

**HUMAN SERVICES COMMITTEE MEETING MINUTES  
TUESDAY, DECEMBER 6, 2016  
9:00 A.M.**

PRESENT: P. Yendell, B. Donohue, I. Davis, M. Walker, E. Gott, D. LeFeber, I. Coyle

ABSENT: D. Babbitt Henry

**WORKFORCE DEVELOPMENT – MARY GULDENSHUH**

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

**APPOINTING MEMBERS TO THE COMMUNITY INITIATIVES COUNCIL: MORGAN KEIHL, ANN HUNT & SYDNEY UNDERWOOD**

RESOLVED, that the following members are hereby appointed to the Community Initiatives Council for the term designated:

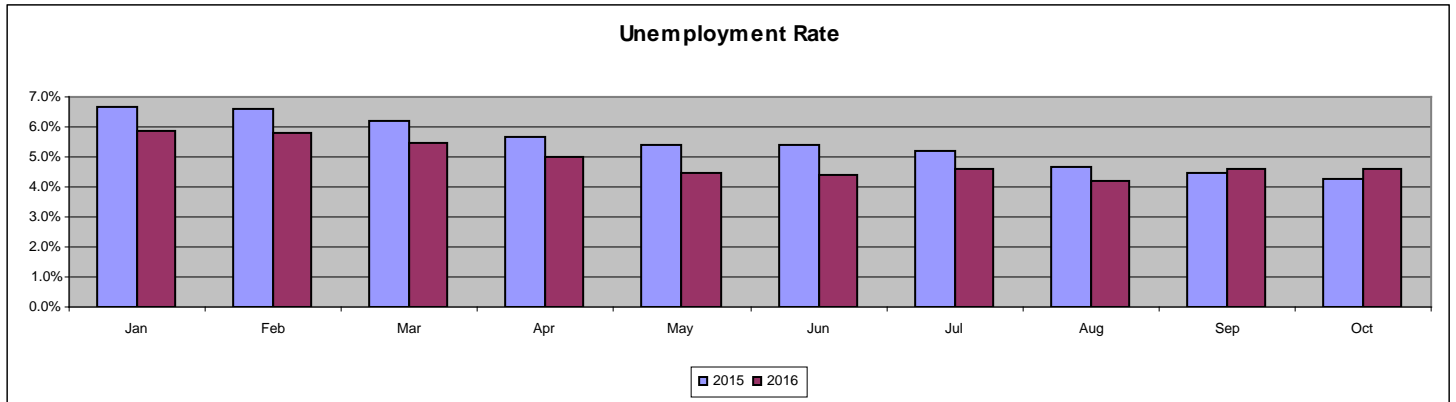
<b>Livingston County Community Initiatives Council</b>			
Name	Address	Rep/Title	Term
Morgan Keihl	177 Lima Road Geneseo, NY 14454	Private Sector	1/1/2017-12/31/19
Ann Hunt	35 Case Street, Mt. Morris, NY 14510	Private Sector	1/1/2017-12/31/19
Sydney Underwood	1767 Cole Road, Nunda, NY 14517	Private Sector	1/1/2017-12/31/19

Mrs. Guldenshuh explained that Morgan Keihl is the only new person and she is replacing Terry Holbrook.

*Motion: Mr. Gott moved and Mr. Davis seconded to approve the foregoing resolution ..... Carried.*

**Informational Item(s) Written Only**

**Livingston County Unemployment Rate**



*The October unemployment rate of 4.6% is up slightly from 4.3% during the same period last year.*

<b>Activity</b>	<b>October 2016</b>
Counselor Assisted Appointments	63
Adults/Youth in Training	28
Employer Recruitment Events	6
Adults/Youth in Paid Work Experience	5
Workshop Attendees	19
Incarcerated Clients Served	28
PA Clients Employed	71
PA Clients in Work Experience	30
PA Clients in ESOL Education	11
PA Clients in High School Equivalency Education	6

**Program Updates**

Precision Machining Program - GVEP is recruiting for a new 209 hour machining program, beginning on January 9th, 2017. Participants will have the option to receive up to 12 credit hours through MCC at the completion of the program. Funding assistance is available through Workforce Development.

Teen Recognition - The Teen Recognition dinner has been scheduled for Wednesday April 19th. Livingston County Sheriff's Deputy and 2007 Town of Avon recipient Brittany Smyder will deliver the keynote address.

NYDOCCS Recruitment - Workforce Development will be hosting recruitment events during December for the NYS Corrections Officer exam being offered February 11th.

StandUp Leadership - The high school leadership conference is being rescheduled for spring 2017. The event was cancelled in November due to the mumps occurrence at Geneseo.

Job Fairs - Three Job Fairs have been schedule for 2017. The first event will be April 25th at Livonia, and will be exclusively for Livingston County high school students.

