

## AGENDA

### SOCIAL & MENTAL HEALTH SERVICES COMMITTEE

Monday, December 17, 2012, 4:00 p.m.

Supervisors Large Conference Room

**I. Veterans Agency, 4:00 – 4:15**

- A) Approve Minutes
- B) Monthly Statistics

**II. Youth Bureau, 4:15 – 4:30**

- A) Approve Minutes
- B) Resolution – Reappointing Members to the Youth Board
- C) Youth Volunteer Connection Website

**III. Social Services, 4:30 – 5:00**

- A) Approve Minutes
- B) Expenditures Report
- C) Resolutions
  - 1) Budget Modification
  - 2) Liberty Resources (2) – Domestic Violence Services
  - 3) Setting Indigent Burial Rates

**IV. Mental Health, 5:00 – 6:00**

- A) Approve Minutes
- B) Program and Fiscal Reports
- C) Resolutions – Budget Modifications
  - 1) 2012 – Miscellaneous Consultant
  - 2) 2013 – ADAPT Program for Six Months
- D) Resolutions – 2013 Contracts
  - 1) Dr. Edlund

## Minutes of Meeting

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

November 26, 2012  
Rescheduled from 4:30 p.m. to 10:00 a.m.

Present: James Goldstein, Town of Lebanon  
Lewis Carinci, City of Oneida  
Roger Bradstreet, Town of Nelson  
Alexander Stepanski, Town of Stockbridge (arrived at 10:15)  
Michael Fitzgerald, Commissioner

Jim called the meeting to order and asked for a motion to approve the minutes from the October 22, 2012, meeting. On a motion by Roger and seconded by Lewis, the meeting minutes were approved unanimously.

Mike reviewed the caseload and expenditures report. He noted that there were likely to be two areas in the 2012 budget that would need transfers before the end of the year (Purchase of Services and JD/PINS). He noted that the categories were over budget due to expenses within the budget items, but were under spent in other budget lines. In the end, DSS will work with the Treasurer to move funds to cover expenses from within the DSS accounts.

Jim asked how the Memorandum of Understanding between DSS and the landfill was working. Mike replied that it was meeting the intended purpose – relieving the landfill of work that was previously done by Camp Georgetown and providing work experience for DSS recipients. Mike and Jim Zecca will be agreeing to another year of services.

Mike had seven resolutions before the committee. First was a contract with BRiDGES for drug/alcohol assessments for temporary assistance applicants. The service had previously been provided by ADAPT. Mike has had conversations with Family Counseling Services and, while interested in providing this service for DSS, they are willing to forego being considered in the short term. On a motion by Lewis and seconded by Roger, the resolution passed unanimously.

The second resolution was for Community Action Partnership (CAP) for Family Action. Mike explained that there are often families who do not need court intervention (where DSS is involved), but they do recognize that they need help. CAP has fit nicely into this role, often working with families struggling with housing or educational difficulties. As evidence that the work they are doing has value, none of the children involved with CAP has subsequent to their involvement been placed in foster care. On a motion by Roger and seconded by Lewis, the resolution passed unanimously.

Third up was a resolution for non-secure detention services with Elmcrest Children's Center (Skeele Valley). Mike explained that DSS contracts for ½ bed – basically 15 nights out of a month. DSS is slightly above that utilization (average of 20 bed nights per month), but it is still a less costly alternative than to have either no contract or to contract for a full bed monthly. On a motion by Lewis and seconded by Roger, the resolution passed unanimously.

The Enable resolution was discussed next. In the previous month, this resolution had passed, but now needed to be modified due to liability coverage of Enable. The organization holds a \$4

million aggregate policy, not the \$5 million recommended. The county's insurance carrier gave the go-ahead to have a lower policy due to work that is being performed and the expected value of the contract itself. On a motion by Roger and seconded by Lewis, the resolution passed unanimously.

The fifth resolution was to continue to contract with the Office for the Aging (OFA) to provide Medicaid transportation services. Jim made the motion to approve the resolution and Roger seconded. The resolution passed unanimously.

The independent living services contract provided by Peacemaker was considered next. This program offers children 14 years and older in DSS custody to receive instructions and skill improvement to develop necessary abilities to become successful adults. On a motion by Roger and seconded by Lewis, the resolution passed unanimously.

