

DEPARTMENT OF SOCIAL SERVICES AGENDA

SOCIAL & MENTAL HEALTH SERVICES COMMITTEE

Monday, August 26, 2013

- A) Approve Minutes
- B) Expenditures Report
- C) Budget 2014
- D) Certified Application Counselor (Medicaid)
- E) Home Energy Assistance Program (HEAP) Update
- F) Resolutions
 - 1) Community Action Program – Transportation
 - 2) Cornell Cooperative Extension – SNAP-Ed
 - 3) Cornell Cooperative Extension – Child Care
 - 4) Office for the Aging – HEAP Application Assistance
 - 5) VenTek – Task-based Software Program

Minutes of Meeting

SOCIAL & MENTAL HEALTH SERVICES COMMITTEE MEETING

July 22, 2013

Present: John Salka, Town of Brookfield
Lewis Carinci, City of Oneida
Eve Ann Shwartz, Town of Hamilton – 3:35 PM
James Goldstein, Town of Lebanon – 4:02 PM

Also Present: Donald Smith, Director Veterans Agency
Joanne Eddy, Director Youth Bureau
Melissa Maine, Deputy Commissioner for Family Services
Teisha Cook, Director Mental Health
Karolyn Sayles, Deputy Director of Administrative Services
Suzanne Odell, Assistant to County Administrator

Social Services:

The meeting began at 4:05 with John asking for a motion to approve the meeting minutes from the previous committee meeting on June 24, 2013 Supervisor Carinci made the motion to approve the meeting minutes without addition or correction and Supervisor Shwartz seconded the motion. The motion passed unanimously.

Melissa next reviewed the Program and Fiscal reports. There was nothing to report that was not expected at this point in the year.

Melissa discussed those residents affected by the flood who have received aid in the past or currently indicating there were no additional residents who have applied for aid as a result of the flooding to date. Melissa also indicated that there was one foster home that was affected by the flooding, however they were able to get alternate temporary housing with minimum disruption to the child.

There being no further actions for DSS and the committee, the meeting was adjourned at 4:18

