

AGENDA
Human Services Committee
Wednesday, September 7, 2016 10:00 a.m.
LOCATION: 3019 County Complex Drive, Room 205

1. APPROVAL OF MINUTES – August 17, 2016
2. OFFICE FOR THE AGING
 - a. RESOLUTION: Printing Bid (Irene will bring)
 - b. RESOLUTION: Experience Work Amendment (Irene will bring)
3. YOUTH BUREAU
 - a. RESOLUTION: Authorization for Amended Agreements
 - b. RESOLUTION: Authorization to Enter into Consultant Agreement with Geneva City School District
4. DEPARTMENT OF SOCIAL SERVICES
 - a. RESOLUTION: Resolution Calling on Congress for a Full Debate of the Ramifications of the Family First Prevention Services Act (HR5456)
 - b. Informational: New regulations requiring hotel/motel inspections (see attachments)

xc: John Marren, Chairman of the Board
Mary Krause, County Administrator
Brian Young, Deputy County Administrator
Eileen Tiberio, Commissioner of Social Services
Mary Gates, Director of Finance
Sarah Miller, Secretary

Agenda only (via e-mail)

Jeremy Marshall
Irene Coveny
Eileen Tiberio
Rochelle Gray
Robert Kramer
Marsha Foote
Deb Gierman
Karen DeMay

Agenda only per request (via e-mail)

Mike Hibbard (Finger Lakes Times)
Dave Shaw (Finger Lakes Times)

MINUTES
HUMAN SERVICES COMMITTEE
August 17, 2016

Committee Members: Pamela Helming, Chairperson, Tamara Hicks, Co-Chairperson, Greg Bendzlowicz, Daniel Marshall, Nathan VanBortel, Fred Willie

Present: Pam Helming, Tamara Hicks, Greg Bendzlowicz, Frederick Wille, Daniel Marshall, Mary Krause, Eileen Tiberio, Irene Coveny, Bob Kramer, Mary Gates, Brian Young, Jeff Rougeux, Marsha Foote, Shelly Gray, Kathleen Meyer, Sarah Miller

Distribution: Committee members, All Department Heads, Board Chairman, Board Vice-Chairman, Clerk of the Board

Chair Helming called the meeting to order at 10:00 a.m.

Chair Helming deemed Supervisor VanBortel necessarily absent.

Chair Helming called for approval of the 5/25/16 minutes. Supervisor Bendzlowicz made a motion to approve the minutes, seconded by Supervisor Hicks and approved.

OFFICE FOR THE AGING

Irene Coveny presented a resolution Approval Agreement: Office for the Aging and Experience Works 2016. Ms. Coveny stated this agreement assists job seekers age 55 or over improve their skills, obtain on-the-job training and find employment. Supervisor Bendzlowicz made a motion to approve the agreement, seconded by Supervisor Hicks and approved.

DEPARTMENT OF SOCIAL SERVICES

Eileen Tiberio is requesting hiring a disability position for a Senior Welfare Examiner in Geneva. Supervisor Hicks made a motion to approve the hiring of a disability position, seconded by Supervisor Wille and approved.

BUDGET PRESENTATIONS

Shelly Gray presented the Veterans Budget with budget summary. Supervisor Bendzlowicz made a motion to approve the budget as presented, seconded by Supervisor Hicks and approved.

Robert Kramer presented the Workforce Budget with budget summary. Supervisor Wille made a motion to approve the budget as presented, seconded by Supervisor Bendzlowicz and approved.

Irene Coveny presented the Office for the Aging Budget with budget summary. Supervisor Bendzalowicz made a motion to approve the budget as presented, seconded by Supervisor Hicks and approved.

Robert Kramer presented the Department of Social Services budget with budget summary. Supervisor Marshall made a motion to approve the budget as presented, seconded by Supervisor Bendzlowicz and approved.

Jeff Rougeux presented the Youth Care Facility budget. Supervisor Bendzlowicz made a motion approve the budget as presented, seconded by Supervisor Hicks and approved.

Marsha Foote presented the Youth Bureau budget with budget summary. Supervisor Hicks made a motion to approve the budget as presented, seconded by Supervisor Bendzlowicz and approved.

There being no further business to come before the committee, Supervisor Marshall made a motion to adjourn the meeting, seconded by Supervisor Hicks. The meeting was adjourned at 10:50 a.m.

Respectfully submitted,

Sarah Miller, Secretary

DRAFT

AUTHORIZATION FOR AMENDED AGREEMENTS

WHEREAS, The Ontario County Youth Bureau has additional Youth Initiative (YI) funds from the New York State Office of Children and Family Services to allocate for youth programming in 2016; and

WHEREAS, The Ontario County Youth Board wishes to fund:

- Boys and Girls Club \$2,500; and
- Safe Harbors \$2,500;

now, therefore be it

RESOLVED, That this Board of Supervisors does hereby approve allocating these funds;
and

RESOLVED, That the funds will be used for Boys and Girls Club and Safe Harbors; and

RESOLVED, That the Director of the Youth Bureau is hereby authorized and directed to distribute these funds; and further

RESOLVED, That certified copies of this resolution be sent by the Clerk of this Board to Boys and Girls Club, Safe Harbors and the Ontario County Finance Department.