Finally, there was a resolution for accounting services from Venesky & Company. Mike detailed the work that is provided, which includes maintenance in lieu of rent and the indirect cost calculation for DSS. Jim questioned if the services were being awarded as a result of an RFP or competitive bid. Since the contract is shared with the Treasurer's Office (where the countywide cost allocation plan is prepared), Mike did not know, but suspected that the answer was "no." However, based on the inclusion of the Treasurer, there was support. Lewis made the motion to approve the resolution and Alex provided the second. The resolution passed unanimously.

Jim asked Mike to comment on the potential loss of funding for the Madison Transit system. Mike began by explaining that the contractor for the county, Birnie Bus, actually provides two distinct services for the county. The first is transportation coordination for the non-emergency Medicaid transportation (NEMT). When a Medicaid recipient cannot otherwise get to a medical appointment, transportation can be arranged to provide the services. This has actually been determined to be one of the few mandates from the federal government for Medicaid. The coordination function, however, will be assumed by the State Health Department and contracted out to a third party. This responsibility is going away early in 2013 (March – May timeframe) and the RFP has already been released on the Department of Health website.

The other service that Birnie provides is the more visible bus routes, point-to-point, and wheelchair accessible transportation. Mike believes, but has not confirmed with Birnie staff, that the two functions are mutually exclusive – that while they have been thought of as one (and contracted as a single service) that they could be separated. Mike thought with the loss of the call center, there still could be a possibility that Birnie would continue to provide bus transit services, either by charging more for Medicaid rides or increasing the fares if necessary. Again, the direct impact to DSS will be minimal – the coordination will continue and regardless of the continuation of public transit, Medicaid transportation would have to pick up the slack. It would be disappointing to lose the transit service, since they have done a good job, especially in the last year with the new routes. The people who use it for work purposes would be more impacted.

Finally, Mike distributed a draft resolution for indigent burial rates proposed for 2013. Mike asked the committee members to review and, if there were any suggestions, to let either Don Smith or him know. Lewis asked about the changes contained in the draft and Mike stated that there were very few compared to what the funeral home directors have requested. There was a modest \$100 increase for the allowances for caskets and vaults and the transportation allowance mirrored what was provided in the coroner's contract (\$2 per mile up to \$200). Language was clarified about the ability of the family to contribute to the cost of a funeral (no more than \$1,000) and rates from the funeral homes will be requested prior to payment to ensure the county

is getting the "lowest cost." Mike intends to put the resolution in front of the committee so that it can be adopted prior to the end of the year.

There being no further business, the Mental Health Department began its presentation.

Respectfully submitted,

Michael A. Fitzgerald  
Commissioner

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

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

**AUTHORIZING THE MODIFICATION OF THE 2012 ADOPTED BUDGET**

**BE IT RESOLVED**, that the 2012 Adopted County Budget be modified as follows:

General Fund

6010 Social Services Administration

Expense

	<u>From</u>	<u>To</u>
A6010.402 Miscellaneous Expense	\$ 26,850	\$ 24,738
A6010.4140 Client Medical Exams & Travel	\$ 26,600	\$ 31,100
A6010.4301 Professional Liability Insurance	\$ 16,000	\$ 21,362
A6010.44 Gas & Electric Expense	\$100,000	\$ 90,000
A6010.440 Water Usage	\$ 1,600	\$ 1,850
A6010.461 Paternity Testing	\$ 7,040	\$ 6,040
A6010.481 Cleaning Service Contract	\$ 58,000	\$ 60,000
A6010.489 Photo Copy Usage Expense	\$ 16,500	\$ 17,500
<u>6070 Services for Recipients</u>		
A6070.41080 Family Unification Project	\$ 353,334	\$ 415,834
<u>6109 TANF</u>		
A6109.41085 EAF-Services	\$ 166,626	\$ 104,126
A6109.41087 EAF FC JD PINS	\$ 424,850	\$ 284,850
<u>6119 Child Care</u>		
A6119.41089 Child Care Independent Living Prog	\$ 16,943	\$ 15,943
<u>6123 Juvenile Delinquency</u>		
A6123.41090 Juvenile Delinquent Expense	\$ 428,300	\$ 568,300
A6123.41091 JD Independent Living Program	\$ 5,953	\$ 6,953
Control Totals	<u>\$1,648,596</u>	<u>\$1,648,596</u>

December 27, 2012

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John Salka, Chairman  
Social and Mental Health Services Committee

\_\_\_\_\_  
John A. Reinhardt, Chairman  
Finance, Ways and Means Committee

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

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

**WHEREAS**, the Office of Children and Family Services has made available Temporary Assistance to Needy Families (TANF) funding to distribute to counties for the provision of non-residential domestic violence services; and