COMMISSIONER'S REPORT
CASELOAD AND EXPENDITURES STATISTICS FOR JULY 2013

CATEGORY	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	2013 APPROPRIATION	MONTHLY COST	YTD COST	PERCENTAGE OF APPROPRIATION
1 ADMINISTRATION													\$ 4,927,309	\$ 356,319	\$ 2,739,298	55.59%
Salaries													\$ 12,000	\$ 3,995	\$ 3,995	33.29%
Equipment													\$ 1,956,427	\$ 96,074	\$ 772,289	39.47%
Contractual													\$ 2,686,845	\$ 185,286	\$ 1,458,734	54.29%
Fringe													\$ 174,000	\$ 14,500	\$ 101,500	58.33%
MLR													\$ 519,600	\$ 43,300	\$ 303,100	58.33%
A-97													\$ -	\$ -	\$ -	#DIV/0!
PUB FAC FOR FC													\$ 785,300	\$ 137,277	\$ 469,793	59.82%
2 PURCHASE OF SERVICES													\$ 574,531	\$ 70,686	\$ 417,003	72.58%
3 BLOCK GRANT DAY CARE	198	199	244	219	178	216	182						\$ 151,909	\$ 12,692	\$ 45,896	30.21%
4 EAF-POS													\$ 25,000	\$ (431)	\$ (65,550)	-262.20%
5 HEAP																
6 PUBLIC ASSISTANCE																
FA	186	190	189	185	184	182	188						\$ 1,548,000	\$ 88,545	\$ 710,392	45.89%
EAF	11	8	10	18	15	14	14						\$ 168,000	\$ 8,691	\$ 63,956	38.07%
DUE TO SOCIAL SERV													\$ -	\$ (339)	\$ 888	
TANF PREV NON-SEC DET													\$ 2,500	\$ -	\$ 265	10.60%
SN	145	153	153	155	149	144	142						\$ 1,053,000	\$ 54,208	\$ 527,883	50.13%
EAA	1	1	1	1	1	1	1						\$ 25,250	\$ 920	\$ 8,694	34.43%
TOTAL PA CASES	343	352	353	359	349	341	345	0	0	0	0	0	\$ -	\$ -	\$ -	#DIV/0!
PREV DET PLACEMENT GRANT													\$ -	\$ -	\$ -	#DIV/0!
WRAP AROUND - NS													\$ -	\$ -	\$ -	#DIV/0!
STSJP - PROGRAM COSTS													\$ -	\$ -	\$ -	#DIV/0!
STSJP - CONTRACTS													\$ 27,329	\$ -	\$ -	0.00%
DCJS GRANT EXPENSE													\$ 245,957	\$ 24,099	\$ 24,099	9.80%
7 MA (ONLY)	4482	4515	4550	4586	4604	4672	4692						\$ 135,000	\$ (46,413)	\$ (116,110)	-86.01%
FHP	785	783	785	783	787	789	778									
SSI	1480	1491	1489	1485	1487	1485	1504									
TOTAL MA CASES	6747	6789	6824	6854	6878	6946	6974	0	0	0	0	0	\$ 11,577,881	\$ 1,082,845	\$ 6,700,288	57.87%
8 MMIS													\$ 130,000	\$ 8,080	\$ 92,446	71.11%
9 BURIALS	3	8	9	2	6	4	3						\$ -	\$ -	\$ -	#DIV/0!
ENERGY FUND													\$ 1,985,182	\$ 148,402	\$ 978,469	49.29%
10 CHILD WELFARE																
# In Foster Homes	18	18	17	18	20	18	15									
# In Higher Level	8	9	10	10	7	13	14									
# JD/PINS	1	1	1	1	1	1	0									
# Adoptions	84	83	83	83	83	79	78									
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													\$ 734,216	\$ 57,677	\$ 331,768	45.19%
# In Foster Homes	13	14	14	16	11	11	11									
# In Higher Level	14	12	12	10	11	8	14									
12 EAF JD/PINS													\$ 398,326	\$ 33,108	\$ 271,584	68.18%
# In Foster Homes	2	2	1	1	1	1	1									
# In Institutions	4	3	3	2	1	2	3									
13 JD/PINS													\$ 410,094	\$ 91,061	\$ 356,737	86.99%
# In Foster Homes	0	0	0	0	0	0	0									
# In Higher Level	3	2	2	2	6	6	7									
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	0	1	3	0	6	7									
Children Not In Foster Care	354	378	402	406	397	397	396									
Total Children Served	501	522	546	552	538	542	546	0	0	0	0	0				
CPS Referrals	94	95	92	105	114	91	86									
FAR Referrals	38	28	35	21	40	36	20									
TOTAL													\$ 30,253,656	\$ 2,470,582	\$ 16,197,417	53.54%
14 SNAP																
PA	184	174	173	177	180	179	180						\$ 59,589	\$ 412,502		
NPA	3966	4002	4075	4120	4095	4123	4122						\$ 1,047,709	\$ 7,295,934		
15 CHILD SUPPORT																
CURRENT ASSISTANCE	417	416	412	411	409	414	414						\$ 14,467	\$ 122,732		
FORMER ASSISTANCE	912	913	911	920	909	908	904						\$ 61,475	\$ 538,818		
NEVER ASSISTANCE	1687	1675	1685	1690	1697	1700	1687						\$ 207,251	\$ 2,923,583		

Commissioner's Report is determined on a Cash Basis and does not include 2012 Accounts Payable totaling \$671,688.34
Fringe Benefit amount is based on 52 % 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
COMMUNITY ACTION PROGRAM, INC.**

WHEREAS, Madison County Department of Social Services receives federal monies through the Temporary Assistance for Needy Families (TANF) to assist TANF recipients and low-income families to eliminate barriers to employment; and

WHEREAS, the program would provide the ability to meet the transportation needs of a rural population in Madison County who are TANF eligible or are below the 200 percent of the federal poverty level in order to assist them in obtaining or maintaining employment; and

WHEREAS, Community Action Program, Inc., (CAP) has a documented record of assisting low-income residents of Madison County with other transportation linkages; and

WHEREAS, Community Action Program, Inc., has agreed to provide these services for the period October 1, 2013, to September 30, 2014, at a total cost not to exceed \$72,224, the same amount as the 2012-2013 contract period; and

WHEREAS, this funding is 100 percent reimbursable through the New York State Office of Temporary and Disability Assistance; 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 Community Action Program, Inc., in the form as is on file with the Clerk of the Board.

