

**STEBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE**

*Wednesday, July 5, 2023*

*9:00 a.m.*

*Legislative Chambers, 3<sup>rd</sup> Floor, Annex Building  
Bath, New York*

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Carol A. Ferratella, Chair Paul E. Van Caesele	K. Michael Hanna, Vice Chair	Aaron I. Mullen
<b>STAFF:</b>	Jack K. Wheeler Lise Reynolds Patty Barody Brenda Scotchmer	Jennifer Prossick Nate Alderman Darlene Smith Kim Jessup	Kathy Muller Lynn Lewis Jennifer DeMonstoy
<b>LEGISLATORS:</b>	Scott J. Van Etten Wendy Lozo Frederick G. Potter	Kelly H. Fitzpatrick John V. Malter	Hilda T. Lando Robert V. Nichols
<b>ABSENT:</b>	James Kuhl		
<b>OTHERS:</b>	Mary Perham Elisa Tobia Colleen Banik, Steuben County Prevention Coalition Bianca Crandle, Family Service Society		

*Secretary's Note: Mr. Kuhl attended via Zoom, however, not under the Extraordinary Circumstance exemption.*

**I. CALL TO ORDER**

Mrs. Ferratella called the meeting to order at 9:00 a.m. and asked Mr. Hanna to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE JUNE 7, 2023, MEETING MADE BY MR. MULLEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENTAL REQUESTS**

A. Department of Social Services

1. **Award Cost Allocation Plan RFP** – Ms. Muller informed the committee they received two proposals. The first was from our current provider, Maximus, for a three-year contract with year one at \$10,000 and years two and three at \$10,500. The second was from MGT with a first year cost of \$8,000, second year cost of \$8,100 and third year cost of \$8,200. She recommended awarding to Maximus who has been providing this service for many years and is a provider in 16 counties.

**MOTION: AWARDING THE RFP FOR THE COUNTY'S COST ALLOCATION PLAN TO MAXIMUS FOR THREE YEARS AT A COST OF \$10,000 FOR YEAR ONE AND \$10,500 FOR YEARS TWO AND THREE MADE BY MR. HANNA. SECONDED BY MR. VAN CAESELE.**

Mr. Mullen asked what is this for? Ms. Muller explained this is the cost allocation plan for the County. This is for the department chargebacks and we are able to draw down State funding for various departments. This company will do our cost allocation audit as well as our MILOR (Maintenance in Lieu of Rent). Mr. Mullen

asked is this a professional service? Mr. Wheeler replied yes. Mr. Van Caesele asked is there a price increase? Ms. Reynolds replied the cost has stayed flat.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

B. Public Health

1. **RFP for New Software to Replace HCMS Software** – Mrs. Smith requested authorization to issue an RFP for new software to replace the HCMS (Home Care Management Software). This is a very old program and the manufacturer has been out of business for many years. The primary function of this software is to help track staff time. A good portion of our staff work across five to eight programs and each program needs to be recorded so that we can get reimbursement from the State and we also use that information for grants.

**MOTION: AUTHORIZING THE DIRECTOR OF PUBLIC HEALTH AND NURSING SERVICES, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE AN RFP FOR NEW SOFTWARE TO REPLACE THE HCMS SOFTWARE MADE BY MR. MULLEN. SECONDED BY MR. VAN CAESELE. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

C. Community Services

1. **Contract Amendment** – Ms. Lewis requested authorization to amend the contract with Dr. Michele Lowry to add 70 hours to the contract. She noted that Dr. Lowry provides forensic services. We have an unfilled part-time position which is a three-day per week position which we have been unable to fill. The additional cost would be \$7,500 and they have money available in the budget due to having this unfilled contract position.

**MOTION: AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF COMMUNITY SERVICES TO AMEND THE CONTRACT WITH DR. MICHELE LOWRY TO ADD 70 HOURS FOR A TOTAL COST INCREASE OF \$7,500 MADE BY MR. VAN CAESELE. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Mr. Van Caesele asked how long have you been trying to fill the part-time position? Ms. Lewis replied the last individual vacated the position in October 2022.

2. **2022 Opioid Settlement Funds Services Updates** – Ms. Lewis stated CASA was unable to attend, however, they did provide a report. The AIR Program was started in April in Steuben County and they have a van to provide transportation. They have engaged 452 unique participants in activities so far. The DIVERT Program is the program that places a peer in the Law Enforcement system to engage individuals in treatment services and/or harm reduction. They approached 15 law enforcement agencies and all declined to participate at this time. Ms. Lewis stated that she will be meeting with Ms. Domingos to discuss these programs in the next couple of weeks.

