

**HUMAN SERVICES COMMITTEE MEETING MINUTES  
TUESDAY, OCTOBER 6, 2015  
1:30 P.M.**

PRESENT: P. Yendell, L. Semmel, E. Gott, D. LeFeber, I. Coyle, C. Baker-Genesee Sun

ABSENT: I. Davis, D. Babbitt Henry

PRESENT AFTER MEETING CALLED TO ORDER: B. Donohue

**WORKFORCE DEVELOPMENT – RYAN SNYDER**

**Action Item(s) To Be Reported**

1. Youth Board Membership - Mr. Snyder discussed the current vacancies and changes to the board over the years. The state only requires 13 members. He is proposing some changes to the membership. The youth board is required by the state and is an advisory board that makes recommendations on the funding received. It is really supposed to be recommending policies and promoting youth development in the County and supporting initiatives. It has been very difficult with a board of almost 30 people, to do anything proactive. It's really a reporting mechanism. As the changes in administration have happened and many of the long time board members have left, now is an opportunity to find a new purpose. If the board supports it, he is looking for a new dynamic for the board. He would like to have board in the low twenties and to consolidate where available. For example, the new BEA director lives in Mt. Morris. She could fill two roles. There was discussion on ideas and future endeavors for the youth board. They receive \$50,000 in funding per year.

**2. PROCLAIMING OCTOBER 23-31, 2015 AS RED RIBBON WEEK**

WHEREAS, there is a commitment by the Livingston County Board of Supervisors toward the creation of a drug free America, and

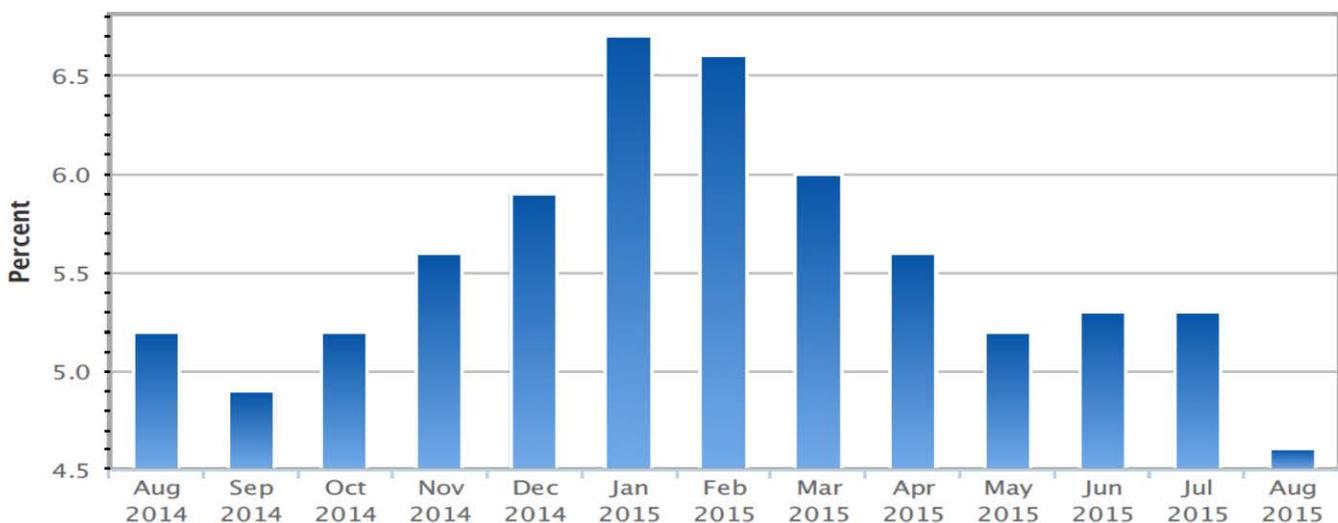
WHEREAS, there is a commitment by the Livingston County Board of Supervisors to a drug free, healthy lifestyle with no use of any illegal drug and no illegal use of any legal drug, it is hereby,

RESOLVED, that the Livingston County Board of Supervisors proclaims October 23-31, 2015 as Red Ribbon Campaign Week.

