

**HUMAN SERVICES COMMITTEE MEETING MINUTES  
TUESDAY, MARCH 5, 2013  
1:30 p.m.**

PRESENT: P. Yendell, B. Donohue, I. Davis, G. Levey, L. Semmel, J. Merrick, W. Wadsworth, I. Coyle

**MENTAL HEALTH – RODNEY CORRY**

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

**1. APPOINTING MEMBERS OF THE LIVINGSTON COUNTY COMMUNITY SERVICES BOARD AND CHEMICAL DEPENDENCY SUBCOMMITTEE – LINDA AMISH, JENNIFER RODRIGUEZ**

RESOLVED, that the following members are hereby appointed to the Livingston County Community Services Board and subcommittees for the term designated:

Name	Address	Rep./Title	Term
<b>Livingston County Community Services Board</b>			
Linda Amish	5039 West Lake Rd, Geneseo, NY	Parent/Advocate	1/1/13-12/31/13
<b>Livingston County Community Services Board Chemical Dependency Subcommittee</b>			
Jennifer Rodriguez	2 Murray Hill Drive, Mt. Morris	Living County Dept of Health	1/1/13-12/31/16

Director’s Comments:

The first appointment listed above is part of ongoing clean up of board lists and corrects an error from the original appointment in 2009. Ms. Rodriguez is being appointed as a replacement for long-time member Joan Ellison.

*MOTION: Mrs. Donohue moved and Mr. Davis seconded to authorize the foregoing resolution. Carried.*

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

1. COMMUNITY HOUSING PROPOSAL - The Housing Task Force recently heard presentations from two residential providers (DePaul Community Services, Lakeview Mental Health) proposing to develop a mixed-use complex that would integrate income-based affordable housing and mental health supported housing. Input regarding next steps is being requested from the Human Services Committee.

R. Corry reported two residential service providers, DePaul Community Services and Lakeview Mental Health, approached the Housing Task Force, and the providers indicated they would like to develop a residential mixed-use apartment complex in the community. This would include a regular apartment complex, beautifully maintained. These apartments would be funded through Mental Health funding from the State, combined with income-based housing. The State is trying to integrate community based housing with some mental health supportive type services. Both providers provide similar services in other counties. He indicated the Housing Task Force is supportive of this proposal and he asked the Committee for their input and direction on this proposal. He stated the providers are being very attuned to ensure the towns are supportive of this proposal. He explained the State is issuing a RFP sometime in March/April 2013 for this type of apartment complex, which has capital funding attached to it. R. Corry stated that one provider has a secure hold on a parcel of land near Wal-Mart in Geneseo, NY. He indicated that if the County is interested in the proposal, the providers have indicated they would do a market analysis to give us a better idea of exactly what type of housing is needed, what population would be served, etc. R. Corry asked if we are interested in this proposal, how do we move forward and what is the next step? R. Corry added that residential services are a high priority in the County for Mental Health and DSS, and in particular affordable housing that is well managed and maintained.

Mrs. Donohue is on the Housing Task Force and reported that both providers intend to provide services on site. She indicated that the examples of some of their facilities are absolutely stunning.

Mr. Wadsworth stated they have had some success out west doing something similar to this.

R. Corry indicated that the providers would have staff on site that would be able to link the residents of the complex to the appropriate service provider.

There was a question whether these providers are tax-exempt and the possibility of them being involved in a pilot program.

Mr. Yendell asked the Committee if this proposal requires further investigation. The County Administrator suggested that we could ask them to do the market analysis as the next step. R. Corry asked if they needed a letter of support to move forward with the market analysis would the county be willing to do that. The County Administrator stated he would work with R. Corry to write a letter of support indicating we are interested in moving forward because this proposal has definitely peaked our interest.

Mrs. Donohue indicated the providers are looking at Geneseo, Mt. Morris and Dansville as potential sites.

R. Corry indicated that the providers have offered tours of the two closest facilities similar in nature—Lakeview in Seneca Falls and DePaul in Batavia.

**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 HEALTH - JOEL LALONE CONSULTING, RAZAK ASSOCIATES, NEW YORK STATE DEPARTMENT OF HEALTH (2), PRALID**

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>Joel LaLone Consulting</b>	11/1/12 - 6/30/13	\$10,000.00
Joel LaLone 428 Flower Avenue West Watertown, NY 13601 For: Tobacco Action Partnership Survey		

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>	
Tobacco Control Grant	0%	Yes	No

**Director's Comments:**

This Agreement is for a telephone survey of Livingston County residents regarding opinions, behaviors and perceptions related to tobacco use and exposure to secondhand smoke.

<b>Razak Associates</b>	3/1/13 - 12/31/13	\$2,000.00
2060 Nine Mile Point Rd, Suite 410 Penfield, NY 14526 For: Professional Engineering Services		

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>	
Public Water Supply Enhancement Program Grant (PWSEP) Livingston County	5%	Yes	x No

**Director's Comments:** This extends the contract for professional engineering review and approval of plans for programs of the Center for Environmental Health such as water, septic systems, campground facilities, temporary residences and other engineering submittals.

<b>New York State Department of Health</b>	4/1/12 - 3/31/17	\$15,818.85
Renee Lund-Feisthamel		

Bureau of Communicable Disease Control  
 New York State Department of Health  
 ESP – Corning Tower – Rm 651  
 Albany, New York 12237  
 For: Rabies Program Grant

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
New York State Department of Health, various insurance sources, Livingston County	Approximately \$5,000	Yes x No

Director's Comments: This grant provides reimbursement for human rabies treatments, specimen collection, euthanasia, shipping, pet vaccination clinics, rabies education and prevention activities. The grant is for \$79,094.25 over 5 years (2012-2017), \$15,818.85 per year. The cost to the County varies depending upon various insurance sources.