Civil Service Recruitment - Workforce Development has started assisting in the recruitment of candidates for civil service exams and open positions. The department will also serve as a resource library for preparatory materials, will offer workshops on Civil Service in the community, and will begin offering customized services to departments struggling with their hiring needs.

**VETERANS SERVICES UPDATE – JASON SKINNER**

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

Mr. Skinner reported that David Lee Terry has accepted the employment offer for Deputy Director. David Terry served for the US Navy as a Yeoman and he is looking forward to his start on 12/12. He will lead the pledge at the 1/25/17 Board meeting. Chairman Gott explained that he has been contacted by a senior veteran who has asked to see senior veterans start leading the pledge again. Mr. Skinner will reach out to the VFWs, Legions and Supervisors for names within the community.

**DEPARTMENT OF SOCIAL SERVICES – DIANE DEANE**

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

1. **AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT(S) FOR THE LIVINGSTON COUNTY DEPARTMENT OF SOCIAL SERVICES: SANTO BENTIVEGNA, PH.D., CHILD CARE COUNCIL, DAVID CORON, M.D., REGINALD COX, YVONNE DIETZ, STACEY L. HERRICK, LCSW-R, ACSW, INDUSTRIAL MEDICINE ASSOCIATES, SUE IVANCIC, LCSW-R, ACSW, NYS OFFICE OF CHILDREN & FAMILY SERVICES, NICHOLAS H. NOYES MEMORIAL HOSPITAL, COUNTY OF STEUBEN, VARIOUS LICENSED DAY CARE CENTERS, VARIOUS LICENSED/REGISTERED DAY CARE PROVIDERS, VISION INFORNET, INC.**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract(s) for the Livingston County Department of Social Services, according to the term(s) designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Santo Bentivegna, Ph.D.</b> 780 Blossom Rd. Rochester, NY 14610	1/1/17-12/31/17	Per hour \$100.00

For: Complete psychological evaluations for referred individuals to assist in the development/modification of the case plan.

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

**Child Care Council** 1/1/17-12/31/17 \$80,269.00  
595 Blossom Rd., Suite 120  
Rochester, NY 14610

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
MOU with State OCFS – DSS is pass through Agency	0%	Yes X No

**David Coron, M.D.** 1/1/17-12/31/17 Per hour \$110.00

6137 County Road 41  
 Farmington, NY 14425

For: Complete psychological evaluations of referred individuals.

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

Director's Comments: The individuals referred are clients of the Services Division usually involved with Child Protective and Foster Care Services.

**Reginald Cox** 1/1/17-12/31/17 Max. \$20,000.00  
 3 Mountain Rise  
 Fairport, NY 14450  
 For: Father's Group & Boy's Group

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

Directors' Comments: Father's Groups focus on parenting, DV, anger management, healthy relationships, communication skills, understanding the responsibilities and choices of the father within the family; boys groups focus on healthy relationships, communication, problem solving, bullying, enhancing leadership skills, and overall responsibility. The goal is to promote better outcomes for males in our community.

**Yvonne Dietz** 1/1/17-12/31/17 Max. \$35,000.00  
 53 East St.  
 PO Box 265  
 Nunda, NY 14517  
 For: Family Resolutions Coordinator

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

Director's Comments: Ms. Dietz will provide service and supports to parents with children on the verge of Foster Care or in Foster Care. Promotes extended family involvement to reduce foster care placements.

**Stacey L. Herrick, LCSW-R, ACSW** 1/1/17-12/31/17 Per hour \$80.00  
 120 Allens Creek Rd.  
 Rochester, NY 14618  
 For: Counseling of children placed in foster care due to sexual abuse.

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

**Industrial Medicine Associates** 1/1/17-12/31/17 Per Exam \$128.63  
 660 While Plain Rd., Suite 630  
 Tarrytown, NY 10591  
 For: Physical and mental impairment examinations for County Social Service claimants.

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

**Sue Ivancic, LCSW-R, ACSW** 1/1/17-12/31/17 Per hour \$80.00  
 120 Allens Creek Rd.  
 Rochester, NY 14618  
 For: Counseling of children placed in foster care due to sexual abuse

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

**NYS Office of Children & Family Services** 1/1/17-12/31/17 \$80,269.00  
 52 Washington Street  
 Rensselaer NY 12144

MOU for funding to pay for the costs incurred in providing inspection and registration services on behalf of OCFS of the registration and inspection of Family Day Care homes and School Age Programs in Livingston County.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
MOU with State OCFS – DSS is pass through Agency	0%	Yes X No

**Nicholas H. Noyes Memorial Hospital**

1/1/17-12/31/17

Per day \$190.00

111 Clara Barton St.

Per person max. 30 days

Dansville, NY 14437

For: Social Admissions for individuals eligible for Protective Services of Adults (PSA).

