

**AGENDA**

**SOCIAL & MENTAL HEALTH SERVICES COMMITTEE**

Monday, October 22, 2012, 4:30 p.m.

Supervisors Large Conference Room

**I. Veteran's Agency, 4:30 – 4:45**

- A) Approve Minutes
- B) Monthly Statistics
- C) Veterans Day

**II. Youth Bureau, 4:45 – 5:00**

- A) Approve Minutes
- B) Resolution – Appointing a Member to the Youth Board

**III. Social Services, 5:00 – 5:30**

- A) Approve Minutes
- B) Expenditures Report
- C) Resolutions
  - 1) Liberty Resources Family Services – Domestic Violence Services
  - 2) Cornell Cooperative Extension – Nutrition Education Services
  - 3) Cornell Cooperative Extension of Oneida County – Daycare Referral Services

**IV. Mental Health, 5:30 – 6:00**

- A) Approve Minutes
- B) Program and Fiscal Reports
- C) 2013 Budget Update
- D) Chemical Dependency Treatment Services through Family Counseling Services of Cortland County, Inc.
- E) Resolutions
  - 1) Liberty Resources – Supported Housing
  - 2) Consumer Services – Peer Advocacy

## Minutes of Meeting

### SOCIAL & MENTAL HEALTH SERVICES COMMITTEE MEETING Department of Social Services

September 24, 2012

Present: John Salka, Town of Brookfield  
Lewis Carinci, City of Oneida  
Roger Bradstreet, Town of Nelson  
Alexander Stepanski, Town of Stockbridge  
Michael Fitzgerald, Commissioner  
Mark Scimone, Administrative Assistant to the Chairman

The meeting minutes from August 27, 2012, had been previously distributed. On a motion by Roger and seconded by Alex, the minutes were unanimously approved.

Mike discussed the caseload and expenditures report. He noted that with 2/3 of the year accounted for, it appears that DSS is in good shape. There are a few accounts that will bear watching as the end of the year unfolds.

There were three resolutions before the committee. The first, KAG Consulting (Dr. Scott Petosa), Mike admitted was an oversight on the part of DSS. In 2011, there was movement to place the funding of the program into another more secure funding stream. The work was done, including the contract and resolution, but it was never introduced. While preparing the contract for this year, the error was detected. The resolution would remedy the 2012 contract and establish the program for 2013. Mike noted that there is a proposal to increase the amount of the contract for 2013 by \$10,800. He also noted that the hourly rate remains the same, but the increase is to purchase additional slots. Mike noted that for that for much of 2012, there has been a waiting list of several months for the program and the additional funding would free up that list. The committee and Mike discussed the various aspects and techniques Dr. Petosa employs with the program and committee members thought it would be prudent to invite Dr. Petosa to a future committee meeting. Mike will coordinate that future presentation. On a motion by Roger and seconded by Alex, the resolution passed unanimously.

The second resolution was to continue to contract with Stoneleigh Housing for HEAP furnace repairs and replacements. Mike described this successful program and clarified that the contract is "up to \$15,000" and depending on the number of referrals and service needs, the amount would be less. On a motion by Roger and seconded by Lewis, the resolution passed unanimously.

Finally, Mike had a new service that required a contract with a vendor. He opined that with the fiscal conditions stretched everywhere, this was something that might have been done for free or "in kind" in the past, but is now being paid for by Medicaid. He described that if home modifications were necessary to keep a Medicaid recipient at home, the agreement before the committee would allow an evaluator to establish the need, oversee the design, prepare and receive bids, secure approvals from the State Health Department, negotiate fees or any other costs, and then inspect the completed project. For that work, Enable would receive \$50 per hour, reimbursed from federal/state funds at 100 percent. Roger asked about the Mobile Work Crew's ability to do this work. Mike replied that these were private homes and with the work crew

members being clients, we do not send them into residences. On a motion by Roger and seconded by Alex, the resolution passed unanimously.

There being no further business, the Mental Health Department was invited to begin its presentation.