**New York State Department of Health** 1/1/13 - 9/30/13 \$92,969.00

Michael Acosta  
 MCH Admin. Unit  
 ESP, Corning Tower, Room 878  
 Albany, NY 12237  
 For: Community Health Worker Program

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
New York State Department of Health	0%	Yes No

Director's Comments: This contract is to provide peer outreach to high-risk pregnant and parenting women. \$92,969 is a nine- month total.

**Pralid** 1/1/13 - 12/31/14 \$19/hr visit

Jeff Sinsebox \$25/hr holiday  
 2 Townline Road \$19/visit not  
 home  
 Rochester, NY 14625  
 For: Home Health Aide Services

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Various Insurance Sources	Varies depending on payer	Yes x No

Director's Comments: This policy will provide home health aide services to patients in the Certified Home Health Agency and Hospice Program.

*MOTION: Mrs. Donohue moved and Mr. Wadsworth seconded to authorize the foregoing resolutions. Carried.*

**2. PROCLAIMING THE WEEK OF APRIL 1-7, 2013 AS PUBLIC HEALTH WEEK**

WHEREAS, we as Americans enjoy better health, live in healthier conditions, know more about how to take care of our health, and live longer than any time in the past; and

WHEREAS, public health at the local, state, and national levels use systematic, population-based approaches to:

- Prevent epidemics and spread of disease
- Protect against environmental hazards
- Prevent injuries
- Promote and encourage healthy behaviors
- Respond to disasters and assist communities in recovery
- Assure the quality and accessibility of health services; and

WHEREAS, the Livingston County Department of Health has made great progress in eliminating vaccine preventable diseases, reducing exposure to lead, promoting the use of seat belts and bike helmets, reducing smoking, promoting healthier life styles, reducing obesity, and promoting quality care through its home care agency and hospice programs, clinics, and health promotion activities, now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors does hereby proclaim April 1-7,

*MOTION: Mr. Merrick moved and Mr. Levey seconded to authorize the foregoing resolution. Carried.*

**3. AMENDING THE LIVINGSTON COUNTY DEPARTMENT OF HEALTH, CENTER FOR ENVIRONMENTAL HEALTH, REALTY SUBDIVISION FEE SCHEDULE, EFFECTIVE MARCH 1, 2013**

WHEREAS, the fee schedule for realty subdivisions has historically been a “per lot” fee for review of professional engineering design plans depicting the subdivision site and the provision of water and sewer/septic utilities for each lot created for sale or lease and,

WHEREAS, the current fee schedule reads, Realty Subdivision, now, therefore, be it

RESOLVED, that the fee schedule be amended to read, Realty Subdivision, Fee Per Lot, effective March 1, 2013 as follows:

<b>Current Fee Schedule Listing</b>		<b>PROPOSED FEE SCHEDULE LISTING</b>	
Program	Fee	Program	Fee
Realty Subdivision	\$180.00	Realty Subdivision, Fee Per Lot	\$180.00

*MOTION: Mr. Merrick moved and Mrs. Semmel seconded to authorize the foregoing contract. Carried.*

**4. REQUESTING TO CREATE AND FILL AN ACCOUNT CLERK/TYPIST POSITION**

The current Account Clerk/Typist is retiring in April 2013. We are requesting to create a new Account Clerk/Typist position to train with the current employee for one month in order to not fall behind in billing and lose revenue. When current employee retires in April, position will be deleted leaving the new position.

*MOTION: Mr. Merrick moved and Mr. Levey seconded to authorize the creation of a full-time Account Clerk/Typist position and refer this request to the Ways and Means Committee. Carried.*

J. Rodriguez stated that the Department of Health is now accredited. The Committee extended congratulations to the department staff.

J. Rodriguez indicated to please let her know if there are certain things the Committee is looking for in the Committee report.

Mr. Yendell asked if the department plans to organize an accreditation celebration. J. Rodriguez indicated they are and she will keep the committee posted.

The County Administrator stated that a Press Release was sent out to the local media regarding the DOH accreditation. He indicated that the Livingston County is one of 11 departments nationwide that were awarded accreditation in the first group, and the first County Health Department to be accredited in New York State. We were informed of this news on Joan Ellison’s last day of work, 2/28/13.

**Informational Item(s) Written Only**

1. Laboratory-confirmed influenza was reported in 51 counties plus New York City. There were 1,457 total reports, a 9% decrease over last week. In Livingston County we continue to see a decrease in total number of cases. Since October, the number of laboratory confirmed cases is 313 and the number of clinically confirmed cases is 521.
2. One response was received from the RFPs sent to Veterinarians to work with the Department on the spay/neuter program. The Deputy Public Health Director and Director of Environmental Health are reviewing the response and how this response will work with the MOU with the Humane Society.
3. Two candidates have been interviewed for the Director of Patient Services; both are viable candidates and second interviews with Mr. Coyle and a Committee will be scheduled.
4. Rachel Pena will present the Social Host information at the 3/13/13 Board of Supervisor’s meeting.



<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Federal/State Medicaid	MA Cap: approx 15%	Yes X No

**TRI Group Program** 1/1/13 - 12/31/13 Fee Based per Service  
 PO Box 193  
 Lakeville NY 14480  
 For: Counseling treatment services for children and families.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Child Welfare FFFS – Foster Care - Title XX Under 200%	0 – 25%	Yes X No

Director’s Comments: Admin Expenses \$500/mo., Group Sessions \$90/wk., Parenting Session \$90/wk., Home Visits \$63.50/hr., Feedback Session \$26.25/hr., Professional Counseling \$75/hr., Supervised Visits \$75/hr., Father’s Group \$300/wk.