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
<i>Title XX – 65% Federal</i>	35%	Yes X No

**County of Steuben**

1/1/17-12/31/17

\$23,500.00

3 East Pulteney Square

Bath, NY 14810

For: Non-secure detention for children who are remanded to non-secure detention facility by the Livingston County Family Court.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Federal for IVE – State Foster Care Block Grant	25-50%	Yes X No

Director's Comments: Guarantee 1 bed for 100 days @ \$235/day, additional beds \$245/day up to 8 beds.

**Various Licensed Day Care Centers**

1/1/17-12/31/17

Market Rates

For: Reimbursement to Day Care Centers who care for DSS clients who are eligible for day care reimbursement. Amount paid based on duration of care and age of child.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Federal Child Care Block Grant Allocation	0-5%	Yes X No

**Various Licensed/Registered Day Care Providers**

1/1/17-12/31/17

Market Rates

**Providers**

For: Reimbursement to Day Care Providers who care for DSS clients who are eligible for day care reimbursement. Amount paid based on duration of care and age of child.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Federal Child Care Block Grant Allocation	0-5%	Yes X No

**Vision Infonet, Inc.**

1/1/17-12/31/17

Per line \$.09

1717 Park St., Suite 110

Naperville, IL 60563

For: Transcription Services

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

Mrs. Deane reviewed the contracts above for approval. We are just a pass through agent for the Child Care Council with funding coming from NYSOCFS. There was discussion on how the local share percentage is determined for these contracts. It is 100% up to our allocation amount. There was discussion on foster care parenting.

*Motion: Mrs. Donohue moved and Mrs. Walker seconded to approve the foregoing resolution Carried.*

## 2. AUTHORIZING A PROFESSIONAL SERVICES CONTRACT FOR THE MOBILE TECHNOLOGY SOLUTION – NORTHWOODS CONSULTING PARTNERS, INC.

WHEREAS, the County of Livingston solicited a Request for Proposal for Mobile Technology Solution, and 1 proposal was received, now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract, which is determined to be the most qualified to provide said services, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Northwoods Consulting Partners, Inc.		\$501,522.50
5815 Wall Street		
Dublin, OH 43017		

For: Mobile Technology Solution for Caseworkers

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Foster Care IV-E & Child Welfare	30% (~\$151,000)	Yes X No

Director's Comments:

The software solution must automate the capture and flow of client and case information based on how caseworkers throughout the agency need to use it. The solution must utilize the current repository used for the storage of scanned images. This will provide one secure location for the capture, storage and retrieval of scanned images for caseworkers to accomplish most of their daily tasks from a single application. Demographic data must be imported from the NYS CONNECTIONS download, giving the users access to the most current data possible. The product must allow for both desktop and mobile integration for seamless functionality for 50 Casework staff. All Bids must be received no later than December 2, 2016 at 4:00 p.m. Chemung County uses Northwoods very successfully. This system recreates our process for access on Ipad for use outside of the office increasing efficiencies. All records are available. This also helps with reimbursement. *Motion: Mr. Gott moved and Mrs. Donohue seconded to approve the foregoing resolution ..... Carried.*

Mrs. Deane explained that she will be bringing the funeral contracts next month. LC is one of the more generous counties when dealing with funeral directors. She has reached out to the funeral directors recommending no changes for this contract and she has heard nothing to date. There have been nine adoptions in 2016 and she believes there will be three more before the end of the year.

**Informational Item(s) Written Only**

Statement of Appropriations (Monthly) (October) – Attached

Statistics (Monthly) (October)

	<b>Oct</b>	<b><u>% Change from Jan</u></b>
<b>Temporary Assistance Cases (TA):</b>		<b><u>1</u></b>
Family Assistance	295	<b>-9.23%</b>
Safety Net	334	<b>-5.38%</b>
<b>Total</b>	<b>629</b>	<b>-7.23%</b>

**Medicaid Cases (MA):**

Community	2071	<b>-33.92%</b>
Chronic Care	228	<b>-9.88%</b>
Foster Care	163	<b>13.19%</b>
SSI	1288	<b>0.94%</b>
<b>Total</b>	<b>3750</b>	<b>-21.99%</b>

**Livingston County Citizens receiving some form of Medicaid service:**

<b>Cases In Transit</b>	168
<b>NYSOH</b>	4060
<b>Livingston County DSS</b>	6950
<b>Total</b>	<b>11178</b>

**Medicaid Managed Care Individuals (Monthly Premium):**

These Individuals are included in above TA\MA.