**WHEREAS**, Madison County has been granted \$10,083 in domestic violence TANF non-residential funding; and

**WHEREAS**, Liberty Resources Family Services, Inc., has the necessary expertise, staff and experience to administer the domestic violence non-residential programs; and

**WHEREAS**, the services proposed would enhance the services already provided under existing domestic violence contracts in place; and

**WHEREAS**, the funding is 100 percent federally reimbursed and will be utilized to provide necessary enhancements to women and families who are most at risk; and

**WHEREAS**, Liberty Resources Family Services, Inc., will provide the aforementioned services for the period January 1, 2013, to June 30, 2013, at a total cost not to exceed \$10,083; 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 amend 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: December 27, 2012

\_\_\_\_\_  
John Salka, Chairman  
Social and Mental Health Services Committee

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

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

**WHEREAS**, the Madison County Department of Social Services is mandated, as per Chapter 53 of the Laws of 1991, to offer and 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**, this program provided these services to 281 individuals (229 adults and 52 children) and received 707 hotline calls in 2011; so far in 2012, the program has provided services to 374 individuals (311 adults and 63 children) and received 624 hotline calls; 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 of \$174,523, the same cost as the 2012 contract year; and

**WHEREAS**, funds for these services are appropriated in the 2013 departmental budget and are reimbursed at the rate of 49 percent; and

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

**NOW, THEREFORE, BE IT RESOLVED**, 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: December 27, 2012

\_\_\_\_\_  
John Salka, Chairman  
Social and Mental Health Services Committee

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

**SETTING RATES PAID BY MADISON COUNTY FOR INDIGENT BURIALS**

**WHEREAS**, Madison County is required by New York State Social Services Law 141 to provide a burial for indigent people by allowing burial items to be itemized as follows; and

**WHEREAS**, the Madison County Department of Social Services provides for burial when a temporary assistance recipient or other indigent person dies leaving no funds or insurance sufficient to pay the costs and there are no relatives, friends, or other persons liable or willing to take responsibility for the burial expense; and

**WHEREAS**, the Madison County Department of Social Services has established a limit on the amount of money that can be spent on the burial of indigent persons within Madison County and the limits defined below constitute an "indigent burial"; and

**WHEREAS**, if money is spent above the limits established herein, the burial is not an indigent burial and the Madison County Department of Social Services is prohibited from providing any money to the Madison County Funeral Directors of services rendered to a deceased indigent person; and

**WHEREAS**, the Madison County Funeral Directors express a desire to provide indigent burial services for the specified rates set forth herein, but further recognize that costs above and beyond the limits set forth in this agreement shall prevent the Madison County Department of Social Services from reimbursing the Directors of the Madison County Funeral Homes for any such burial expenses; and

**WHEREAS**, the same policy and rates shall also be set through the Veterans Agency of Madison County for veterans' burials;

**NOW, THEREFORE, BE IT RESOLVED** that the following policy for indigent burials in Madison County shall take effect January 1, 2013:

**1. DIRECT (IMMEDIATE) BURIALS:**

A direct (immediate) burial shall include: local transfer of remains to funeral home, staff services, securing of necessary authorizations, an alternative container, one courtesy death notice in a newspaper providing such services of Funeral Director's choice, and one photocopy of a death certificate provided to the County. Direct burial prices do not include cemetery charges, minimum casket, or an outer interment receptacle if required.

**Basic Arrangement**

**\$1,650**

## **2. DIRECT CREMATION:**

A direct cremation shall include: the local transfer of remains to the funeral home, staff services, securing of necessary authorizations, an alternative container for cremation, the return of the cremains to the funeral home or family as requested, one courtesy death notice in a newspaper providing such services of Funeral Director's choice, and one photocopy of a death certificate provided to the County. The County will not pay for vault, grave opening/closing or cemetery grave. The County will make an exception and pay for grave opening/closing if a grave is available for burial of cremains at no additional cost.

The direct cremation prices do not include the crematory charge.

**Basic Arrangement** **\$1,550**

## **3. ANATOMICAL DONATION:**

Anatomical donation shall include: Immediate body donation to the State University of New York for medical education and research, one courtesy death notice in a newspaper providing such services of Funeral Director's choice, and one photocopy of a death certificate provided to the County. The County will not pay for vault, grave opening/closing or cemetery grave. The County will make an exception and pay for grave opening/closing if a grave is available for burial of cremains at no additional cost.