**Yvonne Dietz** 1/1/13 - 12/31/13 Per hour \$27.50  
 53 East St.  
 PO Box 265  
 Nunda NY 14517  
 For: Family Resolutions Coordinator

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Federal - Title XX & IV-E, State – Foster Care block Grant	30%	Yes X No

Director’s Comments: Ms. Dietz will provide service and supports to parents with children on the verge of Foster Care or in Foster Care. Promotes extended family involvement to reduce foster care placements. The contract includes reimbursement for mileage and a \$2500 reimbursement for insurance.

**Vision Infonet Inc.** 1/1/13 - 12/31/13 Per line \$.09  
 1717 Park Street, Suite 110  
 Naperville Il 60563  
 For: Transcription Services

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Federal administration	26%	Yes X No

*MOTION: Mr. Merrick moved and Mr. Wadsworth seconded to authorize the foregoing contracts. Carried.*

**2. AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO SIGN A CONTRACT WITH THE FOLLOWING - TRANSUNION, LLC**

RESOLVED, that the Commissioner of Social Services is hereby authorized to sign the following contract(s) for the Livingston County Department of Social Services, 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>TransUnion, LLC</b> 555 West Adams Chicago, Illinois 60661 For: Consumer Reporting Services for Foster Children		

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
N/A	0%	Yes X No

Director’s Comments: Requirement to complete annual credit checks for foster children 16 and older.

*MOTION: Mr. Davis moved and Mrs. Donohue seconded to authorize the Commissioner to sign the foregoing contract. Carried.*

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

1. Update of available information on the State takeover of Medicaid.

D. Deane reported that she attended the NY Public Welfare Association meeting at the end of January 2013 and the Commissioners were informed that effective January 1, 2014, the State will be determining eligibility for the MAGI (Modified Adjusted Gross Income) population. MAGI means only those applying for Medicaid only; not those that come in for public assistance that also get Medicaid and not those that are eligible for other programs such as SSI, SSA, SSD. The local Department of Social Services will no longer be determining eligibility for that population. She indicated we have to accept applications through 12/31/13 and we would be responsible for determining eligibility for those cases, but effective January 1, 2014 the determination will be made off site. Consequently, beginning in January 2014, the County will begin to see an impact to the staffing levels, which we have known has been coming. It is difficult to determine how many of our staff will be impacted and how fast it will occur. It takes approximately 30-60 days to determine eligibility on an application. We are guesstimating that this will impact 50% of our cases.

D. Deane indicated the Commissioners have a lot of questions and the State is not providing any answers. She explained the State has sent out a “Request For Proposal” to seek Medicaid Navigators and Medicaid Assistors. The Commissioners asked if they could take on that responsibility and were told they could be Assistors but not Navigators. The Commissioners were told the Department of Social Services could answer questions and make computers available to provide a means to the applicant to fill out the application. The department will not be allowed to determine eligibility or process the application. They were also told there is no change in Medicaid administrative funding.

The Commissioner reported she has scheduled a meeting on 3/10/13 with the County Social Welfare Examiners to continually analyze what is going to happen and the impacts to the agency. She indicated she has not made any final staffing determinations at this time. She indicated the caseload continues to increase. In January, the caseload was over 700 and a couple months ago we were at 636; so something is going on but she is not sure what is causing the increase in caseload.

The Commissioner also mentioned that the State will be taking over the Medicaid Transportation and we should see an impact around June 2013. This will also impact our transportation call center. The Medicaid population takes up about 60% of the transportation calls. If they take this responsibility it will lessen the burden in the clerical transportation area.

The Commissioner indicated the majority of her time is caught up in personnel, organizational structure, etc.

The County Administrator commended the Commissioner for trying to figure out what the impacts are and examining each position as it relates to the proposed changes. The Commissioner indicated the Board did approve one position and she has currently put a hold on this position.

**Informational Item(s) Written Only**

1. Status Reports

- a. Statement of Appropriations, Expenditures & Balances (Monthly) (January)
- b. Employment – Entries Into in Order of Hire (Monthly) (January)

<b>Name of Employer</b>	<b>Town or City</b>	<b># of Hires</b>	<b>Category &amp; Status</b>	<b>Hours per Wk.</b>	<b>Part-time Full-time</b>	<b>Hourly Wage</b>	<b>Job Title</b>
Travel Center	Dansville	1	SN APP.	25	PT	8.00	Cashier
Burger King	Geneseo	1	SN APP.	30	FT	7.25	Crew Member
Home Helpers	Rochester	1	SN APP.	15	PT	8.00	Companion Caregiver
12 Corners Day Care	Rochester	1	SN APP.	25	PT	8.50	Child Care Provider
Global Sutherland	Rochester	1	FA REC.	40	FT	10.00	Customer Care
Dollar General	Dansville	1	SN REC.	20	PT	7.25	Cashier

ARC	Mt. Morris	1	SN REC.	25	PT	9.00	Driver
Livingston County CNR	Mt. Morris	1	FA REC.	30	FT	12.08	Cert Nurse Asst
Century Bus Transportation	Rochester	1	FA REC.	14	PT	7.25	Dispatcher
KFC	Geneseo	1	FA REC.	20	PT	7.25	Crew Member
Livingston County CNR	Mt. Morris	1	FA REC.	30	PT	12.08	Cert Nurse Asst
Global Sutherland	Geneseo	1	FA REC.	40	FT	10.00	Customer Care

12

**Total Number of Clients**

	<u>FT</u>	<u>PT</u>	<u>Total</u>
SN Applicants	1	3	4
SN Recipients	0	2	2
FA Applicants	0	0	0
FA Recipients	3	3	6
<b>Total</b>	<b>4</b>	<b>8</b>	<b>12</b>

c. Financial Assistance Program Statistics (Monthly) (January)

**Temporary Assistance Cases:**

Family Assistance	362
Safety Net	337
<b>Total</b>	<b>699</b>

**Medicaid Cases:**

Community	3908
Chronic Care	252
Foster Care	124
SSI	1212
<b>Total</b>	<b>5496</b>

**Medicaid Individuals (Monthly Premium):**

These Individuals are in one of the above Temporary Assistance or Medicaid cases.