Mainstream Managed Care	5068
HARP	181
Managed Long Term Care-Community	53
Managed Long Term Care-Nursing Home	58
<b>Total</b>	<b>5360</b>

<b>Food Stamp Cases:</b>	3220	<b>-4.14%</b>
<b>Child Care Cases:</b>	200	<b>8.11%</b>
<b>Protective Services for Adults (PSA):</b>	68	<b>25.93%</b>
<u>Financial Mgmt</u>	49	
<u>Home Mgmt</u>	45	
<u>Personal Care</u>	21	
Level I	6	
Level II	10	
Level I pending	5	
<u>Guardianship Cases</u>	5	
Awaiting discharge	3	
Pending	1	
Assessment assists	103	
<b>Preventive Services:</b>	52	<b>-5.45%</b>
<u>Probation caseload</u>	28	<b>16.67%</b>
<u>School based consults</u>	199	
<u>School based active</u>	3	
<u>TASA (Case Management for Pregnant/Parenting Teens) Active</u>	6	
<b>Child Protective Services (CPS):</b>		
New Assignments	50	
<b>Foster Care</b>	<b>67</b>	
<b>Foster Children - DSS Custody</b>	53	<b>-1.85%</b>

Employees hired, resigned or retired in November:

Donna Clark	Resignation	HEAP Examiner	11/4/16	Lima
Patricia Hammond	Hired	Seasonal HEAP Examiner	11/7/16	Caledonia
Janet Claud	Hired	Seasonal HEAP Examiner	11/7/16	Geneseo
Jennifer Noto	Hired	Social Services Attorney	11/9/16	Geneseo
Donna Erwin	Temp. position ended	Social Welfare Examiner	11/16/16	Dansville
Sara Hunsinger	Promotion	Social Welfare Examiner	11/20/16	Dansville
Alex Greenfield	Released	Caseworker Trainee	11/21/16	Livonia
Patricia Ford	Released	Clerk/Typist	11/28/16	Geneseo

November was National Adoption Awareness month and we celebrated with a group of our recent adopted families with cupcakes and balloons. DSS has had 9 adoptions so far in 2016.

HEAP opened on November 14.

**OFFICE FOR THE AGING – SUE DAVIN**

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

1. **AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACTS FOR THE LIVINGSTON COUNTY OFFICE FOR THE AGING: COMMUNITY CARE OF WESTERN NY D/B/A HOME CARE AND HOSPICE, GENESEE REGION HOME CARE OF ONTARIO COUNTY D/B/A HOME CARE PLUS, HOME & HEALTH CARE SERVICES, INC., LIFESPAN OF GREATER ROCHESTER, LIVINGSTON HEALTH CARE SYSTEMS, INC. (2) & UNLIMITED CARE, INC.**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to

sign the following contract(s) for the Livingston County Office for the Aging, according to the term(s) designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Community Care of Western NY</b>	1/1/17-12/31/17	\$4,000.00

**D/B/A Home Care & Hospice**

1225 West State Street

Olean, NY 14760

For: Caregiver Respite Services

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Title IIIE (Federal)	\$1,000.00	Yes X No

Director's Comments: Funds non-medical in-home aide services for primary caregivers of a senior

<b>Genesee Region Home Care of Ontario County</b>	1/1/17-12/31/17	\$4,000.00
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**D/B/A Home Care Plus**

3111 Winton Rd. South

Rochester, NY 14623

For: Caregiver Respite Services

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Title IIIE (Federal)	\$1,000.00	Yes X No

Director's Comments: Funds non-medical in-home aide services for primary caregivers of a senior

<b>Home &amp; Health Care Services, Inc.</b>	1/1/17-12/31/17	\$4,000.00
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City Hall

82 Main St. 3<sup>rd</sup> floor

Hornell, NY 14843

For: Caregiver Respite Services

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Title IIIE (Federal)	\$1,000.00	Yes X No

Director's Comments: Funds non-medical in-home aide services for primary caregivers of a senior

<b>Lifespan of Greater Rochester</b>	7/1/16-12/31/16	\$6,000.00
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1900 S. Clinton Avenue

Rochester, NY 14618

For: Finger Lakes Caregiver Institute Mini grant – to support activities benefitting Livingston County caregivers and care receivers

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Lifespan of Greater Rochester	\$0	Yes No X no match

Director's Comments: Grant funding; no match

<b>Livingston Health Care Systems, Inc.</b>	1/1/17-12/31/17	\$46,762.00
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Noyes Hospital

111 Clara Barton Street

Dansville, NY 14437

For: Caregiver Support Services

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Title IIIE (Federal)	\$12,580.00	Yes X No

Director's Comments: Funds the following program services: Support Group facilitation, Caregiver Resource Library maintenance, individual counseling, information and assistance, assessment services, and public education programs.

<b>Livingston Health Care Systems, Inc.</b>	1 /1/17-12/31/17	\$4,100.00
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Noyes Hospital

111 Clara Barton Street

Dansville, NY 14437

For: Evidence-Based Health Promotion

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Title IIID (Federal)	\$429.00	Yes X No

Director's Comments: Funds Evidence Based Health Promotion programs, currently Powerful Tools for Caregivers classes, 2 series of classes annually

**Unlimited Care, Inc.**

1/1/17-12/31/17

\$4,000.00

1200 Jefferson Road

Suite 206

Rochester, NY 14623

For: Caregiver Respite Services

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Title IIIE (Federal)	\$1000.00	Yes X No

Director's Comments: Funds non-medical in-home aide services for primary caregivers of a senior

Ms. Davin reviewed the contracts for approval. Four of the contracts utilize funding specifically for care givers.