*Motion: Mr. Gott moved and Mrs. Semmel seconded to approve the foregoing resolution..... Carried.*

**Informational Item(s) Written Only**

**Unemployment Rate  
2014-2015**



*The Unemployment Rate decreased to 4.6%, which is the lowest rate since November of 2007.*

**Office of Workforce Development Activity Report**

Activity	August 2015
Counselor Assisted Appointments	62
Adults/Youth in Training	5
Credentials Earned	1
Employer Recruitment Events	4
Workshop Attendees	107
Entries to Employment – WIA Only	125
Entries to Employment – PA Only	11
PA Clients Employed	68
PA Clients in Work Experience	33
PA Clients in Education/Training	20

**Fall Job Fair** – More than 100 jobseekers and 22 employers participated in a fall job fair at the Govt. Center.  
**Business Education Alliance** - Sara Quinlan was hired as the BEA Coordinator. The program will be relocating into Workforce Development during October.  
**CNC Machining Program** - Genesee Valley Education Partnership will begin offering machinist training in Mt Morris in early 2016.  
**Manufacturing Day** - Workforce Development is a sponsor of the 1st Manufacturing Day event in Livingston County, which will consist of more than 50 tours at 8 local manufacturers.  
**WDB - GLOW** region has been approved to remain a local area under WIOA.  
**CNA Training** - 16 applicants have been selected for the fall CNA Training at the Center for Nursing.  
**Needs Assessment** - The Planning Department is in process of completing the triennial 2016 Needs Assessment.

**CENTER FOR NURSING & REHABILITATION – FRANK BASSETT**

**Action Item(s) To Be Reported**

**1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR THE LIVINGSTON COUNTY CENTER FOR NURSING AND REHABILITATION: ROCHESTER REGIONAL HEALTHCARE ASSOCIATION (RRHA)**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract(s) for the Livingston County Center for Nursing and Rehabilitation, according to the term(s) designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Rochester Regional Healthcare Association</b>	1/1/16-12/31/18	\$00.00

**(RRHA)**  
 3445 Winton Place  
 Suite 222  
 Rochester, NY 14623-2950  
 For: Community-Wide Transfer Agreement

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>	
N/A		Yes	No

**Director’s Comments:**

Community wide transfer agreement includes Livingston County Agencies: Hospice, Garden of Life Adult Day Health Care Program, and Center for Nursing and Rehabilitation.  
 Mr. Bassett explained that this transfer agreement is renewed every three years for every agency in the County, which includes CNR, OFA and DOH  
*Motion: Mr. LeFeber moved and Mrs. Semmel seconded to approve the foregoing resolution .Carried.*

**2. AMENDING THE 2015 HOURLY SALARY SCHEDULE: CENTER FOR NURSING AND REHABILITATION**

RESOLVED, that the 2015 Hourly Salary Schedule is amended as follows:

**Center for Nursing and Rehabilitation**

Create one full-time Scheduler position

**AND REFER THIS MATTER TO WAYS & MEANS**

Cheryl Rossborough has announced her retirement and he would like to make some changes in that area.

*Motion: Mrs. Semmel moved and Mr. Gott seconded to approve the foregoing resolution..... Carried.*

**Pre-approved Informational Item(s) To Be Reported**

1. FINANCIAL/OPERATIONAL UPDATES:

- a.) Occupancy- As of August 28, occupancy was 97.4% for the month, YTD 98.48%. We have one empty bed today. Thirty four of thirty eight rehab beds are filled.
- b.) Cash Flow – The CNR’s Cash Flow Report as of August 24 reflects \$15,084,287 in reserves. Mr. Bassett reviewed the revenues for the Medicare rehab beds.
- c.) Budget Variance – The July 2015 budget variance reports are attached and will be discussed at the committee meeting.
- d.) OMIG MDS Audit – Office of Medicaid Inspector General (OMIG) auditors were at the CNR the week of September 28 to conduct an audit of 109 MDS records filed for the census periods ending January 25 and July 25, 2014. A prior audit for the census period January 25 2012 and July 1 through December 31, 2012 Medicaid rates was conduct spring 2015 and a final audit report has yet to be issued. Mr. Bassett reviewed the CNR inspection report for August 2011-August 2015 as compared to the statewide average.

