

**HUMAN SERVICES COMMITTEE MEETING MINUTES
TUESDAY, JANUARY 27, 2015
1:30 P.M.**

PRESENT: P. Yendell, L. Semmel, I. Davis, B. Donohue, E. Gott, D. LeFeber, I. Coyle, M. Leader – LC News

ABSENT: D. Babbitt Henry

CENTER FOR NURSING & REHABILITATION – FRANK BASSETT

Action Item(s) To Be Reported

AWARDING BID FOR THE LIVINGSTON COUNTY CENTER FOR NURSING AND REHABILITATION FOR CNR COURTYARD PROJECT – VALLEY VIEW ENTERPRISE LLC AND REFER TO THE PUBLIC SERVICES COMMITTEE FOR AWARD

WHEREAS, after the proper legal advertisement seeking bids for general construction and site courtyard surfacing work, six (6) bids were received and opened on January 14, 2015, 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>Contract</u>	<u>Amount</u>
Valley View Enterprise LLC	\$276,000.00
8937 Deer Run Road	
Boston, New York 14025	
For: CNR Courtyard Project	

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
2015 CNR Capital Budget – Enterprise Fund	N/A	Yes X No

Director’s Comments:

The Courtyard project was initially bid in July 2014 but not awarded. The project was re-bid separated into two packages, general construction and site work, yielding six bids, Valley View is deemed lowest responsible bidder for both packages. Contract value is significantly below the \$340,000.00 budgeted for the 2015 Capital Project. The project will replace all existing surfaces in five courtyards. Work activity is anticipated to be completed by June 1, 2015.

Mr. Bassett distributed his meeting packets for review. The courtyard project was previously bid last summer and only one bid was received at a cost much higher than budgeted. It was decided to rebid the project. The new bid is significantly less than what was previously bid. This is full removal and replacement. The work will come with a product warrantee. Mr. Bassett passed around a sample chunk of the material to be viewed. The bid came in well below budget and it is anticipated that the project will be completed by June.

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

Flooring Update: The flooring project launched on 1/19 with the atrium carpet being replaced. Since then, carpet has been replaced in one Family Unit on each of the five Neighborhoods. The project will take four weeks to complete all Family Units. Two dates in February have been reserved for the punch list performance by the contractor, ProCarpet. The CNR did not retain Clark Patterson for project management this time. The project oversight is being provided by Mr. Bassett and Tom Helles monitoring day to day work. The project should be completed in late March early April.

Pre-approved Informational Item(s) To Be Reported

1. FINANCIAL/OPERATIONAL UPDATES:

- Occupancy – Occupancy through January 19 is 99.2%. A rehab patient now occupies all 26 beds of the Transitional Care Unit. TCU II has had two rehab admissions and others are anticipated. This will improve the Medicare utilization rate and revenues.
- Cash Flow-The CNR’s Cash Flow Report as of January 16, 2015 reflects \$13,555,765.00 on hand. The remaining 50% of the 2013/14 IGT was distributed on January 21 totaling \$3,421,335.00. Mr. Bassett reported on the cash flow and the facility’s ability to pay for these maintenance projects.
- Budget Variance and Census – The November budget variance reports are attached and will be discussed at the committee meeting.

Mr. Bassett reviewed the average rehab Medicare rate for December versus the average facility Medicare rate. They need to continue to grow their Medicare days to strengthen revenues. The Medicaid rate is \$215. while the average Medicare rate is over \$400 per day. Mr. Bassett met last Thursday with the CNR's Medical Director to request that he assist with setting up a meeting with Noyes' Medical Director and CEO to further explore opportunities to collaborate services. Mr. Bassett is very pleased with staff prevention of the spread of influenza in the facility.