*Motion: Mrs. Donohue moved and Mr. Davis seconded to approve the foregoing resolution... Carried.*

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

Annual Implementation Plan Status - Ms. Davin explained that she will have the plan ready for approval in January.

Wildbriar Estates – Ms. Davin reviewed a request for support of a new facility in Livonia. A grant application is being prepared for submission by GVRPC. They already have Wildbriar Estates located in Livonia. They are requesting commitment that the congregate meals will be served there five days per week, approximately 25 meals per day. Jill Alcorn has also met with Mr. Coyle to discuss the project and the request for another congregate meal site. Mr. Coyle explained that they are looking for support of the project, but we are not able to commit to a congregate meal site. Chairman Gott explained that he has also met with Ms. Alcorn. There was discussion on whether there is a need for a new site. Ms. Davin discussed plans being done in other counties for sharing the costs.

*Motion: Mrs. Donohue moved and Mr. Davis seconded that a letter of support be sent for the project without committing to a congregate meal site. Carried.*

Seniorama-May 20, 2017-She is seeking recommendations for senior nominations for state recognition. Chairman Gott requested that Ms. Davin send the list of past recipients to the Supervisors. Mr. Davis explained that Portage has a plaque of recipients since the inception of the program.

Overview points Annual Plan 2017:

- No services eliminated
- County match remains at approximately 45% and is the amount approved in 2017 County budget
- Meals – Overall the update contains the same number of meals but there are 2000 more distributed to Congregate meals versus Home Delivered
- EISEP (Expanded In-Home Services for the Elderly) – proposing essentially the same budget for aides
- As for 2016, using modest increased CSE funding for legal and transportation services
- Expanded Health Promotion programming – planning first Tai Chi for Arthritis series

Projections for Annual Plan Units

Service	Units 4/2014-3/2015	Units 4/2015 – 3/2016	Projection 2017-2018/9month totals 2016
Congregate Meals	23,178 meals 278 people	27,255 meals (over projection of 22,965) 277 people	<b>29,000 meals– 278 people</b> (2016 projection 27,000 meals - 9 month total of 22,204)
Case Management	1163 units 441 people	1604 units (over projection of 1200	<b>1450 units</b> <b>440 people</b>



		units) 441	(2016 projection 1320 units – 9 month total of 1211 units)
HDM	56817 meals 423 people	57105 meals (projection of 64,020) 426 people	<b>60, 273 meals</b> <b>423 people</b> (2016 projection 62,273 meals - 9 month total of 39,450)
Nutrition Education	4517 units	4586 units (projection of 4,714)	<b>4650 units</b> (2016 projection 4320 units - 9 month total of 3966)
Nutrition Counseling	41 units 69 people (projection of 120 people 130 units)	33 units 89 people (projection of 130 units)	2016 projection 110 units 55 people (9 month total for 2016 25 units/58 people) Need to adjust projections to be in line with actual numbers
Caregiver Services	655 units 165 people	546 units 180 people (projection was 750 units 165 people)	<b>520 units</b> <b>150 people</b> (2016 projection 700 units 155 people - 9 month total 390 units/74 people)
PERS	7424 units 504 people	6647 units 466 people (projection was 7,325 units and 700 people)	<b>6460 units</b> <b>440 people</b> (2016 projection 6750 units 520 people - 9 month total 4845 units/426 people)
Transportation – LATS	5235 units 51 people	5594 units 51 people (projection was 5300 units 55 people)	<b>6000 units –</b> <b>55 people</b> <b>2016</b> transportation projections included multiple providers/uses
Legal	309 units 110 people	228 units 106 people (projection was 225 units/220 people)	# of units will depend on dollars available/rate per hour (2016 projection 300 units/155 people – too high)
PCI		Projected for 2015- 2016 2221 units 23 people	Projection always exceeds actual due to budgeting for maximum and shortage of aides; maximum hours increased to 10 hours per week versus six
PCII		Projected for 2015- 2016 5147 units 2321 people	Projection always exceeds actual due to budgeting for maximum and shortage of aides; maximum hours increased to 10 hours per week versus

			six
Information and Assistance		Unit was changed from contact to hour and back comparison is not useful	To be estimated given change in contact

**Informational Item(s) Written Only**

We received notice from SUNY Geneseo that they intend to offer Volunteer Income Tax Assistance for seniors for another year.

The Annual Caregiver Event was held November 12<sup>th</sup> at the Celebrate Family Church. Over fifty caregivers attended and enjoyed the keynote speaker, vendors, panel discussion and lunch.