Managed Care	5656
Family Health Plus	1426
<b>Total</b>	<b>7082</b>

**Food Stamp Cases**  
**Child Care Cases**

**3222**  
**173**

2. Employees hired, resigned or retired in February:

Elizabeth Flanagan	Resigned	Clerk/Typist	Conesus	2/1/13
Jean Vonglis	Resigned	Caseworker	Avon	2/19/13

**CENTER FOR NURSING & REHABILITATION – FRANK BASSETT (attachments)**

**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 CENTER FOR NURSING AND REHABILITATION - FINGER LAKES COMMUNITY COLLEGE, REHAB RESOURCES**

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>Finger Lakes Community College</b>	1/1/13 - 12/31/13	\$2, 500.00/
3325 Marvin Sands Drive		per participant
Canandaigua, New York 14424		

For: Affiliation Agreement to conduct HHA/NA Dual Cert. Training.

<i>Funding Source</i>	<i>Local Share-CNR</i>	<i>Budgeted ?</i>		
Operating Budget	Approx. 10%	Yes	XX	No

Director's Comments:

The CNR has had an affiliate relationship with FLCC for six years. This has enabled the Center to conduct two classes annually. \$589 per participant is reimbursed through the Medicaid rate. In 2012 the CNR had 34 participants in the dual certification Home Health Aide/Nurse Aide training program.

**Rehab Resources** 1/1/13 - 12/31/14 Fee Schedule

159 West First Street  
Oswego, New York 14424

For: Supplemental Staffing to In-House Therapy Program.

<i>Funding Source</i>	<i>Local Share-CNR</i>	<i>Budgeted ?</i>		
Operating Budget	100%	Yes	XX	No

Director's Comments:

Rehab Resources had provided consulting services to the CNR resulting in significant gains in restorative services revenues. The Therapy Department would like to expand Holiday and Saturday services to 8 hours. Supplemental staffing through Rehab Resources will improve the department's ability to achieve this means of increasing patient therapy minutes and higher Resource Utilization Groups (RUGs).

F. Bassett reviewed the wage rate per hour for Physical Therapist (\$58), Occupational Therapist (\$58), Speech & Language Pathologist (\$58) and Physical and Occupational Therapist Assistant (\$42). He indicated that it is important to have the clients get the sixth day of therapy, which places us in the higher RUG category.

*MOTION: Mrs. Semmel moved and Mr. Wadsworth seconded to authorize the foregoing contracts. Carried*

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

1. FINANCIAL/OPERATIONAL UPDATES:
  - a) Budget Performance –
  - b) Occupancy – The February occupancy rate was 99.2% as of 2/25/13. Average occupancy has now exceeded 99% for the last four months. 2013 revenue forecasts were budgeted on 95% occupancy.
  - c) Budget Variance Report – These reports are attached and will be discussed briefly at the committee meeting.
  - d) Cash Flow Report – As of 2/22/13, the CNR cash balance was \$10,268,607.
  - e) Departmental Work Plans – All departments of the CNR have finalized work plans for 2013. A list by department is distributed with this agenda. Work plan development was focused in the areas of: Service Mix, Revenue Optimization, Expense Control, Workforce Development & Retention, and Regulatory Compliance.

F. Bassett reported that the census for 2012 was 95.42% and for 2013 it is 99.17%. F. Bassett stated he cannot pinpoint why the census is up but the nursing home has changed some things. Mr. Merrick asked if a different employee is taking on the role of Admissions Coordinator and F. Bassett responded yes. He indicated the occupancy has turned around in a few weeks, and the County Administrator added that it stresses the importance of this position to the organization. F. Bassett stated that when we recruited for the Admissions Coordinator we required that it be a RN with the intention that the RN would have significant latitudes in approving admissions. He explained the Admissions Coordinator is working with ITS to be able to log onto a website that has universal health insurance information, which would allow us to look up the coverage for a potential resident.

This is a service we would have to pay for.

F. Bassett reviewed the Occupancy and Payor Mix (on file). F. Bassett indicated when the 2013 budget was developed, they were careful to constrain expense growth to prevent a significant draw on the fund balance and relied most on the IGT funding. As of 12/31/12, the CNR was about \$200,000 off budgeted revenues for the year and the total expenses ended under budget at about \$940,000, but \$500,000 was associated with savings from refinancing. We budgeted \$4.2 for IGT and got \$4.4 million. In terms of what we did versus what the budget was, we ended up significantly better. This year's challenge will be to take advantage of the increased patient days. F. Bassett reviewed patient day distribution (on file) and Work Plan for 2013 (on file). F. Bassett explained changes in ADL coding accuracy and confirmation of entries. F. Bassett again indicated that the Medical Director, Cynthia Hadley, is leaving at the end of July 2013 and he will start a process in late May to fill that position. He explained he had a conversation about his care philosophy with the new practice coming in and they seem to be closely aligned in believing we should not be relying on pharmacologic intervention and focus on behavioral intervention. It is human nature to have a bad day. F. Bassett reviewed the Cash Flow Report (on file). Currently there is \$9.9 million in the bank. F. Bassett commented on the continuing challenges of recruiting RNs. He indicated we have a very supportive DON and ADON who are picking up where necessary. He indicated we have been able to fill the evening Charge Nurse position, but we have a vacancy on the evening TCU and we still have a second FT RN position to fill. He is hopeful the team will stay united.

