

SUPERVISORS NOTEBOOK

For the Month of

December 2012

CRIMINAL JUSTICE, PUBLIC SAFETY AND TELECOMMUNICATIONS
Committee Meeting Minutes
August 14, 2012 – 9:00AM

PRESENT: Darrin Ball, Chairman
Roger Bradstreet
Lew Carinci
Dave Coye

ALSO PRESENT: Mark Scimone, Administrative Asst. to the Chairman of the Board

RESOLUTION

- 1) Authorizing the Modification of the 2012 Adopted County Budget (Stop DWI)

Motion – Coye

2nd – Carinci

carried

ADJOURNMENT

There being no further business to discuss, motion was made to adjourn, seconded and carried.

Respectfully Submitted,

Criminal Justice, Public Safety and Telecommunications Committee



Madison County Mental Health Department

Serving the Residents of Madison County for over 45 Years (established in 1966)

VETERANS MEMORIAL BUILDING
NORTH COURT STREET, P.O. BOX 608, WAMPSVILLE, NY 13163-0608
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FAX (315) 366-2599

Social and Mental Health Services Committee Mental Health Department Meeting Minutes September 24, 2012

Present: John Salka, Chair
Lewis Carinci
Roger Bradstreet
Alex Stepanski

Staff: James A. Yonai, Ph.D., CRC, Director MHD
Karolyn M. Sayles, Deputy Director MHD

Guest: Mark Scimone, Administrative Assistant to the Chairman of the Board

The meeting was called to order at 5:25 PM.

Approving the Minutes

Roger Bradstreet made a motion to accept the August 27, 2012 minutes, Alex Stepanski seconded the motion. All were in favor.

Program and Fiscal Reports

Ms. Sayles presented the August consolidated fiscal report, individual cost centers and accounts receivable listing. The department is at an actual deficit of \$60,003 compared to a budget deficit of \$ 92,829. The MH Clinic cost center is operating at a break even point while the ADAPT and Administration are running at a \$1,970 and \$58,034 deficit respectively.

2013 Budget Update

The 2013 department budget was presented to the County Budget Committee on September 17, 2012. Modifications in the amount of \$2,100, along with revised health insurance and retirement estimates were made by the Committee.

ADAPT RFI Update

The task force met on Wednesday, September 19, 2012 to make a recommendation on the delivery of chemical dependency treatment services in Madison County.

Executive Session

John Salka entertained a motion to go into executive session citing Section 105 of the Open Meetings Law for "matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation." Roger Bradstreet made the motion and Alex Stepanski seconded it. All were in favor. Roger Bradstreet made a motion to come out of executive session and Alex Stepanski seconded it.

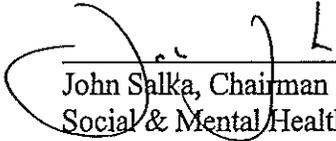
Resolution

- Expressing the intention of the board to provide chemical dependency treatment services through Family Counseling Services of Cortland County, Inc.

Roger Bradstreet moved to accept the resolution and Alex Stepanski seconded it. The Committee voted to approve the resolution.

John Salka, Chair, adjourned the meeting at 6:05 PM.

Minutes Approved: Without any changes With changes noted or corrected copy attached



John Salka, Chairman
Social & Mental Health Services Committee

10-22-2012
Date



Dept of Solid Waste & Sanitation
PO Box 27, Wampsville, NY 13163
SHARON A. DRISCOLL,
Recycling Coordinator
Phone: 315/361-8408
sharon.driscoll@madisoncounty.ny.gov

SW and Recycling Committee Meeting
October 16, 2012
Approved minutes from September 25, 2012

Chairman Jim Goldstein called the meeting of the Solid Waste and Recycling Committee meeting to order at 9:03 a.m. in the Supervisors Conference room on the second floor of the County Office Bldg in Wampsville, NY.

Those in attendance were Chairman Jim Goldstein and Solid Waste Director James A. Zecca. Solid Waste Committee members in attendance were: Supervisors Scott Henderson, Darrin Ball, James Rafte and David Coye. Also in attendance were: Russ Hammond, Operations Manager, IDA Director Kipp Hicks, Environmental Attorney Bill Buchan and Sharon Sutter, Mark Scimone, administrative assistant to the Chairman of the Board of Supervisors and Sharon A. Driscoll, Recycling Coordinator.

Approve Minutes –

Motion by S. Henderson approve the Solid Waste and Recycling meeting Minutes from September 25, 2012 seconded by D. Ball and approved.

Solid Waste Department Business:

Bulky Plastic--

Director Zecca reported that several officials from JBI Inc. are coming to Madison County for a meeting and tour of the landfill site tomorrow to talk about a municipal partnership between the County and JBI Inc. at the MRF.

ARE Park Update –

M. Scimone reported that the Department of Environmental Conservation has a few more issues regarding the proposed ARE Park. However, everything that has been requested by the DEC and SHPO has been provided by the Dept of Solid Waste and Barton and Loguidice.

Chairman John Becker is involved in discussions with the DEC.

M. Scimone reported that he and Chairman Becker would be in Albany this coming week and will again discuss the matter with State officials.

In other business, K. Hicks reported that he received a call from a Syracuse company that would like to get moving with a C&D processing facility in Madison County.

Attorney Buchan reported that there are still unsolved matters with respect to SHPO.

SHPO asked for a new map and copies of studies that have already been submitted. This information is consistent with what we have submitted in the past, according to Attorney Buchan.

S. Henderson felt the entire situation should be publicized so that the people know what is going on.

M. Scimone reported that the County was thinking about bringing in other elected leaders to help with this situation. "However, I believe we need to let this fly for a few more days."

S. Henderson again pointed out that "at some point we have to go public with this – get it in the light of day."

Chairman Goldstein suggested the committee wait a couple of weeks and then make decision.

Syracuse Haulers –

Motion by S. Henderson to enter into executive session to discuss pending litigation seconded by J. Raffte and approved.

Motion by S. Henderson to come out of executive session seconded by D. Ball and approved.

2012 SW Budget Modifications –

Resolutions –

Motion by S. Henderson authorizing the modification of the 2012 adopted County budget that will allow for the purchase of a new server for the Dept of Solid Waste as recommended by the Information Technology (IT) Department seconded by J. Raffte and approved.

Motion by D. Ball authorizing the modification of the 2012 adopted County budget to cover fees for professional legal counsel seconded by S. Henderson and approved.

Confined space entry –

Director Zecca reported that there have been no further updates from the City of Oneida regarding their plans for updating the fire department's skills as they relate to confined spaces -- emergency confined space rescue services.

The Dept of Solid Waste has immediate needs that have to be taken care of. Director Zecca asked if committee member Darrin Ball, who is a firefighter with the City of Oneida, what is happening with Hood and others who have to do routine confined space entry.

D. Ball strongly encourages Director Zecca to talk to the Mayor's office! Chairman Goldstein asked Director Zecca to call mayor's office.

Confined Space Entry requires:

- Trained professionals be on site if any work is done in confined spaces
- What would it cost to train our people?
- Hiring Abscope Environmental Inc. of Canastota to come in and do the work may be less costly than for the landfill crew to do the work and hire a certified rescue team to sit there and watch.
- Attorney Buchan indicated that in the short term it may be less costly to sub out the work. However, in the long run the department should find out what the cost would be to train the Landfill employees to perform the rescue services.

D. Ball reiterated that "this is why it is imperative for you to get an answer from the City. Once you get a clear answer from the City you will have a better idea of what you have to do. The city did not renew the contract and is currently not performing this service for anyone."

Bulldozer –

R. Hammond reported that over the last 3 years the Dept of Solid Waste has spent over \$38,000 to rent a bulldozer. The company will allow us to apply the rental fees we have paid toward the cost of a 5/50 John Deer dozer. R. Hammond will prepare specs to go out for competitive bid as soon as possible.

Propane fuel bid –

We will be going out to bid and will come back to the committee once we get bids next month, explained Director Zecca.

Gas to energy –

Director Zecca reported that the sale of electricity by Waste Management has gone over .06 cents a KW hour, which means that the department will now receive a 50/50 split. "We received over \$1,000 from the sale of electricity for the month of September and that is on top of about \$10,000 a month for the methane gas sales. There is \$20,000 ear marked for general fund in 2012 and 2013 – the rest is going into the reserve fund."

Uncollectable accounts receivables –

Motion by D. Ball authorizing the write off of four uncollectible landfill accounts receivable seconded by S. Henderson and approved.

Note: the Committee requested that the Director get further information on outside collection services.

Delta Landfill survey services –

Motion by D. Ball authorizing an agreement for 2013 miscellaneous engineering/land surveying services not to exceed an annual total of \$9,200.00 seconded by J. Raffte and approved.