Save the Date – Seniorama 2017 – May 20, 2017

The 2017 Martin Luther King, Jr. Day of Leadership and Service will be held Monday, January 16, 2017 at SUNY Geneseo. This is an intergenerational event that includes keynote speaker, workshops, luncheon and service projects.

We continue to struggle to enroll new Foster Grandparents to meet contractual number of volunteers.

In October, the National Guard offered the final Emergency Preparedness Training in a year-long collaboration.

Planning is underway for Tai Chi for Arthritis to be piloted in the 1<sup>st</sup> quarter of 2017.

We are seeking nominations for New York State Senior of the Year and have formed a subcommittee to select honoree.

**CENTER FOR NURSING & REHABILITATION – FRANK BASSETT**

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

**1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR THE LIVINGSTON COUNTY CENTER FOR NURSING AND REHABILITATION: FINGER LAKES COMMUNITY COLLEGE**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for the Livingston County Center for nursing and Rehabilitation, according to the term designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Finger Lakes Community College</b> 3325 Marvin Sands Drive Canandaigua, New York 14424 For: Nurse Aide Training Program	1/1/17 – 12/31/17	\$2,000.00/per participant

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

**Director's Comments:**

The CNR has had an affiliate relationship with FLCC for ten years. This has enabled the Center to conduct two training programs annually with up to 16 participants per class. The Livingston County Workforce Development Office has been able to use grant dollars to fund a majority of training participants. Employment rates remain 90%+ for graduates.

Mr. Bassett explained that this has been a very successful collaboration for 10 years now. We are listed as an affiliate of the college. We hired 19 of 20 of the most recent graduates.

*Motion: Mr. Davis moved and Mr. LeFeber seconded to approve the foregoing resolution..... Carried.*

## **2. AMENDING THE 2016 HOURLY EMPLOYEE SALARY SCHEDULE: CENTER FOR NURSING & REHABILITATION**

RESOLVED, that the 2016 Hourly Employee Salary Schedule is amended as follows:

Create one (1) Full Time Registered Professional Nurse Position.

Delete one (1) Full-time Neighborhood Assistant Position Effective December 21, 2016.

### **AND REFERRING THE PERSONNEL MATTER TO THE WAYS & MEANS COMMITTEE**

#### Director's Comments:

1. The 2017 CNR budget includes creation of a new Registered Nurse position. The item will be assigned to the 4PM –12 MN shift. The position is necessitated by increased clinical acuity, later admission frequency, and the need to reduce the workload for the RN and Charge Nurse currently assigned to the 2<sup>nd</sup> shift. A New Position Duty Statement has been filed with the Personnel Office.
2. The 2017 CNR budget includes creation of two new part time Neighborhood Assistant positions as substitute for a full time position vacated by retirement 11/29/16. The part time personnel will afford greater scheduling flexibility in meeting Environmental Service Department needs. A New Position Duty Statement has been filed with the Personnel Office.

Mr. Bassett explained that he would like to act now on this 2017 budgeted position so that it can be filled early in the 2017 budget year.

*Motion: Mr. Gott moved and Mrs. Donohue seconded to approve the foregoing resolution ..... Carried.*

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

##### 1. FINANCIAL/OPERATIONAL UPDATES:

- a.) Occupancy- As of November 29, occupancy was 97.6% for the month, YTD 97.5%. Census has continued to be robust. The regional average is below 96%. Medicare days are very important to our revenues.
- b.) Cash Flow – The CNR's Cash Flow Report as of November 28 reflects \$9,994,228. in reserves. IGT monies was received and deposited in the amount of \$9,994,000. Cash balance is \$19,578,000. Monies for retirement were sent out to the Treasurer and will be reflected in the account later this week of approx. \$1.6M.
- c.) Budget Variance – The September 2016 budget variance reports will be distributed and discussed at committee. There is good expense control and the revenue continues to grow.
- d.) 2014 IGT Distribution – On November 23 the County Treasurer submitted the 50% FMAP match required to draw down the IGT of \$9,986,244.00.
- e.) Noyes Dialysis Extension Clinic – Noyes representatives have scheduled a meeting with Director Bassett to review preliminary drawings for the proposed Dialysis Clinic prior to CON submission to the NYS DOH. A schedule for a fall 2017 program opening remains. He has a preliminary rendering and it is slightly larger than anticipated. We are building this considering future need, not current need. Mr. Bassett is confident that we can continue to meet the needs of our residents. The dialysis program is currently serving 9 CNR patients. Mr. Bassett will need to retain the architect at some point once we move forward with the project. LaBella is the architectural firm typically used by Noyes and Mr. Bassett will be recommending them. The unit will be located in the therapy suite. The CON will not be submitted until we have reached agreement on the design, unless a conceptual design is acceptable for submission with the CON application.