### **Informational Item(s) Written Only**

1. Reports - Budget Variance, Occupancy, Absenteeism & Mandation, Agency Use, Report Card
2. Medical Services Provider – Transition coordination activities are actively engaged between Tri-County Family Medicine and Shifa Medical. The new provider group starts services on Monday, April 1.
3. Direct Deposit of Social Security Checks - The CNR is working with the Treasurer's Office and setting up bank accounts with Key Bank to accommodate direct deposit of resident Social Security checks. Effective March 2013 the Federal Government has mandated direct deposit of all Social Security checks. Key Bank offers a product that will give the CNR individual resident detail. Implementation of direct deposit will streamline many of the cash receipt processes at the CNR, and create additional efficiencies in the Fiscal department. During 2013, the CNR will move our operating account and Residents Fund account from Five Star Bank to Key Bank. In the long run, this change will save the County banking fees, and streamline bank account transfers for the Treasurer's Office.
4. Registered Nurse Staffing Challenges – The current challenge is filling full-time day and evening shift RN vacancies on the TCU and some weekend needs. In September 2012 all Charge Nurses and Registered Nurses were placed in a Holiday Schedule rotation to cover each shift for each holiday. This pre-scheduled approach has saved labor \$'s since it avoids the holiday serving as a sixth day in the schedule. Effective February 1, licensed nurse staffing parameters were implemented by Director Bassett to minimize Agency RN use and DON or ADON participation in coverage. Essentially, the plan calls for the 2<sup>nd</sup> or 3<sup>rd</sup> shift to run with one RN if the other calls off or a vacancy for the shift exists for which there is no volunteer. This plan was being phased in for full implementation by the end of February. Effective February 23, Charge Nurses joined Registered Nurses in a rotation to cover Saturday and Sunday Day Shift RN needs on the Transitional Care Unit. The affected employees will work 3 – 4 weekends per year under the coverage plan. Each has their pass days adjusted to avoid overtime when their weekend is worked. This approach was negotiated with CSEA and saves labor \$'s. A full time RN vacancy on the night shift has been filled through a job share between two RN's. In 2012, the CNR reduced Agency RN costs from \$178,292 to \$49,951. In 2013, the Agency RN budget has been reduced to \$15,000. There has been \$0 Agency RN use through February.
5. County Worker United Way Campaign - The County Worker campaign runs through Monday March 4, Campaign totals will not be known in time to share with Committee.
6. Nurse Aide/Home Health Aide Training Program – A class of up to 16 participants will be starting training at the CNR on April 15. The Workforce Development Office, CNR and Department of Health are working collaboratively in the selection process. Workforce Development is administering grant funding.

7. Adult Day Health Care (ADHC) Program - The Office of the Inspector General (OIG) has begun a statewide audit of ADHC Programs. The stated “objective of this audit is to determine whether the NYS Department of Health’s claim for Medicaid reimbursement of ADHC services complies with certain Federal and State requirements.” The OIG will conduct the audit on a sample of programs across the state, but the size of the program sample is unknown. There will be assessed penalties for negative findings.
8. Nurse Aide Electronic Documentation – This module is fully implemented across all shifts. Report generation and some user operability issues are still being addressed with Reliable Health Systems as they present. Martin DeMarte of the County IT Department has been an invaluable resource as liaison between the CNR and RHS.

**WORKFORCE DEVELOPMENT- RYAN SNYDER**

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

**1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT (S) AND ANY AMENDMENTS FOR LIVINGSTON COUNTY ON BEHALF OF GLOW WIB – WYOMING COUNTY COMMUNITY ACTION, COMMUNITY ACTION OF ORLEANS AND GENESEE**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract(s) for the Livingston County on behalf of GLOW WIB, 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>Wyoming County Community Action</b> 6470 Route 20a Perry, NY 14530	3/1/13 - 9/30/13	Up To \$37,000.00
<b>Community Action Of Orleans And Genesee</b> 409 East State St. Albion, N Y 14411	3/1/13 - 9/30/13	Up To \$43,000.00

For: GLOW WIB Disability Employment Initiative, which employs two (2) Disability Resource Coordinators by the contract agency.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS DOL	0%	Yes

Both contracts are extended for an additional six-month period.

*MOTION: Mrs. Donohue moved and Mr. Merrick seconded to authorize the foregoing contracts. Carried.*

**Informational Item(s) Written Only**

1. The NYS Dept. of Labor has not updated the local unemployment rate since December 2012. Below is a snapshot of some national employment statistics that I thought might be of interest.

- The national Unemployment Rate for January was 7.9%
- The national Unemployment Rate for Teenagers 16-19 years 23.4%
- The national Unemployment Rate for Gulf War Veterans was 11.7%
- The national Unemployment Rate with a Bachelor’s Degree was 3.7%
- 12,332,000 people were unemployed in the month of January
- 38% of unemployed were out of work for more than 27 weeks

2. Office of Workforce Development Activity Report

Activity	January 2013
Counselor Assisted Appointments	67
UI Eligibility Reviews	352
Adults in Training	43
Adults Earning Credential	15

Employer Recruitment Events	0
Employer Job Postings	14
Job Referrals	120
Pre-Hire Assessments	3
Job Placement	4
Workshop Attendees	106
Youths Earning Credential	1

3. Workforce Investment Act Common Measures (7/1/12 – 9/30/12)

Metric	Achieved Measure	Total Enrolled in Services	% Achieving Measure
Adults Entering Employment	403	599	67%
Adults Retaining Employment	480	619	77%

Metric	Achieved Measure	Total Enrolled in Services	% Achieving Measure
Dislocated Workers Entering Employment	139	201	69%
Dislocated Workers Retaining employment	147	190	77%

Metric	Achieved Measure	Total Enrolled in Services	% Achieving Measure
Youth Placed in Employment or Education	7	12	58%
Youth Attaining Degree or Certification	4	7	57%
Youth Gaining Literacy or Numeracy	1	5	20%

4. Teen Recognition - The banquet is scheduled for Wednesday May 1<sup>st</sup> at the River Hotel in Mt. Morris. A subcommittee of Youth Board members will be reviewing the 99 nominations over the next three weeks to determine this years honorees. Nominations were received from fifteen of the seventeen Towns in the County.