Mr. Bassett reported on the meeting to plan a retrofit of the doors to meet the state deficiencies.

Mr. Yendell asked about the condition of the garden furniture. Mr. Bassett reported that he has funds budgeted in 2016 for furniture replacement. Carpet and flooring is still going forward. Courtyard work is proceeding. The roof repairs are moving forward. Residents seem to be tolerating the construction. There was a recent donation dedicated to a grand reopening of the courtyards.

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**Informational Item(s) Written Only**

- 1. Reports - Absenteeism & Mandation, FMLA, Payroll Performance, Report Card
- 2. Courtyards Project – Work by Elmer Davis to repair the roof membrane in three courtyards is nearly complete. Courtyard surface installation by Valley View started on September 29. Courtyard surfaces will be fully installed by the end of October, weather dependent.
- 3. Flooring Project- ProCarpet resumed Family Unit flooring installation, as planned, on September 14. The new luxury vinyl tile being installed is well received by residents, visitors, and staff. The first eight Family Units will be completed by October 5. A two-day installation schedule will be maintained for each of the Family Units, this will push the completion schedule for the first five Neighborhoods to mid-November. TCU, ground floor corridors, etc. will have new carpet installed as the last phase of the project. Punch list activities and sheet vinyl flooring replacement in 12 remaining bathrooms will be scheduled at the convenience of all parties.
- 4. NYS Department of Health State Only Construction Code Deficiency – The NYS Department of Health survey conducted from August 17 – 20 included a NYS Construction Code deficiency for six (6) Bathing Suites. A Permanent Waiver request filed by Director Bassett was rejected by the Bureau of Architectural & Engineering Review. Instead, a time limited waiver of up to 12 months to achieve code compliance will be approved. The doors, frames and hardware for each of six Bathing Suite locations will need to be replaced.
- 5. Cosmetology RFP – The hair care services contract with Loretta’s Beauty Shop expires November 30. Proposals from the recently released RFP will be received in October for November Committee recommendation presentation.

**DEPARTMENT OF HEALTH – JENNIFER RODRIGUEZ**

**Action Item(s) To Be Reported**

**1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT(S) FOR THE LIVINGSTON COUNTY DEPARTMENT OF DEPARTMENT OF HEALTH: ABVI GOODWILL, VISION INFONET, INC., ARBOR HOUSING AND DEVELOPMENT, COUNCIL ON ALCOHOL AND SUBSTANCE ABUSE OF LIVINGSTON COUNTY, ENCLARA PHARMACIA, INC., ENVIRONMENTAL TESTING AND CONSULTING, INC., FINGER LAKES PERFORMING PROVIDER SYSTEM**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract(s) for the Livingston County Department of Health, according to the term(s) designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>ABVI Goodwill</b> 422 South Clinton Avenue Rochester, NY 14620 For: Life Line Services	1/1/15 – 12/31/16	\$15,415.00

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS OMH	0%	Yes X No

Director's Comments:

This contract will provide crisis phone services

<b>Vision Infonet, Inc.</b> 1717 Park Street, Suite 10 Naperville, IL 60563 For: Transcription Service	1/1/15 – 12/31/16	\$ .09 per 65-character line
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<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS OMH	0%	Yes X No

Director's Comments:

This contract provides for the transcription of psychiatrist dictations.