2. ACCOUNTS RECEIVABLE DASHBOARD – Barbara Keefe, Director of Fiscal Services will distribute and discuss a new management tool create to monitor the accounts receivable cycle for various payers and the CNR's performance benchmarked against public nursing home and non-profit peers. Mr. Bassett explained that he charged the Fiscal department with developing a dashboard for accounts receivables, rather than receive a report only when the audited financials are presented. Ms. Keefe reviewed the plan. Mr. Bassett complimented Ms. Keefe on her work on this report. Mr. Bassett explained the delay with Medicaid

applications and approvals and the payment of the NAMI. There was discussion various circumstances affecting available resources.

The laptops went live for medications last week. All current orders should be entered within a few months using this system. This will be a significant time savings.

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**Informational Item(s) Written Only**

1. Reports - Absenteeism & Mandation, Agency Use, Hours Worked
2. CPOE and eMAR Launch – The Nursing Department went live with computerized physician orders and medication administration records on 11/29. Nurses are now using a laptop on the medication cart to access electronic Medication Administration Records. The software provides a photo of each resident, new physician orders populate immediately when entered, and the system is anticipated to decrease medication errors. Physicians have an app installed on their phones to enable remote authorization of new orders. The system support from software vendor RHS included two-weeks of on-site training with all nurses and one week of on-site support for the go-live week.
3. NYS DOH Recertification – The NYS DOH elected not to return to resurvey following submission of a Plan of Correction for deficiencies cited 9/23. The Center was deemed in Substantial Compliance effective 11/23/16.
4. Award Recipient – The Livingston County Office of Workforce Development has nominated the CNR to receive a GLOW WDB Livingston County Business Recognition Award as a Livingston County business that best utilized Workforce Development Office services and made an economic impact in the region. Ryan Snyder and his staff have been exemplary partners in the CNR’s efforts to expand Nurse Aide certification opportunities through training conducted in partnership with Finger Lakes Community College. In the last 10 years the CNR has assisted nearly 400 individuals to gain entry-level health care employment. Without adequate grant support the numbers of individuals assisted would be significantly compromised. The program benefits all health care providers and not the CNR alone. The award will be presented in Batavia on December 9
5. Confidential Secretary – The vacancy has been posted. Applications should be available for Director review the week of December 12.
6. 2017 Work Plans – CNR Department Heads are developing 2017 Departmental Work Plans for 1/1/17 implementation. The goal of the work plans are to establish focused activities on specific projects intended to improve workflow processes, policy and regulatory compliance, and improve quality outcomes.
7. Floor Care Project – Waxing all resident rooms is the last step of the flooring project and is anticipated to start in December. The project will result in application of three coats of wax and will require room occupant(s) to be displaced for 5-7 hours. The project is expected to last 4 – 6 weeks. Completing this project at the close of the installation process enables the costs to be capitalized.
8. Dryer Smoldering Incident – The Building Maintenance Foreperson activated a fire alarm upon discovery of smoke emanating from a UniMac dryer in the Ground Floor Laundry Room at approximately 12:38 p.m. on 11/01/16. The articles were mop heads and cleaning cloths. An All Clear announcement was made 17 minutes later and smoke was exhausted from the room. The incident was reported to the NYS DOH. Safety Committee was convened in special session on 11/3 and dryer use procedures were clarified and posted. Users of all departments were trained in the new procedures. Emergency Management Services Director Niedermaier reported to the scene and conducted an investigation. Ignition resulted from an endothermic reaction caused by different fabrics drying at different rates and when the cycle ended the piled articles caught fire due to the held heat. No residents were affected by the incident. The dryer was subsequently serviced and returned to service.

**DEPARTMENT OF HEALTH – JENNIFER RODRIGUEZ**

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

1. **AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT(S) FOR THE LIVINGSTON COUNTY DEPARTMENT OF HEALTH: CLARK PATTERSON LEE ASSOCIATES, ENCLARA PHARMACIA, GENESEE COUNTY, LIFE SCIENCE LABORATORIES & COORDINATED CARE SERVICES, INC.**

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract(s) for the Livingston County Department of Health, according to the term(s) designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Clark Patterson Lee Associates</b> 205 St. Paul Street, Suite 500 Rochester, NY 14604 For: Engineering and consulting services	1/1/17-12/31/17	\$50.00/hour

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYSDOH PWSEP GRANT	0 to \$700 max.	<b>Yes</b> X No

Director's Comments: This contract is an extension of year 6 of indefinite annual renewals.

<b>Enclara Pharmacia</b> 1601 Cherry Street; Suite 1700 Philadelphia, PA 19102	10/1/16-9/30/17	\$9.50 - Home Hospice/per-diem rate \$7.50 – Hospice Patients in a facility/per-diem rate
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For: Medications for Hospice Patients and support for Hospice Staff

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
3rd Party Payors or County/varies by payor	0 % - 100%	<b>Yes</b> X No

Director's Comments: This contract extension will provide medications for Hospice patients and education/pharmaceutical support for Hospice nursing staff.