DATED: September 10, 2013

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 56 families, which represents 138 family members, during the 2012-2013 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, 2013, to September 30, 2014, at a total cost of \$47,588; and

WHEREAS, Cornell Cooperative Extension has agreed to provide these services for the period of October 1, 2013, to September 30, 2014, at a total cost not to exceed \$47,588, which is a \$3,488 increase from the 2012-2013 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: September 10, 2013

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, 2013, to September 30, 2014, at a cost not to exceed \$33,218, the same amount as the 2012-2013 contract period; and

WHEREAS, 150 families were served in the 2012 – 2013 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: September 10, 2013

John Salka, Chairman
Social and Mental Health Services Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO RENEW AN AGREEMENT WITH
MADISON COUNTY OFFICE FOR THE AGING**

WHEREAS, the cost to heat homes in the county has risen to the point that many low-income families are unable to afford those costs; and

WHEREAS, the Madison County Department of Social Services (DSS) administers the HEAP program, a federally subsidized energy program that targets benefits to low-income, at-risk populations; and

WHEREAS, the Department of Social Services requires a service agreement with a qualified provider to comply with the Social Services Law of the State of New York and the rules and regulations of Title 18 NYCRR, specifically that the County of Madison shall provide for a comprehensive program of assistance and care to supply the basic needs of those eligible individuals living within the county who qualify for needed assistance and care; and

WHEREAS, the Department of Social Services has requested provision of HEAP outreach and certification services to low-income residents of Madison County, especially households with elderly and handicapped individuals consistent with the New York State Plan and regulations; and

WHEREAS, The Madison County Office for the Aging (MCOFA) has a documented record of performing intake services at the main office located in Canastota, New York, and in the homes of senior citizens; and

WHEREAS, Madison County Office for the Aging has assisted 65 seniors with their HEAP applications, including the early outreach program along with regular HEAP applications, through March 30, 2013; and

WHEREAS, Madison County Office for the Aging has agreed to administer the HEAP intake services for the period October 1, 2013, to September 30, 2014, at a cost of \$9.50 per application and at a total cost not to exceed \$1,200; and

WHEREAS, the funding for this service is reimbursable through the New York State Office of Temporary and Disability Assistance Home Energy Assistance Program at a 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 and Madison County Office for the Aging in the form as is on file with the Clerk of the Board.

DATED: September 10, 2013

John Salka, Chairman
Social and Mental Health Services Committee

RESOLUTION NO. _____

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH
VenTek Inc.**

WHEREAS, in accordance with the New York State Social Services Law, local districts are required to administer financial assistance programs to low-income families; and

WHEREAS, the Madison County Department of Social Services receives monies through the Department of Health and the New York State Office of Temporary Assistance and Disability to utilize staff to assist individuals to apply and recertify for financial assistance programs ; and

WHEREAS, a task-based computer system will provide a more efficient and effective use of staff resources than a traditional caseload system; and

WHEREAS, the Department of Social Services lacks the necessary staff and expertise to implement an automated task-based software system application; and

WHEREAS, the VenTek Inc. is a business with a demonstrated ability to develop, implement, and provide annual software support and maintenance of a task-based software system; and

WHEREAS, VenTek Inc. has agreed to provide said services for the period October 1, 2013, to September 30, 2014, at a total cost not to exceed \$125,000, with an annual software support and maintenance fee not to exceed \$25,000, commencing the third month that the agency 's task-based computer system goes live; and

WHEREAS, federal and state funding for this service is estimated at a rate of approximately 65 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 enter into an agreement on behalf of the County of Madison and VenTek, Inc., in the form as is on file with the Clerk of the Board.

DATED: September 10, 2013

John Salka, Chairman
Social and Mental Health Services Committee