R. Snyder reported there are 99 nominees and two towns will not be represented.

5. Needs Assessment – The 2013 Needs Assessment Survey is now available throughout the County in hard copy format as well as online at [go.geneseo.edu/livco](http://go.geneseo.edu/livco). Hard copies of the survey are available at the Workforce Development Office, all funded CSBG programs (Catholic Charities, Chances and Changes, Noyes Hospital, Geneseo Parish Outreach and Focus on the Children) and select retailers and grocers throughout the county. The purpose of this survey is to identify the areas of greatest need among those living in poverty, in order to allow the Community Initiatives Council to make the most informed allocation decisions.

6. Summer Youth Employment Program – Applications for the Summer Youth Employment Program are now available on the County website at [co.livingston.state.ny.us/wia.htm](http://co.livingston.state.ny.us/wia.htm). Fully completed applications are due back to Workforce Development before March 31<sup>st</sup> to avoid being placed on a waiting list. Enhancements to the program for 2013 include career camps for younger works focused on career exploration and a weeklong work readiness assessment and selection process for new applicants.

7. Nurse Aide/Home Health Aide Training – Individuals interested in entry-level employment in the healthcare field are encouraged to apply for a dual certification training program conducted by Finger Lakes Community College in conjunction with the Center for Nursing and Rehabilitation. Sixteen scholarships are available for the next session of the eight-week class, which will begin in April. Applications are available at the Workforce Office.

8. Youth Bureau – The annual Youth Leadership Forum in Albany provided three local students with a

chance to meet with their state legislators in Albany to advocate for continued support for the Youth Bureau system. The students joined with Youth Bureau staff to meet with Senators Gallivan and Young and Assemblyman Nojay to describe the impact the Youth Bureau funded programs have had on their development. The program included leadership workshops for the youth and a chance to tour the state capitol. All three legislators pledged their continued support for the system.

9. Upcoming Events: Youth Council (3/5), Job Fair Committee (3/7), CIC (3/26), Youth Board (3/19)

**OFFICE FOR THE AGING – KAAREN SMITH**

K. Smith stated the current sequestering will impact the Older Americans Act funding, which is expected to be cut by 5% and will ultimately affect the Senior Nutrition Program, Legal Services, Dietician Services, and Caregiver Services. She will have more specific information by 3/8/13. She indicated that a 2-4% cut would be about \$24,000 in the Nutrition Program. She explained her thoughts on where she might have to make some cuts. Mr. Yendell asked if she would ask staff for their input, and K. Smith responded yes.

**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 OFFICE FOR THE AGING – COMFORT KEEPERS (2), HOME CARE & HOSPICE (2), HOME & HEALTH CARE SERVICES, INC. (3), UNLIMITED CARE, INC. (2), SUSAN SCHELL, RD, CATHOLIC FAMILY CENTER, NOYES HOSPITAL (2)**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract(s) for the Livingston County Office for the Aging, 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>Comfort Keepers</b> 111 Marsh Road Pittsford, NY 14535 For: In Home Personal Care & Housekeeper chore Services	4/1/13 - 3/31/14	11,475.00

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
NYS EISEP funding (\$11,475.00)	2868.75	Yes x No

Director's Comments:

Non- Medical aide services <b>Comfort Keepers</b> 111 Marsh Road Pittsford, NY 14535 For: Respite	1/1/13 - 12/31/13	8,356.00
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<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Federal Title IIIIE (\$6,257.00)	2089.00	Yes x No

Director's Comments:

Caregiver respite in the home. <b>Home Care &amp; Hospice</b> Community Care of Western NY 1225 W. State St. Olean, NYY 14760 For: Personal Care & Housekeeper chore Services	4/1/13 - 3/31/14	12,000.00
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<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
NYS EISEP funding (\$9,000.00)	3,000.00	Yes x No

Director's Comments:

Non- Medical aide services

**Home Care & Hospice**

1/1/13 - 12/31/13

8,356.00

Community Care of Western NY

1225 W. State St.

Olean, NYY 14760

For: Respite

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Federal Title IIIIE (\$6,267.00)	2,089	Yes x No

Director's Comments: Caregiver Respite**Home & Health Care Services, Inc**

4/1/13 - 3/31/14

15,000.00

82 Main St.

Hornell, NY 14843

For: Personal Care and Housekeeper Chore Services

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
NYS EISEP(\$11,250.00)	3,750.00	Yes x No

Director's Comments:

Non- Medical aide services

**Home & Health Care Services, Inc.**

4/1/13 -3/31/14

15,000.00

82 Main St.

Hornell, NY 14843

For: Personal Care and Housekeeper Chore Services

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
NYS EISEP (\$11,250.00)	3,750.00	Yes x No

Director's Comments:

Non- Medical aide services

**Home & Health Care Services, Inc.**

1/1/13 - 12/31/13

\$8,356.00

82 Main St.

Hornell, NY 14843

For: Personal Care and Housekeeper Chore Services

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Federal Title IIIIE (\$6,267.00)	2,089.00	Yes x No

Director's Comments:

Caregiver Respite Services.