Community Clean-up programs for 2013 –

Motion by D. Ball expressing the County's intent to participate in local community clean-up programs in the year 2013 seconded by S. Henderson and approved.

Costume Collection –

Director Zecca reported that Mrs. Uncer, who is working with the Head Start program, asked if the Buyea Rd Landfill could be a collection point for used Halloween costumes for children. Director Zecca thought the costumes should be collected at the Reuse Store. He will ask the Rescue Mission if they would like to participate in this program.

Meeting recessed until a date to be determined during Annual Session. –

Nov 13 and Nov 27 – tie into annual session

Respectfully submitted by Sharon A. Driscoll

**MADISON COUNTY
DEPARTMENT OF MAINTENANCE**

Kevin F. Loveless

Building Maintenance Supervisor

138 North Court Street

County Office Building

Wampsville, NY 13163



(315) 366-2259

(315) 366-2511 (fax)

Buildings and Grounds Committee Meeting

Minutes Oct. 16, 2012

PRESENT: Chairman Ronald Bono, Vice Chairman Daniel Degear; Supervisors Alexander Stepanski and Scott Henderson; County Administrative Assistant Mark Scimone; Buildings and Grounds Supervisor Kevin F. Loveless; Kelly Golley (Public Health); Undersheriff John Ball

EXCUSED: Supervisor David L. Coye

The meeting was called to order at 3:30 p.m. in the Supervisors Large Conference Room.

Minutes: The minutes of the regular meeting held Sept. 18, 2012; and a special meeting held October 9, 2012, were unanimously approved upon the motion of Vice Chairman Daniel Degear and second of Supervisor Scott Henderson.

September Activity Report: There was a brief discussion of the month's work, which revolved largely around periodic maintenance and preparation for the coming winter months.

Highway Alarm Project: Buildings and Grounds Supervisor Kevin Loveless said after some investigation with Mitel, a spare telephone pair was located for the Highway Department. He said SimplexGrinnell was scheduled for a regular maintenance visit Dec. 4, 2012, and asked if the committee wanted him to arrange for a time before that to avoid leaving the building vulnerable.

Henderson asked how long the building has been without an alarm; Loveless said since 1966. Consensus was to wait for the already-scheduled visit.

Public Health Building Modification: Kelly Golley of the Public Health Department stood in for Eric Faisst to present a proposition for redesigning the Building Four reception area. The primary reason for the request is for the security of the office assistants who sit up front. Golley said the completed plan would allow for a bigger waiting area, freeing up the conference room, which currently is used for immunization clinic seating.

Golley said there is about \$2,000 in an immunization grant that could be used toward labor. Loveless said the Maintenance Department doesn't charge labor but may need additional materials to change things around. Vice Chairman Dan Degear asked if Maintenance crews would have the time, and Loveless said there would be a brief window of slow time before snow removal is added to the workload. He said bi-annual window washing and filter changes are about complete.

Loveless said it is a fantastic plan for safety reasons.

It was the consensus of the committee to move forward with the plan.

Loveless said he would review the plan and coordinate its execution; he said the redesign shouldn't be too bad, but if it is, they may have to call and get a quote. Golley said Mitel would come in and do whatever needed to be done for telecommunications before the redesign begins in order to avoid any interruption in the phone service.

County Administrative Assistant Mark Scimone said when the work is scheduled to inform IT so that re-cabling

also may be coordinated.

Camera Installation Project: Undersheriff John Ball presented the schematics for the installation of an exterior digital camera system for the County Office Complex. Ball said the existing cameras are scattered around the complex, creating gaps and vulnerability that could be addressed through a Department of Homeland Security Grant.

Ball said he and Loveless have met and reviewed the potential locations and coverage areas for the equipment; he said a town of Madison outfit proposed the most attractive package, so the work would be handled locally.

The system is scalable for almost unlimited future growth, Ball said. Loveless added the current proposed licensing package allowed up to 50 cameras. Loveless said additional jail cameras will be added, as well.

The camera data would be reviewed around-the-clock by Control personnel at the jail. Ball said he received official approval for the project from the Department of Homeland Security Oct. 15, 2012, that it had been approved by the Criminal Justice/Public Safety Committee and the full Board of Supervisors last year, and that he was seeking the approval of Buildings and Grounds.

The project was quoted at \$19,900, Ball said, with the grant covering \$19,000 of the cost. Annual maintenance costs would run about 20 percent of installation.

Committee members unanimously supported the project's moving ahead.

Court House Elevator: Degear said Barton & Loguidice's request for another \$15,000 to move an eight-inch gravity-fed sewer line 15 feet was ridiculous. Loveless said he felt it was outrageous; he said the County originally agreed to install the elevator if it could be done for a certain amount. Loveless said that a price had been agreed upon, and every time he turns around, there is another cost, such as the generator, the bench and now the sewer line.

Scimone said he and the County Attorney's Office have asked attorney Chris Harrigan to get a timeline out of Barton & Loguidice. He said he was told almost immediately preceding the meeting that final approvals and bid specifications should be available by the end of November, bidding should be completed and awarded by the end of December, construction should begin the end of January and the project be wrapped up by the end of May.

All of those tentative dates assumed the judge's bench quandary is resolved, reviewed by the plaintiffs and approved by the Office of Court Administration.

Henderson said perhaps the County shouldn't be in a hurry to begin mid-winter and asked how far the building spacing would be post-construction.

Scimone said Loveless's concern that costs keep going up is a valid one and suggested bringing representatives from B&L to the next meeting. Loveless said it might be a good time to bring them in and account for the work they have done. He said there hasn't been so much as a change order yet, and he knows there will be, and the cost just keeps going up.

The Committee concurred and asked that Scimone arrange for representatives to appear at the November 20, 2012, regular Buildings and Grounds Committee meeting.

Degear moved to table the resolution "Authorizing the Chairman to Modify an Agreement for Professional Services with Bargon & Loguidice, P.C." Chairman Ronald Bono seconded the motion.

TruGreen: The Committee unanimously approved on the motion of Degear and second of Supervisor Alexander Stepanski a resolution Authorizing the Chairman to Modify an Agreement with TruGreen Commercial Lawn Care Services. The amount reflected in the original Resolution of May 8, 2012, erroneously reflected TruGreen's pre-payment discount price.

Presstek: The Committee unanimously approved on the motion of Degear and second of Supervisor Alexander Stepanski a resolution Authorizing the Chairman to Modify an Agreement with Presstek Company at no increase over the previous year's contract.

Trane Contract: Loveless reported he continues to work with Trane to either enter a longer contract or to keep its fees level. Upon learning the County's fiscal position of holding the line, Loveless said the outfit originally only wanted to enter a one-year contract. He said he will keep working on them.

Motion to Adjourn: The meeting was adjourned at 4:11 p.m. on the motion of Degear and second of Henderson.

Next Meeting Date: Nov. 20, 2012, immediately following the Public Works Committee meeting in the Supervisors Large Conference Room.

Respectfully submitted Oct. 17, 2012, by Martha E. Conway for Kevin Loveless and approved Nov. 20, 2012.

A handwritten signature in blue ink, appearing to read "Kevin F. Loveless".

Kevin F. Loveless, Madison County Buildings & Grounds Supervisor



**Madison County
DEPARTMENT OF HIGHWAYS
139 North Court Street
P.O. Box 15
Wampsville, NY 13163**

**F. Joseph Wisinski
County Highway Superintendent**

**PH (315) 366-2221
FAX (315) 366-2677**

**Public Works Committee Meeting Minutes
October 16, 2012**

Ronald Bono called the meeting of the Public Works Committee to order at 4:11 p.m. in the Supervisor's Large Conference Room on the second floor of the County Office Building, Wampsville, NY

Those in attendance were Public Works Committee Members: Chairman Ron Bono, Dan Degear, Scott Henderson, and Alex Stepanski. Also in attendance were: Joe Wisinski, Highway Superintendent, Brad Newman, Deputy Highway Superintendent, Jim Murphy, Operations Manager and Mark Scimone, Administrative Assistant to the Chairman.

Acceptance of the Minutes from September 18, 2012

Motion by D. Degear to accept the minutes, seconded by S. Henderson. All in favor.

Resolution and Agreement for Snow Removal for the Village of Wampsville

Joe Wisinski presented to the committee the actual costs associated with snow and ice removal for the Village of Wampsville for the previous 2 years. The cost for the 2009-2010 snow and ice removal season was calculated at \$24,543.73 and for 2011-2012 it was \$15,586.61. He went on to explain that the cost figures did not include additional equipment that was used at times for snow removal in the Village. The committee discussed the issue and asked Joe Wisinski for his recommendation. He replied we should do it this year. The committee agreed and thought that a Village of Wampsville official should attend an upcoming Public Works meeting to discuss re-evaluating the amount that the County charges for the service.