Ms. Lewis stated for Community Services, last month the Legislature approved the two Staff Social Worker positions and those positions are currently posted and being advertised. She introduced Kim Jessup, Coordinator of the Alcohol and Substance Abuse Program to provide an update on peer services. Ms. Jessup stated AA (Alcoholics Anonymous) was first started in 1935 as a resource for people getting sober. In 2020 NYS OASAS required peers in outpatient services. It has taken us a year and a half, but we do have a part-time peer, Wanda Early, who has several years of recovery. We did receive approval to hire a full-time peer, and unfortunately that has taken many months to find someone, but we do have an applicant. These two individuals will work together to ensure services in an outpatient facility as well as to work in the forensic program as inmates transition out into the community. Ms. Jessup stated she hopes that her peers can also work with Brandon Beuter and the OD Mapping Program to help connect people to services. We also hope to engage more with the hospitals in the community. Additionally we would like to do more tabling events in the community to bring more awareness.

Mr. Hanna asked have you seen an increase in the number of people needing services? Ms. Jessup replied our numbers have been pretty steady. It is really important for prevention and harm reduction, to be able to do more outreach. The people that we have had over the last ten years are very sick with co-morbidities and are dealing with medical issues, social issues and multiple drug use. Mr. Hanna asked would you agree that AA is the most successful? Ms. Jessup replied I agree that it is important to have sober support and AA is one of the easiest ways to connect. There are all kinds of self-help meetings as a result of AA and the twelve-step program.

Ms. Lewis introduced Bianca Crandle from Family Service Society. Ms. Crandle stated she is the Program Director for Youth Prevention Programs. We have youth centers in Corning, Bath and Hornell. She stated that she primarily oversees the Corning Youth Center. We received Opioid Settlement Funds to help with staff in the youth center and with our T.R.E.E of Dreams Teen Space. With these funds we are now able to have someone at the Teen Space from 8am – 6pm all summer for all teens that need services. We have served 29 unduplicated teens with over 500 visits. We have trained staff in prevention and the Keeping It Real Program, which was 10 sessions. They are doing collaboration programs with parents. They also provide a drug-free space for teens to hang out. The more that we have programs open, the more kids we will be able to serve.

Mrs. Lando commented that she substitutes in the middle school in Corning and there are 6<sup>th</sup> graders smoking in the bathrooms and we have a real problem. Do you think we can capture those students with these programs? Ms. Crandle replied that is our hope. We met with the Corning-Painted Post School District and gave them pamphlets and flyers. We have also connected with the Superintendent of Schools to try to make more transportation available. We will be able to get the middle schoolers, but there is not a lot of transportation for the high schoolers. Because of the middle school issues, we have prevention programs in the middle school all year long. We have anonymous questionnaires that the students fill out at the beginning and if any of the students indicate they might have a problem, we set up a teen intervention or send someone out to the school.

Mr. Mullen asked how much money was Family Services allocated? Ms. Lewis replied \$37,000. Mr. Mullen asked and you have served 29 youth? Ms. Crandle replied yes. Those are unduplicated with over 500 visits. With the middle school program we have served 75 youth.

Ms. Fitzpatrick asked with regard to CASA and the funding for the DIVERT program; is CASA required to spend the funds on DIVERT, or can they spend that on something else if they don't have the buy in to that program? Mr. Wheeler replied they are required to spend that allocation on the DIVERT Program, based on the contract. We will need to have more communication with them, but if that program is not possible, then it is up to the Legislature. We had talked about expanding the AIR Program, or allocating those funds differently. Mrs. Lando asked of the 452 participants in the AIR Program, how many were Steuben County residents? Ms. Lewis stated that she needs to follow up with Ms. Domingos to get that information. Mrs. Lando stated she would like to know how many Steuben County residents are attending those programs. Ms. Lewis stated she has questions as well about what events were held in Steuben County. She also would like to find out what Law Enforcement agencies they had reached out to. Mr. Malter asked have all of the funds been distributed to them already? Ms. Lewis replied no, they send in a quarterly invoice.