**Unlimited Care, Inc.**

4/1/13 - 3/31/14

63,000.00

1200 Jefferson Rd., suite 206

Rochester, NY 14623

For: Personal Care and Housekeeper Chore Services

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
NYS EISEP(\$47,250)	15,750.00	Yes x No

Director's Comments:

Non- Medical aide services

**Unlimited Care, Inc**

1/1/13 - 12/31/13

8,356.00

1200 Jefferson Rd., Suite 206

Rochester, NY 14623

For: RespiteServices

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Federal Title IIIIE (\$6,267.00) (\$6,267.00)	2,089.00	Yes x No

Director's Comments:

Caregiver respites services

**Susan Schell, RD**

4/1/13 - 3/31/14

\$24,960.00

3408 S. Main

Warsaw, NY 14569

For: Senior Nutrition Program

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Federal Title IIIC1 (\$960.00)	96.00	Yes x No
Federal Title IIIC2 (\$732.00)	732.00	
Federal Title IIID (6,280.00)	2,428.00	
NYS Supplemental Nutr. Assist. Prog. (\$6,040.000)	6,040	
NYS Community Services for the Elderly (\$4,600.00)	3,394	

Director's Comments:

Consulting dietitian services in the area of nutrition counseling, nutrition education, menu planning and subcontractor monitoring.

**Catholic Family Center**

87 N. Clinton Ave.

Rochester, NY 14604

1/1/13 - 12/31/13

16,173.00

For: Legal Services for the Elderly

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Federal Title IIIB (\$6,806.00)	680.00	Yes x No
NYS Community Services for the Elderly (6,950.00)	1,737.00	

Director's Comments:

Legal assistance in the area of Advance Directives, Landlord Tenant disputes, Income security issues with benefits and entitlements, preparing for Medicaid payment of Long Term Care, Simple wills, consumer fraud and bankruptcy. Provision of public education programs in the area of long term care planning and advance directives.

**Noyes Hospital**

1/1/13 - 12/31/13

42,762.00

111 Clara Barton St.

Dansville, NY 14437

For: Caregiver Support Services

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Federal Title IIIE (\$30,182.00)4	NA	Yes x No

Director's Comments:

Contract is for the provision of support group facilitation, Powerful Tools for Caregivers workshops, Matter of Balance Classes, Caregiver counseling services, Annual caregiver workshop. Local match requirement of \$12,580.00 is met by the provision of in-kind services by Noyes Hospital staff and space.

**Noyes Hospital**

4/1/13 - 3/31/14

40,745.00

111 Clara Barton St.

Dansville, NY 14437

For: Caregiver Support Services

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
NYS Community Services for the Elderly (\$18,745.00)	NA	Yes x No
NYS EISEP (\$22,000)		

Director's Comments:

Contract is for the provision of personal emergency response unit services. The local match requirement of \$19,905.00 is met by the provision of in-kind services by Noyes Hospital staff and space

*MOTION: Mr. Merrick moved and Mrs. Donohue seconded to authorize the foregoing contracts. Carried.*

K. Smith reminded the Committee that Seniorama is May 18, 2013, 1:30 – 3:30 at the York Central School

**Informational Item(s) Written Only**

Seniorama Date is Saturday, May 18, 2013 from 1:30 until 3:30 pm in York Central School. We have sent out mailings to local senior clubs and Town Supervisors in those areas that do not have a club calling for nominations to be in our office by Friday, April 19, 2013.

Senior Corps Programs in Livingston County will celebrate the Mayors Day of Recognition for National Service on Tuesday, April 9, 2013. The goal is to highlight the impact of AmeriCorps, Foster Grandparent Program, Senior Companion Program and the Retired Senior Volunteer Program (RSVP) by reaching out to local mayors with an invitation to participate through hosting a public event, issuing a local proclamation of recognition and use social and traditional media to focus on the importance of national service. A draft of the letter sent to Livingston County Mayors will be distributed at the committee meeting.

Michele Abery has accepted the full time clerk typist position at the agency. She will begin her duties on March 11, 2013.

Gretchen Worden, full time Aging Services Caseworker Assistant has submitted her resignation effective on May 3, 2013 as she will be moving out of the area. There will be a need to hire for this critical position that assists the public with health insurance counseling activities, in-home services assessments, HEAP applications, benefits and entitlement issues, Medicare problems, and provides information, assistance and referral services.

**OTHER**

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

**1. APPOINTING LIVINGSTON COUNTY TOBACCO ENFORCEMENT OFFICER – JENNIFER RODRIGUEZ**

RESOLVED, that the following person is hereby appointed as the Livingston County Tobacco Enforcement Officer for the term designated:

Name	Address	Rep./Title	Term
<b>Livingston County Tobacco Enforcement Officer</b>			
Jennifer Rodriguez	1 Livingston Blvd., Dansville, NY 14437	Tobacco Enf. Officer	Coterminous with her tenure

Dated at Geneseo, New York  
March 13, 2013  
Human Services Committee

*MOTION: Mrs. Donohue moved and Mrs. Semmel seconded to authorize the foregoing resolution. Carried.*

**2. APPOINTING LIVINGSTON COUNTY EARLY INTERVENTION OFFICIAL – JENNIFER RODRIGUEZ**

RESOLVED, that the following person is hereby appointed as the Livingston County Early Intervention Official for the term designated:

Name	Address	Rep./Title	Term
<b>Livingston County Early Intervention Official</b>			
Jennifer Rodriguez	1 Livingston Blvd., Dansville, NY 14437	Early Intervention Official	Coterminous with her tenure

Dated at Geneseo, New York  
March 13, 2013  
Human Services Committee

*MOTION: Mr. Merrick moved and Mr. Wadsworth seconded to authorize the foregoing resolution. Carried.*

**3. OTHER – COUNTY ADMINISTRATOR**

**1. SHAPE PROGRAM UPDATE**

The County Administrator stated we continue to work with the SHAPE Committee, which is the employee wellness initiative. It is more important now because we are self-insured so every dollar of medical expense is paid out from the local premium equivalents that we develop. He distributed a handout outlining the monthly SHAPE events for 2013 (on file). He stated there is not a budget line for SHAPE. The Sheriff's Department and Highway Department have acquired, through various means, pieces of fitness equipment, which have been opened for use by everyone in the County. In February, EAP sponsored stress workshops and approximately 150 people attended the workshops. An employee survey was done, and stress and back injuries were high on the list. The EAP workshops were tailored to that need. SHAPE also publishes a quarterly newsletter and supports the Taste of Livingston County. Walk groups have been coordinated as well as the annual 5K walk and outdoors activities. Stress workshops are provided around the holiday season and the County Administrator and his wife are involved in running the Turkey Trot in Livonia. The SHAPE Committee meets once a month.