Informational Item(s) Written Only

1. Absenteeism, Mandation, FMLA, Payroll Performance, Work Related Injuries, Quality Measures
2. Medicare Rates – The average facility Medicare rate reached \$443.23/day in December. In contrast, the average facility Medicaid rate is \$217.31/day. The CNR will continue to evaluate program and service opportunities that would increase Medicare days and strengthen facility revenues.
3. Dietary Services Bid – Director Bassett and Kaaren Smith of the OFA are preparing the Dietary Services bid for release late-January or early February. The contract with Morrison Senior Dining has been extended by 60 days and will now terminate May 31, 2015.
4. Pharmacy Services – Service transition to Quinlan’s Pharmacy January 1st is being well managed by Kathy Crye, DON and John Quinlan. Medication carts have been delivered and are in use. Quinlan’s has demonstrated a sincere commitment to delivering services in a customer friendly and professional manner.
5. Laundry Services Bid – The bid is being prepared for release late-January or early February. Services under the current contract terminate April 30, 2015.
6. Floor Finish Replacement Project – The \$432,000.00 project kicked off on January 19 with replacement of the atrium carpet. Starting January 20 and lasting for 4 weeks, flooring of one Family Unit will be replaced per day. Coordination with residents, staff and families is a priority and efforts to minimize the inconvenience to residents are well structured. Total project will last approx. 10 weeks to complete scheduled resident bathroom flooring, visitor corridor and administrative carpet replacement.
7. County Worker United Way Campaign – Ryan Snyder, Workforce Development Director and I will serve as co-chairs of the 2015 effort. A kick-off luncheon was held for campaign coordinators of various agencies on January 23. Last year County employees raised \$35,000.
8. Influenza – The CNR experienced a total of 10 laboratory confirmed cases of Influenza A between December 27 and January 4. The staff successfully confined residents exhibiting symptoms and prevented a more widespread outcome. The staff flu vaccination rate is approximately 98%. Staff absences related to flu or flu-like symptoms also spiked in the same period as residents.

DEPARTMENT OF SOCIAL SERVICES – DIANE DEANE

Action Item(s) To Be Reported

1. AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO SIGN A CONTRACT WITH THE FOLLOWING: LIVINGSTON COUNTY VETERAN SERVICES AGENCY

RESOLVED, that the Commissioner of Social Services 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>
Livingston County Veteran	1/1/15-12/31/15	\$21,400.00

Services Agency
 7 Murray Hill Dr.
 Mt. Morris NY 14510

For: Information, assistance, referral and claims representation to veterans, dependents, survivors and other claimants for benefits provided under federal, state or local legislation.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Medicaid Admin and Public Assistance Admin.	25%	Yes X No

Mrs. Deane explained that this is the contract so they can use some of the DSS budget for Veterans Affairs where there are joint clients.

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

Mrs. Deane informed the committee that there is a PIT (Point In Time) homeless survey done. Contact Andrew Timm if you have any individuals in your communities that do not have permanent housing.

She reported that individuals utilizing temporary housing went down 20.7% in 2014 from 2013.

Informational Item(s) Written Only

1. Status Reports
 - a. Statement of Appropriations, Expenditures & Balances (Monthly) (December)
 - b. Statistics (Monthly) (December)

Temporary Assistance Cases (TA):	Dec	<u>% change from Jan 1</u>
Family Assistance	375	-4.09%
Safety Net	395	2.33%
Total	770	-0.90%

Medicaid Cases (MA):		
Community	3674	-7.20%
Chronic Care	239	1.70%
Foster Care	144	-0.69%
SSI	1240	-0.24%
Total	5297	-5.11%

Medicaid Individuals (Monthly Premium):

These Individuals are included in above TAMA.

Managed Care	6242	2.29%
Family Health Plus	0	-100.00%
Total	6242	-17.83%

Food Stamp Cases:	3452	2.55%
Child Care Cases:	201	-1.47%

Protective Services for Adults (PSA): 77

<u>Financial Mgmt</u>	58
<u>Home Mgmt</u>	50
<u>Personal Care</u>	19
Level I	6
Level II	11
Level I pending	2
<u>Guardianship Cases</u>	<u>3</u>
Awaiting discharge	1
Pending	1
Assessment assists	34

Preventive Services:	61	15.09%
<u>Probation caseload</u>	21	
<u>School based consults</u>	232	
<u>School based active</u>	2	

