals in this category should focus on reducing overdose deaths and other opioid-related harms using evidence-based or promising strategies. Emphasis will be placed on programs that address unmet harm reduction needs in Cortland County.
 - i. **CSB** recommendation for LGU Funds: 20% (62,900) of the LGU funds would cover overdose task force coordination, health communications & data support, and other technical assistance.
 - ii. **County AG Funds** could cover an additional amount for this.

Proposal Submission Guidelines:

Applicants must submit proposals that:

- Clearly identify the funding category: Prevention, Treatment, Recovery, or Harm Reduction.
- Provide a comprehensive review of services currently available in Cortland County and explain how the proposed initiative expands, enhances, or creates new services.
- Include a detailed timeline outlining implementation and transition to sustainability through other funding sources.

Next Steps:

- RFP released in January 2025 for the 2024 OSF Funds.
- Proposals will be reviewed by the established committee, which will evaluate submissions based on alignment with approved uses, demonstrated need, and potential impact on the community.
- Once the committee has completed its scoring and evaluations, funding recommendations will be forwarded to the prospective oversight agency:
 - LGU Funds will go before the CSB
 - Cortland County AG Funds will go before the Legislature