## 2. 2013 STRATEGIC PLANNING GOALS AND OBJECTIVES FOR THE HUMAN SERVICES COMMITTEE

The County Administrator reviewed the 2013 Strategic Planning Goals and Objectives for the Human Services Committee as follows:

- Maintain financial sustainability (CNR) – Probably by the end of 2013, there will be about 17 public nursing homes remaining in New York State and at one time there were 62. There are approximately 30 at this time. Counties are not staying in the business but Livingston County is different. We have around \$10 million in the bank because we have maximized the IGT and done some other things to plan for the rough years. We are financially sustainable and probably have the best public nursing home in the State of New York.
- Assess sustainability of service areas (PH) - We are in the process of assessing the sustainability of CHHA. In September 2013, the State DOH will be hearing the applications of at least two private, not-for-profit companies who want to come into Livingston County. Hospice is another program we have committed to and it only costs \$25,000 for a very good program.
- Finalize Dog Control policies/procedures/partnerships (PH) – The Board just authorized a contract with the Humane Society of Livingston County. The Public Health Director is continuing to review the policies and procedures of the Dog Control Office.
- Explore partnerships with Noyes Hospital (MH) – We had a good partnership with Noyes for the Interim Director vacancy. The County Administrator and Chairman of the Board meet with Noyes on a quarterly basis. Noyes is high on the radar as we both have declining reimbursements, staff recruitment challenges and we are trying to figure out what we can do. Mr. Yendell suggested doing a study for shared services.
- Commence process improvement efforts (DSS) – The Commissioner is reviewing the non-value pieces of the workflow and utilizing a grant to do this. She is trying to maintain staff but not necessarily filling every vacant position.
- Work on reimbursement lawsuit (DSS) – The County Administrator and Mr. Yendell attended a workshop at the recent NYSAC Conference about a reimbursement lawsuit. The State has not given us money back for a particular subset of a social service population. The State is taking the position that counties have to sue to get the money owed. Many counties have sued and won. Each county has to take their individual case forward. He indicated that the Ways and Means Committee will be proposing a resolution authorizing this lawsuit. We will contract with a law firm, the only one that is doing this, that works on a contingency basis—if we don't get any money, they don't get paid; however, their contingency is in the 30% range. This is a highly specialized lawsuit and this firm has won six times. If we shopped around, we would probably go with this firm. There are big dollars involved. Mrs. Donohue asked what population does this involve and the County Administrator stated there is a mental health component to it, and it has to do with services rendered through DSS that we did not get properly reimbursed for.
- Stabilize county cost-share (MH) – The County Administrator indicated that Rodney Corry is doing a very good job and he indicated that one of Rodney's goals is to stabilize county cost share.

- Maintain treatment plan compliance (MH) – Our treatment plan compliance is now below the national standard (now under 5%). It was five times higher than the national standard when Rodney started.
- Develop forecast on service level impacts (OFA) – The baby-boomer population is not really hitting fully the OFA services. The OFA is working on what the impact will be. Does the local cost share of the nutrition program need to be increased? Will the Board see a need to increase OFA budget to provide services?
- Roll out LifeSpan partnership (Veterans) – F. Hollister is currently driving people to Buffalo and Syracuse for appointments so this new partnership would provide a group of volunteers to assist with these services. Mr. Yendell asked if the County Administrator has anything new about the mobile bus that would be providing mobile veterans services, and the County Administrator responded he has not heard any update.
- Conduct proactive outreach with employers (WF) – Ryan Synder is making a proactive outreach to employers.
- Grow the Youth Work Crew Assignments (WF) - Ryan Snyder is also looking to increase the youth work crew assignments.

## **ADJOURNMENT**

*Mr. Merrick moved and Mr. Wadsworth seconded to adjourn the meeting at 2:51 p.m. Carried.*

## **VETERANS AFFAIRS – FRANK HOLLISTER**

### **Informational Item(s) Written Only**

At the Veterans Advisory Council Meeting held at the Buffalo VAMC on February 8, 2013, a lengthy discussion was held about the use of the “single use insulin pens” at the Buffalo VAMC. In last month’s report, I indicated that more than 700 veterans had been involved in the reuse of insulin pens between October 19, 2010 and November 2012. We were informed that Olean General Hospital had reported over 1900 incidents of the reuse of these same insulin pens. One of the excuses offered was inadequate or improper labeling or instructions with the pens. They have been removed from the VA’s pharmacy! A power point presentation and numerous handouts were provided to give those present a background into the “limited” possibilities of those injected with being infected with HIV, Hepatitis B or Hepatitis C. Copies of the information and power point presentation are available upon request.

Also discussed at this same meeting was the 2013 National Veterans Golden Age Games, to be held in Buffalo, NY, from May 29 through June 5, 2013. Numerous volunteers and financial assistance is needed.

On February 21, 2013, I attended the One Stop Help Fair held at the Geneseo United Methodist Church, sponsored by the Livingston County Diabetes Coalition, Cornell Cooperative Extension, SUNY Geneseo, Community Health Alliance, Geneseo Parish Outreach Center and Young at Heart. I addressed questions from mostly senior veterans and/or their dependents.

Besides the day to day completion of compensation and/or pension claims, education and burial applications, applications for military records and state and federal medals or healthcare and home loan applications, we have been overwhelmed with applications for Alternative Veterans Tax Exemptions and the Cold War Veterans Tax Exemption, which has to be submitted by March 1, 2013.

Respectfully submitted,

Virginia O. Amico  
Clerk of the Board