Child Protective Services (CPS):

New Assignments	48	
New Assignments that went FAR	26	
Foster Care	56	
Foster Children - DSS Custody	40	8.11%

2. Employees hired, resigned or retired in January:

Michelle Weaver	Promoted	Senior Caseworker	Geneseo	1/4/15
Joice Reed Kelley	Hired	Clerk/Typist	Conesus	1/26/15

OFFICE FOR THE AGING – KAAREN SMITH

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: NOYES HOSPITAL, NEW YORK STATE OFFICE FOR THE AGING

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contracts 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>
Noyes Hospital	1/1/14–12/31/14	\$3,890.00

111 Clara Barton St/
Dansville, New York 14437

For: NYSOFA is requiring a contract addendum for contract approved by Res. No. 2014-017

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Title IIID (Federal)	\$389.00	Yes x No

Director's Comments:

Contract addendum to contract for IIID funding for evidence based services. Funding supported the 6 week Powerful Tools for Caregivers program provided under our contract with Noyes for Caregiver Support Services now required by NYS Office for the Aging

New York State Office for the Aging	4/1/15 – 3/31/16	\$2,312,260.00
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2 Empire State Plaza
Albany, New York 12223

For: **Annual Implementation Plan** - Programs and services to be provided by the Office for the Aging (all funding sources) from FY 4/1/15 – 3/31/16. The submission of this budget has been approved by the Livingston County Board of Supervisors

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted ?</i>
Federal and NY State	\$986,711	Yes x No

Director's Comments: Request for action item approval allowing the Chairman of the Livingston County Board of Supervisors to sign the required cover sheet to be sent under separate mailing to NYS Office for the Aging.

Mrs. Smith reviewed the contract for Noyes and explained that this is the IID money we have always received to help caregivers. The state now requires a special contract for these funds. The Local match is \$389. It is required that we have permission for the Chairman to sign the Annual Implementation Plan submitted each year to NYSOFA.

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

Mrs. Smith reported that the Martin Luther King collection day was a huge success. Mr. LeFeber thanked Kaaren on attending a meeting with Avon seniors.

OTHER – IAN COYLE

- Mr. Coyle reported that OFA Director applications are now closed out. There are 12 approved applications. On paper there seem to be a lot of good candidates. There will be a meeting this Thursday by the interview committee to screen applicants. There are two internal candidates.
- Mr. Coyle explained how the Hospice program took a small dip when comments were out that they were closing along with the CHHA program. That has now reversed and the Hospice program is at its highest level and we may need to increase the Public Health Social Worker hours that were reduced late last year.
- Mr. Coyle explained that he is working with Tish Lynn and Frank Hollister on a new position for the Veterans Affairs office.

Informational Item(s) Written Only

1. The Martin Luther King Day of Service event is a collaboration of the Livingston County Office for the Aging and SUNY Geneseo. This day of leadership and service is an intergenerational event with students and senior citizens learning and working together on outreach projects to benefit homebound clients and children from low income families that are nutritionally at risk. This year's Workshops were:
 - Civil Rights and Protest In America, Georgia to Ferguson, Missouri
 - Community Resource Mapping (how to overcome obstacles and leverage resources to accomplish goals and improve community engagement)
 - Giving a Global Voice to Emancipation: How Does Martin Luther King Jr.'s International Vision Influence Leaders Today?
 - Service Leadership
 - Volunteerism
2. Students and Senior Citizens worked on the following service projects together:
 - **Backpack Lunches for Kids:** Volunteers helped to sort, label and pack kid friendly, non-perishable food items for the Livingston County Backpack Lunches for Kids program. This program provides food to needy students in 8 different school districts thorough Livingston County who would otherwise go hungry over the weekend.