Motion by A. Stepanski to approve the Resolution and Agreement, seconded by D. Degear. All in favor.

Oils and Lubricants Bid Review, Bid Ref. No.: 12.17

Joe Wisinski shared with the committee the bid results for Oils and Lubricants. He informed the committee that Item 13 from United Auto Supply had to be converted from pounds to gallons which resulted in a bid price of \$13.13 a gallon. Joe Wisinski went on to recommend that the committee award the Oil and Lubricants, Items, 1 through 13 to Superior and the Oil and Lubricants, Items 14 through 16 to United Auto Supply. He explained that the Bid is good for one year and that there are no escalation costs.

Motion by S. Henderson to award Items 1 through 13 to Superior and Items 14 through 16 to United Auto Supply, seconded by A. Stepanski. All in favor.

Next Public Works Committee Meeting

The next Public Works Committee meeting will be held on **November 20, 2012** at 3:00 p.m. in the Atrium Room, second floor of the County Office Building, Wampsville, NY.

Motion to Adjourn Meeting at 4:25 p.m. All in favor.

COMMITTEE ON PLANNING, ECONOMIC DEVELOPMENT, ENVIRONMENTAL
AND INTERGOVERNMENTAL AFFAIRS
MEETING MINUTES

October 18, 2012 -- 9:00 A.M.- Supervisors' Large Conference Room

PRESENT:

Committee: Ralph Monforte, Russell Cary, James Rafte(9:12), and Priscilla Suits.

Absent: Eve Ann Shwartz

Supervisors:

County Staff: Cindy Edick, Scott Ingmire, Jim Petreszyn, and Gwen Williamson

Additional Present: Kipp Hicks(9:09), Becky Marsala, Beth McKellips and Lorraine Schmidtka

Press:

Meeting called to order at 9:03A.M. by Monforte.

A-1: Sept. 20, 2012 meeting minutes were unanimously approved on a **MOTION** by Cary and seconded by Monforte. 3/0/0 9:04 AM

A-2: Lorraine Schmidtka presented the Career Center Update. The Unemployment Rate is down slightly.

A-3: The Committee approved a resolution authorizing the Chairman to enter into a sublease agreement with Staffworks, Inc. for the period of November 1, 2012 to October 31, 2013 on a **MOTION** by Cary and seconded by Monforte. 3/0/0. 9:06 AM

A-4: Jim Petreszyn gave a brief update and explanation of the Open Space Advisory Board. Established in 1994, it is comprised of nine regions, each having their own committee and each County having a representative. Madison County is in Region 7, and there are 19 members at this time. The main purpose of the board is to develop and maintain the NYS Open Space Comprehensive Plan which helps to establish projects for each region. Areas of interest include land and parcel acquisitions, trails, snowmobiles, fishing access sites and more.

A-5: Cindy Edick presented the Sales Tax update.

Actual Sales Tax Receipts are still up from last year.

OTB revenue is down which continues a 7 year trend.

Local Vehicle Use Tax revenue will be very close to the estimated budget amount.

Hospital and Medical Insurance Expense continues to sky-rocket.

Prescription Claims are within the budgeted amount.

CanRX Claims are behind last year's totals.

A-6: Becky Marsala presented the Property Tax Auction update. All of the deeds have been recorded. Out of the 80 parcel total, 2 were withdrawn, 43 were repurchased and 36 were auctioned. Feedback has been mostly positive.

It was suggested that Geoff Snyder be designated to do "inspections" of parcels for the purpose of identifying potential "hot" or troublesome properties. Monforte noted that there is an upcoming meeting scheduled for the purpose of discussing possible procedures and guidelines for handling brownfields and similar types of issues.

Becky noted that there is a billboard that has a tax map ID number and the process has begun to have that number removed.

A-7: Kipp Hicks said that there is no progress to report on the DGEIS. We are in a holding pattern at this time.

Ingmire and Rafté gave a brief update on the Regional Planning Quarterly Meeting they attended on October 17th. The goal is for the five-county region to set priorities on specific environmental issues, such as greenhouse gas emissions or similar topics. These priorities are then reviewed to determine which projects would be feasible for the Regional Sustainability Plan. Scott will scan the plan and send it to committee members as requested.

Monforte asked the Committee to consider preparing a resolution to support Morrisville College having their own president (instead of sharing one with SUNY IT), and perhaps getting one with stronger ties to agriculture.

Kipp and Edick out at 10:11

A-8: Beth McKellips presented the Agriculture Economic Development update which included brief comments on the progress of the following projects: 1) Value-added Processing Infrastructure – Growing Upstate Food Hub, 2) Hops Sector Development, 3) Agribusiness Support, 4) Local Food Marketing.

Beth noted a couple of changes that have occurred at AED. The Agriculture Advisory Council was formed and will have its first meeting this week. The second change is that Lindsey McDonnell is leaving her job at AED, and is going to work full time at Kriemhild Dairy.

Beth also noted the success of the Tour De Farms bike event that took place on September 22nd which drew approximately 80 riders (even with the challenging weather) and has generated nothing but positive feedback so far.

A-9: The Committee authorized extending the contract with Madison County Tourism, Inc. through December 31, 2013 on a MOTION by Cary and seconded by Rafté. 4/0/0. 10:28 AM

A-10: A copy of a resolution adopted by the County of Chenango was discussed as a possible template for preparing a similar resolution for Madison County. The resolution supports requesting Governor Cuomo to formulate a strategic dairy industry plan for the State of the New York. Ingmire will consult with Karen Baase to get more detailed information on this issue.

A-11: No formal resolution is required, so approval was given for Mary Ellen Rose to attend an out-of-state conference (which is being paid for by Regional Market) on a MOTION to approve by Cary and seconded by Monforte. 4/0/0. 10:36 AM

A-12: Ingmire reported that the County is only waiting for the DEC to give a sign-off on the Utica Street project.

A-13: There is no new business at this time.

A-14: The next scheduled meeting date for this Committee will be Tuesday, Nov 20th at 9:00 AM in the Supervisors' Large Conference Room.

A-15: The meeting was adjourned on a MOTION by Cary and seconded by Suits at 10:43 AM.

Respectfully submitted: Gwen Williamson



Madison County Mental Health Department

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Social and Mental Health Services Committee Mental Health Department Meeting Minutes October 22, 2012

Present: John Salka, Chair
Jim Goldstein
Lewis Carinci
Roger Bradstreet
Alex Stepanski

Staff: James A. Yonai, Ph.D., CRC, Director MHD
Karolyn M. Sayles, Deputy Director MHD

The meeting was called to order at 5:25 PM.

Approving the Minutes

Roger Bradstreet made a motion to accept the September 24, 2012 minutes, Alex Stepanski seconded the motion. All were in favor.

Program and Fiscal Reports

Ms. Sayles presented the consolidated fiscal report, individual cost centers and accounts receivable listing through September 30, 2012. The department is at an actual deficit of \$54,613 compared to a budget deficit of \$ 104,432. The MH Clinic cost center is operating at a surplus of \$19,861 while the ADAPT and Administration are running at a \$1,123 and \$73,357 deficit respectively. Dr. Yonai gave an overview of the department statistics for the third quarter 2012. The Clinic visits are up 3% from last year and the ADAPT services are down due to two vacancies.

2013 Budget Update

A handout was distributed regarding the latest 2013 budget modifications. Three Social Workers and 1.5 clerical staff salaries and fringe benefits were transferred to the Mental Health Clinic from the ADAPT program. Mental Health Fees and Federal Medicaid Salary Sharing were increased. The budget was changed to include the addition of Family Counseling Services as a contract agency

and potential renter. The net effect on appropriations was an increase of \$34,580 from the original 2013 departmental request.

Chemical Dependency Treatment services through Family Counseling Services of Cortland County, Inc.

Jim presented the draft agreement between Family Counseling Services (FCS) and Madison County for program management and treatment provider services. It is currently under review with the County Attorney. Representatives from FCS will be in Madison County on Wednesday, October 24 for a meet and greet with Department of Social Services, Probation, Family & Criminal Drug Court, BRiDGES, STOP DWI and Liberty Resources. A tour of Maxwell House (chemical dependency halfway house) and Venture House (mental health community residence) is planned. They will also be meeting with the current ADAPT staff along with attending the Community Services Board meeting.

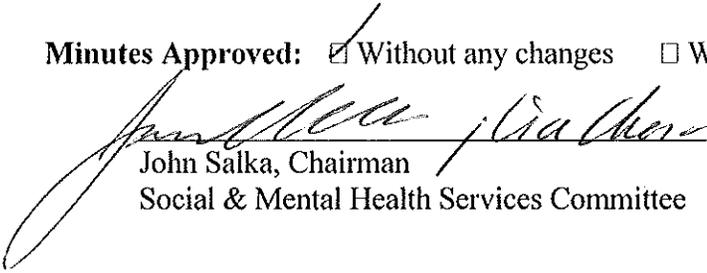
Resolutions

- 2012 Budget and Contract Modification – Liberty Resources
- 2012 Budget and Contract Modification – Consumer Services

Jim Goldstein moved to accept the resolutions and Roger Bradstreet seconded it. The Committee voted to approve the resolutions.

