

STEUBEN COUNTY HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE

Wednesday, October 4, 2023

9:00 a.m.

*Legislative Chambers, 3rd Floor, Annex Building
Bath, New York*

****MINUTES****

COMMITTEE:	Carol A. Ferratella, Chair Paul E. Van Caesele	K. Michael Hanna, Vice Chair	Aaron I. Mullen
STAFF:	Jack K. Wheeler Lynn Lewis Brenda Scotchmer Lindsay Rice Gary Smith Craig Patrick	Christopher Brewer Nate Alderman Auralee Jeffers Kathy Muller Bill Caudill Heather Schneider	Jennifer Prossick Patty Barody Jennifer DeMonstoy Lise Reynolds Tammy Hurd-Harvey
LEGISLATORS:	Scott J. Van Etten Wendy Lozo Frederick G. Potter	Kelly H. Fitzpatrick John V. Malter	Hilda T. Lando Nicholas D. Pelham
ABSENT:	James Kuhl		
OTHERS:	Mary Perham Joe Tobia Natalie Abruzzo		

Secretary’s Note: James Kuhl attended via Zoom, however, not under the extraordinary circumstance exemption.

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE SEPTEMBER 6, 2023, MEETING MADE BY MR. MULLEN. SECONDED BY MR. VAN CAESELE. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENT REQUESTS

A. Office for the Aging

1. **RFP for Ramps Projects** – Mrs. Barody requested authorization to issue an RFP for ramps projects. She noted they have one provider and she feels this program will be strengthened if there is more than one vendor.

MOTION: AUTHORIZING THE DIRECTOR OF THE OFFICE FOR THE AGING, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE AN RFP FOR RAMPS PROJECTS MADE BY MR. HANNA. SECONDED BY MR. MULLEN.

Mr. Mullen asked what are the parameters of the RFP? Mrs. Barody replied it needs to be a volunteer led group that is willing to submit their hours and invoices on time. The Ramps Program is a formal program through AmeriCorps. The lead for the project needs to understand construction and will be required to obtain necessary building permits. She noted that her department will identify those clients that are in need of ramps.

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

B. Personnel

1. **OFA – Reclassification** – Mr. Alderman stated due to an impending retirement, he is requesting authorization, effective October 6, 2023, to reclassify a Registered Professional Nurse position, CSEA Grade O to a Caseworker position, CSEA Grade J. This is a downgrade and the duties of this position do not require an RN.

MOTION: AUTHORIZING, EFFECTIVE OCTOBER 6, 2023, THE RECLASSIFICATION OF A REGISTERED PROFESSIONAL NURSE POSITION, CSEA GRADE O TO A CASEWORKER POSITION, CSEA GRADE J IN THE OFFICE FOR THE AGING MADE BY MR. VAN CAESELE. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. Social Services

1. **Contract Renewal** – Ms. Muller requested authorization to renew the contract with Kwinshi Dream, LLC for housing located at 41 Bridge Street in Corning. There are 20 rooms with the capacity to bunk 22 additional beds. We pay \$50.00 per bed; \$25.00 for the second bed and \$25.00 for the third bed when we bunk.

MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO RENEW THE CONTRACT WITH KWINSHI DREAM, LLC FOR 20 ROOMS WITH THE CAPACITY TO BUNK 22 ADDITIONAL BEDS AT A RATE OF \$50.00 PER BED AND A RATE OF \$25.00 FOR THE SECOND BED AND \$25.00 FOR THE THIRD BED WHEN WE BUNK MADE BY MR. MULLEN. SECONDED BY MR. VAN CAESELE. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

D. Community Services

1. **Accept and Appropriate OMH COLA Funds** – Ms. Lewis requested authorization to accept \$318,451 in additional NYS OMH funding and appropriate to various contracted services lines.

MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO ACCEPT \$318,451 IN ADDITIONAL NYS OMH FUNDING AND APPROPRIATE TO VARIOUS CONTRACTED SERVICES LINE ITEMS MADE BY MR. VAN CAESELE. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **RFP Award for Collection Services** – Ms. Lewis informed the committee they had terminated their contract with their collection services provider as they did not meet IT standards. We put out an RFP and received two proposals. She recommended awarding the RFP to General Revenue Corporation. They will collect 15 percent of any collected revenues and also met our IT Department’s requirements. She noted the other vendor, Ability Recovery, would have collected 18 percent of any collected revenues but did not meet IT standards.

MOTION: AWARDING THE RFP FOR COLLECTION SERVICES TO GENERAL REVENUE CORPORATION WITH A FEE OF 15 PERCENT OF ANY COLLECTED REVENUES MADE BY MR. MULLEN. SECONDED BY MR. VAN CAESELE. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. Mullen thanked Ms. Lewis for sending the charts showing the RFP review; that was very helpful. He also thanked her for sending the data on the AIR Program.

Mr. Van Etten asked why the Office for the Aging needed authorization to issue an RFP for the ramps program? Mr. Wheeler stated this is one of the proposed changes to the *Administrative Code* that we will be presenting for consideration in December. If they have a contracted service that is not budgeted for, they would need to bring that for approval before they issue the RFP. It is a difference of budgeted versus unbudgeted services. Mr. Mullen stated we have had some RFP’s come up where we have had discussions about tweaking the language for a proposal and you could formulate it to what you would be more inclined to look at. Mr. Van Etten stated he

agrees there are some situations where we have an impact. However, with something like the ramps program, where they want to put out an RFP to get additional providers, it seems inefficient.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR**
Wednesday, November 1, 2023
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, October 25, 2023**