**Basic Arrangement** **\$1,300**

## **4. BURIALS/CREMATIONS ARRANGEMENTS AND SUPERVISION:**

Basic arrangements include: the funeral director, licenses, registrations, other staff and personnel, equipment, facilities and general overhead (utilities, insurance, rent, taxes, maintenance) to respond to the initial request for service, the arrangement conference, preparation of remains (includes embalming), use of preparation room, limited use of funeral home facilities or church or cemetery for one hour of visitation or funeral or memorial (services and burial shall be held on a weekday or weekend at no additional funeral home cost), supervision of visitation or funeral or memorial, one courtesy death notice in a newspaper providing such services of Funeral Director's choice, one photocopy of a death certificate provided to the County, securing all necessary legal permits and authorizations and coordination of service plans with the parties involved in the final disposition of the deceased. Clothing is to be provided by the family or friends of the deceased whenever possible, but will otherwise be reimbursed by the County.

**Basic Arrangement** **\$1,800**

5. **CASKETS AND ALTERNATIVE CONTAINERS:** Casket price (receipt or billing statement required) up to \$525. Outer interment receptacles (receipt or billing statement required) up to \$525.
6. **RELATIVE/FRIEND PURCHASE OF ADDITIONAL SERVICES, VISITATION, FUNERAL, MERCHANDISE, MEMORIAL OR OTHER CEREMONY:** Relatives and/or friends of the deceased are able to purchase, directly from the Funeral Director, visitation up to four hours from the funeral home's current general price list. Cash advance charges, other than cemetery or cremation, incurred for a funeral or memorial service at church, cemetery, funeral home, or other facility are the responsibility of the relatives and/or friends. The cost for additional services, staff, merchandise, and facilities for visitation will come from the funeral home's current general price list to not exceed \$1,000.
7. **CREMATORY CHARGE:** Actual cost, verified by a receipt or billing statement, shall be paid by the County.
8. **GRAVE OPENINGS:** Actual cost, verified by a receipt or billing statement, shall be paid by the County.
9. **LOTS:** When no grave has been pre-purchased, grave purchase must be within Madison County and actual cost of the grave shall be paid by the County when verified by a receipt or billing statement.
10. **TRAVEL:** \$2.00 per laden mile from place of death to funeral home and/or to any other necessary transportation. Payment shall be capped at \$200 per funeral.
11. **WINTER VAULT STORAGE:** Actual cost, verified by a receipt or billing statement, shall be paid by the County.
12. **INCIDENTALS:**
  - a. **Over-sized Casket:** Actual cost will be reimbursed by the County when verified by a receipt or billing statement.
  - b. **Over-sized Vault:** Actual cost will be reimbursed by the County when verified by a receipt or billing statement.
  - c. **Cemetery Equipment:** Actual cost will be reimbursed by the County when verified by a receipt or billing statement.
  - d. **Clothing:** Actual cost will be reimbursed by the County, up to a limit of \$75, when verified by a receipt or billing statement.
13. **COLLECTION OF FUNDS:** Collection of resources to be applied to burial costs shall be conducted by DSS or the Veterans Agency. Any funds received directly by the Funeral Home will be deducted from burial costs as outlined in this Agreement prior to County payment.

14. **SPECIAL CIRCUMSTANCES:** Special circumstances wherein additional charges may be incurred must be reviewed with the Commissioner or his designee, or the Veterans Agency Director or his designee, on a case-by-case basis for approval. Handling of a decomposed body is an example of a special circumstance and will be paid by the County upon receipt from the Funeral Director for actual costs incurred.
15. **CONTRIBUTIONS:** Upgrading of described casket and/or vault is not allowed. Relatives or friends assume responsibility for the entire cost of burial arrangements should they wish to arrange a more expensive casket and/or vault for the deceased than authorized by the County.

**General Policy:**

Indigent burials must be prior authorized by the County at the time funeral arrangements are made. **NO EXCEPTIONS WILL BE HONORED.** Services and burial must be held on a weekday, unless prior authorized by the County at no additional costs. If funeral arrangements need to be made on a holiday or weekend, the County must be contacted on the next workday. Failure to obtain prior approval from the County will result in denial of payment for burial expenses by the Department of Social Services or the Veterans Agency. In no case will the County be liable for more than the amounts listed herein. Contact number for approval requests is (315) 366-2211 (Department of Social Services) or (315) 366-2395 (Veterans Agency). A member of the family or a representative (including the Funeral Home Director) will be required to complete a DSS burial application and face-to-face interview with an agency representative or meet with the Veterans Agency representative in order to determine eligibility for an indigent burial.

Dated: December 27, 2012

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John Salka, Chairman  
Social and Mental Health Services Committee