John Salka, Chair, adjourned the meeting at 5:55 PM.

Minutes Approved: Without any changes With changes noted or corrected copy attached


John Salka, Chairman
Social & Mental Health Services Committee

11/26/12
Date

Minutes of Meeting

SOCIAL & MENTAL HEALTH SERVICES COMMITTEE MEETING Department of Social Services

October 22, 2012

Present: John Salka, Town of Brookfield
Lewis Carinci, City of Oneida
Roger Bradstreet, Town of Nelson
Alexander Stepanski, Town of Stockbridge
James Goldstein, Town of Lebanon
Michael Fitzgerald, Commissioner

John started the meeting by ensuring that all members had received and reviewed the meeting minutes from September 24, 2012. On a motion by Roger and seconded by Lewis, the minutes were approved unanimously.

Mike reported that the caseload and expenditures report is still under budgeted amounts. Through three quarters of the year, the department is at roughly 66 percent expenditures. Mike attributed most of that to foster care savings. Roger noted that the number of children in foster care actually looks like it has increased. Mike confirmed that principally due to the early summer bath salts cases, the number of children entering foster care increased dramatically. Mike is hoping that with the ban on sales and possession and the seeming disappearance of the substances, families are addressing their treatment needs and the children are soon reunited with their parents or other appropriate family. Mike commented that in addition to bath salts taxing law enforcement, EMTs, and healthcare providers, the non-illegal substances had a severe impact on Social Services. There is also fear that some of the chronic users are or were pregnant and effects on the future generation of infants are unknown. Mike also cautioned that some of the chronic, untreated abusers are now likely again using meth since DSS has seen an increase in CPS reports regarding that allegation. There were no other significant caseload data to report.

Mike had three resolutions before the committee. The first one was a renewal with Liberty Resources for residential domestic violence services. Mike explained that the \$7,273 federal TANF amount, unchanged from the previous year, is in essence, a pass through. The domestic violence shelter through Liberty Resources basically operates at a loss and this funding helps support the low-income families who might utilize the shelter. In the previous year, 34 individuals were served. On a motion by Jim and seconded by Alex, the resolution passed unanimously.

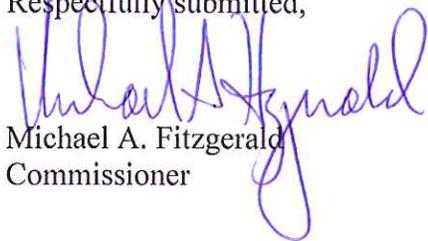
The second resolution was again another renewal of a contract – this one with Cooperative Extension to provide Supplemental Nutritional Assistance Program (food stamps) education. The goal of the program, funded at \$44,100 with federal funding, is to educate SNAP recipients on how to better utilize the benefits to improve nutrition. There was discussion regarding the long-term goals of Cooperative Extension to remove itself from any programming not “related to agriculture.” Mike thought that with SNAP being tied to nutrition and the funding coming from the USDA, there was a “good chance” that nutrition education would continue to be supported. There was discussion about other Cooperative Extension programs like RSVP and Head Start that are less likely to be supported since they are not directly linked to agriculture. There was

continued discussion about likely successor agencies should Cooperative Extension not continue to oversee Head Start, with the most likely agency being Community Action Program. With their involvement in Home Visiting, Early Head Start, and other family support programs, they would be well positioned. However, with other funding cuts, Community Action has reduced staff and, at the same time, has other major initiatives either under way or proposed, so taking on a multi-million dollar program with a large infrastructure such as Head Start would be a big project. Discussion continued about "why Cooperative Extension in the first place?" with no definitive answer other than they were here. Questions were asked about school districts or BOCES' interest with general agreement that schools have focused on Kindergarten and up and only recently started to provide limited opportunities for pre-K programs. Additionally, with a countywide Head Start program and a multitude of school districts and BOCES responsibilities, the "who" would be difficult to sort out. Finally, with government cutting schools and the county in an effort to reduce expenses, there is not likely to be anybody taking this program. On a motion by Jim and seconded by Roger, the resolution passed unanimously.

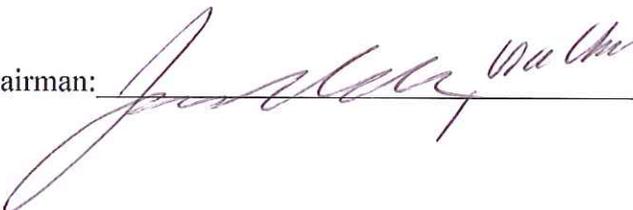
Finally, Mike had a renewal agreement with Cornell Cooperative Extension of Oneida County for child care resource and referral services. Mike explained that the \$33,218 annual program – all from federal sources and no increase over previous years – provides a critical link among child care providers, child care recipients, and DSS. Mike detailed that the onsite specialist makes sure that those who need child care are linked into available slots. This helps to make sure that those transitioning to work are successful. On the other end, child care providers who might want to become certified or improve their programs can work with the specialist for those needs. Mike remarked that this contract and the previous both have the "hold harmless" language that meets the needs of Cooperative Extension. On a motion by Lewis and seconded by Alex, the resolution passed unanimously.

There being no further action for DSS, the Mental Health Department began its presentation.

Respectfully submitted,



Michael A. Fitzgerald
Commissioner

Approved by Committee Chairman:  Date: 11/26/12

**MADISON COUNTY BOARD OF HEALTH
AND
PUBLIC HEALTH SERVICES' COMMITTEE MEETING
MONDAY, OCTOBER 22, 2012**

BOARD OF HEALTH MEMBERS PRESENT:

JOHN ENDRES, DVM, PHYSICIAN REPRESENTATIVE
JOHN SALKA, LEGISLATIVE REPRESENTATIVE
RACHEL ELDER, MD, PHYSICIAN REPRESENTATIVE
JENNIFER MEYERS, MD, PHYSICIAN REPRESENTATIVE

PUBLIC HEALTH COMMITTEE MEMBERS PRESENT:

JOHN SALKA, TOWN OF BROOKFIELD
ROGER BRADSTREET, TOWN OF NELSON
LEW CARINCI, CITY OF ONEIDA
JIM GOLDSTEIN, TOWN OF LEBANON

OTHERS PRESENT:

ERIC FAISST, DIRECTOR OF PUBLIC HEALTH
KELLY GOLLEY, DIRECTOR OF ADMINISTRATIVE SERVICES
CHERYL GEILER, DIRECTOR OF COMMUNITY HEALTH
ROSANNE LEWIS, DIRECTOR OF CHILDREN WITH SPECIAL NEEDS
CHRISTINE COE, CONFIDENTIAL SECRETARY
R. SEELAN NEWTON, MD, MEDICAL CONSULTANT

MADISON COUNTY PUBLIC HEALTH SERVICES COMMITTEE

John Salka called the Public Health Committee meeting to order at 6:20 p.m. indicating that there was a quorum for the Public Health Services Committee.

The Public Health Committee reviewed the September minutes. A motion to approve the minutes was made by Roger Bradstreet, seconded by John Salka and approved by all.

Resolutions:

- A. Authorizing the Chairman to enter into agreements with Hamilton School District for the Preschool Program was made by Alex Stepanski, seconded by Roger Bradstreet and approved by all.
- B. Authorizing the Chairman to enter an agreement to renew the Childhood Lead Poisoning Prevention Grant and modifying the 2012 budget was made by Roger Bradstreet, seconded by Alex Stepanski and approved by all.