Respectfully submitted,

Michael A. Fitzgerald  
Commissioner

Approved by Committee Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

COMMISSIONER'S REPORT  
CASELOAD AND EXPENDITURES STATISTICS FOR SEPTEMBER 2012

CATEGORY	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	2012 APPROPRIATION	MONTHLY COST	YTD COST	PERCENTAGE OF APPROPRIATION
1 ADMINISTRATION													\$ 4,785,130	\$ 348,302	\$ 3,354,321	70.10%
Salaries													\$ 38,025	\$ 1,025	\$ 39,666	104.32%
Equipment													\$ 1,996,769	\$ 149,361	\$ 1,012,825	50.72%
Contractual													\$ 2,258,133	\$ 164,642	\$ 1,513,017	67.00%
Fringe													\$ 201,800	\$ 15,800	\$ 142,200	70.54%
MLR													\$ 445,200	\$ 38,700	\$ 348,300	78.23%
A-87													\$ -	\$ -	\$ -	#DIV/0!
PUB FAC FOR FC													\$ -	\$ -	\$ -	#DIV/0!
2 PURCHASE OF SERVICES													\$ 744,262	\$ 75,203	\$ 649,607	87.28%
3 BLOCK GRANT DAY CARE	168	161	171	173	189	156	151	215	195				\$ 658,590	\$ 72,887	\$ 517,111	78.52%
4 EAF-POS													\$ 166,626	\$ 6,765	\$ 55,782	33.48%
5 HEAP													\$ 25,000	\$ (2,352)	\$ (60,972)	-243.89%
6 PUBLIC ASSISTANCE													\$ 1,552,500	\$ 104,394	\$ 954,197	61.46%
FA	206	205	207	205	209	199	194	195	193				\$ 240,000	\$ 10,084	\$ 84,241	35.10%
EAF	5	7	12	10	28	22	17	23	23				\$ -	\$ 180	\$ 236	
DUE TO SOCIAL SERV													\$ 5,000	\$ -	\$ 891	17.82%
TANF PREV NON-SEC DET													\$ 1,053,000	\$ 65,856	\$ 592,749	56.29%
SN	128	137	142	144	142	138	137	131	133				\$ 16,000	\$ 320	\$ 13,517	84.48%
EAA	2	2	2	2	2	1	1	1	1				\$ -	\$ -	\$ -	#DIV/0!
TOTAL PA CASES	341	351	363	361	381	360	349	350	350	0	0	0	\$ -	\$ -	\$ -	#DIV/0!
PREV DET PLACEMENT GRANT													\$ -	\$ -	\$ -	#DIV/0!
WRAP AROUND - NS													\$ -	\$ -	\$ -	#DIV/0!
STS,JP - PROGRAM COSTS													\$ 4,900	\$ -	\$ 2,360	48.16%
STS,JP - CONTRACTS													\$ 46,100	\$ -	\$ 24,702	53.58%
7 MA (ONLY)	4242	4235	4270	4271	4307	4334	4354	4381	4362				\$ 130,000	\$ (18,159)	\$ (234,007)	-180.01%
FHP	689	693	698	716	719	728	737	735	751							
SSI	1391	1394	1406	1408	1405	1408	1416	1425	1433							
TOTAL MA CASES	6322	6322	6374	6395	6431	6470	6507	6541	6546	0	0	0				
8 MMIS													\$ 11,247,328	\$ 646,626	\$ 8,337,511	74.13%
9 BURIALS	2	4	4	7	2	2	3	3	4				\$ 120,000	\$ 12,159	\$ 88,988	74.14%
ENERGY FUND													\$ 5,500	\$ -	\$ -	0.00%
10 CHILD WELFARE													\$ 2,179,643	\$ 102,585	\$ 1,039,607	47.70%
# in Foster Homes	11	11	15	15	13	13	15	15	16							
# in Higher Level	10	8	8	8	7	9	9	6	8							
# JD/PINS	2	2	2	3	3	2	0	1	1							
# Adoptions	78	76	77	77	77	76	77	80	80							
Independent Living	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				
11 EAF-FOSTER CARE													\$ 797,000	\$ 52,503	\$ 479,489	60.16%
# in Foster Homes	11	11	11	11	17	17	21	15	17							
# in Higher Level	4	4	5	5	5	8	8	11	11							
12 EAF JD/PINS													\$ 424,850	\$ 13,515	\$ 87,885	20.69%
# in Foster Homes	0	0	0	0	0	0	0	0	0							
# in Institutions	1	1	1	1	1	1	1	1	2							
13 JD/PINS													\$ 434,253	\$ 72,616	\$ 433,631	99.86%
# in Foster Homes	1	0	0	0	0	0	0	0	0							
# in Higher Level	1	2	2	3	4	5	7	8	6							
Independent Living	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				
DFY	0	1	1	1	1	3	3	2	2							
Children Not In Foster Care	334	330	326	331	347	340	345	336	335							
Total Children Served	453	446	448	455	475	474	486	475	478	0	0	0				
CPS Referrals	126	98	104	109	121	117	87	86	73							
FAR Referrals	30	21	27	38	27	27	29	32	34							
TOTAL													\$ 29,575,409	\$ 1,933,014	\$ 19,477,836	65.86%
14 FOOD STAMPS																
PA	184	191	198	198	197	192	178	171	174				\$ 59,580	\$ 587,262		
NPA	3794	3677	3906	3890	3912	3877	3859	3850	3888				\$ 1,001,603	\$ 8,912,437		
15 CHILD SUPPORT																
CURRENT ASSISTANCE	414	436	431	436	444	432	441	437	416				\$ 13,533	\$ 164,014		
FORMER ASSISTANCE	924	901	916	911	906	910	888	909	930				\$ 63,341	\$ 648,237		
NEVER ASSISTANCE	1611	1605	1608	1618	1619	1622	1626	1651	1658				\$ 399,698	\$ 3,345,050		