**AUTHORIZATION TO ENTER INTO CONSULTANT AGREEMENT WITH GENEVA
CITY SCHOOL DISTRICT**

WHEREAS, The Ontario County Youth Bureau wishes to enter into an agreement with Geneva Middle School to provide consultation on the implementation of an attendance initiative; and

WHEREAS, the Geneva City School District has accepted a "Community Schools" grant naming the Youth Bureau as the consultant for the Attendance Initiative; and

WHEREAS, The County Youth Bureau has access to tools and supports which will aid in the development of attendance initiative; and

WHEREAS, the Geneva City School District has requested the aid of the County in the development of the "Attendance Initiative", which is known to support improved outcomes for students; now, therefore, be it

RESOLVED, That upon recommendation of the Human Services Committee, the Ontario County Board of Supervisors authorizes the Youth Bureau to enter into agreement with the Geneva City School District to provide consultant services regarding the "Attendance Initiative", at a cost not to exceed \$21,000,00; and further

RESOLVED, that the Youth Bureau shall provide said services to the Geneva City School District, and said Consultant services shall include such expenses that may be incurred by the county to include; staff travel, printing, purchase of supports and wraparound services, and other goods and services as deemed necessary to support the development of the initiative; and further

RESOLVED, That a total of \$21,000.00 will be paid to Ontario County by the Geneva City School District for said consultant services provided for the period of July 1, 2016 to June 30, 2017; and further

RESOLVED, that the County Administrator be, and hereby is, authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purposes of the original contract, subject to review and approve by the Office of the County Attorney; and further

RESOLVED, That certified copies of this resolution be sent to the County Finance Department, Youth Bureau, and Geneva City School District.

RESOLUTION CALLING ON CONGRESS FOR A FULL DEBATE OF THE RAMIFICATIONS
OF THE FAMILY FIRST PREVENTION SERVICES ACT (HR5456)

WHEREAS, The Family First Prevention Services Act (HR5456) was introduced in Congress in June 2016; and

WHEREAS, The bill's intention is to increase federal funding of foster care preventive services and to impose restrictions on congregate care for children in foster care; and

WHEREAS, This bill, as proposed, would cause significant fiscal and programmatic consequences for New York State and its counties; and

WHEREAS, New York has already made great strides in prevention, reduction of children in foster care and the number of children in congregate care; and

WHEREAS, The bill shifts an estimated \$248 million in costs to the states and counties; and

WHEREAS, The Ontario County Board of Supervisors recognizes the importance of providing preventive services to families whose children are at risk of foster care; and

WHEREAS, The Ontario County Board of Supervisors recognizes the critical importance of providing appropriate services to all children in foster care; and

WHEREAS, The Ontario County Board of Supervisors recognizes the importance of keeping children in foster care in non-institutional settings whenever possible; and

RESOLVED, That the Ontario County Board of Supervisor calls upon Congress to hold this bill until full debate can occur on its fiscal and programmatic ramifications; and further

RESOLVED, That certified copies of this resolution be sent to New York State Association of Counties, Inter County Association of Western New York, Senator Charles E. Schumer, Senator Kirsten E. Gillibrand, Representative Chris Collins, and Representative Thomas Reed.

**Regulations re: Hotel/motel inspections
Effective November 30, 2016**

18 NYCRR Section 352.3(h) now requires local social services districts that make hotel/motel referrals to inspect at least once every six months the hotels/motels in which families are placed.

- Inspections must be completed at least every 6 months
- Copies of the inspection forms must be submitted to Office of Temporary and Disability Assistance (OTDA) within 30 days of completion
- OTDA has developed a new form (attached). Alternative forms must be approved by OTDA prior to use.
- Inspections schedule
 - Every hotel/motel routinely used – every 6 months
 - A facility used for the first time – within 5 days of the placement and every 6 months thereafter
 - A facility not used for 6 months does not need to be inspected
- Inspection requirements:
 - Inspections are unannounced
 - Every room being currently being used for temporary housing on the day of inspection must be inspected
 - If no or few units in use that day, DSS must inspect at least 1 room in each section/floor of the facility
 - If an interim inspection is required, the inspection schedule can be rest to that inspection if it is within 90 days of the next scheduled inspection.
- DSS may negotiate with other inspection entities to ensure inspections are conducted, providing that the OTDA inspection requirements are met.
- Plan for implementation must be submitted to OTDA by November 30. Revisions to the plan must be submitted for approval

**Habitability Standards for Temporary Hotel/Motel Accommodations
Inspection Checklist**

Hotel/Motel Name:	BICS Vendor Code:	Date of Inspection:
Street Address:	City:	Hotel Contact Person:
Zip Code:	County:	LDSS Contact Person:
LDSS Phone/Email:		LDSS Inspector:
Local District(s) Making Referrals to Facility:		Date of Submission:

Part 352.3 (g) Standards

No family shall be referred to a hotel/motel, nor shall any reimbursement be made for cost incurred from such referral, unless all of the required Primary consideration shall be given to the needs of children. Specific factors considered must include, but shall not be limited to educational needs; security; the nature of the facility in which the children would be placed; and the factors which will ensure the minimum disruption of community ties.