Corporate Compliance:

- Compliance Issue Report:
The investigation regarding inaccurate service reports is ongoing. Interviews have been completed. Legal counsel requested a short extension for the report and should have it completed within the next two weeks. Legal counsel is working with Labor Relations and Mental Health management to determine the full scope of the overbilling issues. That is the last piece needed to proceed with the informal self-disclosure to OMIG.
- Report on Corporate Compliance Hotline Calls:
 - Three (3) hotline calls were received from the same anonymous caller. The messages were complaints about a local nursing home facility and not related to County operations. The voicemail recordings were forwarded to the NYS Nursing Home Central Complaint Intake Program for follow up.
 - A non-hotline call was received regarding a service documentation issue. The CCO conducted a follow up phone call with the respective department head to discuss the issue. Efforts are underway to resolve the issue. The CCO will follow up with the Department Head to determine the progress.
- Policy Review - Revised policies will be forwarded to the County Attorney's Office for review. The final policies will be forwarded to the Board of Supervisors for their approval. Going forward, the Committee will review the policies annually. The following policies were reviewed by the Committee:
 - Conflict of Interest
 - Reimbursement Practices and Billing Errors
 - Business Courtesies for Referrals
 - Response to Governmental Investigations
 - Search Warrants
 -

- Development of Work Plan 2013:
The Committee is currently working on the 2013 Work Plan. Information compiled from the compliance program assessment tool, internal reviews, training needs, external audits, state and federal regulatory changes, and the NYS OMIG State Fiscal Year 2012-2013 Work Plan will be used to identify areas of risk for the County moving forward and serve as the foundation for the 2013 Work Plan.
- Risk Assessment:
Mental Health and Public Health staff met to discuss the Corporate Compliance Internal Review and Monitoring Policy and Procedure and develop a standardized process for reporting to the Committee. The group will meet next to review the current state audit tools for applicable survey questions.
- Exclusion Screening Report:
The Exclusion Screening Summary Report was tabled for review by the Committee due to a systems problem experienced by the vendor (KChecks) as they migrated their records to the SAM.gov website. KChecks notified us on October 17th of a problem that resulted in a large amount of duplicate matches that Kchecks will need to remove. They estimate correcting the problem within a week's time.
- Training:
 - Category A Contractors/Vendors:
The training video and acknowledgement forms are posted on the County's Corporate Compliance website and Class A contractor/vendors have begun the mandatory training.
 - New Hire Orientation:
The employee video is viewed during the end of the month orientation for new employees. Employees sign off on the list of videos viewed during the orientation and a copy is forwarded to the CCO.
- Compliance Program Development Series:
Eric will be attending a Corporate Compliance Training that is being held in Rochester on November 30th.
OMIG Audit – Mental Health:
All current OMIG audits are on hold while OMIG drafts new set of protocols.
- Record Review – Mental Health & Public Health:
The Mental Health department continues to look for a Medical Director for Mental Health Services. They are looking into using one of their contractors as the Medical Director and adding that extra duty as an incentive to their contracts. A follow up review of the correction action items is scheduled for November.

Madison County Tobacco Policy Update:

The Health Department received two complaints regarding smoking on campus; one in a building stairwell and one in a loading dock. Both pertain to county employees. Emails were sent to all employees in the respective buildings reiterating the no smoking

law and compliance. There has been no issue related to the general public. Joe Wicks from BRIDGES has ordered the signs that will be posted within the next week.

Tobacco Display Ban:

Due to the fact that we have been unsuccessful in scheduling a meeting with storeowners to present the outcome of the store visits, Eric proposed sending informational letters to the stores about the outcome of the surveys, along with an article from Price Chopper discussing how they made the change in their stores. We would also include language encouraging store owners/managers to voluntarily adopt the tobacco display ban in their stores. The Committee approved the recommendation.

2013 Budget:

Kelly presented the Health Department's final budget with modifications that will go before the Board of Supervisors for approval.

Public Health Committee adjourned at 6:25p.m.

MADISON COUNTY BOARD OF HEALTH

John Endres called the Board of Health Meeting to order at 7:15 p.m. indicating that there was a quorum for the Board of Health meeting.

The Board of Health Committee reviewed the September minutes. Motion to accept the minutes as written was made by John Salka, seconded by Jennifer Meyers and approved by all.

Record of Claims:

Kelly Golley distributed the Record of Claims for review and approval. Motion to approve was made by Rachel Elder, seconded by Jennifer Meyers and approved by all. John Endres signed for approval.

STRATEGIC ITEMS

Community Health Assessment:

The first 2012 Community Health Assessment (CHA) Steering Committee meeting was held on October 10th. Seventeen (17) people attended the Meeting. The Steering Committee approved the framework and process for the health assessment and their roles and responsibilities as a Steering Committee (see handout). Denise Hummer, V.P. Administrative Services, Community Memorial Hospital volunteered to be the Co-Chair for the CHA.

Our internal Prep-Team met to plan for the November 8th Community Health Assessment meeting. Denise Hummer, Co-Chair, joined the meeting.

A meeting was held with the Health Foundation for Western and Central New York to review our grant application and answer questions. If awarded, the funds will be used to conduct the community health assessment. We have received two proposals from consulting firms to conduct the community health assessment. Notice of the award will be announcement on November 15. If we do not receive the grant, we will collect the mandated data in-house.

Rural Health Network Project

The collaborating partners of the HRSA Rural Health Network Planning Grant project (MCDOH, MCMH, Reach CNY, CAP, and Oneida Healthcare) met to discuss the form and function for the proposed Rural Health Network. The Partners agreed to extend an invitation to Community Memorial and a local dentist to join the collaborating partners. The Partners serve as a steering committee for the RHN project. The Partners will meet with Health_eConnections HSACNY to develop the work plan for the HRSA RHN project. The Rural Health Network meeting has been scheduled for Tuesday, October 30th at

3:00 p.m. in the Health Department's large conference room. HSA will be charged with the recruitment and formation of a network board, and develop the business plan, by-laws, and necessary documentation to establish a 501C3 not-for-profit Rural Health Network (a.k.a. Health Care Council). A resolution to approve HSA was approved by the Board of Supervisors at their October 9 meeting.

Tobacco Enforcement

The Health Department received two complaints regarding smoking on campus; one in a building stairwell and one in a loading dock. Emails were sent to all employees in the respective buildings reiterating the no smoking law and compliance. There has been no issue related to the general public. Joe Wicks from BRIDGES has ordered the signs that will be posted within the next week.

Tobacco Display Ban

Due to the fact that we have been unsuccessful in scheduling a meeting with storeowners to present the outcome of the store visits, Eric proposed sending informational letters to the stores about the outcome of the surveys, along with an article from Price Chopper discussing how they made the change in their stores. We would also include language encouraging store owners/managers to voluntarily adopt the tobacco display ban in their stores. The Board approved the recommendation.

REPORTS:

Division reports were submitted prior to the meeting for review.

Director's Activities

Health Improvement Plan:

Access to Health Systems

- PH Director and John Salka, Chairman Public Health Services Committee met with the Health Foundation for Western and Central New York representatives to review our application and answer questions. If awarded, the funds will be used to conduct the community health assessment. We have received two proposals from consulting firms to conduct the community health assessment. Correction to the notice of the award date is November 15.
- We held our first Community Health Assessment (CHA) Steering Committee meeting on October 10th. Seventeen (17) people attended the Meeting. The Steering Committee approved the framework and process for the health assessment and their roles and responsibilities as a Steering Committee. Denise Hummer, V.P. Administrative Services, Community Memorial Hospital volunteered to be the Co-Chair for the CHA.
- Our internal Prep-Team met to plan for the November 8th Community Health Assessment meeting. Denise Hummer, Co-Chair joined meeting.
- A web page was set up for the CHA project. Links to the CHA 2013 webpage are now at the bottom of the department's homepage and under data and publications.

Community Economic Development

- PH Director is preparing the final report to the Community Foundation of CNY for the Trails Project.
Initial review of the outcomes of the Trail project indicates that the maps had a significant impact on trail usage and volunteerism. Madison County Tourism noted a significant increase in web site activity especially on the trails page.
- EPA Smart Growth Implementation Assistance (SGIA): Our Community Economic Development Committee reviewed a preliminary draft of the menu options to be developed as part of the smart growth audit tools. A conference call was held with EPA Washington staff to review the draft. CED comments were compiled and forwarded to EPA Washington.
Healthy Homes Initiative: Fall edition of the Healthy Madison County Newsletter will focus on the Healthy Homes Initiative, highlighting Smart Growth principles. Included will be information on falls prevention, indoor air, lead, mold, and home safety (change alarm batteries, escape routes, poison control, etc.) NYSDOH has agreed to host their indoor air hazard assessment training to be held here in our PH Training Room in April 2013. The group reviewed an issue profile on housing and property maintenance from Oneida County. Under the economic development issue profile of our CHA, the group will develop driving questions pertaining to healthy homes that would help guide our action items. Provide feedback to the Steering Committee.
- Healthy Workforce Initiative: The CED Team agreed to draft a newsletter for our healthy workforce initiative. The newsletter will target Madison County businesses with educational articles and data unique to Madison County. Provide inexpensive, simple solutions since the majority of businesses are 10 employees or less. Highlight local businesses that have implemented wellness activities. 1st newsletter – Target date December (semi-annual fall/winter 2012 edition). The CED Team agreed that under the Community Health Assessment's economic development issue we should weave in driving questions pertaining to healthy workforce that would help guide our action items. This suggestion will be forwarded to the CHA Steering Committee for consideration at their next meeting.

Health Literacy

- Presentation of manuals and HLIT training for providers is underway. A one-hour presentation was provided to Dr. Cohen's office in Hamilton. Presentation was well received. Added information on "Reach Out and Read" program to above Provider HLIT Manuals.