Commissioner's Report is determined on a Cash Basis and does not include 2011 Accounts Payable totaling \$631,901.92  
Fringe Benefit amount is based on 47.27 % of salary costs. This percentage is used to estimate health insurance, social security & retirement expenditures.  
Block Grant Day Care Statistics are number of children.  
Monies related to Child Support are included in each individual category. The Child Support category is there only to reflect on total monies received by SCU.

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE CHAIRMAN TO RENEW AN AGREEMENT WITH  
LIBERTY RESOURCES FAMILY SERVICES, INC.**

**WHEREAS**, the Madison County Department of Social Services may, as a result of the Combined Temporary Assistance to Needy Families (TANF) Allocation, provide necessary non-residential services to victims of domestic violence; and

**WHEREAS**, the Department lacks the necessary staff to provide the required services; and

**WHEREAS**, Liberty Resources Family Services, Inc., has a domestic violence services program in place and has offered to provide the required services for the period January 1, 2013, to December 31, 2013, at a total cost not exceed \$7,273, the same amount as the 2012 contract period; and

**WHEREAS**, 34 individuals were served in the 2012 – 2013 contract year; and

**WHEREAS**, funds for these services are appropriated in the 2013 departmental budget and are reimbursed at the rate of 100 percent; and

**WHEREAS**, this agreement has been reviewed and approved by the Social and Mental Health Services Committee;

**NOW, THEREFORE, BE IT RESOLVED** that the Chairman of the Board of Supervisors be and is hereby authorized to renew an agreement on behalf of the County of Madison with Liberty Resources Family Services, Inc., in the form as is on file with the Clerk of the Board.