	N/A	Satisfactory	Unsatisfactory	Comments
1 (a) Has LDSS ensured that any children placed at this hotel/motel have transportation to and from school? Please explain your response.				
1 (b) Does this facility maintain a level of security to ensure the safety of the families and their children? Please explain your response.				

<p>1 (c) Is the hotel/motel located in an area that has sufficient access to the community via public transportation or reasonable walking distance? Please explain in comment area.</p>				
<p>2 The hotel/motel shall have appropriate contractual or other arrangements for maintenance, repair and sanitation in the hotel/motel. The hotel/motel must have available for review by the local social services district information verifying the above-mentioned arrangements or record of such. Such information would include, for example, contracts with private carter, bills, receipts, or other evidence of performance. Such arrangements shall include, but not be limited to, agreements for provision of the following services:</p>				
	N/A	Satisfactory	Unsatisfactory	Comments
2 (a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 (b)				
2 (c)	<input type="checkbox"/>			
2 (d)	<input type="checkbox"/>			
2 (e)	<input type="checkbox"/>			

2 (f)	maintenance and inspection of heating, ventilation and air conditioning systems						
2 (g)	a regular vermin control program						
2 (h)	provisions to ensure that entrances, exits, steps and walkways are kept clear of garbage, ice, snow and other hazards						
3 Rooms shall be cleaned at least every other day by hotel/motel staff.							
		N/A	Satisfactory	Unsatisfactory			Comments
3 (a)	Are the rooms clean?						
3 (b)	Are the bathrooms clean?						
4 Furniture necessary for daily living, including but not limited to tables, bureaus, chairs, beds and cribs shall be in each room.							
		N/A	Satisfactory	Unsatisfactory			Comments
4 (a)	Are there adequate furnishings in each room? Please explain.						
4 (b)	Are the furnishings in good working condition? Please explain						

5 No more than two adults shall be placed in the same room.					
	N/A	Satisfactory	Unsatisfactory	Comments	
5 (a)					
6 When children are placed in the same room as adults, there shall be sufficient beds so children shall not have to share single beds.					
	N/A	Satisfactory	Unsatisfactory	Comments	
6 (a)					
6 (b)					
6 (c)					
7 All mattresses and bedding material shall be clean. Each bed shall have at least two clean sheets, adequate clean blankets, clean pillows and pillowcases. A complete change of linens shall be made by hotel/motel staff at least once a week and more often where individual circumstances warrant or when a new family occupies the unit. Each unit shall be supplied with towels, soap and toilet tissues. A clean towel shall be provided daily to each resident. Please check for the following:					
	N/A	Satisfactory	Unsatisfactory	Comments	
7 (a)					

7 (b)	Does each bed have an adequate and clean blanket?				
7 (c)	Does each person have a clean pillow and pillow case?				
7 (d)	Are linens changed weekly, and as needed?				
7 (e)	Is each person provided with a clean towel daily?				
7 (f)	Is each unit provided with soap?				
7 (g)	Does each unit have toilet tissues?				
8	Each unit must have operational door and window locks. All windows at and above the second floor must have window guards in place unless windows are sealed and the air conditioning works.				
		N/A	Satisfactory	Unsatisfactory	Comments
8 (a)	Do the doors and windows lock?				
8 (b)	Are window guards in place in units on the second floor or above?				
8 (c)	Are there screens in all windows that open?				
9	(9) A heating system shall be permanently installed and operated in accordance with applicable local law. Where local law or code does not govern the provision of heat, the system will provide heat to maintain a temperature of 69°F (20°C) in all occupied parts of the building, including corridors. Where windows do not open, proper ventilation, including but not limited to air conditioning, shall be operational.				

	N/A	Satisfactory	Unsatisfactory	Comments
9 (a) Is there sufficient heat in the unit?				
9 (b) If supplied, does the air conditioning work?				
9 (c) Is there proper ventilation in the room?				
10 Each family with children must have a private bathroom. At a minimum, this must include a toilet, a sink and a shower or bathtub, all of which must be properly maintained with hot and cold running water.				
	N/A	Satisfactory	Unsatisfactory	Comments
10 (a) Are families placed in units with private bathrooms?				
10 (b) Do the toilets, showers/tubs, and sinks in inspected units work properly?				
10 (c) Does each bathroom have a sink with hot and cold running water?				
11 In addition to verifying that the hotel/motel meets the requirements set forth above, the local district shall make appropriate inquiries to determine whether the hotel/motel is in compliance with all applicable State and local laws, regulations, codes and ordinances.				
	N/A	Satisfactory	Unsatisfactory	Comments

11 (a)	Is the facility in compliance with 10 NYCRR Part 7 - Temporary Residences (Hotels, Motels and Cabin Colonies)?			
11 (b)	Is the facility in compliance with NYS Division of Code Enforcement Section 310 - Residential Group R?			
12 Other Concerns/Comments:				
12 (a)				