<b>Arbor Housing and Development</b> 26 Bridge Street Corning, NY 14830 For: Supported Housing Services	1/1/15–12/31/16	\$65,993.00
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<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS OMH	0%	Yes X No

Director's Comments:

This Contract provides supported housing services to provide rental stipends for people with a serious and persistent mental illness who are waiting for Section 8 low income housing subsidy to begin. Funds 2 “Crisis/Respite” apartments in Livingston County to cope with impending psychiatric decomposition (respite) or avoid homelessness without support

<b>Enclara Pharmacia, Inc.</b> 1601 Cherry Street, Suite 1700 Philadelphia, PA 19102, For: Provide Medications and Support	10/1/15–12/31/16	Home Hospice per diem daily Rate\$9.50 LTC Hospice Patients per diem Facility Rate-\$7.50
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<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
3 <sup>rd</sup> Party Payors	0%	Yes X No

Director's Comments:

This contract will provide Hospice patients with needed medications and support.

<b>Environmental Testing and Consulting, Inc.</b> P.O. Box 466 Batavia, NY 14021 For: Lead Assessments	10/16/15 – 10/15/16	\$875.00 per investigation Contract Amount \$8,000.00
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<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>

LC/WYS aid, 36-100% dependent on State Aid	36-100%	Yes X No
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Director's Comments:

Environmental risk assessments of homes and building for lead, resulting in children with high lead levels.

**Finger Lakes Performing Provider System, Inc.** 4/1/15 – 3/31/16

TBD

2100 Brighton Henrietta Town Line Road, Suite 100

Rochester, NY 14623

For: Agreement to implement Delivery System Reform Incentive Payment Program Projects

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS DSRIP	0%	Yes No X

Director's Comments: This contract is part of the Medicaid redesign for NYS under DSRIP, with the goal of reducing hospitalizations by 25% over the next five years.

Ms. Rodriguez reviewed each of the above contracts for approval. Environmental Testing and consulting is part of the lead grant funding received from the state and the funding is dependent on the amount received. The FLPPSI is the NYS Medicaid redesign program to reduce hospitalization by 25% over the next several years. The amount depends on how well we meet the goals of the work plan.

*Motion: Mrs. Donohue moved and Mr. Gott seconded to approve the foregoing resolution ..... Carried.*

**2. APPOINTING MEMBERS TO THE LIVINGSTON COUNTY BOARD OF HEALTH, COMMUNITY SERVICES BOARD, MENTAL HEALTH SUBCOMMITTEE, DEVELOPMENT DISABILITIES SUBCOMMITTEE AND CHEMICAL DEPENDENCY SUBCOMMITTEE – AARON FARNEY M.D., CHRIS RIDER, TRACY MCCAUGHEY, ELAINE BUZZINOTTI, & DEB TUCKERMAN**

RESOLVED, that the following members are hereby appointed to the Livingston County Board of Health for the term designated:

<b>Livingston County Board of Health</b>			
NAME	ADDRESS	REP/TITLE	TERM
Aaron Farney, M.D.	601 Elmwood Ave., Box 655, Rochester, NY 14642	Board Member	10/1/15-9/30/20
<b>Community Services Board</b>			
Chris Rider	4400 Federal Road, Livonia, NY 14487	Board Member	1/1/16-12/31/17
Tracey McCaughey	50 Westview Crescent, Geneseo, NY 14454	Board Member	1/1/16-12/31/17
Elaine Buzzinotti	3613 10th Street, Retsof, NY 14539	Board Member	1/1/16-12/31/17
<b>Mental Health Subcommittee</b>			
Elaine Buzzinotti	3613 10th Street, Retsof, NY 14539	Board Member	1/1/16-12/31/17
<b>Developmental Disabilities Subcommittee</b>			
Deb Tuckerman	109 Lima Road, Geneseo, NY 14454	Board Member	1/1/16-12/31/17
<b>Chemical Dependency Subcommittee</b>			
Chris Rider	4400 Federal Road, Livonia, NY 14487	Board Member	1/1/16-12/31/17

*Motion: Mr. LeFeber moved and Mrs. Donohue seconded to approve the foregoing resolution Carried.*

**3. AMENDING THE 2015 HOURLY SALARY SCHEDULE: DEPARTMENT OF HEALTH**

RESOLVED, that the 2015 Hourly Employee Salary Schedule is amended as follows:

**Department of Health**

- Create one full-time Finance Supervisor for Mental Health Division
- Create one full-time Senior Typist position

**AND REFER THIS MATTER TO THE WAYS AND MEANS COMMITTEE**

The Finance Supervisor would also be overseeing the front office at Mental Health. The Senior Typist is 100% state funded.