DATED: November 13, 2012

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John Salka, Chairman  
Social and Mental Health Services Committee

**AUTHORIZING THE CHAIRMAN TO RENEW AN AGREEMENT WITH  
CORNELL COOPERATIVE EXTENSION**

**WHEREAS**, Madison County Department of Social Services determines eligibility and issues Supplemental Nutritional Assistance Program (SNAP) benefits to Madison County residents; and

**WHEREAS**, the Supplemental Nutritional Assistance Program is a program operated under the United States Department of Agriculture (USDA) and was implemented to improve the nutrition of low-income families; and

**WHEREAS**, Cornell Cooperative Extension has operated a Food Stamp Nutrition Education Program (FSNEP) through an agreement with Madison County since November 1, 2003, and has served 51 families, which represents 118 family members, during the 2011-2012 program year; and

**WHEREAS**, Madison County Department of Social Services does not have the nutrition expertise to operate such a program; and

**WHEREAS**, Cornell Cooperative Extension has submitted an application to the Office of Temporary and Disability Assistance to continue operation of the program, now known as the Supplemental Nutritional Assistance Program Education Program (SNAP-ed), for the period October 1, 2012, to September 30, 2013, at a total cost of \$44,100; and

**WHEREAS**, Cornell Cooperative Extension has agreed to provide these services for the period of October 1, 2012, to September 30, 2013, at a total cost not to exceed \$44,100, the same amount as the 2011-2012 contract year; and

**WHEREAS**, the funding for the SNAP-ed program is 100 percent federally reimbursed as an allowable cost under the Supplemental Nutritional Assistance Program; and

**WHEREAS**, this agreement is contingent upon approval of the New York State contract by the USDA, and no payment will be made by Madison County until said approval is granted; and

**WHEREAS**, the "Hold Harmless" clause diverges from the standard Madison County contract language to meet the needs of Cornell Cooperative Extension; and

**WHEREAS**, this agreement has been reviewed and approved by the Social and Mental Health Services Committee;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chairman of the Board of Supervisors be and is hereby authorized to renew an agreement on behalf of the County of Madison and Cornell Cooperative Extension in the form as is on file with the Clerk of the Board.

DATED: November 13, 2012

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John Salka, Chairman  
Social and Mental Health Services Committee

RESOLUTION NO. \_\_\_\_\_

**AUTHORIZING THE CHAIRMAN TO RENEW AN AGREEMENT WITH  
CORNELL COOPERATIVE EXTENSION OF ONEIDA COUNTY**

**WHEREAS**, Madison County Department of Social Services provides child care assistance to low-income families; and

**WHEREAS**, Madison County Department of Social Services receives monies through the New York State Child Care Development Block Grant to assist TANF recipients and low-income families with child care services; and

**WHEREAS**, the assistance contained in this program is 100 percent funded by these federal monies; and

**WHEREAS**, Madison County Department of Social Services, with the assistance of Cornell Cooperative Extension of Oneida County, is responsible for referrals for child care, recruitment of providers, and assisting providers in securing mandated licensing training and safety equipment; and

**WHEREAS**, Cornell Cooperative Extension of Oneida County has a demonstrated ability to provide these services onsite at the Department of Social Services, which allows for more TANF-eligible parents to secure employment; and

**WHEREAS**, Madison County Department of Social Services lacks the expertise and personnel to perform the functions of referrals, recruitment, and training; and

**WHEREAS**, Cornell Cooperative Extension of Oneida County as the child care resource and referral agent for Madison, Oneida, and Herkimer Counties, has the experience and resources to provide referrals, recruitment, and training and has offered to provide these services for the period October 1, 2012, to September 30, 2013, at a cost not to exceed \$33,218, the same amount as the 2011-2012 contract period; and

**WHEREAS**, 152 families were served in the 2011 – 2012 contract year; and

**WHEREAS**, the “Hold Harmless” clause diverges from the standard Madison County contract language to meet the needs of Cornell Cooperative Extension; and

**WHEREAS**, this agreement has been reviewed and approved by the Social and Mental Health Services Committee;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chairman of the Board of Supervisors be and is hereby authorized to renew an agreement on behalf of the County of Madison with Cornell Cooperative Extension of Oneida County, in the form as is on file with the Clerk of the Board.

DATED: November 13, 2012

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John Salka, Chairman  
Social and Mental Health Services Committee