Health Promotion

- HP Staff prepares and publishes both the continuing Disease and Animal Surveillance Reports.
- Website: Regular monthly updates of clinics, schedules, documents, press releases; addition of seasonal activity guides.

- There were not enough registrants to hold the Eating Well with Diabetes program that was scheduled to begin September 25th. As a result, the program was pushed back by two weeks, the time was changed to 5:00 pm from 3:00 pm, and it was re-publicized. The first class had six participants and the second class had eight participants. While there is space for up to 20 people in the class, the smaller class is allowing for more individualized attention. As a result of attending this program with a family member, the Vice President–Publisher of the Madison County Courier has informed the department that the newspaper is thinking about offering a corner or column devoted to diabetes.
- Gretchen Kinnell of Childcare Solutions was an outstanding speaker who received very positive reviews on the evaluations for her presentation “A Good Night’s Sleep: Helping Parents & Children Develop Healthy Sleep Practices”. Forty-nine people attended this workshop and learned how insufficient sleep is linked to obesity and how to help parents create routines and healthy sleep habits for their children. Continuing education credits were provided to childcare providers.
- The Governor’s Traffic Safety Committee grant year ended September 30, 2012 and the final report for the car seat distribution program was submitted. Seventy-seven seats were distributed during the grant year (50 through the Health Department and 27 through Community Action Partnership in Morrisville). This is 34 seats less than the last program year. Another 19 seats were distributed at four car seat checks.
- Attended Fall meeting including breakout session on “Imagination Library” and “Reach Out and Read” programs of the MC Literacy Coalition.
- Attended Canine Classic – presented information on tick and mosquito disease prevention and rabies.
- Fall Community Health Newsletter – included information on Immunizations, Lead Poisoning, and Influenza
- Health Educator attended CNY Adult Immunization Conference
- Healthy Communities Article – “Lead Poisoning Prevention”
- HE Trainings attended – weekly statewide arthropod calls, “Current Issues in Vaccines—Fall 2012” webinar, “Pertussis: A Call to Action for All Pediatric and Adult Providers” webinar.
- Work continued on planning for the Department’s 2012 Flu Vaccination Exercise on November 9th. This year’s objective is to test our capacity to mass vaccinate 200 people an hour. Three planning meetings were held.
- Attended a two-day FEMA training on Mass Prophylaxis Preparedness and Planning. The course is to enhance local planning efforts to develop or improve plans for an all-hazards approach to mass prophylaxis. This includes strengthening knowledge on Point-of-Distribution (POD) setup, and resource/personnel alignment and distribution for efficient, extended POD operations that use open and closed (public and private) clinics strategically
- Conducted training for Clerical Support Staff on *ehealth* scheduling for flu clinics.
- Letter were sent to School District Superintendents to continue flu-like illness reporting as part of our ongoing effort to monitor illness, specifically flu, in the community to quality identify and respond quickly to unusual increases in illness.

- Continued to develop and distribute monthly Disease Surveillance Reports
- Developed a survey to engage agencies serving Functional Needs Populations to gain input on how to best reach this target group, e.g. notification of a vaccination clinic during a public health emergency and improving access to it. Staff attended a Community Services Board meeting to present the survey.
- Flu clinics were announced through a press release and online appointment scheduling for fall flu and immunization clinics was activated. In addition, flu clinic flyers were developed for distribution.
- Created outreach tick packets for hunting and sports retailers in County and delivered them to 8 retailers. Spoke with store managers who were pleased to have the information for their customers.
- Newspaper articles – Know Your Home’s Air Quality; hand washing and petting zoos; rabies stories from environmental files.
- Working on an enewsletter for Madison County and CNY employers to create awareness about “Health and Productivity Management ” - First issue projected for December rollout
- Indoor Air Radon article published in MC Courier noticed by NYS radon office and the Regional EPA office in NJ
- Outreach to Child Hikers of Sullivan (T) with trails of MC .
- Fall Migration Festival educational outreach.

MADISON COUNTY

- Chair monthly Prep-Team meetings to prepare for the community health assessment activities.
- Provided a letter of support to Oneida Healthcare for a proposed pilot program to help families and youth address the issue of obesity by engaging them in a program that provides workouts and nutritional help.
- Met with Kara Williams and Denise Levy of the Health Foundation of WCNY to discuss our grant application
- Met with the collaborating partners to discuss the form and functions of the proposed rural health network.
- Met with Denise Hummer, Community Memorial to discuss CM’s involvement with the Rural Health Network projects’ collaborating partners
- Met with Buildings and Grounds Committee to review last modifications to the reception area in the department. Received approval from B&G to move forward with the modifications. We will work with Kevin L. to coordinate the work.

NYSDOH/NYSACHO

- Participated on NYSACHO Board of Directors conference call.
- Provided comments to NYSDOH in response to review of amended SEQR short form and guidance workbook

Environmental Report:

Refer to the report.

Prevent Update:

Refer to the report.

EI/Pre-K Update:

Refer to the report.

County:

John Salka reported that the County is still working on the 2013 County budget.

John sent a letter on behalf of the Board urging the Governor to insist that a full and bona fide Health Impact Assessment (HIA) be done on the process of hydrofracking. The process needs to be done statewide by collaborating with counties. Counties could collect environmental data with consistent baseline indicators as part of their mandated Community Health Assessments. Eric will send environmental indicators to the Committee and Board for review.

City of Oneida:

Nothing to report.

Medical Director:

Disease Surveillance and Response Committee - update of recent CD investigations:

- Committee meets weekly. Outbreak meeting held 10/22 to discuss increasing numbers of pertussis.
- Reviewed with both hospitals and providers recent NYSDOH Health Advisory: Cluster of Clinical Meningitis Cases associated with joint injections of methylprednisolone acetate from New England Compounding Center, Framingham, Mass. resulting in fungal meningitis. Facilities have been notified by NYSDOH and FDA if they purchased any items from NECC. Neither County hospital purchases from this company.
- Forwarded to colleges and Planned Parenthood - recent NYSDOH Health Advisory: Meningococcal Vaccine Recommendations for HIV-Infected men who have sex with men.
- Department of Health and Mental Hygiene (NYCDOHMH) regarding recent recommendations for meningococcal vaccine for those with an exposure window since September 1 for residents outside of NYC who may have visited NYC and had contact with an individual who is HIV positive and contagious with meningococcal meningitis. Per NYSDOH no new cases of invasive meningococcal disease have been reported since September 26, 2012.
- Pertussis comparison by county; must meet the following case clinical definition as stated:
 - A cough illness lasting at least 2 weeks, with one of the following:
 - Paroxysms of coughing,
 - Inspiratory "whoop",

- Post-tussive vomiting, AND
- Without other apparent cause (as reported by a health professional)
- Period of communicability:
 - Pertussis is highly communicable, with a secondary attack rate of 80% among susceptible household contacts
 - First Day of Communicability = date of catarrhal symptom onset (onset of mild upper respiratory symptoms including low-grade fever, runny nose, sneezing, and a mild, occasional cough)
 - Last Day of Communicability = 21 days after symptom onset, or 5 days after initiation of appropriate antibiotic therapy
 - Period of Communicability = first day through last day of communicability
- MCDOH, or the county health department in which the person resides, must be notified within 24 hours of when a case is suspected or identified

D&TC:

- DCHS continues quarterly to observe and complete skills checklist on clinic staff
- DCHS continues quarterly to complete the Infection Control and Safety of Clinic checklist for this quarter
- Immunization staff working with families of children in need of vaccination, provider vaccine supply and insurance coverage or lack thereof
- Clinic staff completed their annual Blood borne exposure, nondisclosure, Tb testing, advanced directives, child abuse and domestic violence trainings

PHCP:

- Continue to sign authorizations for PHCP as needed

President:

Dr. Endres provided the Board members with the *F as in Fat Report: How Obesity Threatens America's Future 2012*, a report released by Trust for America's Health and the Robert Wood Johnson Foundation. The Board will review the report along with the County's 2008 Overweight and Obesity Report for discussion at the next Board meeting to help determine where to focus their efforts.

OLD BUSINESS:

None

NEW BUSINESS:

None

Board of Health meeting adjourned at 8:08 p.m.