*Motion: Mrs. Semmel moved and Mrs. Donohue seconded to approve the foregoing resolution Carried.*

**Pre-approved Informational Item(s) To Be Reported**

1. Hospice Quality Improvement Program Update - Ms. Rodriguez reviewed the report distributed for discussion. One of their goals was to improving the days of hospice at the CNR, improving communication and care coordination. Meetings were held with the CNR management staff. There was discussion on the impact of the CHHA sale and the negative publicity on the hospice numbers. A future initiative is to increase the length of stay. Their goal is six months.

There have been cases of pertussis confirmed in the County. A case is not counted until the lab work has been returned. NYS requires 5 days out of school for treatment.

Mr. Coyle reported that Jason Skinner, Deputy Director started yesterday. He must get accreditation in order to move toward appointment as the director.

10/13/15 is the go live date for the cold meal program. He also reviewed the meals being served and the 7-10% increase over the last several years.

He has a quarterly meeting with Noyes Memorial Hospital today. They recently purchased the GCC building in the Industrial Park and he

**Informational Item(s) Written Only**

- The Maternal Child Health initiative held a SWOT for their annual Community Health Assessment.
- The second annual Employee Wellness day will be held on October 22.
- We have two new bilingual interns at the Department of Health.
- Our transition to Electronic Medical Records at all Reproductive Health Centers is complete.
- We submitted a grant for Hospice Software to the Community Foundation; notification will arrive in March, 2016.
- Mental Health Clinic has started to use auto dialer for reminder calls; historically this mechanism decreased no show rates for WIC clinic.
- Collaborating with Village of Geneseo regarding walking trail and exercise stations at Highland Park, evaluating usage for the month of September. Grand Re-Opening Event will be Friday, October 2, at 2:00.
- Liz Green, Violence Prevention Coordinator, analyzing school data for evaluation of Second Step Curriculum, developing parent resource guide, meeting with school administrators regarding violence prevention initiatives and developing SMART objectives for the school year
- Outreach and media efforts were implemented for Emergency Preparedness Month (September)
- Rabies Clinics have ended for 2015. Statistics from 2012 – 2015:

2015	2014	2013	2012
1,394	1,147	1,232	1,577

**ADJOURNMENT**

Mr. LeFeber moved and Mr. Gott seconded to adjourn the meeting at 9:39 a.m.

**DEPARTMENT OF SOCIAL SERVICES – DIANE DEANE (1 Attachment)**

**Informational Item(s) Written Only**

1. Status Reports
  - a. Statement of Appropriations, Expenditures & Balances (Monthly) (August)
  - b. Statistics (Monthly) (August)

Temporary Assistance Cases  
(TA):

August [%](#)  
[Change](#)  
[from Jan](#)

Family Assistance	312	-11.20%
Safety Net	354	-8.10%
Total	666	-9.61%

Medicaid Cases (MA):

Community	3212	-12.57%
Chronic Care	233	-2.51%
Foster Care	148	2.78%
SSI	1267	2.18%
Total	4860	-8.25%

Livingston County Citizens receiving some form of Medicaid service:

	<u>11,902</u>
NYSOH	3216
Livingston County DSS	8686

Medicaid Managed Care Individuals (Monthly Premium):  
These Individuals are included in above TA\MA.