- **Cards for the Migrant Center:** Volunteers help write “Get Well”, “Happy Birthday”, and theme related Spanish cards for the Geneseo Migrant Center. These cards will be distributed to families who live and work throughout the region.
- **Cards for Veterans:** Greeting cards and “Thank You for Your Service” cards were written for distribution to patients at VA Centers in Batavia and Canandaigua.
- **Emergency Food Packs for Seniors:** Emergency food kits of shelf stable food items were packed for distribution to home bound seniors as a supplemental food source during emergencies (such as weather) of when the senior is unable to get groceries.
- **Warm Fuzzies:** volunteers sorted and bagged mittens, gloves, hats and socks for distribution to needy homebound seniors.
- **“Welcome to the Office for the Aging New Client Kits:** volunteer help pack welcome kits of items and useful information to be distributed caseworkers at the initial home visit.

3. **Program Summary Report for Fiscal Period 4/1/2014 – 1/20/2015**

- Total number of individuals served to date (unduplicated county) = 1,614
- Under 60, disabled (information and assistance only) = 26
 - Age 60-74 yrs = 408
 - Age 75-84 = 318
 - Age 85 + = 287
 - Over 60 DOB missing = 575
- Poverty Level
 - 100 % (\$11,670 annually or under) = 122
 - 125% (\$14,588 annually) = 71
 - 150% (\$17,505 annually) = 177
 - 185% (\$21,590 annually) = 99
- Frail / Disabled (2-3 activities of daily living that are difficult to perform) = 515
- Live Alone = 448

4. **Establishment of a Social Daycare Program to serve Dementia patients.**

ADJOURNMENT

Mr. Gott moved and Mrs. Semmel seconded to adjourn the Committee meeting at 9:29 a.m.

DEPARTMENT OF HEALTH/MENTAL HEALTH – JENNIFER RODRIGUEZ

Informational Item(s) Written Only

- Monthly Ebola education and outreach to staff and community partners
- Flu education and outreach to staff and community partners
- Developing a work plan for 2015 for SHAPE
- Healthy Grocery Store initiative (CHIP) - Save A Lot in Mt. Morris, healthy items labeled, poster and grocery list in English and Spanish, media and outreach plan implemented
- Media and outreach plan implemented, regarding cervical cancer screenings, Gardasil 9 and Cancer Services Program
- Submitted Creating Healthy Schools and Communities grant application
- Marketing and outreach plan for Hospice has been very successful as Hospice referrals and Hospice days have increased
- Liz Green, Violence Prevention Coordinator, developed and distributed the Livingston County Community Toolkit for Anti-Bullying
- Radon marketing and outreach efforts have been successful as an increased number of kits have been distributed to community members

- Staff training for the next quarter includes Healthy Home, Ergonomics, and Stress Reduction and Crisis Intervention

WORKFORCE DEVELOPMENT – RYAN SNYDER

Informational Item(s) Written Only



The Unemployment Rate has not been updated since the last committee report.

1. Office of Workforce Development Activity Report

Activity	December 2014
Counselor Assisted Appointments	70
Adults/Youth in Training	20
Credentials Earned	4
Employer Recruitment Events	5
Employer Assessments	3
Workshop Attendees	32
Entries to Employment – WIA Only	156

2. Workforce

ESL/HSE Tutor - Workforce Development will begin offering English as Second Language and High School Equivalency classes to recipients of Temporary Assistance in February. Classes will supplement other resources available in the community, so that participants can advance quicker and improve their employability.

Job Fair - The 2015 Job Fair has been scheduled for April 23rd at Genesee Community College in Dansville.

Careers in Health Care - Workforce Development will be hosting a Careers in Health Care event at the Government Center on Thursday March 19th. Attendees will learn about health care career from local employers and about the dual certification training program in April.

Workforce Innovation Opportunity Act Implementation - The WIOA law mandates full implementation by July 1, 2015, however USDOL has failed to meet the statutory deadline to release draft regulations. The Workforce Investment Board is meeting February 17th to discuss the requirements.

3. Youth Bureau

Teen Recognition - The annual Teen Recognition event has been scheduled for April 29th at the River Hotel in Mt. Morris. Instructions and nomination forms for the 2015 recognition are posted on the County website. Nomination forms must be returned by February 13th for consideration.

Respectfully submitted,

Michele R. Rees
Clerk of the Board