Next Meeting: Monday, November 26, 2012

MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE

COUNTY OFFICE BUILDING
P.O. BOX 636
WAMPSVILLE, NY 13163
(315) 366-2341 (Phone)
(315) 366-2725 (Fax)



Eileen M. Zehr
Personnel Officer
eileen.zehr@madisoncounty.ny.gov

Ryan D. Aylward
Director of Labor Relations
ryan.aylward@madisoncounty.ny.gov

**JOINT GOVERNMENT OPERATIONS/CRIMINAL JUSTICE,
PUBLIC SAFETY AND TELECOMMUNICATIONS COMMITTEE
MEETING
October 24, 2012**

Present: D. Degear, D. Ball, R. Monforte, R. Bargabos, J. Reinhardt, R. Bradstreet, L. Carinci, P. Suits, R. DiVeronica, E. Schwartz, D. Coye, S. Henderson, and J. Becker

Also Present: R. Aylward, S. Prievo, M. Scimone, E. Zehr, J. Corcoran, J. Campanie, T. Wayland-Smith and Camille Vinci

D. Degear called the meeting to order at 8:30 a.m.

- I. **MINUTES** – Minutes from September 26, 2012 - Motion by D. Ball to approve the minutes from the September 26, 2012 committee meeting. Second by J. Reinhardt. The motion was unanimously approved.
- II. **MOTION TO ENTER EXECUTIVE SESSION** - Motion by D. Ball to enter executive session for the purposes of (1) discussing the employment history of a particular person within the County's Probation Department, and matters leading to the potential discipline of said person; (2) discussing pending and current litigation, in particular, the Civil Service Law Section 75 disciplinary proceeding involving Probation Director Karen Birch and the case brought by Ms. Birch in the United States District Court for the Northern District of New York against certain County defendants, in particular Case No. 5:12 CV 999. An additional purpose of the executive session is to meet with the County's outside employment counsel to receive confidential legal advice. Second by R. Bargabos. The motion was unanimously approved.

Camille Vinci and Eileen Zehr exited the meeting room.

Motion to come out of Executive Session by R. Monforte. Second by J. Reinhardt at 10:20am.

III. RESOLUTION:

Authorizing Section 75 Hearing Officer - Motion by R. Bargabos to approve the resolution. Second by R. Monforte. The motion was unanimously approved

IV. NEXT MEETING: Committee Meeting November 1, 2012
Immediately following Finance, Ways & Means

Motion to adjourn meeting by R. Monforte. Second by R. Bargabos. Meeting adjourned at 10:22am



Sharon A. Driscoll, Scribe for the Criminal Justice, Public
Safety & Telecommunications Committee and Madison
County Recycling Coordinator
PO Box 27, Wampsville, NY 13163
Phone: 315-361-8409
Sharon.driscoll@madisoncounty.ny.gov

**Criminal Justice Committee Meeting Minutes
October 24, 2012**

Minutes from August 4, 2012 and September 21, 2012 were approved

A joint meeting of the Criminal Justice, Public Safety and Telecommunications and the Government Operations Committee began at 8:30 a.m.

Motion by D. Ball to enter into executive session at 8:35 a.m. to discuss a personnel matter seconded by R. Bargabos and approved.

Motion by Ralph Monforte to come out of executive session at 10:20 a.m. seconded by John Reinhardt and approved.

Minutes for this portion of the meeting were taken by Labor Relations Technician Shawn Prievo in the Personnel Department.

The regular business portion of the Criminal Justice Committee meeting was called to order at 10:42 a.m., following a two hour executive session, by the newly appointed Chairman Roger Bradstreet. The former Chairman Darrin Ball resigned for personal reasons. The meeting was held in the Supervisor's Conference Room on the second floor of the County Office Building in Wampsville, NY.

Those present were: Chairman Bradstreet and committee members Eve Anne Shwartz, Lou Carinci, David Coye and newly appointed committee member Richard Bargabos. Also in attendance were: District Attorney William Gabor, STOP DWI Coordinator Stephen Goodfriend, Sheriff Allen Riley, Undersheriff John Ball, Public Safety Director Paul Hartnett, Bob Duclos, Fire Coordinator Joe DeFrancisco, Probation Supervisor Camille Vinci, Mark Scimone, administrative assistant to the Chairman of the Board of Supervisors and scribe for the Criminal Justice Committee Sharon A. Driscoll

Approve Minutes:

Motion by Eve Ann Shwartz to approve the Criminal Justice Meeting Minutes from September 21, 2012 as written seconded by D. Coye and approved.

Motion by L. Carinci to approve Criminal Justice Meeting Minutes as written from August 4, 2012 seconded by David Coye and approved.

District Attorney Bill Gabor

Motion by E. Shwartz authorizing the modification of the 2012 adopted County budget seconded by D. Coye and approved.

DA Gabor explained that money was being moved into the special prosecutor line as there was a sealed prosecution and the District Attorney's Office had to pay the medical examiner. The District Attorney's office has established a relationship with two different counties to accept duties as needed for a special prosecutor for free. In the past Madison County had to pay for a special prosecutor but according to DA Gabor, "we are almost going to eliminate this budget line."

Sheriff Allen Riley, Under Sheriff John Ball & STOP DWI Coordinator Stephen Goodfriend

Resolutions--

Motion by E. Shwartz authorizing participation in a Federal Grant and modifying the 2012 County Budget as Madison County has received a Federal Grant through the New York State Governor's Traffic Safety Committee in the amount of \$988,000 for Buckle Up New York; funding runs from October 1, 2012 through September 30, 2013 seconded by D. Coye and approved.

Motion by R. Bargabos authorizing the Chairman of the Board of Supervisors to enter into an agreement on behalf of the County of Madison with Karen Burgwin who has the training and licensing required to perform the duties required of a Family Advocate for this grant titled "Multi-disciplinary Teams, Child Advocacy Centers and Child Fatality Review Teams" at an hourly rate of \$21.50 and not to exceed \$27,300 for the term of this agreement which shall be from October 1, 2012 to September 30, 2013 seconded by D. Coye and approved.

Motion by R. Bargabos authorizing continued participation in the state grant for "Multidisciplinary Teams, Child Advocacy Centers and Child Fatality Review Boards", and the original grant period has been amended and extended continuously to the present time, the most recent grant period ending on September 20, 2012 and OCFS has awarded Madison County a further grant of \$129,994 for the 12 month contract period commencing on October 1, 2012, said monies to be used to cover the costs of program and staff positions, operations and training of team members seconded by E. Shwartz and approved.

Motion by D. Coye authorizing the Chairman to enter into an agreement with Bridges and modifying the 2012 adopted County budget as Bridges has received a Drug Free Communities Support Program Grant in the amount of \$10,000 to be utilized by the

Sheriff's Office to conduct off and on-premise compliance checks of licensed establishments, increase patrols including party patrols, increase underage drinking details, shoulder tap details, sobriety checkpoints, and educational initiatives related to underage drinking, high risk drinking and impaired driving by drugs from October 2012 through September 30, 2013 seconded by R. Bargabos and approved.

Motion by E. Shwartz authorizing modification of the 2012 adopted County budget seconded by L. Carinci and approved.

Renee Smith's monthly report –

Director Renee M. Smith-Rotondo's September-October 2012 report was presented for review by the committee.

Special Deputy Sheriff Position:

Sheriff Riley presented the Criminal Justice Committee with a three page report citing the reasons he is working with the Personnel Department to provide security for county employees and the county complex at a reduced cost.

The new position would allow the Sheriff's Office to create the position of Special Deputy Sheriff. This new position would allow the Sheriff to hire retired police officers at a pay rate lower than our full time and part-time Deputy Sheriffs. The special deputy position would not require the county to bear the cost of health insurance or NYS retirement. This would also create a substantial savings for our county taxpayers without affecting the security service provided to the county complex. These special deputies would be used for building and campus security, local court room (town court) security and other duties.

The pay rate for a special deputy would be a flat rate of \$15.80 per hour; for a total cost of \$118,200 per year. This would create a savings of approximately \$124,868 (comparison 2012 budget figures) and also reduces revenues for the Sheriff's Office by the same amount.

Consolidation of the STOP-DWI Program and the Sheriff's Office:

There was considerable discussion regarding the pros and cons of consolidation of the STOP DWI program and the Sheriff's Office.

According to Coordinator Goodfriend:

1. The STOP-DWI Program is an anomaly, which is solely funded through grants
2. The Coordinator is responsible for all billing, requisitions etc. Goodfriend see himself as a coordinator rather than dept head.
3. This program is handled in a variety of ways throughout the state. He did not see any reason to move the existing program. "It is doing well where it is."
4. Goodfriend did not see a cost savings by consolidating the STOP-DWI program with the Sheriff's office. If it has to be moved Goodfriend would recommend it be moved to Public Health.

5. Chairman Bradstreet noted that the committee had been discussing the pros and cons of this consolidation for the past two committee meetings. The Sheriff and representatives from Bridges have presented their ideas.
6. Sheriff Riley explained that the Sheriff's Office is the law enforcement arm of the County and believes his office can do more with the STOP-DWI program. Using the funding from Bridges and from the STOP-DWI program more can be accomplished.
7. The Sheriff felt it was better if DWI patrols spent more time in the southern part of the County. The Sheriff's Office receives funds for snowmobile enforcement from Bridges.
8. Goodfriend would report to the Sheriff and have some administrative support that he does not have now.
9. The Sheriff's Office will maintain the STOP-DWI Budget that is about \$67,000.
10. All of the Sheriff's deputies are trained to deal with DWI arrests.
11. The Criminal Justice committee would have oversight of this program.