Managed Care	5857	-6.17%
Managed Long Term Care	41	36.67%
Total	5898	-5.96%

Food Stamp Cases:	3394	-1.68%
Child Care Cases:	192	-4.48%

Protective Services for Adults (PSA):

<u>Financial Mgmt</u>	62
<u>Home Mgmt</u>	52
<u>Personal Care</u>	20
Level I	8
Level II	7
Level I pending	5
<u>Guardianship Cases</u>	6
Awaiting discharge	1
Pending	0
Assessment assists	99

Preventive Services:	62	1.64%
<u>Probation caseload</u>	26	23.81%
<u>School based consults</u>	98	
<u>School based active</u>	3	

Child Protective Services (CPS):  
New Assignments

41

Foster Care	77	
Foster Children - DSS Custody	49	22.50%

2. Employees hired, resigned or retired in September:

Gayla Morris	Hired – Temp.	Senior Caseworker	Hunt	9/16/15
Derek Crocker	Hired	Caseworker Trainee	Mt. Morris	9/21/15
Amaris Peffers	Hired	Caseworker Trainee	Retsof	9/21/15
Linda Haynes	Retired	Case Management Aide	Nunda	9/25/15

Linda had 17 yrs. of service to the County & DSS

- In recognition of Child Support Awareness Month in August, the Agency held a Book Drive. 142 books and \$190 was raised from Agency staff. The Read to Your Child initiative is encouraging parents to bond with their children through reading. Free books are available to visitors in our lobby.
- Medicaid data reported above now shows the total quantity of unduplicated Livingston County residents receiving some type of Medicaid service. These cases are serviced by Livingston County DSS as well as the New York State of Health.
- Able Bodied Adults without Dependents (ABAWD) who receive SNAP benefits will be required to meet work requirements beginning January 2016. New York State had qualified for a statewide waiver to these requirements, but beginning in 2016 no longer qualifies. An ABAWD is only eligible to receive SNAP benefits for three months in a 36 month period unless the individual is working or participating in certain qualifying employment and training activities that average 80 hours each month. Qualifying activities can be employment, educational or training programs, work experience or some other similar activities.
- The Office of the State Comptroller is conducting audits in multiple counties of Temporary Shelter stock in regard to the quality and compliance with code issues. Social Services are required to perform or confirm that inspections are completed and retain documentation that these facilities meet requirements. These shelters include both hotel\motel as well as other locations that DSS uses to relieve emergency shelter needs.
- The Preventing Sex Trafficking and Strengthening Families Act was passed by Congress in September of 2014. The implementation of the requirements included in this legislation have caused the New York State Office of Children and Family Services to issue seven directives adding requirements by local departments of social services when dealing with all child welfare cases.

**OFFICE FOR THE AGING – SUE DAVIN**

**Informational Item(s) Written Only**

**1. Program Summary Report for January to August 2015:**

Total number of Individuals Served: 1,634 (compared to 1,544 same period 2014)

Congregate meals total: 16,103 (compared to 14,776 same period 2014)

Home Delivered Meals: 37,658 Meals (compared to 37,503 same period 2014)

Case Management: 389 Unduplicated Individuals/1,035 units (compared to 374 individuals/810 units 2014)

Nutrition Education: 393 Unduplicated Individuals/2649 units (compared to 2336 units same period 2014)

Legal: 180 units (compared to 72 units for same period 2014)

Caregiver Services: 430 units (compared to 403 units for same period 2014)

**2. Agency/Program Updates**

Target Date for Transition to Chilled Meals: October 13, 2015

See Attached Letter/ Q&A Distributed to Participants Week of September 21, 2015

Staff rode on Home Delivered Meals Routes September 23, 2015 to answer questions

Establishing microwave loan program – have 3 people currently who need microwaves

New York State Office for the Aging Annual Site Visit Review was conducted September 18<sup>th</sup>

Areas reviewed:

General Information  
Annual Evaluation Issues from Prior Year  
Major Changes  
Monitoring  
Reporting  
Targeting/Outreach/Accessibility  
Operations  
Contributions  
Voter Registration  
Nutrition  
Assessments

A Nutrition Program Evaluation was also conducted.

No major compliance issues were identified. A report will follow.

Annual Implementation Plan (AIP) due December 4, 2015 to New York State  
Training is scheduled for September 29, 2015  
Combined with 2016-2020 4 year plan

Annual Caregiver Event – November 7, 2015 at Celebrate Family Church

New York State conducting Feasibility Study for Creating Office of Community Living (see attached).

Respectfully submitted,

Michele R. Rees  
Clerk of the Board