<b>Genesee County</b> 3837 West Main Street Batavia, NY 14020 For: To explore IPA for clinic services feasibility	1/1/17-12/31/17	\$ 17,000.00
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<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
OMH NYS and DSRIP	0%	<b>Yes</b> X No

Director's Comments: This contract is Joint Legal Feasibility Analysis of Behavioral Health Inter-municipal Consortium.

<b>Life Science Laboratories, Inc.</b> 5854 Butternut Drive Syracuse, NY 13057 For: Environmental lab testing services	1/1/17-12/31/17	See contract bid sheet
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<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYSDOH PWSEP GRANT	Approx. 2% (95% PWSEP Grant + 5% 4010 with 36% state aid).	<b>Yes</b> X No

Director's Comments: This contract is an extension of year 1 of 3.  
And be it further

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for the Livingston County Department of Health, and any future amendments to said contract, according to the term designated, subject to review by the County Attorney and County Administrator:

<b>Coordinated Care Services, Inc.</b> 1099 Jay Street, Bldg. J	1/1/17-12/31/17	\$27,050.00
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For: For: Fiscal support for Mental Health (LGU, CFR and RMTS)

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS OMH and Federal Salary Share	0%	Yes X No

Ms. Rodriguez reviewed the contracts for approval. Genesee County is a new endeavor and is part of the OMH NYS and district funding for a joint feasibility analysis with a group of counties looking at working together as a negotiating group for clinic rates with insurance companies.

*Motion: Mr. Gott moved and Mr. Davis seconded to approve the foregoing resolution ..... Carried.*

**3. AWARDING BID FOR THE LIVINGSTON COUNTY DEPARTMENT OF HEALTH FOR MEDICAL SUPPLIES – MEDLINE INDUSTRIES, INC.**

WHEREAS, after the proper legal advertisement seeking bids for medical supplies, three (3) bids were received and opened on October 18, 2016, now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is authorized to sign the following contract, which is hereby accepted as the lowest responsible bid, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
<b>Medline Industries, Inc.</b> One Medline Place Mudelein, Illinois 60060-4486	12/1/16-11/30/17 w/option to renew for one (1) additional year	Prices on file

For: Medical supplies

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
3rd Party Payors or County/varies by payor	0% - 100%	Yes No

Director’s Comments: To provide medical supplies for Hospice.

*Motion: Mrs. Donohue moved and Mr. LeFeber seconded to approve the foregoing resolution Carried.*

**4. APPOINTING MEMBER(S) TO THE LIVINGSTON COUNTY BOARD OF HEALTH: DOUGLAS MAC KENZIE & J. PETER YENDELL**

RESOLVED, that the following member(s) is hereby appointed to the Livingston County Board Of Health for the term designated:

<b>Livingston County Board of Health</b>			
Name	Address	Rep/Title	Term
Douglas MacKenzie	6 Seminole Avenue, Geneseo, NY 14454	Member	1/1/17-12/31/22
J. Peter Yendell	7447 College Street, Lima, NY 14485	Legislative Member	1/1/17-12/31/17

*Motion: Mr. Gott moved and Mr. Davis seconded to approve the foregoing resolution ..... Carried.*

Ms. Rodriguez explained that she is meeting the NYSDOH and SUNY Geneseo regarding the mumps outbreak. Her nurses are doing case investigations. They sent 9 more students for testing today and are awaiting 17 for results.

**Informational Item(s) Written Only**

- We have been working with SUNY Geneseo in Mumps investigations.
- We have our Department training day scheduled for December.
- We held a water operator meeting to address any potential issues.
- We have added one additional therapist to the DSS satellite office.
- We presented to Leadership Livingston and served on the Healthcare Panel.
- An additional restaurant is participating in the Healthy Dining initiative, for a total of eight (8) in the county.
- Caledonia Marketplace is participating in the Healthy Grocery Store initiative, for a total of three (3) in the county.
- We continue to work on developing the chronic disease portion of the new CHIP (Community Health

Improvement Plan) and will be focusing on a Blue Zone initiative by working with various sectors of one community to develop policy, system and environmental changes (school, worksite and village/town). Poverty Simulation event was held on November 29 with 120 registered, evaluating systems change to better serve the disparate population.

Media and outreach efforts completed for Reproductive Health Center and Hospice.

CRASE training conducted for staff, via Livingston County Sheriff's Office.

Violence Prevention Coordinator applied for United Way for to support local initiatives including purchasing curricula for local schools.

### **JANUARY MEETING SCHEDULE**

The Committee discussed the January schedule and decided to meet immediately following the Organizational meeting on Tuesday, January 3, 2017 at 2:00 p.m.

### **ADJOURNMENT**

Mr. Gott moved and Mr. Davis seconded to adjourn the meeting at 10:19 a.m.

Respectfully submitted,

Michele R. Rees, CMC  
Clerk of the Board