Chairman Bradstreet explained that the idea is to "create a team rather than a one man band – our opinion would be that the Sheriff, Goodfriend and Bridges make a better team."

The committee asked the Sheriff to provide them with a written plan.

The STOP-DWI Coordinator prepares a yearly spending plan that includes any donations. This plan has to be approved by committee and the state. The plan also includes a narrative. The entire document is generally 10 or 15 pages.

Goodfriend told the committee that if the STOP-DWI program is incorporated with the Sheriff's Office Albany will need to be notified and presented with an outline of the changes that will take place after the first of the year. He noted that anything over 10% must be approved by Governor's Traffic Safety committee, and that reserve fund cannot go back into the general fund.

M. Scimone reported that a resolution will be presented to the Board of Supervisors in November or December.

.Executive Session for letter E chairman Becker – motion by Rick Bargabos, second by Dave Coye and approved.

Close ex session - motion by Rick Bargabos, second by Dave Coye and approved.

Fire Coordinator Joe DeFrancisco

Resolutions –

Motion by D. Coye authorizing the Chairman to enter into an agreement with the NYS Office of Homeland Security who has awarded a \$29,850 grant to Madison County to provide 100% reimbursement of eligible costs incurred in the effort to support planning, equipment, training and exercise needs associated with maintaining and enhancing existing technical rescue capabilities in Madison County's first response community

running from August 22, 2012 through August 31, 1014 seconded by L. Carinci and approved.

Motion by D. Coye authorizing the Chairman to enter into an agreement with the NYS Office of Homeland Security who has awarded Madison County a grant for \$43,400 that will provide 75% federal reimbursement of eligible costs incurred in the effort to revise, update and rewrite the County's current FEMA Approved, multi jurisdictional, Pre-Disaster Hazard Mitigation Plan in accordance with Federal requirements that the plan be maintained on a five year cycle and allows for the in kind contribution of the non-Federal matching share of \$10,850 seconded by E. Shwartz and approved.

DeFrancisco reported that rewrite of disaster plan is a complicated process. The original plan is good until next year. The original plan was written by Mike Johnson then employed by the Madison County Soil and Water Conservation District. "We will have to go out to bid for a grant writer who will be paid \$32,550 and we (County) provide a \$10,850 match.

Assigned council – Tina Wayland-Smith

Motion by D. Coye to modify the 2012 adopted county budget adding \$50,000 to the assigned counsel family court line seconded by E. Shwartz and approved.

Paul Hartnett E- 911 & Bob Duclos

Director Hartnett reported that law enforcement was put on the new system on September 7, 2012 and are currently using the new system.

The NYS police link that connects Madison County to Onondaga County has been put in place. The T-1 lines have been disconnected and the County is no longer bearing that expense.

All radios have been programmed and distributed to different user groups with a launch date Nov 12. Joe DeFrancisco has gone out and explained how to use the new radios. The last step is to do the mobiles. Mid-State will start installing the mobiles on November 12 and will start with the Sheriff's Office.

The coverage area was reported in September by Motorola and is better than what Motorola was contractually responsible to provide. The County now has 99% coverage.

The National Interoperability Base States for three (3) tower sites (VHF, UHF and 800 MHz) is in process of a build out and is funded through the Syracuse Central New York UASI. – Sites 3, 10 and 11 for \$286,000.

In other business Director Hartnett met with First Assistant County Attorney Tina Wayland-Smith in regard to Bill Vineall. Apparently, Mr. Vineall can see no real benefit to him or his business to be on the County's communication system.

Next meeting –

The next meeting of the Criminal Justice Committee will be at 9 a.m. Wednesday, November 28 in the Supervisors Conference room on the second floor of the County Office Bldg in Wampsville, NY.

Adjourn Meeting –

Motion by E. Shwartz to adjourn the Criminal Justice committee meeting seconded by L. Carinci and approved.

Respectfully submitted by Sharon A. Driscoll

ADMINISTRATION AND OVERSIGHT

Committee Meeting Minutes

November 1, 2012

PRESENT: Jim Rafte, Vice-Chairman
Russ Cary
Scott Henderson
John Reinhardt

ABSENT: Priscilla Suits, Chairperson

Meeting was called to order by Vice-Chairman Rafte at 8:45AM.

MINUTES

Minutes for the August 29, 2012 meeting were approved as written.

Motion - Henderson

2nd - Cary

carried

RESOLUTIONS

1) Waiving the Rules for Resolutions

Motion - Henderson

2nd - Cary

carried

2) Fixing Time and Date to Organize the Board for the Year 2013

Motion - Reinhardt

2nd - Cary

carried

3) Fixing Time for Holding Meetings During 2013

Motion - Cary

2nd - Reinhardt

carried

ADJOURNMENT

There being no further business to discuss, motion was made to adjourn, seconded and carried.

Respectfully submitted,

James Rafte, Vice-Chairman
Administration and Oversight Committee



Dept of Solid Waste & Sanitation
PO Box 27, Wampsville, NY 13163
SHARON A. DRISCOLL,
Recycling Coordinator
Phone: 315/361-8408
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SW and Recycling Committee Meeting November 13, 2012

Approved minutes from October 16, 2012

Chairman Jim Goldstein called the meeting of the Solid Waste and Recycling Committee meeting to order at 9:03 a.m. in the Supervisors Conference room on the second floor of the County Office Bldg in Wampsville, NY.

Those in attendance were Chairman Jim Goldstein and Solid Waste Director James A. Zecca. Solid Waste Committee members in attendance were: Supervisors Scott Henderson, Darrin Ball, James Raffte and David Coye. Also in attendance were: Russ Hammond, Operations Manager,, Environmental Attorney Bill Buchan, Mark Scimone, administrative assistant to the Chairman of the Board of Supervisors, Supervisor for the Town of Cazenovia Ralph Monforte and Sharon A. Driscoll, Recycling Coordinator.

UPDATE on ARE Park SEQR Review --

Mark Scimone reported that he had spoken with the Executive Deputy Commissioner of the New York State Department of Environmental Conservation (DEC). The DEC is supportive and will assist the county with respect to the SEQR review.

Director Zecca reported that Environmental Attorney Buchan submitted the conservation easement to the DEC on Friday, November 9, 2012.

Approve Minutes –

Motion by S. Henderson approve the Solid Waste and Recycling meeting Minutes from October 16, 2012 seconded by D. Ball and approved.

Solid Waste Department Business:

Proposed Contract Resolution for 2013:

Motion by D. Ball authorizing an agreement for engineering services for 2013 groundwater monitoring and miscellaneous engineering with Barton and Loguidice Engineering, to furnish professional engineering services in connection with the County's solid waste management system not to exceed \$165,000 seconded by J. Goldstein and approved.

Motion by D. Ball authorizing the chairman to enter into an agreement with Environmental Products and Services, Inc. to receive, process and dispose of Madison County's Household Hazardous Waste at the same rate charged to the County for the past 10 years -- \$85.00 per household for large quantities and \$50.00 per household for small quantities, not to exceed \$20,000.00 for the period beginning January 1, 2013 and ending December 31, 2013 seconded by S. Henderson and approved.

Proposed Resolution to Modify 2012 SW Dept. budget:

Resolution –

Motion by S. Henderson authorizing the modification of the 2012 adopted county budget seconded by J. Goldstein and approved.

Motion by S. Henderson to accept the low bid for LP (propane) gas from DiSanto Propane of Canastota @ \$1.939 per gallon and \$50 per hour for furnace service seconded by D. Coye and approved.

Note: It was reported that the cost for propane in 2012 was \$2.399 per gallon.

Executive Session:

Motion by J. Goldstein to enter into executive session to discuss pending litigation seconded by S. Henderson.

Motion by S. Henderson to come out of executive session seconded by J. Raffo.

The committee discussed the status of Johnson Brothers Lumber Company's proposed project with respect to legal challenges that may occur.

Miscellaneous SW Dept business:

Director Zecca announced that Sharon A. Driscoll had submitted her official notice of retirement. She will be leaving December 31, 2012. He noted that she has agreed to come back as a part time employee.

Chairman Goldstein praised Driscoll's abilities as a journalist and said he was happy she was going to come back and work part time.

Next Meeting:

The next meeting of the Solid Waste and Recycling Committee may be November 27 in the Supervisor's Conference room on the second floor of the County Office Bldg in Wampsville.

Adjourn:

Motion by S. Henderson to adjourn the Solid Waste and Recycling committee meeting seconded by J. Raffé.

Respectfully submitted by Sharon A. Driscoll