Ms. Lewis introduced Colleen Banik from the Steuben Prevention Coalition. Ms. Banik stated she wanted to provide a mid-year report on the Steuben Opioid Prevention Committee. They held a drug take back day where they collected 800 pounds. They have scheduled another event to be held in October. She stated they have done 29 Narcan trainings since January and have trained 295 individuals, which include fire departments, law enforcement, public school personnel and private citizens. Corning Community College has trained 100 staff. They have handed out 2,500 medication disposal packets and 200 tear pouches. They went to 14 pharmacies and solicited their help in educating the public on proper disposal of medications. They have distributed 84 medication lock boxes; 34 to the Department of Social Services and 50 to community members. Ms. Banik stated their staff has participated in more than 46 total hours of training. They have done 7 tabling and community outreach events and their total reach was 562 based on data that was collected. She noted there are 29 Narcan wall units in the County and they distributed a total of 132 boxes of Narcan to all locations. As of June 26<sup>th</sup> they have replaced 32 boxes. Ms. Banik stated they have been monitoring OD Mapping and there were 186 overdoses

in Steuben County with 8 fatalities and 53 Narcan administrations. These numbers are well above the numbers from June of last year.

Mr. Malter asked where are the Narcan wall units located? Ms. Banik replied we provided three wall units to Corning Community College and they put up an additional 14. We have located them in hotels, motels, schools, law enforcement. We did get push back and some places did not want them. Mrs. Lando commented we looked at OD Mapping and talked to the Department of Social Services to determine some of the locations. Mr. Malter asked do you advertise where the boxes are? Ms. Banik replied no. Mrs. Lando stated we hope to get them out to more public places.

Ms. Fitzpatrick asked is there any place else where people can get Narcan? Mrs. Smith replied you can get it at the pharmacy. Other than that, you are required to have a certified program. Ms. Fitzpatrick commented the utility company is interested in having a wall unit inside their building as they are handling checks and cash. It is not necessarily for public access, but for their staff. Ms. Banik stated we feel it is a good idea to have them everywhere. All of our wall units are inside. There are units for outside that are insulated, but they are expensive. Mrs. Lando asked is there a shelf life? Mrs. Smith replied they expire after one or two years. Ms. Jessup commented NYS requires all outpatient facilities to train and offer Narcan kits to every single person before they are discharged and that is at no cost at this time.

Mr. Mullen asked what is the status of the RFP for the disbursement of Opioid Funds? Mr. Wheeler replied we are in the final stages of developing the RFP. We will get that out by the end of summer and we are at a point where you can evaluate it. Mr. Mullen asked can you send out an organizational chart of the department? Ms. Lewis stated she can resend it. Mr. Malter suggested that someone could come and train the Legislators to use Narcan if the training only takes a few minutes.

D. Personnel

1. **Transfer of Positions from Community Services to Department of Social Services** – Mr. Alderman requested authorization to transfer a Social Services Clinical Coordinator position, BILT Coordinator position, Alcohol & Substance Abuse Coordinator position and Senior Social Worker position from the Department of Community Services to the Department of Social Services. These positions are already funded by DSS and there would be no change in cost. Mr. Malter asked are these positions filled? Mr. Alderman replied one position is vacant. Mr. Mullen asked will this have a negative effect on Community Services? Ms. Lewis replied no. We provide supervision toward licensing and we would still contract with Social Services to provide that. Mrs. Lando asked what was the rationale for this? Ms. Lewis stated these four positions are already housed at Social Services. Ms. Muller stated this is just creating some efficiencies.

**MOTION: AUTHORIZING THE TRANSFER OF THE FOLLOWING POSITIONS FROM THE DEPARTMENT OF COMMUNITY SERVICES TO THE DEPARTMENT OF SOCIAL SERVICES: SOCIAL SERVICES CLINICAL COORDINATOR POSITION, BILT COORDINATOR POSITION, ALCOHOL & SUBSTANCE ABUSE COORDINATOR POSITION AND SENIOR SOCIAL WORKR POSITION MADE BY MR. VAN CAESELE. SECONDED BY MR. MULLEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Community Services – Reclassification** – Mr. Alderman requested authorization to reclassify a vacant Assistant Director of Community Services, Management Grade I to a Deputy Director of Community Services, Management Grade J.

**MOTION: AUTHORIZING THE RECLASSIFICATION OF A VACANT ASSISTANT DIRECTOR OF COMMUNITY SERVICES, MANAGEMENT GRADE I TO A DEPUTY DIRECTOR OF COMMUNITY SERVICES, MANAGEMENT GRADE J MADE BY MR. MULLEN. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

**IV. OTHER BUSINESS**

A. *Recognizing Office for the Aging* - Mrs. Ferratella stated she would like to recognize the Office for the Aging for their program, "Creating Your Forever Home". This was offered at the Corning Senior Center and was well attended. They talked about finding ways to make your home safer and more functional.

**MOTION: TO ADJOURN MADE BY MR. HANNA. SECONDED BY MR. MULLEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\*  
Wednesday, August 2, 2023  
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, July 26, 2023**